

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research  
Highway Safety Division**



**Availability of Grant Funding (AGF)  
for FFY 2019 Massachusetts Traffic Safety  
Information Systems Improvement Grant, 23 U.S.C.  
Section 405(c) Funding**

**March 22, 2019**

**Charles D. Baker  
Governor**

**Thomas A. Turco, III  
Secretary**

**Karyn E. Polito  
Lieutenant Governor**

**Kevin J. Stanton  
Executive Director**

## **Key Dates**

- AGF Posted: March 22, 2019
- Letters of Intent Due: by April 14, 2019, 11:59 pm
- Questions regarding AGF: by April 22, 2019, 11:59 pm
- **E-Applications Due: by April 25, 2019, 11:59 pm**
- Original, Signed Applications Due: by May 1, 2019
- TRCCs Review of Projects: early to mid May 2019
- Award Announcements: late May 2019
- Anticipated full FFY 2019 405(c) Funding Receipt: May - June 2019
- Anticipated Project Start Dates: June - July 2019

## **Purpose**

The Executive Office of Public Safety and Security/Office of Grants and Research/Highway Safety Division (EOPSS/OGR/HSD) seeks to provide on a competitive basis FFY 2019 Section 405(c) funding from the National Highway Traffic Safety Administration (NHTSA) to projects to improve the accessibility, accuracy, completeness, integration, timeliness, and/or uniformity (performance attributes) of one or more of the following six core traffic records systems of the Commonwealth: crash, roadway inventory, vehicle registration, driver history, citation/adjudication, and EMS/injury surveillance.

Improving these systems will enhance the ability of traffic records stakeholders to conduct problem identification, develop and implement projects, and evaluate project impact of local, state, and federal traffic safety programs.

Permissible projects could also evaluate the effectiveness of efforts to improve these six systems; link these systems with other appropriate state or federal data systems; improve compatibility and interoperability of state data systems with national systems and those in other states; and enhance the ability of highway safety stakeholders to observe and analyze local, state, and national trends in crash occurrences, rates, outcomes, and circumstances.

## **Eligibility**

Units of state and local government or not-for-profit organizations with a public purpose are eligible to apply for this funding. Please note private organizations are not eligible to receive this funding.

## **Background**

EOPSS/OGR/HSD is the state entity in Massachusetts responsible for annually applying to NHTSA for Section 405(c) grant funding and administering any funds received. The intent of this grant program is to help states improve core traffic safety information systems.

A Traffic Records Coordinating Committee (TRCC) is required by the Section 405(c) grant program to coordinate the efforts of federal, local, and state partners to develop, enhance, and promote the use of the Commonwealth's traffic records information systems. Massachusetts has a TRCC with a two-tiered structure. An Executive-level Traffic Records Coordinating Committee (ETRCC) helps set strategic direction for the traffic records information systems. A Working-level TRCC (WTRCC) helps address specific matters involving these systems. Both TRCCs have historically used a Four-Box Analysis and Scoring Tool process to review, prioritize, and recommend Section 405(c) funding for projects.

In early 2019, EOPSS/HSD/OGR and its TRCC partners finalized a NHTSA-required traffic records assessment. This assessment is a critical source of project ideas and guidance to TRCC members when reviewing and selecting projects and is available at [www.mass.gov/service-details/traffic-records](http://www.mass.gov/service-details/traffic-records).

More information on the Massachusetts traffic records information systems is in the 2014 Crash Data Audit, the FFY 2019 Strategic Plan for Traffic Records Improvement, and the 2019 Utilization of Crash and Medical Data to Reduce Motor Vehicle Crash Severity Findings Report, at the above web address. Another useful information source is the 2018 Massachusetts Strategic Highway Safety Plan at [www.mass.gov/service-details/strategic-highway-safety-plan](http://www.mass.gov/service-details/strategic-highway-safety-plan).

### **AGF Funding Amount and Limitations**

EOPSS/OGR/HSD is issuing this AGF with an **anticipated total award amount of \$375,000**.

The funding to support awards for projects resulting from this AGF process is contingent upon NHTSA's acceptance of these projects into EOPSS/OGR/HSD's FFY 2019 Highway Safety Plan (HSP).

All funding initially awarded through this AGF will be **available to September 30, 2019**. If additional time is necessary to complete a project, EOPSS/OGR/HSD will work with the subrecipient to develop a time extension request to NHTSA in summer 2019. If NHTSA agrees to a time extension for the project as part of EOPSS/OGR/HSD's FFY 2020 HSP process, then the project could be **extended up to September 30, 2020**. EOPSS/OGR/HSD does not anticipate supporting additional project extensions past this date, but reserves the right to seek further projects extensions from NHTSA **up to September 30, 2021**.

Please note that EOPSS/OGR/HSD may not receive all its awarded FFY 2019 405(c) funding in the time period noted in the Key Dates section. EOPSS/OGR/HSD may elect to use available prior year federal grant funding to start some projects awarded funding through this AGF prior to receiving all of its FFY 2019 Section 405(c) funding.

EOPSS/HSD reserves the right to cancel or amend this AGF prior to any funding awards. Notice of any changes to the AGF will be at [www.mass.gov/service-details/traffic-safety-grants](http://www.mass.gov/service-details/traffic-safety-grants).

## Letter of Intent

All applicants must submit a letter of intent by **April 14, 2019, 11:59 pm**. The letter of intent must be on an organization's letterhead, signed by an authorized representative, and include the following information: project title, description of the proposed project (suggest no more than six sentences), expected start and end dates, and the amount of funding sought. Send letters to [brook.chipman@mass.gov](mailto:brook.chipman@mass.gov).

## Key Application Requirements/Highlights

- Responses to this AGF must be submitted on the related application. See application form for additional response requirements. With an application must also be submitted a completed OGR Subrecipient Risk Assessment form (sections B, C, and E). All these documents are available at [www.mass.gov/service-details/traffic-safety-grants](http://www.mass.gov/service-details/traffic-safety-grants).
- Projects must work to meet **at least one** unmet recommendation(s) from the Commonwealth's 2019 Traffic Records Assessment at [www.mass.gov/service-details/traffic-records](http://www.mass.gov/service-details/traffic-records).
- Projects must have **a minimum of one** measurable benchmark and performance measure that relates to a performance attribute of one of the six core traffic records systems.
- Projects determined to have **at least one** benchmark and performance measure meeting the "quantitative improvement" standard detailed below may receive from each TRCC members one (1) additional point during the Four-Box Analysis and Scoring Tool process.

The benchmark and performance measure must be likely to assist Massachusetts to demonstrate quantitative improvement of at least one performance attribute of at least one of the core traffic records system. Must use the methodology set forth in the *Model Performance Measures for State Traffic Records Systems* (DOT HS 811 441), as updated, at <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/811441>. Must provide detail in the application how supporting documentation could be generated from the system for a performance period covering a 12-month period, starting anytime between April 1 and July 1, 2019, and a prior, contiguous benchmark period of one year. If awarded grant funding, the subrecipient must agree to work with EOPSS/OGR/HSD to provide the benchmark documentation in early summer 2019, and to document the performance against the benchmark in the early spring of 2020. Must continue to provide such information in future years as long as receiving grant funds.

- Projects deemed to be **fully implemented** by subrecipients and/or project partners may receive from each TRCC member one (1) additional point during the Four-Box Analysis and Scoring Tool process. An example of full implementation would be subrecipient ensuring project deliverables reach intended stakeholders

and conducts an evaluation later on to assess impact of deliverables and any need for adjustments.

- Projects **must provide** a minimum of a 20% hard or soft match of the total project cost. A hard match would be state or local funding directly provided by the subrecipient for the project. A soft (or in-kind) match would be state or local resources provided by the subrecipient that directly benefit the project or indirectly advance local or state traffic records efforts and can be financially documented. Either type of match must be confirmed by the subrecipient through monthly reporting to EOPSS/OGR/HSD. Either type of match may not be utilized by another state or local agency as match funds for another federally funded project. When develop a match amount for a project budget, plan to provide \$1 worth of hard or soft match for every \$4 of grant funding requested.
- As applicable, proposed projects must comply with the latest version of the *Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973*, at [www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/i-executive-summary](http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/i-executive-summary), and other related federal requirement as well as (2) the *Web Accessibility Standards*, issued by the Massachusetts Executive Office of Technology Services and Security at [www.mass.gov/eotss](http://www.mass.gov/eotss), and other related state requirements.
- Federal grant funds must not be used to meet or maintain existing obligations of a state or local government (known as supplanting), but rather must be used for new initiatives or enhancements.
- This is a cost reimbursement grant program. No costs incurred before a grant contract is finalized or after the period of performance will be reimbursed.
- A proposed federally approved indirect cost rate for a project must be documented to be in compliance with 2 C.F.R. 200 (Super Circular). Or the applicant may be eligible to elect to use the de minimis rate of 10% of modified total direct costs.

### **Application Review Process**

Applicants will be required to present on their proposed projects during an anticipated WTRCC meeting in early May 2019. All attendees will have an opportunity to ask questions about these proposals. The WTRCC will review the proposals using a Four-Box Analysis and Scoring Tool. The resulting project funding recommendations from the WTRCC will then be provided to the ETRCC.

Applicants will be required to present on their proposed projects at an anticipated ETRCC meeting in mid May 2019. All attendees will have an opportunity to ask questions about proposals. The ETRCC will review the proposals using a Four-Box Analysis and Scoring Tool process. The resulting funding recommendations from the ETRCC will then advance to the Secretary of Public Safety and Security for review and final award decisions. EOPSS will then forward these award decisions to NHTSA for

review and anticipated inclusion of these projects in the EOPSS/OGR/HSD FFY 2019 Highway Safety Plan.

### **Post-Award Requirements**

- If an award occurs based on a response to this AGF, the applicant will then be required to complete one or more of following documents: current Office of Grants & Research (OGR) General Sub-Recipient Grant Conditions, Contractor Authorized Signatory Listing (unless a current, acceptable version of this form is on file at OGR), the OGR A-133 Form, and the Federal Funding Accountability and Transparency Act (FFATA). These forms are at [www.mass.gov/service-details/traffic-safety-grants](http://www.mass.gov/service-details/traffic-safety-grants).
- Monthly expenditure and activity reports will be required on or about the thirtieth (30) day following the close of a month. EOPSS/OGR/HSD may elect to allow for quarterly reporting by a subrecipient.
- Based on our efforts to utilize federal funds in the most efficient and effective manner, to increase program participation, and to administer with fairness to all participating subrecipients, with future Section 405(c) grants awards EOPSS/OGR/HSD will share with the TRCCs during the 4-Box Analysis Process & Scoring Tool processes information on prior grant funded work of an applicant being considered for new funding. The following subjects will be addressed: performance against benchmark(s) in original application or any accepted update, project reporting issues, and level of unspent funding.
- Be advised an EOPSS/OGR/HSD grant award to a subrecipient does not guarantee reimbursement. 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 does not comply with federal eligibility requirements, EOPSS/OGR/HSD cannot guarantee alternative sources of funding. It is the obligation of the subrecipient to ensure compliance with all eligibility requirements and grant conditions.
- All subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR/HSD will be required to gather and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

### **Application Submission Requirements**

Signed applications and required supporting documentation must be e-mailed in PDF format to Mr. Brook Chipman, Program Manager, EOPSS/OGR/HSD, at [brook.chipman@mass.gov](mailto:brook.chipman@mass.gov), **by April 25, 2019, 11:59 pm.**

Original applications and required supporting documentation, **hand signed and dated in blue ink where necessary**, must then be post-marked or hard-delivered to Mr. Chipman

at EOPSS/Office of Grants and Research, Ten Park Plaza, Suite 3720-A, and Boston, MA 02116, **by May 1, 2019.**

EOPSS/OGR/HSD reserves the right to contact applicants for additional information or to correct minor submission issues/omissions involving letter of intents and applications.

If you have any questions regarding this AGF process, you may contact Mr. Chipman at (617) 725-3355 or [brook.chipman@mass.gov](mailto:brook.chipman@mass.gov) by April 22, 2019. All questions received and all answers provided will be posted in a non-attributable manner at [www.mass.gov/service-details/traffic-safety-grants](http://www.mass.gov/service-details/traffic-safety-grants) on or about April 23, 2019.

### **Application Checklist**

\_\_\_ Letter of intent submitted by e-mail by **April 14, 2019, 11:59 pm.**

\_\_\_ E-mail submission of signed application and required supporting documentation in PDF format **by April 25, 2019, 11:59 pm.**

\_\_\_ Original application and required supporting documentation, **signed and dated in blue ink where necessary**, postmarked or hand-delivered (before 5 pm) **by May 1, 2019.**