Q&A for AGF for  
FFY 2021 State Traffic Safety Information System Improvements Grant Program  
  
as of 2/19/21

Q. Are there any restrictions around an organization submitting more than one application for two distinctly different projects?

A. There must only be one application from an organization for each distinct project. One organization could submit multiple applications for different/distinct projects it may have. As noted in the AGF, the Office of Grants and Research reserves the right to request a proposed project described in a letter of intent that involves multiple systems be submitted via separate applications.

Q. Want to make sure we (a local community) are eligible to apply since we noticed two sentences that had us a bit confused. The first one says: *“This grant opportunity's primary intent is to help* ***states*** *improve the performance attributes of core traffic safety information systems.”* The second one says: *“Only units of state and* ***local government****, state higher educational institutions, or not-for-profit organizations in Massachusetts with a public purpose are eligible to apply for this funding.”*

A.While the ***primary*** ***intent*** of the grant program is to help **states** improve the performance attributes of core traffic safety information systems, units of state and **local government**, state higher educational institutions, or not-for-profit organizations in Massachusetts with a public purpose ***are all eligible*** to apply for this funding.

Q. Multiple questions were received from potential applicants about whether the following equipment items could be funded through the grant program: radar speed signs/trailers, radar detectors, stealth radar counters, observation cameras at crosswalks, and mobile variable message boards.

A. To these types of questions, OGR provided similar responses, an example of which follows:  
  
As stated in this AGF, this grant opportunity's primary intent is to help states improve the performance attributes of core traffic safety information systems. It further details the grant program is for projects that 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: citation/adjudication, crash, driver, injury surveillance/EMS, roadway, vehicle.  Permissible projects could also: evaluate the effectiveness of efforts to improve these six systems; link 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 an agency's ability to observe and analyze national trends in crash occurrences, rates, outcomes, and circumstances.

Without the ability to see a final AGF response, and based just on your inquiry, the initial assessment of the Office of Grants and Research (OGR) is that is unlikely that the type of equipment cited in your inquiry would meet the primary intent and related requirements of this program and be able to receive approvals from the AGF Review Committee, the Massachusetts Executive-level Traffic Records Coordinating Committee, the Executive Office of Public Safety and Security and its Office of Grants and Research (OGR), and ultimately the National Highway Traffic Safety Administration.

We do suggest you monitor OGR’s other grant programs for funding opportunities better suited for such equipment purchases. You can sign-up to automatically receive notification of OGR grant opportunities at this page: <https://www.mass.gov/view-current-ogr-grant-opportunities>.   
  
  
  
Q. Would it be possible to receive information about letters of intent that are submitted? We think this information would be helpful in terms of writing our applications. For example, it could help us determine the financial ask, seeing if there are additional partners we should engage, etc.  
  
A. Given this is a competitive AGF process, we are not able to share letters of intent with other applicants, etc. We of course would make these and any other AGF elements public to anyone making such a request once related awards are finalized.

Q. If we plan to submit two applications, do we need two separate letters of intent or do we submit one letter of intent?

A. Two separate letters of intent.

Q. Are we restricted to asking for the same amount of money as was in our previous request, or can we ask for an increase to cover new or higher costs involved?

A. No restriction on asking for additional funding for any allowable costs for a new project from an AGF standpoint.

**New Q&A as of 2/19/21**

Q. Can you confirm that the Authorized Signatory form has to be signed and notarized as part of the application for funding, or is it something ​we have to complete and submit only if awarded funding for the contractual agreement?

Also, I want to confirm that it is acceptable to submit application materials via email and then mail hardcopies shortly afterwards. Due to the pandemic, our personnel are working remotely, and it takes time and a fair amount of coordination to be granted permission to go in to the office in-person.

A. The Contractor Authorized Signatory form is only for when we enter into contracts with non-state agencies. We wouldn’t do that with an ISA with a state agency. Unless we question it, we accept the person signing the documents is appropriately authorized to do so by that state agency.

Please secure authorized ‘wet’ hand signatures on the application, budget, etc. documents for an AGF response. While we ask for these to be ‘wet’ hand signatures that can then be scanned and submitted electronically, to expedite matters we can initially accept hand signatures on the documents that are an electronic file of the hand signature. There is no need to then immediately mail in ‘wet’ hand signed versions of the documents.  However, if an award is made, and you initially utilized an electronic file of the hand signature, you will need to obtain ‘wet’ hand signatures in blue ink on the ISA or contract documents, etc., as well as on the application, budget, etc. documents.

**Please direct any questions about this document to Mr. Brook W. Chipman, Program Manager at OGR at** [**brook.chipman@mass.gov**](mailto:brook.chipman@mass.gov)**. Any Q&A received before the deadline for questions of 11:59 pm, 2/19/21 will be added to this document that is available at** [**https://www.mass.gov/service-details/traffic-safety-grants**](https://www.mass.gov/service-details/traffic-safety-grants)**.**