**FFY 2021 Municipal Road Safety (MRS)**

**Grant Program and Application**

**Frequently Asked Questions**

*Updated 10/13/20*

1. What is the Indirect Cost Rate and does it need to be filled in on the front page of the application?
	1. The Indirect Cost is an ***optional*** cost category.  If you choose to use it, this box must be filled in. Otherwise, you can leave this area blank.

Check with your Fiscal department as to the allowable cost rate and associated costs.  For more information, see Title 2 CFR Part 200 (Super Circular).

1. If awarded funds for Enforcement, can a department schedule overtime shifts outside of the five (5) campaign periods?
	1. No, Enforcement funds can only be used within the scheduled time period of each campaign.
2. Can unspent Enforcement funds from one campaign be used for anything else?
	1. No. Any unspent funds from a campaign period cannot be rolled over into another campaign or be used for any other activity.
3. What personnel overtime rate do I use when estimating Enforcement cost? Whom should I list as the officer in this section?
	1. The overtime rate can be either the average personnel rate within your department or the highest overtime rate within your department or a combination of those two rates.
	2. You do not need to list a specific officer. This is intended to be an estimated OT rate to assist in budgeting.
4. When filling out the Attachment B (Budget Worksheet), how many hours should be filled in for “# of Hours of OT?
	1. For the Enforcement Overtime, the hours should include the total number of overtime hours your department intends to schedule for all 5 campaign periods. Please refer to the AGF or Scope of Services for campaign period timelines and keep in mind that at least 4 hours are required in each campaign period.
5. Is the rate of pay for overtime enforcement hours paid at an OT or Detail rate?
	1. Departments will be reimbursed at the overtime rate set by their collective bargaining agreement or contract.
6. Whom should I name as the Fiscal contact on the application?
	1. The Fiscal contact can be the grant manager or the person who is in the best position to answer any questions that may arise regarding grant activity expenditures.
7. On the application, the inventory equipment chart asks for an approximate age. This age refers to the age of the equipment item itself, not to the cruiser or otherwise that it is attached to.
8. Can we use funds for data entry?
	1. No, overtime funds cannot be used for data entry.
9. Two (2) copies of the application packet are required - one marked ORIGINAL and one marked COPY. Does this mean that every page in each packet must be stamped as ‘original’ or ‘copy’?
	1. No. Stamp only the front/cover page of each packet and please print double sided if possible.
10. Can Non-Enforcement funds be used for online training?
	1. Yes, as long as the training is an approved relevant course to the Municipal Road Safety grant.
11. Can Non-Enforcement funds be used for in-house training such as SFST conducted by a certified instructor?
	1. Yes, as long as the course is conducted outside of regular shift hours.

1. Can Non-Enforcement funds be rolled over/used for another non-enforcement activity that is different from what was stated on the application?
	1. Yes, we realize estimated projects may change or be cancelled from the time of the original application request. Please note the change must be authorized by our office and must not exceed your budgeted amount for non-enforcement activities.
2. Can your office review an application before the deadline?
	1. No. This is a competitive application process and no applications will be reviewed prior to October 14th. The Highway Safety Division will however, commit to working with all applicants to supply missing required documents prior to the application moving on to the review team. This is exclusive for missing required documents only.  No other portion of the application, including the budget sheet, will be reviewed.
3. When will equipment funds be released?
	1. Equipment funds will be released as soon as a signed contract is in place and all equipment requested has been approved by our office. Please note that any equipment purchased *prior* to your department receiving emailed authorization will not be reimbursed.
4. Can we buy PBTs?
	1. No, only the speed equipment that is specifically listed in the AGF and Application can be purchased.
5. Can the Non-Enforcement option be used to pay for backfilled OT? How can we apply to use funds for backfill?
	1. Backfill is not allowed in the FY21 MRS program. If you need further explanation, email us at OGR.MRS@MASS.GOV.
6. Are there mandatory minimums for “stops per hour” in each campaign period?
	1. Yes, NHTSA has set the mandatory minimum requirement at three (3) stops/contacts per hour. Please refer to the AGF for further explanation and details.
7. If equipment items costing $5,000 or more are not allowed, how can we purchase a Speed Radar Sign and pole mount if the sign is $4,800 and the mount is $400?
	1. A *single* item of equipment cannot exceed $5,000. Therefore, a $4,800 speed radar sign is allowed and a $400 pole mount is allowed. However, these items must be shown separately on the quote and bill. Please email us at OGR.MRS@MASS.GOV if you require further clarification.
8. Can the target goals/projections in the application be modified or changed?
	1. No. The target goals of decreasing fatalities, impaired driving-related crashes and unrestrained passengers are part of the FY21 Highway Safety Plan and cannot be altered.
9. Where can I find data for the third measurable goal in Question 5 that refers to **unrestrained passenger vehicle occupant injuries**?

*(To decrease unrestrained passenger vehicle occupant injuries \_\_\_\_% from \_\_\_\_ during*

*calendar year 2020 to \_\_\_\_ in 2021.)*

* 1. We realize this data may be difficult to find. Therefore, if you do not have this data internally or cannot find it on the IMPACT Portal, then you may skip this goal. You will **not** be penalized during the review. (Please do not call MassDOT.)
1. The year on the A-133 Form says 2018. *(Federal OMB Circular Fiscal Year 2018 A-133 Reporting Form)* Is this a mistake?
	1. No. The year 2018 on this form is correct. It refers to the Federal Circular year and not the current fiscal year.