

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research



Notice of Availability of Grant Funds (AGF)

**FFY 2022 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

**FFY 2022 MUNICIPAL ROAD SAFETY (MRS)
GRANT PROGRAM**

SECTION ONE

Traffic Safety

Traffic Enforcement and Equipment

SECTION TWO

Pedestrian and Bicyclist Safety

Ped/Bike Enforcement and Safety Items

SECTION THREE

Non-Enforcement Safety Activities

Road Safety Activities

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The AGF, Application form, and all other related documents may 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 \$5,000,000 in FFY 2022 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 provide police departments substantial flexibility in addressing local traffic safety issues, allowing funding beyond enforcement to include equipment options and developing novel traffic-safety programs. The goal is to support both traditional enforcement activities and to develop new strategies to 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.

The FFY 2022 AGF opportunity will continue to support all Municipal Road Safety (MRS) program elements – Traffic Enforcement, Equipment, and Non-Enforcement traffic safety activities and **now includes** Pedestrian & Bicyclist Safety.



Each of the Elements is **optional** and **independent** from each other, giving the most flexibility to a department's specific needs.

FFY 2022 MRS Grant Program Elements Overview		
Section I	Section II	Section III
Traffic Safety	Pedestrian & Bicyclist Safety	Non-Enforcement Safety Activities
<i>Includes:</i>	<i>Includes:</i>	<i>Includes:</i>
Traffic Enforcement and Traffic Equipment	Ped&Bike Enforcement and Ped&Bike Safety Items	Activities related to Traffic and Ped&Bike Safety

B. Eligible Applicants

These funds are only available to Massachusetts municipal police departments.

C. Key Dates

AGF Posted	June 2, 2021	Award Announcements	August, 2021
MRS Webinar/Workshop	June 8 & 9, 2021	Grant Period Start Date	October 1, 2021
Application Due Date	June 30, 2021	End Date	September 15, 2022

D. Maximum Award Amounts

FFY 2022 Funding Levels				
Population (2019 US Census)	Tier Level	Max Award Amt per Tier	Estimated # of Awards	Award Amts Per Population Level
Greater than 40,000	Tier 1	\$50,000.00	29	\$1,450,000.00
20,000 - 39,999	Tier 2	\$35,000.00	28	\$980,000.00
12,000 - 19,999	Tier 3	\$30,000.00	41	\$1,230,000.00
Less than 12,000	Tier 4	\$20,000.00	67	\$1,340,000.00

E. Purpose

The intended use of the MRS 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 provide municipal police departments with a high level of flexibility in determining the best local strategies to address local road safety issues. Choices include traditional enforcement activities, enforcement specifically focused on pedestrian and bike concerns, alternatives for specific speed-related safety equipment, and the development of non-enforcement programs, enhancing officers' knowledge, skills, and abilities. These flexible alternatives 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 optional funding flexibility allowing departments to implement non-enforcement strategies that will help instill beneficial changes in road user behavior, thus allowing for positive interactions between police and their communities. There is also benefit in allowing police officers to use their knowledge and experience to educate pedestrians and bicyclists on keeping them out of harm's way. This flexibility can help expand a department's resources to engage with the community in positive ways.

This AGF will allow the purchase of equipment within the Traffic Element. Within the Pedestrian and Bicyclist Element, there is an option to purchase safety items for public distribution in conjunction with educational awareness.

All departments must help achieve this program's overall statewide goals, as outlined in the FFY 2021 Highway Safety Performance Plan, which may be found at <https://www.mass.gov/service-details/public-documents-and-statistics>. OGR 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 decline 3% from 354 in 2020 to 343 by December 31, 2022.

- Five-year average for serious injuries will decline 8% from 2,637 in 2020 to 2,426 by December 31, 2022.
- Five-year average for fatalities/VMT will decline 3% from 0.56 in 2019 to 0.55 by December 31, 2022.
- A 3% decline in pedestrian fatalities in the five-year average from 71 in 2020 to 69 by December 31, 2022.
- A 10% decline in bicyclists fatalities in the five-year average from 8 in 2020 to 7 by December 31, 2022.

F. Program Elements – Summary and Details

As noted earlier, each of the Elements is *optional and independent from each other*. A department can apply for one, two, or three Elements within their appropriate tier funding level.

FFY 2022 Funding Levels					
Population	Tier Level	Max Award	Population	Tier Level	Max Award
Greater than 40,000	Tier 1	\$50,000.00	12,000 - 19,999	Tier 3	\$30,000.00
20,000 - 39,999	Tier 2	\$35,000.00	Less than 12,000	Tier 4	\$20,000.00

Unlike the FFY 2021 MRS grant program, a department does **not** need to conduct four hours of traffic enforcement to participate in either the Ped&Bike Safety Element or the Non-Enforcement Safety activities Element. It can simply choose the Element(s) that it wants to participate in.

Following this summary, each Element has a section with details and examples.

Element 1: Traffic Safety

- Includes high-visibility enforcement during five (5) campaign periods, each targeting a specific traffic safety issue such as impaired driving, seatbelt usage, distracted driving, and speeding.
- This Element also offers the opportunity to purchase specific equipment to enhance traffic enforcement efforts.

Element 2: Pedestrian and Bicyclist Safety

- Includes Ped&Bike enforcement during five (5) monthly periods, which data has proven to be the most vulnerable to pedestrian and bicycle crashes and injuries.
- This Element also offers the opportunity to purchase safety items and materials for the benefit of education and Ped&Bike enforcement.

Element 3: Non-Enforcement Activities

- Allows a department to develop and participate in innovative activities to promote road safety. It also includes officer training, education, and much more

SECTION I	
<i>Traffic Safety</i>	
Traffic Enforcement	Traffic Equipment

Traffic Enforcement

This Element is optional.

If choosing Traffic Enforcement:

- A department must participate in each of the five (5) campaigns.
- A minimum of four (4) enforcement hours in each campaign is required.

<i>FFY 2022 Traffic Enforcement Campaigns</i>	
Winter Impaired Driving	December 1 - 31, 2021
Distracted Driving	April 1 - 30, 2022
Click It Or Ticket	May 1 - 31, 2022
Speed	June 1 - 30, 2022
Summer Impaired Driving	August 12 - Sept. 15, 2022



- **Once the four hours per campaign are satisfied, a department may choose to conduct extra overtime patrols in any one of the five (5) campaigns** (within their budget award). For example, a department may decide to work more overtime patrols in the April Distracted Driving campaign than the June Speed campaign. This policy allows departments to be flexible in determining the best use of resources to answer individual communities' critical road safety needs.
- Any unspent funds from a Traffic Enforcement campaign with a set approved budget **may not be rolled over** into a future campaign or another program activity or Element.
- The Traffic Enforcement budget will depend on other Elements requested, and the total may not exceed the funding tier limit. For example, if a department is in Tier 1 with a total award amount of \$50,000 and chooses to budget \$10,000 for Ped&Bike Safety and \$0 for Non-Enforcement activities, the department's eligible Traffic Enforcement amount becomes \$40,000. More examples and explanations are provided in [Section G – Budget of this AGF](#).

If any of the above requirements are not satisfied, a department risks non-reimbursement of any such activity (including participation in a future campaign period) and/or equipment on order, contract termination, and may negatively affect their eligibility for future OGR grants. Additionally, if any traffic equipment has been purchased, **repayment to OGR of that equipment will be mandated within 30 days following the end of the campaign period.**

Should an enforcement campaign be canceled or postponed by NHTSA or OGR due to COVID-19 or otherwise, 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.

Traffic Enforcement Guidelines

Patrols and Required Stops/Contacts

- An officer's patrol shift 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 and/or,
- 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 in 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 amount requested 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.
- 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. 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.
- 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.*); and when conducting Distracted Driving patrols with two officers, one as an enforcer and one as a spotter.
- 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 may 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, an explanation of why the officer was unable to fulfill this requirement must be shown on the monthly report.

Exceptions:

Traffic enforcement: when conducting Distracted Driving patrols with two officers per deployment - one officer as an enforcer and one as a spotter – the spotter is exempt from making three stops per hour, but the enforcer is responsible for making three stops per hour.

- 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.
- Non-participation or non-compliance with performance measures may result in non-reimbursement of such activity, contract termination and may negatively affect a department's eligibility for future OGR grants.

HVE Patrol Guidelines

- Patrols for the two Impaired Driving mobilizations - Drive Sober or Get Pulled Over (*DSOGPO*) 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 – Click it or Ticket (*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 Impact may be found at*
<https://apps.impact.dot.state.ma.us/cdp/home>.
 - o *Massachusetts Law Enforcement Crash Report E Manual at*
<https://masscrashreportmanual.com/> (*help with submitting better quality 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, including seatbelt usage.

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 MSP during ANY of the five scheduled traffic enforcement campaign periods, not just impaired driving campaigns as in previous years.** However, time spent on a checkpoint **may not be applied** towards the four-hour minimum traffic enforcement hours required in this grant.
- 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 assist the MSP sobriety checkpoint. 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 at no cost from the 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 NHTSA federally funds the project through 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.

Traffic Equipment

This Element is optional.

If choosing to purchase traffic equipment:

- A department must participate in each of the five (5) campaigns with a minimum of four (4) overtime enforcement hours in each campaign.
- Departments will be allowed to request up to 50% of their **budgeted traffic enforcement amount** to purchase ***only*** the following allowable items:
 - Handheld Radar Units
 - Handheld LiDAR Units
 - Pole-mounted Speed Radar Signs
 - Traffic Data Recorders

- A department will be responsible for payment of any equipment balances exceeding 50% of the budgeted traffic enforcement amount.
- OGR must approve all equipment at the time of contracting.
- **Equipment purchases made with grant funds must be received and paid for in total in order to request reimbursement no later than April 30, 2022. Receipt of speed units by this date ensures that the equipment is used properly and efficiently during enforcement efforts.**
- No changes to the amount allocated for equipment will be allowed after awards are made. However, changes to the initial equipment items approved for purchasing can be considered after an award is made by submitting an amendment request 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 equipment items purchased with grant funds.
- **Important:**
 - If a department participated in the FFY 2021 MRS grant program and purchased two (2) or more hand-held radar/LiDAR units, that department is not allowed to purchase additional radar/LiDAR units. However, they are allowed to increase their purchase of other traffic equipment, including speed radar signs and/or traffic data recorders.
 - Unallowable Equipment includes but is not limited to:
 - Single item purchase of \$5,000 or more
 - Warranty/service plans
 - Cruiser-mounted Radar and LiDAR units
 - Speed Radar and Message trailers

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

If the equipment is purchased and the required minimum of enforcement hours is not satisfied, the department risks non-reimbursement of any activity conducted, contract termination, and may negatively affect their eligibility for future OGR grants. Additionally, the **repayment to OGR of any purchased equipment will be mandated within 30 days following the end of the most recent traffic enforcement campaign period.**

SECTION II	
<i>Pedestrian & Bicyclist Safety</i>	
Ped&Bike Enforcement	Ped&Bike Safety Items

Ped&Bike Enforcement

This Element is optional.

If choosing Ped&Bike enforcement:

- A department must conduct at least 30 hours of overtime targeted enforcement spread over the following designated enforcement months:

<i>FFY 2022 Pedestrian Enforcement Periods</i>
October 1 - 31, 2021
November 1 - 30, 2021
February 1 - 28, 2022
March 1 - 31, 2022
July 1 - September 15, 2022

- A department:
 - must utilize internal pedestrian and bicyclist crash data to identify specific strategies, locations, and times to conduct enforcement
 - may conduct crosswalk decoy operations which:
 - may involve a plainclothes officer acting as a civilian pedestrian and a uniformed officer making stops and/or
 - may involve a uniformed officer serving as a spotter to relay observed violations to the officer making stops

If any of the above requirements are not satisfied, a department risks non-reimbursement of any such activity (including participation in a future enforcement period) and/or any safety items on order, contract termination, and may negatively affect their eligibility for future OGR grants. Additionally, the repayment to OGR of any purchased safety items **will be mandated within 30 days following the end of the most recent Ped&Bike enforcement period.**

Ped&Bike Enforcement Guidelines
Patrols and Required Stops/Contacts

- All patrol shifts 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 pedestrian enforcement activities that increase pedestrian and bicyclist safety.
- Officers' time funded by this grant shall be dedicated to pedestrian 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 in 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 amount requested 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.
- Command staff may participate in and be compensated for enforcement details if acting in a pedestrian enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in pedestrian enforcement.
- 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*), and a plainclothes officer acting as a civilian pedestrian for a crosswalk decoy operation, and, officers conducting patrols on department-issued bicycles.

- The use of part-time or auxiliary officers who have attended an approved 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 pedestrians, bicyclists, or 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, an explanation of why the office was unable to fulfill this requirement must be shown on the monthly report.

Exceptions:

Pedestrian enforcement: when conducting Crosswalk Decoy Operations with multiple officers/cruisers participating, only the decoy officer is exempt from

recording three stops per hour; all other officers are each responsible for recording three stops per hour.

- 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.
- Non-participation or non-compliance with performance measures may result in non-reimbursement of such activity, contract termination and may negatively affect a department's eligibility for future OGR grants.

Ped&Bike Safety Items

This Element is optional.

If choosing to purchase Ped&Bike safety items:

- A department must conduct a minimum of 30 hours of overtime targeted enforcement
- Departments will be allowed to request up to \$1,200 for safety items for public distribution.
- The department will be responsible for payment of any Ped&Bike safety item purchase balance(s) exceeding \$1,200.
- Safety item purchases must be received by February 28, 2022, to be reimbursed by OGR. Receipt of these safety items by this date ensures proper and beneficial usage to Ped&Bike activities throughout the program period.
- No changes to the amount allocated for safety items will be allowed after awards are made. Changes to the initial safety items approved for purchase may be considered after an award is made by emailing a change request to OGR for approval. Changes made without prior OGR approval may not be honored for reimbursement.
- Departments are required to maintain an inventory for all items purchased with grant funds.
- Allowable safety items for public distribution:
 - Bicycle helmets
 - Bicycle lights
 - Bicycle and/or pedestrian safety coloring books
 - Bicycle reflectors
 - Reflective bands
 - Clothing reflectors
 - Reflective zipper tags
 - Reflective spoke clips
 - Reflective vests

- Pedestrian light bracelets
- Educational pamphlets, including printing costs
 - **To be considered educational, distributed material must provide substantial information and educational content to the public (not merely a slogan) and have the sole purpose of conveying that information.**

Safety items are intended to provide protection, enhance nighttime visibility, and educate the public on safe practices and applicable laws.

In the application, purchases must be supported based on the identification of a specific problem in the applicant's community, and a distribution plan must be included. The distribution plan must identify the targeted population(s), distribution method, and the educational component. These items may not be merely giveaways, such as pens and keychains, and must be included in an educational initiative.

If safety items are purchased and the required minimum of enforcement hours is not satisfied, the department risks non-reimbursement of any activity conducted, contract termination, and may negatively affect their eligibility for future OGR grants. Additionally, repayment to OGR of any safety items **will be mandated within 30 days following the end of the last Ped&Bike enforcement period.**

SECTION III

Non-Enforcement Safety Activities

Activities related to Traffic and Ped&Bike Safety

Non-Enforcement Activities

This Element is optional.

If choosing non-enforcement traffic safety activities:

- A department is allowed to use all or a portion of their tier level award amount to conduct non-enforcement activities.
 - Anticipated additional costs associated with an activity must be clearly defined in the budget. Please check the Allowable Cost Category in the [Budget Section](#).
- Changes to an approved activity during the grant period will be considered but must fall within the reasonable range of activities described below and must have prior approval by OGR. Changes made to any activity without OGR's prior approval will not be reimbursed.

Please note that activities should only be applied for if they can be conducted safely within 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 traffic safety training)
- Host and participate in professional development training by local or state advocacy organizations.
- Registration fees and other expenses for traffic safety conferences.
- Traffic safety data collection.
- Child Passenger Safety (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 NDCF database via the web or mobile app within one week of the activity. For more information, visit <https://carseatcheckform.org>.
- Present pedestrian safety program at senior centers or assisted living facilities.
- Host a local bike rodeo.
- 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 local groups that seek to develop safe routes to schools.

Non-enforcement activities must be clearly defined in the application and include a plan of action with measurable goals and anticipated outcomes.

If any activities are deemed inappropriate or otherwise misrepresented during the grant year, the department risks non-reimbursement of such activity, contract termination and may negatively affect their eligibility for future OGR grants. **Additionally, repayment to OGR of any associated costs will be mandated within 30 days following the end of the grant period.**

G. Budget

Overview/Budgeting for the Elements

A department may choose to participate in one, two, or all Elements, providing flexibility to decide how much funding they want to use in each component.

FFY 2022 Funding Levels					
Population	Tier Level	Max Award	Population	Tier Level	Max Award
Greater than 40,000	Tier 1	\$50,000.00	12,000 - 19,999	Tier 3	\$30,000.00
20,000 - 39,999	Tier 2	\$35,000.00	Less than 12,000	Tier 4	\$20,000.00

As each Element is chosen, that amount is deducted from the total Tier award. The balance may be used towards any other Element or not at all.

Below are a few examples of budgeting for the Elements. OGR will present a workshop webinar to help applicants understand all the budgeting options available.

Choosing one (1) Element:

Department A is in Tier 1 with a total award amount of \$50,000.

- Requests only funding for Traffic Enforcement

Grant Award Requested	Budgeted Amounts				
	Traffic Enforcement	Traffic Equipment	Ped & Bike Enforcement	Ped & Bike Safety Items	Non-Enforcement Activities
\$50,000	\$50,000	\$0	\$0	\$0	\$0

Choosing two (2) Elements:

Department A is in Tier 1 (\$50,000) but total request amount is \$30,000.

- Requests \$20,000 for Traffic Enforcement & equipment (\$15,000 + \$5,000) and, \$10,000 for Ped&Bike and safety items (\$8,800 + \$1,200):
 - Balance (\$20,000) may be used to increase the budget of any Element or not be used at all.

Grant Award Requested	Budgeted Amounts				
	Traffic Enforcement	Traffic Equipment	Ped & Bike Enforcement	Ped & Bike Safety Items	Non-Enforcement Activities
\$30,000	\$15,000	\$5,000	\$8,800	\$1,200	\$0

Choosing three (3) Elements:

Department A is in Tier 1 with a total award amount of \$50,000.

- Requests \$36,000 for Traffic Enforcement and equipment (\$24,000 + \$12,000), \$8,000 for Ped&Bike enforcement and safety items (\$7,400 + \$600) and, \$6,000 for Non-Enforcement Activities:

Grant Award Requested	Budgeted Amounts				
	Traffic Enforcement	Traffic Equipment	Ped & Bike Enforcement	Ped & Bike Safety Items	Non-Enforcement Activities
\$50,000	\$24,000	\$12,000	\$7,400	\$600	\$6,000

General 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 allowable cost categories.
- Each expense budgeted must be described in detail in the budget narrative within the application form.
- Do not round up or down. The total amount requested on your application cover page must match the funding table in the application and the total on your excel spreadsheet.
- The total of the program Elements requested, and other related expenses must not exceed the maximum award amount for the eligible applicant’s Tier.
- Matching funds are not required for this grant.
- *Applicants must provide a timeline task plan in the application for project accountability and clarity of activity movement and development.*

Allowable Costs

- Personnel Overtime, Fringe, Indirect Costs.
- Traffic Enforcement equipment, specifically: Radar, LiDAR, Speed Radar Signs, and Traffic Data Recorders.
 - **Important Note:** If a department participated in the FFY2021 MRS grant and purchased two (2) or more hand-held radar/lidDAR units, that department cannot purchase additional radar/liDAR units. However, all other traffic equipment is allowed.
- Pedestrian safety items: as listed under [Section II](#) above.
- Non-enforcement traffic safety activities costs: consultant or contractor fees, media development, printing costs, conference costs, supplies
- In-state travel costs.
- Other costs may be deemed allowable with OGR approval

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	<p>Eligible costs include the employer share of the following: life insurance, health insurance, social security costs, pension costs, unemployment insurance costs, workers compensation insurance, payroll taxes.</p> <p>Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the human resource unit in your organization (rate computations must be included).</p> <p>Include a copy of the approved rate agreement in the application response.</p>
Indirect Cost	<p>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.</p>
Consultants/Contract Costs	<p>Consultant or contractor fees. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per day (excluding travel and subsistence costs). Any request for compensation over \$650 per day hour or \$81.25 per hour requires prior written approval by OGR. This rate is the exception, not the rule.</p>
Equipment Costs	<p>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.</p>
Travel Costs	<p>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.</p> <p>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 by OGR</p>

Supplies Costs	Supplies required for the 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).

Federal Award Administration Requirements

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

Unallowable Costs

- Any costs not explicitly allowed in the Final Rule 23 CFR Part 1300 or Title 2 CFR Part 200.
- Pertaining to Traffic Element:
 - Any single piece of equipment costing \$5,000 or more.
 - Any equipment warranty/service plans.
 - Any equipment specifically identified in [Section I](#) above
 - **Important Note:** If a department participated in the FFY2021 MRS grant and purchased two (2) or more radar/lidDAR units, the purchase of additional radar/lidDAR units is not allowed
- Pertaining to Pedestrian Element:
 - Costs associated with safety item customization
 - Safety items, including but not limited to reflectorized backpacks or jackets, whose sole purpose is not to improve pedestrian or bicyclist safety
 - Promotional items, the primary purpose of which is to generate goodwill or to incentivize behavior
 - Overtime enforcement regarding parking violations
- Out-of-state travel unless authorized by OGR.
- Grant management administrative costs.
- Sales tax.
- Meals and beverages.
- 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.
- Grant funds shall not be used for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

- 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 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 eligible through their department for backfill and/or 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 for 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.

A copy of the department’s overtime policy (*can be an excerpt from a collective bargaining agreement*) will be required during the contract process.

H. Selection Criteria/Review Process

The MRS Program 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:

Review Criteria	Maximum Points
Department's statement on commitment to traffic safety was clear, informative and supported by facts.	15
Questions thoroughly addressed , including data from previous years, identification of measureable goals and well-defined problem areas/trends for all elements being applied for.	50
Demonstrated need and justified usage for equipment and/or safety items if being applied for.	10
Both the budget and 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 (MACCS) participation.	5
Total Score:	100

NOTE: Application review scoring will be pro-rated based on the Elements being applied for.

Motor Vehicle Automated Citation and Crash System (MACCS)

MACCS is a browser-based application in CJIS and is available statewide to law enforcement agencies to issue electronic citations and crash reports. It maintains traffic stop data and can be used to collect, reconcile, and exchange motor vehicle incident information. 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 validating information at the point of entry and upon submittal, and eliminate redundant data entry processes.

To learn more about MACCS, contact Joe Demers at DCJIS 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 12 of the application to receive allowable credit in the scoring process.

I. Post-Award Requirements

- *OGR* 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 funding sources. 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.
- Subrecipients must accept their award no later than 30 days from the award date. Failure to accept a grant award within the 30-day timeframe may result in a loss of funds.
- Subrecipients are expected to initiate program activities within 90 days of a contract being executed. Failure to do so may result in a loss of funds.

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

- **405h: Nonmotorized Safety**-States are eligible if their annual combined pedestrian and bicyclist fatalities exceed 15 percent of their total annual crash fatalities. Eligible states may use grant funds *only* for training law enforcement on state laws applicable to pedestrian and bicycle safety; enforcement mobilizations and campaigns designed to enforce those state laws, or public education and awareness programs designed to inform motorists, pedestrians, and bicyclists of those state laws.

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 later be signed, initialed, and included during the contract process.

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 by an agency or department representative must be submitted whether or not any activity has taken place in each of the program Elements. If no activity was conducted in a given month, departments must submit a one-page Expenditure report indicating the month, \$0 dollars and reason for inactivity. *OGR will provide further submission instructions, along with reporting form templates, during the contract process.*
- For purchased equipment and safety items, an itemized invoice and/or receipt must be submitted with the expenditure report. *Proof of payment should be kept on file at the department.*
- 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. A 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 mid-year Progress Narrative Report by July 1, 2022 and 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, contract termination, and may negatively affect a department's eligibility for future OGR grants. Additionally, repayment to OGR for any equipment, safety item, or non-enforcement activity supplies purchased will be immediately mandated.
- 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 – June 30, 2021

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.

OGR reserves the right to seek changes to the application before contracting with a department.

- **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. 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

The documents listed below comprise the application packet:

- Completed FFY2022 Municipal Road Safety Grant Application with Signed Assurances Page
- Grant Application Budget Spreadsheet – Attachment B
- Organization’s Employee Seat Belt Policy
- Copy of Federal or Auditor approved Fringe Rate Agreement and/or Indirect Rate Agreement (if applicable)

OGR will conduct a Technical Assistance or 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 on/about June 3, 2021.

- Written questions must be submitted via email to 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.

APPENDIX A - MA Towns/Cities by Population					
Town/City	Population 2019 US Census	Tier Level	Town/City	Population 2019 US Census	Tier Level
ABINGTON	16,668	3	BRAINTREE	37,190	2
ACTON	23,662	2	BREWSTER	9,775	4
ACUSHNET	10,625	4	BRIDGEWATER	27,619	2
ADAMS	8,010	4	BRIMFIELD	3,680	4
AGAWAM	28,613	2	BROCKTON	95,708	1
ALFORD	488	4	BROOKFIELD	3,452	4
AMESBURY	17,532	3	BROOKLINE	59,121	1
AMHERST	39,924	2	BUCKLAND	1,850	4
ANDOVER	36,356	2	BURLINGTON	28,627	2
AQUINNAH	320	4	CAMBRIDGE	118,927	1
ARLINGTON	45,531	1	CANTON	23,805	2
ASHBURNHAM	6,348	4	CARLISLE	5,252	4
ASHBY	3,219	4	CARVER	11,767	4
ASHFIELD	1,717	4	CHARLEMONT	1,233	4
ASHLAND	17,807	3	CHARLTON	13,713	3
ATHOL	11,732	4	CHATHAM	5,982	4
ATTLEBORO	45,237	1	CHELMSFORD	35,391	2
AUBURN	16,766	3	CHELSEA	39,690	2
AVON	4,549	4	CHESHIRE	3,129	4
AYER	8,196	4	CHESTER	1,369	4
BARNSTABLE	44,477	1	CHESTERFIELD	1,249	4
BARRE	5,578	4	CHICOPEE	55,126	1
BECKET	1,716	4	CHILMARK	922	4
BEDFORD	14,123	3	CLARKSBURG	1,638	4
BELCHERTOWN	15,098	3	CLINTON	14,000	3
BELLINGHAM	17,270	3	COHASSET	8,548	4
BELMONT	26,116	2	COLRAIN	1,661	4
BERKLEY	6,851	4	CONCORD	18,918	3
BERLIN	3,240	4	CONWAY	1,873	4
BERNARDSTON	2,090	4	CUMMINGTON	874	4
BEVERLY	42,174	1	DALTON	6,525	4
BILLERICA	43,367	1	DANVERS	27,549	2
BLACKSTONE	9,288	4	DARTMOUTH	34,188	2
BLANDFORD	1,252	4	DEDHAM	25,219	2
BOLTON	5,426	4	DEERFIELD	4,991	4
BOSTON	692,600	1	DENNIS	13,871	3
BOURNE	19,762	3	DIGHTON	7,967	4
BOXBOROUGH	5,793	4	DOUGLAS	9,038	4
BOXFORD	8,332	4	DOVER	6,127	4
BOYLSTON	4,712	4	DRACUT	31,634	2

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DUDLEY	11,773	4	HANCOCK	696	4
DUNSTABLE	3,403	4	HANOVER	14,570	3
DUXBURY	15,921	3	HANSON	10,914	4
EAST BRIDGEWATER	14,526	3	HARDWICK	3,057	4
EAST BROOKFIELD	2,210	4	HARVARD	6,620	4
EAST LONGMEADOW	16,192	3	HARWICH	12,142	3
EASTHAM	4,906	4	HATFIELD	3,251	4
EASTHAMPTON	15,829	3	HAVERHILL	64,014	1
EASTON	25,105	2	HAWLEY	334	4
EDGARTOWN	4,348	4	HEATH	695	4
EGREMONT	1,205	4	HINGHAM	24,679	2
ERVING	1,750	4	HINSDALE	1,911	4
ESSEX	3,799	4	HOLBROOK	11,033	4
EVERETT	46,451	1	HOLDEN	19,303	3
FAIRHAVEN	16,078	3	HOLLAND	2,482	4
FALL RIVER	89,541	1	HOLLISTON	14,912	3
FALMOUTH	30,993	2	HOLYOKE	40,117	1
FITCHBURG	40,638	1	HOPEDALE	5,951	4
FLORIDA	715	4	HOPKINTON	18,470	3
FOXBOROUGH	18,399	3	HUBBARDSTON	4,829	4
FRAMINGHAM	74,416	1	HUDSON	19,864	3
FRANKLIN	34,087	2	HULL	10,475	4
FREETOWN	9,394	4	HUNTINGTON	2,169	4
GARDNER	20,683	2	IPSWICH	14,074	3
GEORGETOWN	8,768	4	KINGSTON	13,863	3
GILL	1,465	4	LAKEVILLE	11,561	4
GLOUCESTER	30,430	2	LANCASTER	8,082	4
GOSHEN	1,059	4	LANESBOROUGH	2,940	4
GOSNOLD	75	4	LAWRENCE	80,028	1
GRAFTON	18,883	3	LEE	5,664	4
GRANBY	6,291	4	LEICESTER	11,341	4
GRANVILLE	1,611	4	LENOX	4,944	4
GREAT BARRINGTON	6,945	4	LEOMINSTER	41,716	1
GREENFIELD	17,258	3	LEVERETT	1,837	4
GROTON	11,325	4	LEXINGTON	33,132	2
GROVELAND	6,849	4	LEYDEN	715	4
HADLEY	5,342	4	LINCOLN	7,052	4
HALIFAX	7,896	4	LITTLETON	10,227	4
HAMILTON	8,051	4	LONGMEADOW	15,705	3
HAMPDEN	5,177	4	LOWELL	110,997	1

APPENDIX A - MA Towns/Cities by Population					
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LUDLOW	21,233	2	NEW BEDFORD	95,363	1
LUNENBURG	11,736	4	NEW BRAINTREE	1,024	4
LYNN	94,299	1	NEW MARLBOROUGH	1,458	4
LYNNFIELD	12,999	3	NEW SALEM	1,021	4
MALDEN	60,470	1	NEWBURY	7,148	4
MANCHESTER BY THE SEAS	5,434	4	NEWBURYPORT	18,289	3
MANSFIELD	24,470	2	NEWTON	88,414	1
MARBLEHEAD	20,555	2	NORFOLK	12,003	3
MARION	5,188	4	NORTH ADAMS	12,730	3
MARLBOROUGH	39,597	2	NORTH ANDOVER	31,188	2
MARSHFIELD	25,967	2	NORTH ATTLEBOROUGH	29,364	2
MASHPEE	14,229	3	NORTH BROOKFIELD	4,792	4
MATTAPOISETT	6,401	4	NORTH READING	15,865	3
MAYNARD	11,336	4	NORTHAMPTON	28,451	2
MEDFIELD	12,955	3	NORTHBOROUGH	15,109	3
MEDFORD	57,341	1	NORTHBRIDGE	16,679	3
MEDWAY	13,479	3	NORTHFIELD	2,958	4
MELROSE	28,016	2	NORTON	19,948	3
MENDON	6,223	4	NORWELL	11,153	4
MERRIMAC	6,960	4	NORWOOD	29,725	2
METHUEN	50,706	1	OAK BLUFFS	4,667	4
MIDDLEBOROUGH	25,463	2	OAKHAM	1,957	4
MIDDLEFIELD	534	4	ORANGE	7,582	4
MIDDLETON	10,110	4	ORLEANS	5,788	4
MILFORD	29,101	2	OTIS	1,539	4
MILLBURY	13,947	3	OXFORD	14,009	3
MILLIS	8,310	4	PALMER	12,232	3
MILLVILLE	3,257	4	PAXTON	4,963	4
MILTON	27,593	2	PEABODY	53,070	1
MONROE	115	4	PELHAM	1,313	4
MONSON	8,787	4	PEMBROKE	18,509	3
MONTAGUE	8,212	4	PEPPERELL	12,114	3
MONTEREY	924	4	PERU	834	4
MONTGOMERY	866	4	PETERSHAM	1,250	4
MOUNT WASHINGTON	157	4	PHILLIPSTON	1,746	4
NAHANT	3,513	4	PITTSFIELD	42,142	1
NANTUCKET	11,399	4	PLAINFIELD	661	4
NATICK	36,050	2	PLAINVILLE	9,293	4
NEEDHAM	31,388	2	PLYMOUTH	61,528	1
NEW ASHFORD	223	4	PLYMPTON	2,987	4

APPENDIX A - MA Towns/Cities by Population					
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PRINCETON	3,488	4	SPRINGFIELD	153,606	1
PROVINCETOWN	2,961	4	STERLING	8,174	4
QUINCY	94,470	1	STOCKBRIDGE	1,890	4
RANDOLPH	34,362	2	STONEHAM	24,126	2
RAYNHAM	14,470	3	STOUGHTON	28,915	2
READING	25,400	2	STOW	7,234	4
REHOBOTH	12,385	3	STURBRIDGE	9,597	4
REVERE	53,073	1	SUDBURY	19,655	3
RICHMOND	1,416	4	SUNDERLAND	3,629	4
ROCHESTER	5,687	4	SUTTON	9,582	4
ROCKLAND	17,986	3	SWAMPSCOTT	15,298	3
ROCKPORT	7,282	4	SWANSEA	16,834	3
ROWE	389	4	TAUNTON	57,464	1
ROWLEY	6,473	4	TEMPLETON	8,138	4
ROYALSTON	1,277	4	TEWKSBURY	31,178	2
RUSSELL	1,792	4	TISBURY	4,096	4
RUTLAND	8,938	4	TOLLAND	508	4
SALEM	43,226	1	TOPSFIELD	6,641	4
SALISBURY	9,534	4	TOWNSEND	9,506	4
SANDSFIELD	891	4	TRURO	2,008	4
SANDWICH	20,169	2	TYNGSBOROUGH	12,527	3
SAUGUS	28,361	2	TYRINGHAM	312	4
SAVOY	675	4	UPTON	8,065	4
SCITUATE	18,924	3	UXBRIDGE	14,195	3
SEEKONK	15,770	3	WAKEFIELD	27,045	2
SHARON	18,895	3	WALES	1,874	4
SHEFFIELD	3,129	4	WALPOLE	25,200	2
SHELBURNE	1,837	4	WALTHAM	62,495	1
SHERBORN	4,335	4	WARE	9,711	4
SHIRLEY	7,636	4	WAREHAM	22,745	2
SHREWSBURY	38,526	2	WARREN	5,222	4
SHUTESBURY	1,754	4	WARWICK	769	4
SOMERSET	18,129	3	WASHINGTON	541	4
SOMERVILLE	81,360	1	WATERTOWN	35,939	2
SOUTH HADLEY	17,625	3	WAYLAND	13,835	3
SOUTHAMPTON	6,171	4	WEBSTER	16,949	3
SOUTHBOROUGH	10,208	4	WELLESLEY	28,670	2
SOUTHBRIDGE	16,878	3	WELLFLEET	2,724	4
SOUTHWICK	9,740	4	WENDELL	878	4
SPENCER	11,935	4	WENHAM	5,278	4

APPENDIX A - MA Towns/Cities by Population

Town/City	Population 2019 US Census	Tier Level
WEST BOYLSTON	8,077	4
WEST BRIDGEWATER	7,281	4
WEST BROOKFIELD	3,727	4
WEST NEWBURY	4,714	4
WEST SPRINGFIELD	28,517	2
WEST STOCKBRIDGE	1,257	4
WEST TISBURY	2,904	4
WESTBOROUGH	19,144	3
WESTFIELD	41,204	1
WESTFORD	24,817	2
WESTHAMPTON	1,637	4
WESTMINSTER	7,997	4
WESTON	12,124	3
WESTPORT	16,034	3
WESTWOOD	16,400	3
WEYMOUTH	57,746	1
WHATELY	1,567	4
WHITMAN	15,216	3
WILBRAHAM	14,689	3
WILLIAMSBURG	2,466	4
WILLIAMSTOWN	7,434	4
WILMINGTON	23,445	2
WINCHENDON	10,905	4
WINCHESTER	22,799	2
WINDSOR	866	4
WINTHROP	18,544	3
WOBURN	40,228	1
WORCESTER	185,428	1
WORTHINGTON	1,175	4
WRENTHAM	12,023	3
YARMOUTH	23,203	2