



# Office of Grants and Research

## FFY 2022 Municipal Road Safety Grant Program

### Funding Application

Please complete each field. Agency Head should be either the Chief of Police, Police Commissioner, Mayor or Town Administrator. Fiscal Contact should be the Town Treasurer, CFO, Town Accountant or similar fiscal personnel.

### Cover Sheet

Applicant Organization Information		Agency Head Contact Information	
Organization Name:		Name:	
Project Title: Municipal Road Safety Grant (MRS)		Title:	
Address:		Address:	
City:	State:	City:	State:
Zip:	+4:	Zip:	+4:
Telephone:		Telephone:	
Website:		Fax:	
		Email:	
Fiscal Contact Information		Grant Manager Contact Information	
Name:		Name:	
Title:		Title:	
Address:		Address:	
City:	State:	City:	State:
Zip:	+4:	Zip:	+4:
Telephone:		Telephone:	
Email:		Email:	
Signature		Federally Approved Indirect Cost Rate	
Name and Title:		Does applicant have a federally approved rate?	Yes No
Signature:		If yes, what is the rate? Attach copy.	
Date:		If no, will the applicant be requesting the de minimis rate?	Yes No

## Program Description

### **Project Title: Municipal Road Safety Grant (MRS)**

Complete all sections using a font size of 12 pt.

#### IMPORTANT

**All applicants must complete Questions 1 through 7 and 12 through 15.**

- If not applying for Non-Enforcement activities, you may skip Question 8
- If not applying for Traffic equipment, you may skip Questions 9 & 10
- If not applying for Ped&Bike safety items, you may skip Question 11

#### **1. Which elements of the MRS are you applying for?**

Traffic Enforcement

Traffic Enforcement Equipment

Pedestrian and Bicyclist Safety Enforcement

Pedestrian and Bicyclist Safety Items

Non-Enforcement Safety Activities

#### **2. Describe your department's philosophy and commitment to Traffic and/or Ped&Bike Safety.**

**Include as much of the following information as you can:**

- Why it is important to your department?
- Estimated number of hours dedicated to Traffic and Ped&Bike Safety enforcement, outside of grant activity.
- How these grant funds will augment your traffic safety efforts.
- If your department has suffered budget reductions, please explain the impact as it pertains to traffic safety.

3. From the MassDOT Crash Portal, “IMPACT” <https://apps.impact.dot.state.ma.us/cdp/-report-view/13> fill in the following:

Crash Category	2017	2018	2019	2020
Total Fatal Crashes				
Total Serious Injury Crashes				
Total Alcohol Suspected Crashes				
Total Speed Related Crashes				
<b>Pedestrian Crash Totals</b>				
Number of Pedestrian Crashes				
# of Pedestrians with Serious Injuries				
Pedestrian Crashes with Fatalities				
<b>Bicyclist Crash Totals</b>				
Number of Bicyclist Crashes				
# of Bicyclist crashes with Serious Injuries				
# of Bicyclist crashes with Fatalities				
<b>Driver Distraction in Crashes</b>				
Total crashes involving a driver “manually operating or talking on a hand-held electronic device”				
Total crashes involving a driver where driver contributing circumstances is “Inattention” or “Distracted” and distraction is “Not Reported” or “Unknown”				
<b>Protective Safety System and Injury Severity (passenger cars and light trucks only)</b>				
No Safety System Used – Fatal Injury & Serious Injury				
Blank/Unknown – Fatal Injury & Serious Injury				

If the link provided does not work, follow these steps: IMPACT Home, go to Reports → Categories → Standardized Reports (Explore) → Grant Application - Crashes at a Glance (Explore)

4. From your department’s internal data: Please complete as much of the following as possible. OGR understands data will be proportional to community size.

Categories	2017	2018	2019	2020
OUI Alcohol and Drug Arrests				
Seat belt citations				
Speeding citations				
Distracted driving citations*				
Failure to yield to pedestrian in crosswalk citations				
Failure to yield to bicyclist citations				

\*Distracted driving shall include the following: Hands-Free 90/13 or 90/8M, Improper Use of Phone/ Electronic Device, Texting, and Impeded Operation

**5. Enter three measurable target goals/projections.**

Goals should be related to the elements being requested. Here are a few examples:

- Conduct at least 5 hours of enforcement (or 20% of total enforcement) at Main St/Broadway since 15% of our crashes in 2020 occurred at this location
- 10 officers to complete ARIDE training
- Post traffic safety information, at least once a week, to the department’s social media page
- Distribute 25 bicycle helmets
- Distribute 1,000 pieces of educational materials and provide them to pedestrians on Main St. since 5 crashes involving pedestrians occurred at this location in the past 3 years
- Give 10 presentations regarding Distracted Driving to local high schools

<b>Measurable Target Goal / Projection 1</b>	
<b>Measurable Target Goal / Projection 2</b>	
<b>Measurable Target Goal / Projection 3</b>	
<i><b>Important Note:</b> You will be required to report on the progress of these goals on July 1, 2022 as noted in the AGF. A template report will be available online at <a href="https://www.mass.gov/service-details/traffic-safety-grants">https://www.mass.gov/service-details/traffic-safety-grants</a>.</i>	

**6. Identify the road safety problem(s) that exist in your community.**

For example, issues related to impaired driving, distracted driving, speed and occupant protection, crosswalk violations, pedestrian and bicyclists’ injuries. Specify at least two trends (either crash or citation-related) as they pertain to location (street, intersection, etc.), day of the week, and/or time of day.

*If budgeting for Non-Enforcement Activity(s), explain how your activity will help address these trends.*

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7. Based on the answer to question six, identify three streets and/or intersections where grant funded activity will have the greatest impact. Also, provide the trend used to determine each location. If budgeting for Ped&Bike Safety, one location must be related to Ped&Bike Safety. If budgeting for Non-Enforcement Activity(s), provide the areas/locations where you intend to conduct that activity (for example, High School, Supermarket parking lot).

	Location	Trend
1		
2		
3		

8. If proposing to utilize grant funds for Non-Enforcement traffic safety activities:

- Give the name of the activity
- Explain why this activity was chosen to be addressed (for example, is there a trend/issue in your community that this activity supports)
- How do you plan to implement this activity
- What you hope to accomplish through this activity

*Use as much space as needed. Attach any additional pages if necessary.*

<p><i>Activity:</i></p>
<p><i>Activity:</i></p>
<p><i>Activity:</i></p>

**9. Please fill in the chart if your department is budgeting for enforcement equipment:**

Only the following items may be requested: Radar, LiDAR, Speed Radar Signs, Traffic Data Recorders.

<i>Equipment</i>	<i>Present Inventory</i>	<i>Approx. Age</i>	<i>Equipment</i>	<i>Present Inventory</i>	<i>Approx. Age</i>
Radar			Speed Radar Signs		
LiDAR			Traffic Data Recorders		
Avg. Number of Officers on a Patrol Shift:					

**Did your department purchase two (2) or more Radar/LiDAR units with FFY 2021 MRS grant funding?**

**Yes      No**

**Important:** *If yes, then you cannot purchase additional Radar/LiDAR units with this grant. However, it is allowable to purchase additional Speed Radar Signs and/or Traffic Data Recorders.*

**Fill in the number of units you are proposing to purchase:**

**Radar                      Speed Radar Signs**  
**LiDAR                      Traffic Data Recorders**

*Note: Applicants are encouraged to check on-line and/or with manufacturers for pricing when budgeting. If uncertain, it is suggested to budget using a higher price estimate for the item.*

**10. Provide an explanation as to how the equipment requested will augment the planned enforcement.**

**Please justify the need and how/where the equipment will be used.**

- Example A: The department has no data recorders and will post them on street A, B and C in order to...
- Example B: The department would benefit from new Handheld Radar units to enforce speed and reduce crashes caused by speed in area X, Y and Z.

*Use as much space as needed. Attach any additional pages if necessary.*

**Note:** *OGR reserves the right to adjust the equipment award if adequate justification is not provided.*

**11. If your department is budgeting for Ped&Bike safety items for public distribution (see AGF for the item listing), provide:**

- Quantity of each item proposed for purchase
- Justification for why the items are needed to address the problems referenced in questions 6 and 7
- A distribution plan including targeted population, method of distribution, and an educational component

*Note: Applicants are encouraged to check on-line and/or with manufacturers for pricing when budgeting. If uncertain, it is suggested to budget using a higher price estimate for the item.*

**12. Motor Vehicle Automated Citation and Crash System (MACCS)**

Check here if you are already participating in the MACCS program or if you have submitted a request to DCJIS to participate in the MACCS program.

**13. Proposed Countermeasure Strategies (Optional):**

To strengthen the proposal, provide countermeasure title(s) from the publication- “Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, Ninth Edition, 2017” [Countermeasures That Work: A Highway Safety Guide](#) which you plan to implement.

Countermeasure Titles:

**14. Provide a timeline of the Element(s) activities/deliverables** by checking the corresponding boxes to each activity/month your department will be participating. For equipment or safety items, enter the item you plan to purchase in the appropriate month. Traffic Equipment must be delivered or paid for in full no later than April 30, 2022. For Non-Enforcement Activities, including the approximate time needed to complete each, also in the appropriate month. All awardees will be expected to begin services within 90 days of a contract being executed.

<b>Month</b>	<b>Activity/ Participating</b>	<b>Purchase Equipment/ Safety Items</b>	<b>Planned Non-Enforcement Activity</b>
October 2021	Ped&Bike		
November 2021	Ped&Bike		
December 2021	Winter Impaired		
January 2022	No OT Enforcement		
February 2022	Ped&Bike		
March 2022	Ped&Bike		
April 2022	Distracted Driving		
May 2022	Click it or Ticket		
June 2022	Speed Enforcement		
July 2022	Ped&Bike		
August 2022	Summer Impaired Ped&Bike		
September 1 <sup>st</sup> -15 <sup>th</sup>	Summer Impaired Ped&Bike		



**15. Budget Narrative:** Please use the space below to describe how your department intends to use budgeted funds. Be sure to explain all budget items requested so the reviewers clearly understand all costs associated with this proposal.

## **BUDGET WORKSHEET**

### **General Instructions**

Attachment B – Excel Budget Detail Worksheet must be completed and included in the application packet. The worksheet can be found at <https://www.mass.gov/service-details/traffic-safety-grants> under the link for the FFY22 MRS Grant program.

The budget worksheet contains sections for each element and other related costs:

**For Traffic Enforcement:** A minimum of four (4) enforcement hours in each of the five (5) campaigns is required (see campaign schedule in the AGF). If you are requesting traffic equipment, fill in the appropriate cost category section.

**For Ped&Bike Safety:** If you are requesting safety items, then a minimum of thirty (30) enforcement hours is required, fill in the appropriate cost category section.

**For Non-Enforcement Activities:** Fill in the appropriate cost category section.

Please note that the total of all sections cannot exceed the maximum award amount per tier level as such:

#### **FFY 2022 Funding Levels**

<b>Population</b>	<b>Tier</b>	<b>Max Award Amount</b>
Greater than 40,000	1	\$50,000.00
20,000 to 39,999	2	\$35,000.00
12,000-19,999	3	\$30,000.00
Less than 12,000	4	\$20,000.00

### **Funding Requested for Each Element.**

**From the Summary tab of Attachment B, fill in the amounts for each element requested.** For Non-Enforcement Traffic Safety Activities, include any costs in sections labeled, Contractor/Consultant and Travel.

**Points will be deducted from the application score if amounts listed in this table do not match the Summary tab of Attachment B.**

<b>Department Tier:</b>	
Traffic Enforcement Budget:	
Traffic Equipment Budget:	
Pedestrian & Bicycle Safety Enforcement Budget:	
Pedestrian & Bicycle Safety Items:	
Non-Enforcement Traffic Safety Activities & Items:	
Total Award Amount Requested:	

**Commonwealth of Massachusetts**  
**Office of Grants and Research**  
**FFY 2022 Municipal Road Safety Grant**  
**Availability of Grant Funding (AGF) Assurances**

The \_\_\_\_\_ Police Department hereby acknowledges the terms and conditions as identified in the FFY 2022 Municipal Road Safety (MRS) Availability of Grant Funding. The Department understands and agrees that a grant received as a result of this application process is subject to the regulations governing highway safety projects and grant administrative requirements and agrees to comply with all applicable Local, State and Federal rules and regulations.

I hereby acknowledge that if purchasing equipment and/or safety items, the Department will comply with all grant contract requirements and related state and federal guidelines as they pertain to the purchasing of allowable equipment and/or safety items. The Department understands and agrees that any items approved for purchasing will be used specifically for the purposes as set forth in conjunction with the FFY 2022 MRS grant program.

I hereby acknowledge that funding is contingent upon the availability of federal NHTSA funds, and certify if awarded, that these federal funds will not supplant any other funds currently made available to the Department.

By signing below, I hereby acknowledge having read and understand all FFY 2022 MRS grant administration requirements and agree to comply with the best of the Department's ability.

\_\_\_\_\_  
Name and Title (*please print*)

\_\_\_\_\_  
Signature in **Blue Ink**

\_\_\_\_\_  
Date

## Application Details

**Application Deadline: June 30, 2021**

### General Instructions

- All Massachusetts municipal police departments are eligible to apply for the MRS grant. A complete list of cities/towns by population can be found in Appendix A of the MRS AGF.
- Required forms are available for download: <https://www.mass.gov/service-details/traffic-safety-grants>.
- A complete application packet must include all the required documents listed in the checklist below.
- ***NEW: Application packets are required to be submitted both electronically, and, the originals must be must be mailed to OGR and postmarked no later than June 30, 2021.***
  - ***Electronic application packets*** must be emailed to Richard Valeri at [Richard.Valeri@Mass.Gov](mailto:Richard.Valeri@Mass.Gov). Original signatures and/or initials on documents that have been scanned and emailed will be accepted. Electronic and/or digital signatures will not be accepted.
  - ***Original application packets*** with wet signatures must be mailed to:  
Office of Grants and Research  
ATTN: Highway Safety Division (R. Valeri)  
10 Park Plaza, Suite 3720-A  
Boston, MA 02116-3933
- OGR will conduct a Technical Assistance/Bidder's Virtual Workshop on June 8, 2021, at 10 am, and June 9, 2021, at 1 pm. During the webinar, questions may 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](http://www.mass.gov/service-details/traffic-safety-grants) on/about June 3, 2021.
  - Written questions must be submitted via email to [Richard.Valeri@mass.gov](mailto:Richard.Valeri@mass.gov) no later than June 15, 2021. Responses to questions will be posted on the OGR website by June 23, 2021.

If you have any questions about the application or the program more generally, please contact Richard Valeri at [Richard.Valeri@Mass.Gov](mailto:Richard.Valeri@Mass.Gov).

### Application Packet Checklist

Completed FFY2022 Municipal Road Safety Grant Funding Application including Signed Assurances

Completed Attachment B – Excel Budget Detail Worksheet

Organization's Employee Seat Belt Policy (*departments without a seatbelt policy are not eligible to apply*)

Copy of Federal or Auditor approved Fringe Rate Agreement and/or Indirect Rate Agreement (*if applicable*)