

Department Name: _____ *Authorized Signatory Initials* _____
I hereby attest that I have read and understood the following document.

**FFY 2021 Municipal Road Safety Grant Program
Scope of Services**

In support of the Federal Fiscal Year (FFY) 2021 Municipal Road Safety Program (MRS), eligible municipal police departments will conduct high-visibility traffic enforcement, purchase equipment and conduct non-enforcement traffic safety activities throughout the grant year in accordance with the Application, the Availability of Grant Funds (AGF) Narrative and any amendments issued by the Executive Office of Public Safety and Security, Office of Grants and Research (EOPSS/OGR).

The three elements of the program - Enforcement, Equipment and Non-Enforcement Traffic Safety Activities – are designed to enhance a department’s capabilities to conduct overtime high-visibility enforcement, purchase equipment to augment enforcement efforts and participate in non-enforcement traffic safety activities all in an effort to reduce roadway crashes, injuries, fatalities and their associated economic losses in Massachusetts .

Changes to this scope may be made as part of the annual Highway Safety Performance Plan and the annual Federal Grant Award that provide for this grant program. The Scope of Services (SoS) provides an overview of the terms and conditions of the MRS grant; participating departments are strongly encouraged to read the Availability of Grant Funds (AGF) for the complete list of conditions related to this grant program.

Grant awards are subject to the availability of federal funds and any other provisions specified in the Highway Safety Plan and the Federal Grant Award; award amounts will be specified in the official award letter and/or authorizing email that are issued to the participating departments.

Contracts shall terminate in the event funds are exhausted and/or not made available by the Federal Government for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the Commonwealth will be under no obligation to make payments for such performance.

Overview

- All municipal police departments that meet established requirements are eligible for grant funding.
- This is a cost reimbursement grant program.
- No activity within this grant shall begin until a contract is signed by the Executive Director and an authorizing email is received from OGR. Costs incurred before a department receives written notification will not be reimbursed. Costs incurred after September 15, 2021 will not be reimbursed.

- The maximum award amount per department is based on a Tier level system as follows:

Population (<i>2017 US Census Est.</i>)	Tier Level	Max Award Amt per Tier
Greater than 40,000	1	\$40,000
20,000 to 39,999	2	\$25,000
12,000 to 19,999	3	\$20,000
Less than 12,000	4	\$12,000

- Expenditure and Activity Report forms are due on the 15th of the month following the month of activity. Scanned original signed reports in PDF format only are acceptable (no Excel files). If no activity was conducted in a given month, departments must email a one-page Expenditure report (signed PDF) indicating the month, \$0 dollars and reason for inactivity.
- For purchased equipment, a proof of payment in full or packing slip showing the date of delivery is required.
- For non-enforcement activities, itemized invoices and receipts are required for any expenditures.
- The total of all elements budgeted for cannot exceed the maximum award amount.
- Failure to submit the required reporting forms by the established deadlines may result in non-reimbursement.
- Subrecipients must submit a Final Narrative Report, no later than Oct. 15, 2021, summarizing accomplishments, challenges and progress towards measurable goals as stated in the application.

Enforcement

Enforcement is a mandatory element. A department must conduct a minimum of four (4) enforcement hours in each of the five (5) campaigns. *Note: dates are subject to change; however, departments will be notified in advance.*

Winter Impaired Driving	December 16, 2020, to January 23, 2021
April Distracted Driving	April 2, 2021, to April 18, 2021
May CIOT	May 17, 2021, to May 31, 2021
June Speed	June 11, 2021, to June 27, 2021
Summer Impaired Driving	August 20, 2021, to September 6, 2021

Guidelines:

- All patrols by each officer must be no less than two (2) hours and no greater than eight (8) hours in length and devoted solely to traffic enforcement activities relevant to the campaign period.
- Departments are required to conduct a minimum of three documented stops or contacts per officer per hour. If fewer than three without substantial reason, the OGR reserves the right to end program participation for the remainder of the federal fiscal year, through September 15, 2021. Documented stops are defined as any grant-funded patrol officer contact with motorists during overtime enforcement patrols 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.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination and/or non-reimbursement of enforcement or data-entry expenses and may affect eligibility in the subsequent grant year.
- Officers funded during this grant 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.
- If an officer makes an arrest or processes a criminal complaint application/ summons during the shift but does not complete the arrest/summons before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest/summons.
- To maximize grant funding, patrols must be one officer per cruiser (with some exceptions); however, multiple cruisers may be out at one time.
- Full-time officers will be reimbursed at an overtime rate of pay for hours worked during the campaign enforcement patrols. Part-time or auxiliary officers may participate and will be reimbursed at their normal hourly rate of pay.
- Any unspent funds from one campaign period cannot be rolled over into a future campaign or other program activity.

Equipment

Equipment is an optional element. Departments will be allowed to budget up to 50% of the total award to purchase pre-approved equipment (Radar, LiDAR, Speed Radar Signs, Traffic Data Recorders).

If a department chooses to purchase equipment:

- A minimum of four (4) enforcement hours is required in each of the five (5) scheduled campaigns listed under Enforcement.
- Departments must receive written authorization from OGR before ordering equipment.
- OGR will reimburse departments for approved purchases up to 50% of the eligible award amount. Departments will be responsible for payment of any balances for equipment exceeding 50% of the eligible award amount.
- Equipment **must be received or paid in full no later than August 20, 2021.**

- No changes to the equipment budget are allowed. Changes to the items requested will be accepted but must be approved and authorized by OGR before ordering the changed item.
- If equipment is purchased and the required minimum of enforcement hours is not satisfied, the department risks non-reimbursement of any activity conducted and/or the contract will become invalid, and repayment of equipment may be mandated.

Non-Enforcement Traffic Safety Activities

Non-enforcement traffic safety activities is an optional element.

Important Note: activities should only be performed if they can be conducted safely within the current Massachusetts COVID guidelines.

If choosing to budget for these activities:

- A department is required to conduct a minimum of four (4) enforcement hours in each of the five (5) scheduled campaigns listed under Enforcement.
- All activities must be approved and authorized by OGR prior to the start of the activity.
- Each activity must be clearly defined in the application and budgeted for with an estimated number of hours to perform the activity. Any additional costs associated with the activity must also be defined in the budget and approved by OGR.
- Please refer to the AGF for a list of acceptable non-enforcement traffic safety activities.

The AGF, reporting forms and required documents are located at <https://www.mass.gov/service-details/traffic-safety-grants> under the link “FFY 2021 Municipal Road Safety Program”.

All questions related to this grant program should be directed to Richard Valeri via email at OGR.MRS@mass.gov.