|  |  |  |
| --- | --- | --- |
|  | **Commonwealth of Massachusetts**  **Executive Office of Public Safety and Security**  **Office of Grants and Research**    **Highway Safety Division**  **Availability of Grant Funds** |  |

# FFY 2019 Sustained Traffic Enforcement Program

**Charles D. Baker**

**Governor**

**Daniel Bennett**

**Secretary**

**Karyn E. Polito**

**Lieutenant Governor**

**Angela F.F. Davis**

**Executive Director**

**Application Deadline: November 23, 2018**

***Program Overview***

The Executive Office of Public Safety and Security, Office of Grants and Research - Highway Safety Division (EOPSS/OGR/HSD) announces the availability, contingent on receipt of federal funds, of approximately $1,225,000 in grant funding in Federal Fiscal Year 2019 for eligible local police departments to implement a Sustained Traffic Enforcement Program (STEP). EOPSS/OGR/HSD reserves the right to add or decrease this amount based on funding availability.

***Eligibility***

The sixteen local police departments below are eligible to apply for STEP funds.

*Department Maximum Award Amount*

* Barnstable $ 55,000
* Boston $112,500
* Brockton $ 75,000
* Cambridge $ 75,000
* Chicopee $ 56,250
* Fall River $ 67,500
* Framingham $ 67,500
* Holyoke $ 67,500
* Lowell $ 75,000
* Lynn $ 75,000
* New Bedford $ 56,250
* Quincy $ 75,000
* Springfield $125,000
* Taunton $ 75,000
* Westfield $ 55,000
* Worcester $112,500

Eligibility was based on crash data (2012-2014) from the Massachusetts Registry of Motor Vehicles (RMV), Fatality Analysis Reporting System (FARS), and Traffic Records Analysis Center (MassTRAC). The 16 eligible communities have the highest percentage rate of crashes in Massachusetts with fatal or non-fatal injuries. These communities are considered “hotspots” whereby sustained High-Visibility Enforcement (HVE) could lead to the overall improvement of critical traffic safety program areas across the Commonwealth.

Each eligible department will be required to submit a grant application no later than November 23, 2018 and, upon approval of the application, a Standard Contract Form will be issued. The application form and other supporting documents can be found at <https://www.mass.gov/service-details/traffic-safety-grants> under the FFY 2019 Sustained Traffic Enforcement Program link.

***Background***

Now in its sixth year, the STEP Grant provides funding for departments to conduct sustained, high-visibility, year-round traffic enforcement using data to focus sharply on specific times of year, days, and locations when and where crashes and injuries are highest in their communities. Increased enforcement patrols also raise the public’s perception of a greater risk of being stopped by police for unlawful behaviors as well as acting as a deterrent to impaired, distracted, and/or unbelted drivers.

Since 2002, law enforcement agencies have been awarded grants to participate in high-visibility mobilizations addressing occupant protection such as seat belts and impaired driving. The results have been positive; however, additional efforts are needed to reduce speeding and impaired driving, and to increase seat belt use. In Massachusetts, the seat belt use rate was 74% in 2017. Through the efforts of the state and local police departments, that rate jumped to 82% in 2018. While significant, the seat belt rate in Massachusetts still lags behind the national rate of 90% (2017). The results also show, that from 2012 to 2016 there was an 8% decrease in the number of fatalities (129 to 119) involving a driver or motorcyclist operating with a Blood Alcohol Concentration (BAC) of at least .08 and, a 12.5% decline in distracted driving fatal crashes (32 to 28).

Through continued hard work of all Massachusetts law enforcement agencies, the concerted effort goal in 2019 is to increase the seat belt usage rate and decrease roadway fatalities and injuries.

Combined with a strong earned media effort during each enforcement period, the STEP makes a positive impact towards drivers’ awareness and attention to the road. Feedback from participating law enforcement agencies, media outlets, and local communities indicate that the sustained HVE patrols have proven to be a deterrent to unsafe driving behaviors.

***Statewide Goals and Performance Measures***

Participating departments will help achieve the overall statewide goals of this program as outlined in the Highway Safety Plan. FFY 2019 goals include:

* Reduce motor vehicle-related fatalities 3.61% from 367 in 2016 to 353 by December 31, 2019
* Reduce serious traffic injuries 10.6% from 3,132 in 2016 to 2,801 by December 31, 2019
* Reduce alcohol-impaired driving fatalities 5% from the five-year average of 126 in 2016 to 119 by December 31, 2019
* Increase observed seat belt usage rate 3% from the five-year average of 76 in 2017 to a five-year average of 78 by December 31, 2019
* Reduce the five-year average for unrestrained passenger vehicle fatalities by 5% from 102 in 2016 to 97 by December 31, 2019
* Reduce unrestrained passenger vehicle occupant fatalities, in all seat positions
* Reduce speed-related fatalities 3% from the five-year average of 97 in 2016 to 94 by December 31, 2019

**GRANT PROGRAM DETAILS**

High-Visibility Enforcement Patrols

* Grant-funded enforcement must occur on days, times and locations where the risk of crashes are most likely. EOPSS/OGR/HSD strongly encourages departments to develop and utilize an evidence-based traffic enforcement plan that would consist of crash data analysis, deployment of resources based on that analysis, and continuous follow-up and adjustment to the plan. *[Helpful website - MassDOT Crash Portal at http://services.massdot.state.ma.us/crashportal/]*
* The subrecipient will develop and implement a comprehensive traffic enforcement plan in cooperation with other traffic safety leaders for all grant activity.
* If a department is also participating in the FFY 2019 Traffic Enforcement (TE) grant, it is permissible to conduct STEP patrols at the same time. However, the department cannot report the same shift activity against both grants and must use the appropriate (TE or STEP) grant expenditure and activity reporting forms.
* Patrols 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 traffic enforcement activities.
* Officers’ time funded with STEP grant funds shall be dedicated to traffic law enforcement, except in the case of a criminal offense committed in the officer’s presence, in the case of response to an officer in need of immediate emergency assistance, or in the case of other significant public safety unscheduled emergency situations.
* It is strongly recommended that officers working grant-funded traffic enforcement patrols be certified in Radar or LiDAR speed measurement, are proficient in conducting Standardized Field Sobriety Tests (SFSTs), and have completed the Advanced Roadside Impaired Driving Enforcement (ARIDE) course; refer to the Municipal Police Training Committee (MPTC) at [www.mass.gov/mptc](http://www.mass.gov/mptc) for other specialized courses. Additional training courses can be found through the National Highway Traffic Safety Administration’s (NHTSA) Transportation Safety Institute (TSI).
* If an officer makes an arrest during the shift, but does not complete the arrest before the shift is scheduled to end, the officer may continue working under the grant to complete that arrest. Requests for reimbursements must not exceed budget**.**
* Costs for full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked; if applicable, holiday rates of pay may be used. Costs for part-time or auxiliary officers will be reimbursed at their normal rate of pay.
* To maximize grant funding, patrols must consist of one grant-funded officer per cruiser; however, multiple cruisers may be deployed simultaneously. In certain circumstances, at the discretion of EOPSS/OGR/HSD, and/or during special enforcement mobilizations, more than one officer per cruiser may be allowed.
* The use of part-time or auxiliary officers who have attended an approved MPTC Reserve/Intermittent academy is allowed. Part-time officers on STEP-funded initiatives must be under the supervision or control of a full-time commanding officer.
* Departments are required to conduct a minimum of three documented stops or contacts for each officer per hour. Documented stops or contacts are defined as any grant-funded patrol officer contact with a motorist during the high-visibility traffic enforcement periods that can be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a review or audit (records must be maintained for six years after the end of the grant period). If fewer than 3 stops per hour without substantial reason, EOPSS/OGR/HSD reserves the right to end program participation for the remainder of the federal fiscal year.
  + Nothing in this grant program shall be interpreted as a requirement, formal or informal, that a law enforcement officer issue a specified or predetermined number of citations in pursuance of the department’s obligation associated with the grant.
* Non-participation or non-compliance with performance measures may result in contract suspension, termination and/or non-reimbursement of project expenses.
* Based on the availability of federal funds, EOPSS/OGR/HSD may increase funding or add more departments to this program.

Seat Belt Policy

* Departments must establish and enforce a written seat belt policy for their personnel which must be submitted with their applications. A copy of the International Association of Chiefs of Police recommended policy is at <https://www.mass.gov/service-details/traffic-safety-grants>.
* Departments without a written and enforced seat belt policy may apply for grant funding, but awards will be reduced by 50%.
* Departments are encouraged to submit a voluntary, signed Zero Tolerance Enforcement Policy for Seat Belt Violations. The form and a sample policy can be found at <https://www.mass.gov/service-details/traffic-safety-grants>.

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.

Public Outreach

* Media outreach and social media technical assistance are available to departments at no cost by EOPSS/OGR/HSD and/or its media contractor.
* Newspaper clippings generated by department, press releases, and reports of local radio and TV coverage should be included with grant reports as well as posted on department/community websites, and in annual reports.
* All public communications and/or news releases concerning any grant activity shall indicate that the project is funded by EOPSS.

**GENERAL and BUDGET INFORMATION**

*Allowable Costs:*

* Paid overtime enforcement during the approved time periods.
* Paid data entry/administrative time, and /or analyst work associated with the overtime enforcement activity relating to the STEP. Justification must be provided for this non-enforcement funding. These positions can be additional full or part-time personnel, on a straight or overtime basis and must not constitute supplanting.

*Unallowable Costs:*

* No funds will be provided for indirect or fringe benefit costs.
* This grant must not be used to pay for any supervisor time. Supervisors and command staff may participate in enforcement details if conducting traffic enforcement.

*Other Costs:*

* This is a cost reimbursement grant program. Be sure to notify the Treasurer’s Office so the reimbursement does not go into the General Fund.
* Funding for this grant program is subject to the continuing availability of federal funds.
* Non-participation or non-compliance with performance measures or reporting requirements may result in contract suspension, termination, or non-reimbursement of enforcement expenses.
* The Catalog of Federal Domestic Assistance (CFDA) for this grant is #20.600.

**POST AWARD REQUIREMENTS**

* Expenditure and activity reports must be submitted each month, no later than the 15th of the month following activity. ***Electronic signatures of reports are now acceptable but must be emailed in PDF form only – no Excel file documents will be accepted.*** Electronic copies are the preferred method for reporting. If a department wishes to mail the reports, it is recommended to use certified mail and that they alert the program coordinator beforehand that the documents are being mailed.
* ***If no activity was conducted in a given month, departments must submit a one-page Expenditure report indicating the month and $0 dollars.***  A signed PDF must be emailed to the program coordinator no later than the 15th of the month following the month of inactivity.
* All reporting forms will be made available to departments at <https://www.mass.gov/service-details/traffic-safety-grants>.
* ***NEW:*** Subrecipients must submit a Final Narrative Report, no later than Nov. 15, 2019, summarizing accomplishments, challenges and progress towards measurable goals as stated in the application.
* If the Chief works a program shift, a community official must sign off on the Expenditure Report. In addition, the Chief may not sign off on the Expenditure Report if his/her spouse, child or sibling works the same program shift.
* With 48 hours’ notice, a site visit may be conducted of grant records at departments.
* Departments must keep on file copies of citations, documented stops, officer time schedules written under this grant program, and all other pertinent information for six years.
* All grantees must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS/OGR/HSD.
* In addition to the requirements set forth above, grantees will be required to abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
* No department may begin grant-funded enforcement efforts until, a contract has been signed by the department and the executive director of EOPSS/OGR and, the department **receives written notification from EOPSS/OGR/HSD**. No costs incurred before the department receives written notification will be reimbursed. No costs incurred after September 30, 2019 will be reimbursed. There will be no exceptions.
* All subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.
* *Important:  Based on our 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 EOPSS/OGR/HSD 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.*

**SUBMISSION OF APPLICATION**

A qualified application packet must include the grant application form and all other required forms (noted in the application). Incomplete applications may be disqualified, although EOPSS/OGR/HSD reserves the right to work with departments to obtain missing or incomplete information.

Questions regarding this AGF and the STEP grant should be directed to Deb Firlit at 617.725.3356 or Deborah.Firlit@mass.gov.

This AGF as well as the application and all required forms are available at <https://www.mass.gov/service-details/traffic-safety-grants> under the “FFY 2019 Sustained Traffic Enforcement Program” link.

**An original application form with attachments and one complete copy must be received by certified mail or hand-delivery at EOPSS/OGR/HSD no later than November 23, 2018.** Faxed or electronic responses will NOT be accepted.

It is suggested that departments email Deb Firlit at [Deborah.Firlit@mass.gov](mailto:Deborah.Firlit@mass.gov) to verify receipt of application prior to deadline.

Please direct application packets to the following address exactly as shown below:

Office of Grants and Research, Highway Safety Division

*ATTN: Deb Firlit*

10 Park Plaza, Suite 3720-A

Boston, MA 02116