Commonwealth of Massachusetts

Executive Office of Public Safety and Security

Office of Grants and Research

Notice of Availability of Grant Funds (AGF)

FFY 2021 MUNICIPAL ROAD SAFETY (MRS)
Grant Program

Charles D. Baker **Governor**	**Karyn E. Polito** **Lieutenant Governor**
Thomas A. Turco III **Secretary**	**Kevin J. Stanton** **Executive Director**

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The AGF, Application form, and all other related documents can be found at:
https://www.mass.gov/service-details/traffic-safety-grants.

A. Program Overview

The Office of Grants and Research (OGR) is pleased to make available up to $3.4 million in FFY 2021 National Highway Traffic Safety Administration (NHTSA) grant funding. OGR is the State Administering Agency for traffic safety grants provided by NHTSA. These grants are being made available to help reduce roadway crashes, injuries, fatalities, and their associated economic losses in Massachusetts.

Funds will be awarded on a **competitive** basis to eligible local police departments in Massachusetts, supporting up to three elements of road safety – **Enforcement, Equipment, and Non-Enforcement** traffic safety activities.

This new AGF opportunity replaces the Traffic Enforcement and the Local Sustained Traffic Enforcement Program (STEP) offered in years past. The MRS Program is designed to be more inclusive by allowing for local departments previously not eligible for OGR's highway funding now being able to apply.

B. Eligible Applicants

These funds are only available to Massachusetts municipal police departments.

C. Key Dates

AGF Release	September 17, 2020
Informational Webinar	September 28 & 29, 2020
Application Deadline	October 14, 2020
Tentative Award Announcement	On or about November 30, 2020
Grant Period Start Date	December 1, 2020
Grant Period End Date	September 15, 2021

D. Maximum Award Amounts

OGR will make available up to $3,400,000 in FFY 2021NHTSA funding. Municipalities may solicit a maximum award amount that is predetermined based on your city/town population size. The following chart includes four funding levels/tiers that determine a department's maximum amount of funding being made available to solicit.

FFY 2021 Funding Levels				
Population *(2017 US Census Est.)*	**Tier Level**	**Max Award Amt per Tier**	**Estimated # of Awards**	**Total Available Funding per Tier**
Greater than 40,000	Tier 1	$40,000.00	25	$1,000,000.00
20,000 to 39,999	Tier 2	$25,000.00	31	$775,000.00
12,000 to 19,999	Tier 3	$20,000.00	41	$820,000.00
Less than 12,000	Tier 4	$12,000.00	67	$804,000.00

OGR has allocated an amount of funding to be assigned to each of the Tier's population size. This allocation will help to ensure funds will be disseminated throughout the Commonwealth to communities of all sizes. Please note, this is a competitive process, and OGR reserves the right to reallocate funds to a different Tier due to receiving fewer proposals than expected under any population size or solicitations viewed unfavorably by the reviewers.

Please refer to Appendix A for a complete list of all Massachusetts municipalities and their population size.

E. Purpose

The intended use of these funds is to allow for the adaptation and enhancement of traditional traffic safety programs by addressing the expanding and evolving roles of local law enforcement departments that require a comprehensive approach to keeping roads safe. This AGF is designed to enhance the knowledge, skills, and abilities of officers to ensure changing traffic safety trends are recognized, and new approaches are incorporated into road safety strategies.

The MRS grant program will support High Visibility Enforcement (HVE), a proven countermeasure for road safety and an essential component in highway safety efforts. The program will provide for optional funding flexibility allowing departments to implement non-enforcement strategies that will help instill beneficial changes in driver behavior, thus allowing for positive interactions between police and their communities with a focus on road safety. This flexibility can help expand a department's resources to engage with the community in positive ways. This AGF will also allow for the purchase of equipment that can be used as valuable tools in traffic safety enforcement and non-enforcement projects.

As mentioned, the three main elements of the MRS program are ***Enforcement, Equipment, and Non-Enforcement*** traffic safety activities. The Enforcement element is mandatory to be eligible to apply with the option to apply for Equipment and Non-Enforcement Traffic Safety Activities. Each of these components is further defined below in the Program Requirements (Section G) and must be budgeted separately within the application.

Statewide Goals and Performance Measures
All departments must help achieve the overall statewide goals of this program, as outlined in the FFY 2021 Highway Safety Performance Plan, which can be found at https://www.mass.gov/service-details/public-documents-and-statistics. HSD has adopted the following goals for the calendar base year 2018-2021 for fatalities, serious injuries, and fatalities/VMT.
- Five-year average for fatalities will drop 3% from 358 in 2018 to 347 by December 31, 2021.
- Five-year average for serious injuries will decrease 4% from 2,815 in 2018 to 2,702 by December 31, 2021.
- Five-year average for fatalities/VMT will drop 3.5% from 0.58 in 2018 to 0.56 by December 31, 2021.

F. Program Elements

(1) ENFORCEMENT (MANDATORY to APPLY)

Enforcement is a mandatory element. All applicants seeking these funds must participate in all (5) campaigns to be eligible for an award. Please note the following criteria:

- A department <u>must </u>participate in each of the five (5) campaigns:

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

- A minimum of four (4) enforcement hours in each campaign is required.
- The percentage of the amount of the Enforcement budget requested will be divided equally among the five (5) campaigns.
- Any unspent funds from one campaign cannot be rolled over into a future campaign or other program activity.

If the above requirements are not met, a department risks non-reimbursement of any other enforcement activity, including participation in the following campaign period. Non-compliance may also negatively affect eligibility for the next grant year.

Should an enforcement campaign be canceled or postponed by NHTSA or OGR due to COVID-19, OGR will notify departments promptly and work with the awardees to the extent possible. OGR reserves the right to adjust the dates of the campaigns and will notify the departments accordingly.

Enforcement Guidelines:
Patrols and Required Stops/Contacts
- All patrols by each officer under this grant 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.
- Officers' time funded by 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 distress, or the case of an unexpected event when all available personnel must be committed.
- If an officer makes an arrest during the shift but does not complete the arrest before the shift is scheduled to end, that officer may continue working under the grant to complete that arrest even if the time exceeds the eight-hour shift limit. However, the total campaign period request for reimbursement may not exceed the approved enforcement budget amount.

- Hours for full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked during grant-funded patrols. Holiday rates of pay may be used, if applicable. Part-time or auxiliary officers will be reimbursed at their regular rate of pay.
- To maximize grant funding, patrols must consist of one grant-funded officer per cruiser; however, multiple cruisers may be out at one time.
  - Exceptions:
    - § Deployment of two officers per cruiser is allowed if a department policy mandates such, and the policy is applied to all overtime activity and clearly outlined. A copy of the policy must be included in the application or submitted to OGR before the overtime activity.
    - § Similarly, spotters in unmarked or low profile cruisers may be used during the Distracted Driving campaign.
- The use of part-time or auxiliary officers who have attended an approved Municipal Police Training Committee (MPTC) Reserve/Intermittent academy is allowed. Part-time officers on OGR-funded initiatives must be under the supervision or control of a full-time command officer.
- Departments are required to conduct a minimum of three documented stops/contacts per hour. Please note that documented stops/contacts do not necessarily have to result in the issuance of a citation.
  - Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists during the grant-funded patrol periods, which can be supported by written or electronic records. Records must be maintained at the police department in a manner that guarantees their accountability during a review or audit.
  - Nothing in this grant shall be interpreted as a requirement, formal or informal, that a law enforcement officer issues a specified or predetermined number of citations in pursuance of the department's obligation associated with the grant.
- If a department records fewer than three stops/contacts per hour, OGR reserves the right to end program participation for the remainder of the federal fiscal year. Therefore, departments must explain why an officer was unable to fulfill the three documented stops per hour.
  - **Note**: when conducting Distracted Driving patrols with two officers per deployment (i.e., spotter technique), three stops per hour per officer may be difficult to achieve; as such, the grant recognizes the importance of prioritizing the program focus rather than the stops/hour requirement.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination, non-reimbursement of expenses, and/or ineligibility in the following year's grant program.
- Departments are strongly encouraged to use their internal data as well as all available local, state, and federal data to determine the best locations and times for their enforcement efforts.
- *NEW: Reporting forms* for each campaign will be part of the overall monthly *Expenditure* report and will be shown as an individual expense line item on that report. Campaign *Activity* reports must also be included in the reimbursement request submission. Each campaign will have its *Activity* report and will be available on the

website at the appropriate time: https://www.mass.gov/service-details/traffic-safety-grants. Report due dates are defined under Reporting and Recordkeeping.

HVE Patrol Guidelines
- Patrols for the two impaired driving (*DSOGPO)* mobilizations should be scheduled between 2:00 pm and 7:00 am Thursday through Sunday. Statewide data shows these are the days and times when most impaired driving crashes occur. However, departments may conduct overtime activity for the *DSOGPO* mobilizations any day of the week, with more than 50% scheduled between Thursday and Sunday.
- Departments may conduct activities for the Occupant Protection/CIOT mobilization during any day of the week and at any time of day.
- For all HVE campaigns, OGR strongly encourages departments to review their local crash data to determine times and locations where grant-funded patrols would have the most significant impact. Helpful websites include:
  - o *MassDOT Crash Portal, now called "Impact," can be found at https://apps.impact.dot.state.ma.us/cdp/home.*
  - o *Massachusetts Law Enforcement E-Crash Manual at* https://masscrashreportmanual.com/ *(help w/submitting better crash reports)*
- While conducting enforcement, an officer's primary attention should be on the current campaign's focus but should also take note of and enforce all other traffic safety violations.

Massachusetts State Police (MSP) Sobriety Checkpoint Participation
- A department may request to participate in a scheduled MSP sobriety checkpoint utilizing the Breath Alcohol Testing (BAT) mobile units but **must have prior approval from OGR**. If approved, a department may assist the MSP sobriety checkpoint but only during an Impaired Driving campaign focus period.
- Upon approval of participation, departments must submit their activity on the required grant reporting forms. OGR will allow departments to increase the number of hours beyond the eight-hour block and the number of personnel assigned to conduct sobriety checkpoints during an Impaired Driving campaign period. However, actual hours worked may not exceed the enforcement budget for that campaign period.

Training
- Officers working grant-funded patrols should be certified in Radar or LiDAR speed measurement.
- Officers working impaired driving patrols should
- Be currently certified in Standardized Field Sobriety Testing (SFST).
- Officers are encouraged to take advantage of Advanced Roadside Impaired Driving Enforcement (ARIDE) training that is available at no cost from the Municipal Police Training Committee (MPTC).
- OGR also provides specialized Speed Measurement and SFST classes through the MPTC. Refer to the MPTC website at https://www.mass.gov/eopss/law-enforce-and-cj/law-enforce/mptc.

Public Outreach
- All public communications and/or news releases concerning any grant activity shall indicate that the project is funded by the EOPSS Office of Grants and Research.
- Upon request, OGR will provide sample news releases for a department's use in advance of the HVE campaigns.

Compensation – For Officer Overtime Enforcement
- Compensation for full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality. Holiday rates of pay may be used, if applicable.
- Part-time or auxiliary officers who have attended an approved MPTC Reserve/Intermittent Academy will be reimbursed at their normal rate of pay.
- Departments will be reimbursed only for hours worked performing authorized grant-funded enforcement activities
- Non-participation or non-compliance with performance measures may result in contract suspension, termination, non-reimbursement of mobilization expenses or may also affect eligibility in the subsequent grant year.
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement. Supervisor time associated with OGR authorized sobriety checkpoints will be allowed.

(2) EQUIPMENT (Optional)

This element is optional. Departments will be allowed to budget up to 50% of the total eligible award amount to purchase the following equipment items:

Allowable Equipment:

- Handheld Radar Units
- Handheld LiDAR Units
- Pole-mounted Speed Radar Signs
- Traffic Data Recorders.

Unallowable Equipment:

- Cruiser-mounted Radar and LiDAR units.
- Speed Radar and Message trailers.
- Single item purchase of $5,000 or more.
- Warranty/service plans.

See Appendix B for pictorial examples of allowable and unallowable equipment items.

Equipment Rules and Regulations

If a department chooses to allocate funds for equipment:

- The department will be responsible for payment of any balances exceeding 50% of the maximum award amount for equipment purchases.
- All equipment must be approved by OGR at the time of contracting.
- **Equipment purchases made with grant funds must be received or paid for in full for request for reimbursement no later than August 20, 2021.**
- No changes to the amount allocated for equipment will be allowed after awards are made. However, changes to the initial items approved for purchasing can be considered after an award is made by submitting an amendment to OGR for approval. Amendments made without OGR prior approval will not be honored for reimbursement.
- Departments are required to maintain an inventory for all items purchased with grant funds.

A department must prove need within the application for any equipment items being requested, describe how the equipment will be used and benefit to the overall grant program. Departments are also required to provide information regarding their current inventory for these equipment items to further justify such need.

If the 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.

(3) NON-ENFORCEMENT (Optional)

This element is optional. Departments will be allowed to budget for **Non-Enforcement** traffic safety activities. Anticipated additional costs associated with an activity must be clearly defined in the budget. Please check the Allowable Cost Category in **Section G.**

Please note that activities should only be applied for if they can be conducted safely within the current Massachusetts COVID guidelines.

Activities include, but are not limited to the following:

- Hosting and participating in community educational events.
- Working with local and regional traffic safety partners.
- Professional development includes training such as crash reconstruction, crash data analysis, work zone safety, or other types of trainings related to traffic safety.
- Registration fees and other expenses for traffic safety conferences.
- Traffic safety data collection.
- CPS Technician overtime for car seat checks.
  - ➢ *NOTE:* If this option is requested, technicians *will be required* to enter all data into the National Digital Car Seat Check Form (NDCF). Data can be entered directly into the NDCF database via the web or mobile app. Alternatively, a paper check form can be filled out initially and then added to the NDCE database via the web or mobile app within one week of the activity. For more information, visit https://carseatcheckform.org.

- Conduct a data and cost analysis and program assessment of community traffic safety problems.
- Create a public memorial to local victims of road crashes that raise awareness of the importance of road safety.
- Creation and promotion of alternative transportation programs to reduce impaired driving.
- Develop road safety programs that strengthen public-private partnerships, particularly involving hospitality and transportation-related businesses.
- Organize a multi-town school-based competition to increase seat belt use.
- Provide educational programs about the dangers of driving under the influence of alcohol and other drugs.
- Raise awareness and community interest in road safety, education, and changing social attitudes and behaviors to reduce vehicle crashes and their associated fatalities, serious injuries and economic losses on the community's roadways.
- Work with elected officials and other stakeholders to create and implement a comprehensive community Traffic Safety Plan that outlines highway and traffic safety priorities and activities.
- Work with Employer organizations such as the Network of Employers for Traffic Safety (NETS).
- Develop a Safe Routes to School Program.

G. General Budget Information

- Applicants must submit their program budget using the Excel spreadsheet form that can be found at www.mass.gov/service-details/traffic-safety-grants.
- The excel spreadsheet contains a section for each of the elements and other cost categories.
- The total of the program elements requested and other related expenses must not exceed the maximum award amount.
- Applications must also include a Budget Narrative that describes how the funds will be used.
- Matching funds are not required for this grant.

Allowable Costs
- Personnel Overtime, Fringe, Indirect Costs.
- Enforcement equipment: Radar, LiDAR, Speed Radar Signs, Traffic Data Recorders.
- Non-enforcement traffic safety activities costs: consultant or contractor fees, media development, printing costs, conference costs, supplies, other allowable costs with OGR approval.
- In-state travel costs.

Unallowable Costs
- Any costs not explicitly allowed in the Final Rule 23 CFR Part 1300 or Title 2 CFR Part 200.
- Any single piece of equipment costing $5,000 or more.

- Any equipment warranty/service plans.
- Out-of-state travel unless authorized by OGR.
- Promotional items, whose primary purpose is to generate goodwill or to incentivize behavior.
- Grant management administrative costs.
- Meals.
- Supplanting of funds is prohibited. Supplanting includes: (a) replacing routine and/or existing state or local allocations with federal grant funds and/or (b) using federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of the state, local, or federally-recognized Indian tribal governments. Funds for programs and services provided through this grant are intended to supplement, not supplant, state, or local funding sources.
- Prohibition on the use of grant funds to check for helmet usage. Grant funds shall not be used for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
- Prohibition on the use of grant funds for automated traffic enforcement systems. The State may not expend funds apportioned to the State under Section 402 to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. The term ''automated traffic enforcement system'' includes any camera that captures an image of a vehicle for the purposes only of red light and speed enforcement, and does not include handheld radar and other devices operated by law enforcement.
- Other funding limitations may apply.

OGR Definitions of Budget Cost Categories

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time regular salaried employees working on the grant. At a minimum, reporting will need to detail employee name, hours worked per pay period, and the hourly rate.
Fringe Benefit Costs	Eligible costs include the <u>employer share</u> of the following: life insurance, health insurance, social security costs, pension costs, unemployment insurance costs, workers compensation insurance, payroll taxes. Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). Include a copy of the approved rate agreement in the application response**.**
Indirect Cost	Applicants that want to charge indirect costs through the use of an indirect cost rate may use a federally approved indirect cost rate agreement. (Include a copy of a current, signed agreement.) Applicants that have never received a

	federally approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs. If the applicant's accounting system permits, indirect costs may instead be allocated in the budget, including the category "other" if the costs being identified do not fit into one of the direct cost categories. For more information, see Title 2 CFR Part 200 (Super Circular).
Consultants/ Contract Costs	Consultant or contractor fees. The maximum rate for consultants is $650 for an eight-hour day or $81.25 per hour (excluding travel and subsistence costs). Any request for compensation over $650 per day hour day or $81.25 per hour requires prior written approval by OGR. This rate is the exception not the rule.
Equipment Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment. Must be directly related to the program implementation.
Travel Costs	Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not in excess of $0.45 per mile, as well as the actual costs of tolls and parking. No grant funds may be spent for out of state conference fees, out of state travel or out of state lodging without prior written approval from OGR.
Supplies Costs	Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other Costs	Items (e.g., telephone costs, training material costs)

The Final Rule, Department of Transportation National Highway Traffic Safety Administration 23 CRF Part 1300 [Docket No. NHTSA-2016-0057] RIN 2127-AL71 Uniform Procedures for State Highway Safety Grant Programs.
- o Title 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

OGR Overtime Policy for State and Local Law Enforcement Departments

This policy applies to all subrecipients and contractors that receive a Federal grant award from the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

State and local first responders that are eligible through their department for <u>backfill and/or</u> **overtime costs** (and preapproved by OGR) may be reimbursed for backfill and/or overtime costs related to grant-funded activities ONLY.

Overtime hours being charged against a federal grant award provided by OGR may only seek reimbursement for actual hours worked regardless of union contract rules. For example, an officer working one hour of overtime on a federally funded project awarded by OGR is prohibited from charging the grant award for 4 hours of overtime due to a union contract. A department that must allow for this will need to cover the remaining 3 hours of overtime from their own state or local budget. Departments found violating this policy will be subject to immediate termination of a grant award and must return all misspent funds to OGR.

Definitions
For the purpose of this policy, definitions for the key terms referenced within are listed below:

- *Overtime*- Expenses limited to the additional costs that result from state and local first responders such as sworn law enforcement personnel working over and above their weekly full-time/part-time schedule as a direct result of their performance of approved activities related to the project receiving federal funding.
- *Backfill related Overtime*-Expenses are limited to overtime costs that result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to an approved grant activity outside of their core responsibilities.
- *Subrecipient*- An entity receiving a grant award from OGR.
- *First Responder*- State or local law enforcement, fire services, emergency medical services, emergency management, health care, hazardous materials, public safety communications, public health, public works, and government administrative type employees. ***Note: each federal award has different criteria as to the type of individual allowed to be reimbursed for overtime costs. Please reference your specific grant application or OGR point of contact to determine qualifying personnel for overtime.***

If awarded to utilize grant funding for overtime costs, OGR staff will provide additional criteria and reporting forms needed at the time an award is made to justify and support such reimbursement costs being charged against the grant.

H. Selection Criteria/Review Process

This is a **competitive** grant opportunity. OGR will conduct a peer review process consisting of each application being read and scored by a minimum of three reviewers. The applicants with the highest average scores within each Tier will be recommended to receive a grant award. The Executive Director of OGR and the Secretary of EOPSS will make final award determinations.

Applicants who meet the eligibility criteria will be scored as follows:

Element	Maximum Points
Department's statement on commitment to traffic safety was clear, informative, and supported by data.	20

Questions thoroughly addressed, including data from previous years, identification of realistic and measurable goals/objectives, and well-defined problem areas.	15
The proposed activities are clearly explained and justified.	20
Demonstrated need for equipment being requested.	20
Both the budget and the attached Excel spreadsheet are clear and required elements identified within their maximum amount.	20
Participation in, or department has requested to participate in, the Motor Vehicle Automated Citation and Crash System participation (see below for more detail).	5
Total Score:	**100**

Motor Vehicle Automated Citation and Crash System (MACCS)

MACCS is a browser-based application available statewide to law enforcement agencies to collect, reconcile, and exchange motor vehicle incident information, including electronic citation reporting, crash reporting, and traffic stop data collection. MACCS can be used in a cruiser, on a motorcycle, or in the station. The MACCS project is the result of a partnership between OGR and the Department of Criminal Justice Information Services (DCJIS), local and state law enforcement, and MassDOT.

The goals of the MACCS project are to ensure greater officer and citizen safety by making the reporting process more efficient at the roadside, improve data quality by implementing checks at the point of entry and upon submittal, and eliminate redundant data entry processes for agencies across Massachusetts.

If interested in learning more about the MACCS project, please contact Joe Demers, MA Department of Criminal Justice Information Services, at joseph.demers@mass.gov.

If you are already participating in the MACCS project or have submitted a request letter to DCJIS by the AGF response deadline, please check Question 10 of the application to receive allowable credit in the scoring process.

Based on OGR's efforts to utilize federal funds most efficiently and effectively, increase program participation, and administer with fairness to all participating subrecipients, a department's eligibility to receive an award may be based on an evaluation of a prior year's performance (if applicable) by a subrecipient.

I. Post-Award Requirements

- 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 does not comply with federal eligibility requirements, OGR will not provide alternative sources of funding. The subrecipient agency must ensure compliance with all eligibility requirements.

- At the option of OGR, reimbursement will be held if any program requirements are not met or completed as specified in the grant program.
- All subrecipients who are law enforcement agencies receiving any state or federal grant award from OGR may be required to participate and submit case-specific information on officer-administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

Federal Funding Sources

Funding for these activities will come from one or more of the following federal NHTSA grant programs as established in Title 23, Chapter 4, and 23 CFR Part 1300 sections as follows:

- *402***: Highway Safety Programs-** Programs (1) to reduce injuries and deaths resulting from motor vehicles being driven in excess of posted speed limits, (2) to encourage the proper use of occupant protection devices (including the use of safety belts and child restraint systems) by occupants of motor vehicles, (3) to reduce deaths and injuries resulting from persons driving motor vehicles while impaired by alcohol or a controlled substance, (4) to prevent crashes and reduce deaths and injuries resulting from crashes involving motor vehicles and motorcycles, (5) to reduce injuries and deaths resulting from crashes involving school buses, and (6) to reduce crashes resulting from unsafe driving behavior (including aggressive or fatigued driving and distracted driving arising from the use of electronic devices in vehicles) and (7) to improve law enforcement services in motor vehicle crash prevention, traffic supervision, and post-crash procedures.
- *405b***: Occupant Protection Grants**- This section establishes criteria, in accordance with 23 U.S.C. 405(b), for awarding grants to States that adopt and implement effective occupant protection programs to reduce highway deaths and injuries resulting from individuals riding unrestrained or improperly restrained in motor vehicles.
- *405d***: Impaired Driving Countermeasures Grants**- This section establishes criteria, in accordance with 23 U.S.C. 405(d), for awarding grants to States that adopt and implement effective programs to reduce traffic safety problems resulting from individuals driving motor vehicles while under the influence of alcohol, drugs, or the combination of alcohol and drugs

OGR Subrecipient Grant Conditions

A complete copy of the conditions document can be downloaded from https://www.mass.gov/service-details/traffic-safety-grants. Applicants should thoroughly review the conditions prior to applying for funds. This document must be signed, initialed, and included with the application.

Reporting and Recordkeeping

- All subrecipients must submit to OGR both Programmatic Activity and Financial Expenditure Reports. Submission of reimbursement requests to OGR must be made every month, **due on the 15th of each month following the month of activity.** A signed report

must be submitted whether or not any activity has taken place in each of the program elements. If no activity, a $0 amount must be shown for that element.

- 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.
- In certain circumstances and within reason, a subrecipient may request an extension of the due date of a report. OGR must authorize this extension request before the late submission of the report.
- Individuals working on grant-funded activities may not sign off on the Expenditure Reports. An authorized signatory may not sign off on the Expenditure Report if reimbursement is requested for his/her spouse, child, sibling, or another person that may cause a conflict of interest.
- With 48 hours' notice, a site visit may be conducted of grant records at departments.
- All subrecipients must comply with the Federal Funding Accountability and Transparency Act (FFATA). Compliance only requires subrecipients to submit the required information to OGR in the FFATA form included as part of the application package. OGR will enter all required information to the FFATA Subaward Reporting System (FSRS) to meet the federal reporting requirements. The blank form is available at https://www.mass.gov/service-details/traffic-safety-grants.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- Subrecipients must submit a Final Narrative Report no later than thirty (30) days after the termination of the grant period. The report must summarize accomplishments, challenges, and progress towards meeting measurable goals, as stated in the application.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of the grant award.
- No department may begin grant activities until the department receives official written notification to proceed from OGR.
    - *No costs incurred before the department receives written notification will be reimbursed.*
    - *No costs incurred after the grant award terminates will be reimbursed.*
- All activities must be completed, goods received, and services provided no later than the termination date of the grant period.

Risk Assessment and Compliance Monitoring
- All subrecipients are subject to compliance monitoring.
- If OGR perceives issues relating to any of the requirements above, appropriate 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 follow the timeline promised in the grant application, or engage in other practices not in keeping with grant requirements will be at risk for losing OGR grant funding and becoming ineligible to receive any future OGR grant funding.

J. Submission of Application

Application Deadline – October 14, 2020

Responses to this AGF must be submitted on the OGR provided documents. Electronic versions of the blank Application template, Grant Application Budget Excel spreadsheet, and all other required documents are available to download at www.mass.gov/service-details/traffic-safety-grants. The Application template contains full detailed instructions and checklists of all required elements.

All application documents and required attachments must be submitted via either U.S. Post Office, UPS, or FedEx to OGR. All original documents that require a "wet/original ink" signature must be mailed. Only applications with original signatures will be accepted. Applicants are encouraged to use tracking numbers if submitted via U.S. Post Office, UPS, or FedEx.

All applications must be postmarked by October 14, 2020 and mailed to:

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Office of Grants and Research
Highway Safety Division – ATTN: Richard Valeri
10 Park Plaza, Suite 3720-A
Boston, MA 02116

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Application packets must include two (2) copies - one signed original (signed in blue ink and stamped "original"), **and one copy** (stamped "copy") and must include the following documents:

- Completed FFY2020 Traffic Enforcement Grant Application
- Grant Application Budget Excel Spread Sheet
- Scope of Services – *initialed*
- OGR Subrecipient Grant Conditions – *signed & initialed*
- Contractor Authorized Signatory Listing Form
- A-133 Form
- OGR Subrecipient Risk Assessment Form
- FFATA *(if award is greater than or equal to $25,000)*
- Organization's Seat Belt Policy
- Organization's Overtime Policy

Additionally, email a copy of your application form and budget sheets *only* (in MS Word or Adobe .PDF format) to **OGR.MRS@mass.gov.**

OGR will conduct a Technical Assistance or Bidder's Virtual Workshop on September 28, 2020, at 10 am, and September 29, 2020, at 10 am. During the webinar, questions can be asked. Once the webinar has concluded, only written questions will be accepted. A link for the workshop will be posted at www.mass.gov/service-details/traffic-safety-grants on/about September 23, 2020.

Written questions must be submitted via email to OGR.MRS@mass.gov no later than October 9, 2020. Responses to questions will be posted on the OGR website by October 13, 2020.

If you have any questions about the application or the program more generally, please contact Richard Valeri at OGR.MRS@mass.gov.

APPENDIX A - MA Towns/Cities by Population

Town/City	Population 2017 US Census Est.	Tier Level	Town/City	Population 2017 US Census Est.	Tier Level
ABINGTON	16396	3	BRAINTREE	37156	2
ACTON	*23777*	2	BREWSTER	9836	4
ACUSHNET	10544	4	BRIDGEWATER	27478	2
ADAMS	8090	4	BRIMFIELD	3745	4
AGAWAM	28849	2	BROCKTON	95672	1
ALFORD	486	4	BROOKFIELD	3437	4
AMESBURY	17457	3	BROOKLINE	59157	1
AMHERST	40046	1	BUCKLAND	1874	4
ANDOVER	35937	2	BURLINGTON	27176	2
AQUINNAH	327	4	CAMBRIDGE	113630	1
ARLINGTON	45510	1	CANTON	23444	2
ASHBURNHAM	6304	4	CARLISLE	5235	4
ASHBY	3223	4	CARVER	11715	4
ASHFIELD	1733	4	CHARLEMONT	1240	4
ASHLAND	17706	3	CHARLTON	13571	3
ATHOL	11711	4	CHATHAM	6169	4
ATTLEBORO	44590	1	CHELMSFORD	35099	2
AUBURN	16702	3	CHELSEA	40227	1
AVON	4496	4	CHESHIRE	3142	4
AYER	8145	4	CHESTER	1380	4
BARNSTABLE	44163	1	CHESTERFIELD	1258	4
BARRE	5569	4	CHICOPEE	55515	1
BECKET	1723	4	CHILMARK	916	4
BEDFORD	14197	3	CLARKSBURG	1643	4
BELCHERTOWN	15100	3	CLINTON	13963	3
BELLINGHAM	17093	3	COHASSET	8516	4
BELMONT	26458	2	COLRAIN	1665	4
BERKLEY	6707	4	CONCORD	19237	3
BERLIN	3176	4	CONWAY	1878	4
BERNARDSTON	2111	4	CUMMINGTON	881	4
BEVERLY	41816	1	DALTON	6581	4
BILLERICA	43962	1	DANVERS	27558	2
BLACKSTONE	9304	4	DARTMOUTH	34336	2
BLANDFORD	1260	4	DEDHAM	25364	2
BOLTON	5283	4	DEERFIELD	5026	4
BOSTON	685094	1	DENNIS	13917	3
BOURNE	19879	3	DIGHTON	7715	4
BOXBOROUGH	6401	4	DOUGLAS	8869	4
BOXFORD	8310	4	DOVER	6041	4
BOYLSTON	4634	4	DRACUT	31619	2

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Town/City	Population 2017 US Census Est.	Tier Level	Town/City	Population 2017 US Census Est.	Tier Level
DUDLEY	11768	4	HANCOCK	698	4
DUNSTABLE	3379	4	HANOVER	14444	3
DUXBURY	15928	3	HANSON	10777	4
EAST BRIDGEWATER	14465	3	HARDWICK	3025	4
EAST BROOKFIELD	2195	4	HARVARD	6569	4
EAST LONGMEADOW	16291	3	HARWICH	12145	3
EASTHAM	4882	4	HATFIELD	3299	4
EASTHAMPTON	16050	3	HAVERHILL	63639	1
EASTON	24984	2	HAWLEY	337	4
EDGARTOWN	4321	4	HEATH	699	4
EGREMONT	1205	4	HINGHAM	23415	2
ERVING	1767	4	HINSDALE	1932	4
ESSEX	3748	4	HOLBROOK	11026	4
EVERETT	46324	1	HOLDEN	18943	3
FAIRHAVEN	16055	3	HOLLAND	2496	4
FALL RIVER	89420	1	HOLLISTON	14753	3
FALMOUTH	31101	2	HOLYOKE	40341	1
FITCHBURG	40793	1	HOPEDALE	5976	4
FLORIDA	719	4	HOPKINTON	18035	3
FOXBOROUGH	17574	3	HUBBARDSTON	4715	4
FRAMINGHAM	72032	1	HUDSON	19944	3
FRANKLIN	32996	2	HULL	10449	4
FREETOWN	9339	4	HUNTINGTON	2186	4
GARDNER	20640	2	IPSWICH	13995	3
GEORGETOWN	8688	4	KINGSTON	13565	3
GILL	1499	4	LAKEVILLE	11424	4
GLOUCESTER	30172	2	LANCASTER	8074	4
GOSHEN	1065	4	LANESBOROUGH	2965	4
GOSNOLD	76	4	LAWRENCE	80162	1
GRAFTON	18761	3	LEE	5725	4
GRANBY	6332	4	LEICESTER	11373	4
GRANVILLE	1624	4	LENOX	4957	4
GREAT BARRINGTON	6855	4	LEOMINSTER	41615	1
GREENFIELD	17442	3	LEVERETT	1853	4
GROTON	11364	4	LEXINGTON	33727	2
GROVELAND	6789	4	LEYDEN	715	4
HADLEY	5335	4	LINCOLN	6781	4
HALIFAX	7855	4	LITTLETON	10115	4
HAMILTON	8051	4	LONGMEADOW	15864	3
HAMPDEN	5196	4	LOWELL	111346	1

Town/City	Population 2017 US Census Est.	Tier Level	Town/City	Population 2017 US Census Est.	Tier Level
APPENDIX A - MA Towns/Cities by Population					
LUDLOW	21502	2	NEW BEDFORD	95120	1
LUNENBURG	11312	4	NEW BRAINTREE	1025	4
LYNN	94063	1	NEW MARLBOROUGH	1458	4
LYNNFIELD	12942	3	NEW SALEM	1017	4
MALDEN	61246	1	NEWBURY	7079	4
MANCHESTER BY THE SEA	5393	4	NEWBURYPORT	18060	3
MANSFIELD	23946	2	NEWTON	88994	1
MARBLEHEAD	20554	2	NORFOLK	11793	4
MARION	5107	4	NORTH ADAMS	12970	3
MARLBOROUGH	39873	2	NORTH ANDOVER	31013	2
MARSHFIELD	25836	2	NORTH ATTLEBOROUGH	29153	2
MASHPEE	14191	3	NORTH BROOKFIELD	4793	4
MATTAPOISETT	6330	4	NORTH READING	15735	3
MAYNARD	10665	4	NORTHAMPTON	28593	2
MEDFIELD	12845	3	NORTHBOROUGH	15033	3
MEDFORD	57797	1	NORTHBRIDGE	16630	3
MEDWAY	13329	3	NORTHFIELD	2988	4
MELROSE	28367	2	NORTON	19882	3
MENDON	6094	4	NORWELL	11067	4
MERRIMAC	6913	4	NORWOOD	29195	2
METHUEN	50259	1	OAK BLUFFS	4678	4
MIDDLEBOROUGH	24873	2	OAKHAM	1946	4
MIDDLEFIELD	536	4	ORANGE	7651	4
MIDDLETON	9861	4	ORLEANS	5820	4
MILFORD	28933	2	OTIS	1549	4
MILLBURY	13733	3	OXFORD	13980	3
MILLIS	8216	4	PALMER	12279	3
MILLVILLE	3252	4	PAXTON	4881	4
MILTON	27575	2	PEABODY	52987	1
MONROE	118	4	PELHAM	1325	4
MONSON	8836	4	PEMBROKE	18377	3
MONTAGUE	8259	4	PEPPERELL	12146	3
MONTEREY	936	4	PERU	837	4
MONTGOMERY	864	4	PETERSHAM	1250	4
MOUNT WASHINGTON	158	4	PHILLIPSTON	1744	4
NAHANT	3502	4	PITTSFIELD	42591	1
NANTUCKET	11229	4	PLAINFIELD	662	4
NATICK	36246	2	PLAINVILLE	9154	4
NEEDHAM	30999	2	PLYMOUTH	59885	1
NEW ASHFORD	223	4	PLYMPTON	2971	4

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Town/City	Population 2017 US Census Est.	Tier Level	Town/City	Population 2017 US Census Est.	Tier Level
PRINCETON	3454	4	SPRINGFIELD	154758	1
PROVINCETOWN	2959	4	STERLING	8136	4
QUINCY	94166	1	STOCKBRIDGE	1906	4
RANDOLPH	34272	2	STONEHAM	22036	2
RAYNHAM	14203	3	STOUGHTON	28528	2
READING	26106	2	STOW	7102	4
REHOBOTH	12188	3	STURBRIDGE	9584	4
REVERE	53993	1	SUDBURY	18867	3
RICHMOND	1412	4	SUNDERLAND	3644	4
ROCHESTER	5575	4	SUTTON	9458	4
ROCKLAND	17957	3	SWAMPSCOTT	15177	3
ROCKPORT	7246	4	SWANSEA	16528	3
ROWE	388	4	TAUNTON	57139	1
ROWLEY	6325	4	TEMPLETON	8138	4
ROYALSTON	1272	4	TEWKSBURY	31247	2
RUSSELL	1793	4	TISBURY	4109	4
RUTLAND	8700	4	TOLLAND	500	4
SALEM	43415	1	TOPSFIELD	6560	4
SALISBURY	9400	4	TOWNSEND	9522	4
SANDISFIELD	893	4	TRURO	2004	4
SANDWICH	20303	2	TYNGSBOROUGH	12357	3
SAUGUS	28251	2	TYRINGHAM	319	4
SAVOY	680	4	UPTON	7926	4
SCITUATE	18688	3	UXBRIDGE	13997	3
SEEKONK	15548	3	WAKEFIELD	27157	2
SHARON	18277	3	WALES	1892	4
SHEFFIELD	3149	4	WALPOLE	25073	2
SHELBURNE	1848	4	WALTHAM	62442	1
SHERBORN	4323	4	WARE	9853	4
SHIRLEY	7672	4	WAREHAM	22640	2
SHREWSBURY	37387	2	WARREN	5218	4
SHUTESBURY	1754	4	WARWICK	762	4
SOMERSET	18176	3	WASHINGTON	536	4
SOMERVILLE	81360	1	WATERTOWN	35756	2
SOUTH HADLEY	17791	3	WAYLAND	13954	3
SOUTHAMPTON	6196	4	WEBSTER	17020	3
SOUTHBOROUGH	10136	4	WELLESLEY	29479	2
SOUTHBRIDGE	16911	3	WELLFLEET	2736	4
SOUTHWICK	9758	4	WENDELL	883	4
SPENCER	11954	4	WENHAM	5246	4

APPENDIX A - MA Towns/Cities by Population		
Town/City	Population 2017 US Census Est.	Tier Level
WEST BOYLSTON	8056	4
WEST BRIDGEWATER	7231	4
WEST BROOKFIELD	3779	4
WEST NEWBURY	4637	4
WEST SPRINGFIELD	28704	2
WEST STOCKBRIDGE	1267	4
WEST TISBURY	2898	4
WESTBOROUGH	19109	3
WESTFIELD	41700	1
WESTFORD	24310	2
WESTHAMPTON	1641	4
WESTMINSTER	7766	4
WESTON	12150	3
WESTPORT	15910	3
WESTWOOD	16056	3
WEYMOUTH	56664	1
WHATELY	1551	4
WHITMAN	15022	3
WILBRAHAM	14671	3
WILLIAMSBURG	2492	4
WILLIAMSTOWN	7835	4
WILMINGTON	23803	2
WINCHENDON	10862	4
WINCHESTER	22838	2
WINDSOR	873	4
WINTHROP	18625	3
WOBURN	39701	2
WORCESTER	185677	1
WORTHINGTON	1193	4
WRENTHAM	11838	4
YARMOUTH	23339	2

Appendix B – Allowable and Unallowable Equipment Examples

Allowable Speed Signs

Unallowable Radar and Message Trailers