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## **The Commonwealth of Massachusetts Executive Office of Public Safety & Security**

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### **FFY 2018 Pedestrian and Bicycle Safety Enforcement and Equipment Grant**

Availability of Grant Funds (AGF)

Deadline for Applications: **August 18, 2017 at 4:00 PM**

## **AGF Contains**

- I. Program Overview**
- II. Program Details**
- III. Budget Information**
- IV. Post-Award Requirements**
- V. Selection Criteria**
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### **I. Program Overview**

The Executive Office of Public Safety and Security, Office of Grants and Research - Highway Safety Division (EOPSS/OGR/HSD) is pleased to announce the availability of up to \$546,000 in federal funding for grants to develop or enhance effective pedestrian and bicycle enforcement efforts that will reduce fatalities and injuries.

Awarding of funds is contingent on the Commonwealth's receipt of FFY 2018 federal funds from the National Highway Traffic Safety Administration (NHTSA).

#### **Eligible Applicants**

All municipal law enforcement agencies within the Commonwealth are eligible to apply. Applications must be based off the problem identification of bicycle and pedestrian injury and fatality trend data in applicant communities.

#### **Key Dates**

Application Posted:	July 7, 2017
Application Deadline:	August 18, 2017 @ 4 PM
Award Announcements:	Winter 2017
Grant Period:	Through September 30, 2018

#### **Background**

During the 5 year span of 2011-2015, 420 people died<sup>1</sup> and nearly 25,000<sup>2</sup> were injured while walking or riding on or near Massachusetts roads. Statistics show that the highest incident rates for bicycle injuries and fatalities occurs in the summer months, while pedestrian injuries and fatalities occur around and after daylight saving time ends in the fall and winter.

Tables 1 through 4 show bicycle and pedestrian crash data for Massachusetts from 2011-2015.

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<sup>1</sup> National Highway Traffic Safety Administration's Fatality Analysis Reporting System (FARS)

<sup>2</sup> Emergency Department Discharge Database, MA Center for Health Information and Analysis

**Table 1: Number of Pedestrian Fatalities in MA**

	2011	2012	2013	2014	2015
TOTAL	69	82	79	74	72

**Table 2: Number of Pedestrian Injuries in MA (persons treated in a hospital emergency department)**

	2011	2012	2013	2014	2015
TOTAL	3,702	3,526	3,798	3,616	3,675

**Table 3: Number of Bicyclist Fatalities in Massachusetts**

	2011	2012	2013	2014	2015
TOTAL	5	16	6	8	9

**Table 4: Number of Bicyclist injuries in MA (persons treated in a hospital emergency department)**

	2011	2012	2013	2014	2015
TOTAL	1,203	1,320	1,328	1,345	1,306

In order to prevent further death or injury to pedestrians and bicyclists, all road users - whether walking, driving, or riding - must share the roads safely. Drivers must show consideration for bicycle lanes of travel and yield to pedestrians in crosswalks. Pedestrians must use caution when crossing streets and not jaywalk. Bicyclists should always use helmets and obey applicable road laws.

EOPSS/OGR/HSD is interested in working with local police departments to fund initiatives that address pedestrian and bicycle issues and couple educational projects with enforcement of laws. This is a unique opportunity for localities to mobilize a community to work together in reducing crashes involving pedestrians and bicyclists.

## II. Program Details

### Eligible Initiatives

Proposals must include targeted overtime enforcement and a minimum of **one** of the other eight community initiatives noted below. Applicants are encouraged to be creative, while adhering to proven countermeasures that work, for a combined pedestrian and bicycle educational and enforcement project. Communities will be eligible for equipment and/or educational materials to enhance the initiative.

- **Targeted enforcement (required)** - This program is designed to increase compliance with traffic laws by pedestrians, bicyclists, and motorists.
- **Crosswalk law enforcement decoys** - Law enforcement officers' partner with plain-clothed decoy officers at crosswalks to enforce traffic laws.
- **Pedestrian sweeper patrols** - This program is designed to take impaired pedestrians off the streets until they no longer have high blood alcohol concentration levels. This reduces the intoxicated pedestrian's exposure to traffic and risk of injury from being hit by a vehicle.
- **Adopt-a-Cone programs** – Community groups or businesses sponsor a cone at a crosswalk in order to heighten visibility and safety.
- **Retro-reflective signage and community banners**
- **Pedestrian breakaway signs\*\*** - These are crosswalk signs which rebound to a vertical position after being struck by a vehicle.
- **Crosswalk retro-reflective tape** – Allows crosswalk to be more visible to all roadway users.
- **Print materials and/or flyers to mobilize business and community groups as well as local residents**
- **Distribution of bicycle safety helmets** - for example during a community bicycle rodeo event.



If the National Highway Traffic Safety Administration (NHTSA) modifies equipment purchasing policy, HSD reserves the right to allow awarded applicants to purchase newly allowable equipment. HSD will notify applicants if any additional equipment becomes allowable for purchase under this grant.

**\*\*Note** – MassDOT will allow on-road pedestrian signs placed on state roads providing the conditions below are met.

1. The municipality applies to the MassDOT for a permit (per MGL Chapter 85, Section 2). If permit is approved, pedestrian sign can only be placed in an existing crosswalk location.
2. The municipality covers the cost of the installation and maintenance of the sign.

Helpful links:

MassDOT district office [contacts](#)

([massdot.state.ma.us/highway/AbouttheDistricts.aspx](http://massdot.state.ma.us/highway/AbouttheDistricts.aspx)).

Please see NHTSA's [Countermeasures that Work](#)

([nhtsa.gov/staticfiles/nti/pdf/811727.pdf](http://nhtsa.gov/staticfiles/nti/pdf/811727.pdf)), National Cooperative Highway Research

Program (NCHRP) [best practice guide](#) ([trb.org/Main/Public/Blurbs/160464.aspx](http://trb.org/Main/Public/Blurbs/160464.aspx)), or

CDC's [Community Guide](#) ([thecommunityguide.org/mvoi/default.htm](http://thecommunityguide.org/mvoi/default.htm)) for guidance on recommended best practices.

Other Requirements

- Patrol by each officer under this grant must be no less than two hours and no greater than eight hours in length and must be devoted solely to enforcement activities
  - Communities should review state and local trend data to identify optimal timeframes to implement funded activities.
  - Officers may not perform other police duties during hours paid for by these grant funds unless an emergency arises. The intent of each patrol is to generate a minimum of three documented stops per hour. Verbal warnings are not considered sufficient for violators.
  - Informational handouts may be distributed to violators, but should not take the place of enforcement.
- Enforcement and programmatic activities associated with this grant must be submitted in writing on a monthly basis.
- All activity must be performed pursuant to Massachusetts and federal laws.
- Departments will be requested to participate in press events, trainings, and meetings as necessary.
- Grant subrecipients must implement an evaluation of overall program success and progress toward reducing problems, ideally by comparing pre- and post-enforcement data.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules and regulations, and EOPSS/OGR conditions pertaining to the receipt, administration, and management of federal funding.

### III. Budget Information

- Equipment expenditures may not make up more than 25% of the proposed budget.
- Due to the federal funding cycle, budgets reflecting two time periods corresponding to the state fiscal years must be submitted as part of the application.
  - One budget to reflect planned spending from the start of the grant through June 30, 2018
  - One budget to reflect planned spending from July 1, 2018 through September 30, 2018
- Grants will be awarded in amounts up to \$7,500. Departments must justify the need for funding for these activities and how funding will be spent.
- This program is for overtime enforcement and the purchase of traffic safety equipment. There is no in-kind match requirement for this grant.
- Departments must have all equipment purchases pre-approved in writing from EOPSS/OGR/HSD to qualify for reimbursement.
- No department may begin enforcement efforts or purchase equipment until a contract has been signed by the department and EOPSS/OGR/HSD and notification has been issued by EOPSS/OGR/HSD. **No costs incurred before a department receives written notification from EOPSS/OGR/HSD will be reimbursed.** There will be no exceptions.
- This grant must not be used to pay for any supervisory time. Command staff may participate in enforcement details if conducting enforcement.
- If additional federal funds become available, eligible departments may be awarded additional funds based on submission of applications from this original AGF.

#### Unallowable Costs

- Sales tax
- Indirect costs
- Command staff supervisory time unless working enforcement details
- Food or beverage expenses
- Advertising
- Engineering projects and studies
- Grant management salary or consultant fees
- Overtime spent on non-enforcement programs like safety seminars or educational initiatives in local schools
- Community education except as part of enforcement (e.g. discussing safe pedestrian practices with individuals, disseminating educational print materials, etc.)
- Compensation for community representatives
- Other funding limitations may apply

#### Supplanting

- Supplanting of funds is prohibited.
- Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.

## IV. Post-Award Requirements

### Reporting and Record Keeping

- No pre-billing is allowed. This is a cost reimbursement grant.
- Grantees must submit reports monthly. Reports are due the 15<sup>th</sup> of the month for the past month's activity. Sample reports will be provided to each grantee by EOPSS/OGR/HSD. There are three forms that make up the monthly report:
  1. Expenditure Report with necessary supporting documentation
  2. Enforcement Activity Report – for enforcement-related activity
  3. Progress Report – for all monthly activity
- For all reports, one original signed in blue ink and one copy must be submitted by the 15<sup>th</sup> of the month following activity. If no activity occurs under the grant over the course of a month then an email to EOPSS/OGR/HSD stating there no expenses/activities is required.
- Reporting forms must be signed in blue ink and the original and one copy submitted to EOPSS/OGR/HSD by mail. Electronic signatures and faxed copies of these reports will not be accepted.
- Expenditure reports must include copies of all paid receipts and invoices.
- Non-participation or non-compliance with performance measures and failure to submit reports may result in contract suspension, termination or non-reimbursement of expenses.
- Subsequent to the contract being signed by both the subrecipient's authorized signatory and the EOPSS/OGR signatory, no expenses can be incurred under the grant. HSD will provide subrecipient with a notification when reimbursable grant activities may begin. No exceptions will be made.
- Grant recipients will have through September 30, 2018 to perform services.
- A final bill and documentation for services (and any remaining reports) rendered during the contract period must be submitted to EOPSS/OGR/HSD no later than 30 days after the end of the contract period.
- Grant recipients must purchase and take possession of any reimbursable, pre-approved equipment prior to September 30, 2018.
- All equipment must be clearly itemized and the cost listed for EOPSS/OGR/HSD pre-approval prior to any purchase. Any purchases made without EOPSS/OGR/HSD prior written approval will not be reimbursed.
- Equipment is limited to bicycle helmets, cones, retro-reflective signage, banners, pedestrian breakaway signs, crosswalk reflective tape, and print materials and flyers.

#### Public Outreach and Notification of Enforcement Activities

- All public communications and/or news releases concerning the grant must state that the project is “funded by the Massachusetts Executive Office of Public Safety and Security, Office of Grants and Research-Highway Safety Division” and must be approved by EOPSS/OGR/HSD prior to release. EOPSS/OGR/HSD will provide a sample news release to subrecipient to assist with announcing the grant award.
- Media generated by department press releases, related photos, and reports of local radio and TV coverage should be noted in monthly reports
- Subrecipient must retain all documents pertaining to the FFY 2018 Pedestrian and Bicycle Safety Enforcement and Equipment Grant for six years after the conclusion of the grant contract.

#### Risk Assessment and Compliance Monitoring

- All subrecipients are subject to compliance monitoring.
- If HSD perceives issues relating to any of the requirements stipulated above appropriate investigative action will take place including, but not limited to, a site visit, file reviews, and suspension of funding.
- Subrecipients that do not observe reporting deadlines, submit incomplete reports, fail to observe the timeline promised in the grant application, or engage in other practices not in keeping with grant requirements will be at risk for becoming ineligible for receiving any future EOPSS/HSD grant funding.

Be advised, EOPSS selection of subrecipient agency does not guarantee award. Funding is subject to appropriation and is contingent upon compliance with all grant conditions and eligibility requirements. If the federal government determines that a subrecipient agency is not in compliance with federal eligibility requirements, EOPSS cannot guarantee alternative sources of funding. It is the obligation of the subrecipient agency to ensure compliance with all eligibility requirements.

**NEW**



## **V. Selection Criteria**

- Application demonstrates understanding that funding is intended to create safer traveling conditions for cyclists and pedestrians through enforcement
- Demonstrated need based upon problem identification supported by data and/or other evidence
- Applicant's capability to provide appropriate programs based on best practices
- Identification of realistic and measurable goals and objectives
- Evaluation component
- Budget
- Best value to the Commonwealth
- Prior grant compliance with EOPSS//OGR/HSD, if applicable

EOPSS/OGR/HSD reserves the right to discuss any program or budget questions with applicants prior to final award selection.

### **Important Note**

Based on EOPSS/OGR/HSD efforts to best utilize federal funds, increase program participation, and administer with fairness to all participating grantees, please note that in a subsequent year of an award, a department's eligibility and funding level will be based on a Highway Safety Division evaluation of the program's prior year efforts in the following areas: performance against goals, benchmarks and performance measures stated in original application, overall level of program participation, and unspent funding rate.

**NEW**

## VI. Submission of Application

A qualified application packet must be based on the grant application form and all required attachments. Incomplete responses or unsigned applications may be disqualified, though HSD reserves the right to work with departments to obtain missing or incomplete information. Departments will be notified of their award amounts as contracts and applications are approved.

The completed hard-copy of the application, along with all completed requirements, must be submitted by mail or hand-delivered. An electronic version of this application is available at <http://www.mass.gov/eopss/funding-and-training/hwy-safety/grants/fffy2018-hsd-opportunities-for-grant-funding.html>

**The deadline for receipt of application is August 18, 2017 at 4 PM.** Applications received after the deadline will not be accepted.

### Application Checklist

Please submit one original and one copy with no staples of each of the following documents:

- 2018 Contractor Authorized Signatory Listing\*
  - If the current Authorized Signatory or Signatories will not change then **this form is not needed**. If unsure of which police department personnel is listed, please contact HSD staff person listed below for verification.
- Departmental Seat Belt Policy
  - Please note: If your department does not implement a safety belt policy for personnel, your grant award will be reduced by 50%.
- Risk Assessment Form
  - Please complete sections B, C, and E.
- **One signed original** (signed in blue ink and stamped “original”) **and one copy** (stamped “copy”) of the application must be mailed or hand-delivered to:
  - EOPSS Highway Safety Division
  - 2018 CPS Grant Submission
  - 10 Park Plaza, Suite 3720
  - Boston, MA 02116
  - Attn: Alisa Leduc
  - In addition to the hard copy please email a copy of your application (in Word Document format) to [alisa.leduc@state.ma.us](mailto:alisa.leduc@state.ma.us)

Verify with HSD receipt of application prior to deadline due to potential mail delivery problems. Please contact Alisa (Ali) Leduc at (617) 725-3367 or [alisa.leduc@state.ma.us](mailto:alisa.leduc@state.ma.us) to verify receipt, or with any questions related to this grant.

Notification of awards will occur Fall/Winter 2017. Grant winners will be notified individually and a list of all grantees will be posted on the EOPSS/HSD website at [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety).

\*Please note that a town or city administrator must complete the Authorized Signatory form with signature at the bottom of page 1, designating the Police Chief and any other individual(s) as Authorized Signatories. Notarized page 2 is required for all individuals listed in the box on page 1.

