



Office of Grants and Research

FFY 2023 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		Signature	
Department Name		Signature	
Address		Date	
City, State, Zip		Name	
Telephone		Title	
Agency Head Information		Grant Manager Information	
Name		Name	
Title		Title	
Email		Email	
Telephone		Telephone	
Municipal Fiscal Contact		Federally Approved Indirect Cost Rate*	
Name		Does the applicant have a federally approved rate?	Yes
Title			No
Email		If yes, what is the rate? Please attach a copy.	
Telephone		If not, will the applicant be requesting the de minimis rate?	Yes No

Please note that unsigned applications cannot be scored and will not be eligible for an award.

*If your department is **not budgeting for Indirect** please skip that section of the cover sheet.

Program Description

Project Title: Municipal Road Safety Grant (MRS)

Please answer all questions in the spaces provided.

IMPORTANT

All applicants must complete Questions 1 through 6 and 11 through 14.

- If not applying for Non-Enforcement activities, you may skip Question 7
- If not applying for Traffic equipment, you may skip Questions 8 & 9
- If not applying for Ped&Bike safety items, you may skip Question 10

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 the following information to maximize points earned:

- Why is it important to your department? Please provide a brief, clear summary of the desired outcome for each element applied for.
- Estimated number of hours your department dedicates to Traffic and Ped&Bike Safety enforcement outside of grant activity.
- How these grant funds will augment your traffic safety efforts.

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

Crash Category	2019	2020	2021
Total Fatal Crashes			
Total Serious Injury Crashes			
Total Alcohol Suspected Crashes			
Total Speed Related Crashes			
Pedestrian Crash Totals			
Number of Pedestrian Crashes			
# of Pedestrians with Serious Injuries			
Pedestrian Crashes with Fatalities			
Bicyclist Crash Totals			
Number of Bicyclist Crashes			
# of Bicyclist crashes with Serious Injuries			
# of Bicyclist crashes with Fatalities			
Driver Distraction in Crashes			
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”			
Protective Safety System and Injury Severity (passenger cars and light trucks only)			
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	2019	2020	2021
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: Improper Use of Phone/Electronic Device, Texting, and Impeded Operation

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

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

- Ten officers to complete ARIDE training.
- Post traffic safety information to the department's social media page at least once a week.
- Distribute 25 bicycle helmets.
- Distribute 1,000 pieces of educational materials and provide them to pedestrians on Main St. since five crashes involving pedestrians occurred at this location in the past three years.
- Give ten presentations regarding Distracted Driving to local high schools.

Measurable Target Goal / Objective 1	
Measurable Target Goal / Objective 2	
Measurable Target Goal / Objective 3	

6. Identify three road safety problems that exist in your community (either crash or citation-related) pertaining to location, day of the week, and/or time of day.

- If your department budgets for all three elements, then include one trend per element.
- If you are budgeting for two elements, you can choose two trends for one element and one for the remaining element.
- Trend Example: Our data shows distracted driving citations are issued on Main St twice as often compared to the rest of the town and issued one and a half times more frequently after 4 PM.
- If budgeting for Non-Enforcement Activity(s), explain how your activity will help address these trends.

7. If proposing to utilize grant funds for Non-Enforcement traffic safety activities, please provide the following details for each activity budgeted for:

- Give the name of the activity and 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 do you hope to accomplish through this activity?

8. **If you are requesting traffic equipment**, please outline the equipment request (equipment type, quantity, and accessories) AND detail your department's current inventory. For the current inventory, provide the quantity and age of Handheld Radar, Lidar, Radar Speed Sign, Traffic Data Recorder.

9. **Explain how the equipment requested will augment the planned enforcement. Please justify the need and how/where the equipment will be used (see AGF for the item listing).**

- Example A: The department has no data recorders and will post them on streets 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 areas X, Y, and Z.

Note: *OGR reserves the right to adjust an equipment award if adequate justification is not provided. If unallowable items are listed, the funding will be denied and the department will not have the opportunity to update with allowable items.*

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

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

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

11. Motor Vehicle Automated Citation and Crash System (MACCS) – Check here if you are participating in the MACCS program:

Yes ____

No ____

12. Please provide 1 countermeasure:

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 Title(s):

13. Provide a timeline of the Element(s) activities/deliverables by writing in the activity corresponding to each month your department will be participating. For Traffic and Ped&Bike enforcement, indicate the type of enforcement and total hours planned in the corresponding month. For equipment or safety items, enter the item you plan to purchase in the appropriate month. Traffic Equipment and Safety Items must be delivered or paid for in full no later than April 30, 2023. 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.

Month	Enforcement Activity	Purchase Equipment/ Safety Items	Planned Non-Enforcement Activity
October 2022			
November 2022			
December 2022			
January 2023			
February 2023			
March 2023			
April 2023			
May 2023			
June 2023			
July 2023			
Aug- Sept 15 th , 2023			

14. Budget Narrative: Please use the space below to describe how your department intends to use budgeted funds. Do not just list proposed budget amounts; please provide a description. Be sure to explain all requested line items detailed in the Attachment B Budget, so the reviewers clearly understand all costs associated with this proposal. This section is for you to explain in detail your plan for scheduling, equipment roll-out, safety item distribution, training plans, and all other details you anticipate using the potential award to fund.

Attachment B Budget Worksheet Instructions

General Instructions for Attachment B – Budget Worksheet

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 six (6) campaigns is required (see campaign schedule in the AGF). If you request traffic equipment, fill in the appropriate cost category section.

For Ped&Bike Safety: If you are requesting safety items, a minimum of twenty-five (25) 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 2023 Funding Levels

Population	Tier	Max Award Amount
Greater than 40,000	1	\$65,000.00
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

Commonwealth of Massachusetts
Office of Grants and Research
FFY 2023 Municipal Road Safety Grant
Availability of Grant Funding (AGF) Assurances

The _____ Police Department hereby acknowledges the terms and conditions as identified in the FFY 2023 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 2023 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 2023 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, 2022

In order to finalize/confirm your submission, please visit the following link:

<https://www.mass.gov/forms/fy23-mrs-application-funding-application-confirmation-form> and fill out all relevant fields.

Two (2) Step Application Submission Process

1. OGR requires one (1) unsigned version of the entire application and supporting documents submitted electronically on or before June 30, 2022, to: OGR.MRS@mass.gov
2. OGR also requires two (2) hard copies, one (1) original signed and one (1) copy, of completed application packets to be received.

- Original signed application packets must be hand-delivered or submitted by certified mail and postmarked no later than June 30, 2022, to:

Office of Grants and Research

ATTN: Highway Safety Division (MRS Grant)

10 Park Plaza, Suite 3720-A

Boston, MA 02116-3933

- Acceptable Forms of Signature for the Application, OGR will accept signatures executed by an authorized signatory in any of the following ways:
 - Traditional “wet signature” (ink on paper)
 - An electronic signature that is either: a) hand-drawn using a mouse or finger if working from a touch screen device or b) a printed picture of the signatory’s hand-drawn signature.
 - Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date. Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive, is not acceptable.

The documents listed below comprise the application packet:

- Completed FFY2023 Municipal Road Safety Grant Application Template with Signed Assurances Page – Attachment A
- Grant Application Budget Spreadsheet – Attachment B
- Organization’s Employee Seat Belt Policy
- Organization’s Overtime Policy (this can be an excerpt from the policy manual)
- Copy of Federal or Auditor approved Fringe Rate Agreement and/or Indirect Rate Agreement (if applicable)

For more information about this grant, please email Richard Valeri at OGR.MRS@mass.gov.

OGR will conduct a Technical Assistance or Bidder’s Virtual Workshop on **June 8, 2022**, at 10:00 am, and **June 9, 2022**, at 1:00 pm. During the webinar, questions may be asked. Once the webinar has concluded, only written questions will be accepted. A link to register for the workshop will be posted at www.mass.gov/service-details/traffic-safety-grants on/about June 3, 2022.

Application Packet Checklist

Completed FFY2023 Municipal Road Safety Grant Funding Application including Signed Assurances

Completed Attachment B – Excel Budget Detail Worksheet

Completed online FY23 MRS Funding Application Confirmation Form

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

Organization Overtime Policy (this can be a section from the CBA)

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