Commonwealth of Massachusetts

Executive Office of Public Safety and Security

Office of Grants and Research

Notice of Availability of Grant Funds (AGF)

FFY 2024 MUNICIPAL ROAD SAFETY (MRS)
Grant Program

Maura T. Healey **Governor**	**Kimberley Driscoll** **Lieutenant Governor**
Terrence M. Reidy **Secretary**	**Kevin J. Stanton** **Executive Director**

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The AGF, Application form, and all other related documents may be found at: https://www.mass.gov/info-details/municipal-road-safety-mrs-grant-program.

A. Program Overview

The Office of Grants and Research (OGR) is pleased to make available up to $5.5 million in FFY 2024 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 traditional enforcement activities and develop new strategies to reduce roadway crashes, injuries, fatalities, and associated economic losses in Massachusetts.

OGR is committed to advancing racial equity and supporting underserved communities through the distribution of our NHTSA grant funds. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in or benefit from aspects of economic, social, and civic life. Although people of all ages, races, ethnicities, and income levels are impacted by traffic fatalities, some communities or neighborhoods and the people residing within those areas may suffer more than others. OGR is asking that our applicants, if not doing so already, explore existing or new data sources to better identify and understand the disproportionate impact of traffic crashes within your jurisdictions. A municipality should involve community stakeholders when developing their grant application and be open to new ideas to address issues of inequity in road safety.

The Non-Enforcement element of the MRS grant program provides an excellent opportunity to develop programs that address these inequities. We hope that these opportunities will lead municipalities to create innovative, strong partnerships within the communities they serve and prioritize funds to support activities and services that address identified needs in underserved communities/neighborhoods. Such actions should not only increase the quality of the applications received but reduce crash-related fatalities and injuries; reduce disparities within traffic safety; and advance diversity, equity, and inclusion across our highway safety programs.

Funds will be awarded competitively to eligible local police departments in Massachusetts.

The FFY 2024 AGF opportunity will continue to support all Municipal Road Safety (MRS) program elements – Traffic Enforcement & Equipment, Pedestrian & Bicyclist Enforcement, and Non-Enforcement Traffic Safety Activities & Items.

Each of the Elements is _optional_ and _independent_ from the other, giving the most flexibility to a department's specific needs.

FFY 2024 MRS Grant Program Elements Overview		
Element I	**Element II**	**Element III**
Traffic Safety	Pedestrian & Bicyclist Enforcement	Non-Enforcement Traffic Safety Activities
Includes:	*Includes*	*Includes:*
- **Traffic Enforcement** - **Traffic Equipment**	- **Enforcement of state traffic laws applicable to pedestrian and bicycle safety**	- **Community-based educational activities, officer training, and more** - **Pedestrian & Bicyclist Safety Items**

B. Eligible Applicants

These funds are only available to Massachusetts municipal police departments.

C. Key Dates

AGF Posted	**May 26, 2023**
MRS Webinar/Workshop	**June 8, 2023 at 1:00pm**
Application Due Date	**June 29, 2023**
Award Announcement (tentative)	**October 2023**
Contract Period	**November 1, 2023-September 15, 2024**

D. Maximum Award Amounts

FFY 2024 Funding Levels		
Population	**Tier Level**	**Max Award**
Greater than 40,000	Tier 1	$60,000.00
20,000 - 39,999	Tier 2	$40,000.00
12,000 - 19,999	Tier 3	$30,000.00
Less than 12,000	Tier 4	$20,000.00

This AGF is designed to provide municipal police departments with a high level of flexibility in determining the best strategies to address local road safety issues. Choices include traditional enforcement campaigns, enforcement specifically focused on pedestrian and bicyclist concerns, alternatives for specific speed-related safety equipment, and the development of non-enforcement programs, enhancing community awareness and 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 raise community awareness of traffic safety issues and help instill beneficial changes in road user behavior. This allows for positive interactions between police and their communities.

This AGF will also allow the purchase of equipment within the Traffic Safety element to enhance enforcement efforts during the contract period. Within the Non-Enforcement Traffic Safety Activities element, departments are able 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 2024-2026 Massachusetts Triennial Highway Safety Plan:
- Five-year average for <u>fatalities</u> will decline 4% from 377 in 2022 to 362 by December 31, 2026.
- Five-year average for <u>serious injuries</u> will decline 4% from 2,708 in 2022 to 2,603 by December 31, 2026.
- Five-year average for <u>fatalities/VMT</u> will decline 12% from 0.62 in 2022 to 0.54 by December 31, 2026.
- Five-year average for <u>pedestrian fatalities</u> will decline 8% from 76 in 2022 to 70 by December 31, 2026.
- Five-year average for <u>bicyclist fatalities</u> will decline 14% from 7 in 2022 to 6 by December 31, 2026.

E. Program Elements – Summary and Details

All of the Elements are *optional* and independent from the other. A department can apply for one, two, or three Elements within their appropriate tier funding level.

FFY 2024 Funding Levels		
Population	**Tier Level**	**Max Award**
Greater than 40,000	Tier 1	$60,000.00
20,000 - 39,999	Tier 2	$40,000.00
12,000 - 19,999	Tier 3	$30,000.00
Less than 12,000	Tier 4	$20,000.00

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

Element 1: Traffic Safety

- Includes high-visibility enforcement during six (6) campaign periods, each targeting a specific traffic safety issue such as impaired driving, seat belt 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 Enforcement

- Includes Ped & Bike enforcement during six (6) campaign periods; data has shown these periods to be especially dangerous months for pedestrian and bicyclist crashes and injuries *(FARS 2017-2021, IMPACT Crash Portal 2022).*

Element 3: Non-Enforcement Traffic Safety Activities

- Allows a department to develop and participate in innovative activities or work with nonprofit organizations and the like to promote road safety. It also includes officer training, education, and much more.
- This Element also offers the opportunity to purchase safety items and educational materials to enhance pedestrian and bicyclist safety.

Element I
Traffic Safety

Traffic Enforcement	Traffic Equipment

Traffic Enforcement

This Element is optional.

If requesting funds for Traffic Enforcement:

- A department can use all or a portion of their tier level award amount to conduct overtime traffic enforcement.
- There will be one (1) traffic enforcement budget for all 6 (six) campaign periods listed below. This means that funds are no longer "use or lose" per campaign, which allows for more flexible spending with scheduling officers as availability allows.

FFY 2024 Traffic Enforcement Campaigns	
Winter Impaired Driving	December 1 – 31, 2023
Distracted Driving	April 1 - 30, 2024
Click it or Ticket	May 1 - 31, 2024
June Speed	June 1 - 30, 2024
July Speed	July 1 - 31, 2024
Summer Impaired Driving	August 1 – September 15, 2024

- 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 maximum total award amount of $60,000 and chooses to budget $10,000 for Ped & Bike Enforcement and $0 for Non-Enforcement activities, the department's eligible Traffic Enforcement amount becomes $50,000. More examples and explanations are provided in Section G – Budget of this AGF.

Traffic Enforcement Guidelines

- An officer's overtime patrol shift must be <u>no less than two (2) hours and no greater than eight (8) hours in length</u> and devoted solely to traffic enforcement activities relevant to the campaign period.
- Officers' time funded by this grant shall be dedicated to traffic enforcement, except in the case of a criminal offense committed in the officer's presence, in the case of response to an officer in distress, or the case of an unexpected event when all available personnel must respond.
- If an officer makes an arrest during the shift but does not complete the arrest before the shift is scheduled to end, the 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 established by the department and/or municipality for hours worked during grant-funded patrols. Holiday rates of pay and/or shift differentials may be used, if applicable. Part-time or auxiliary officers will be reimbursed at their regular rate of pay, in accordance with active department policy.
- Command staff may participate in and be compensated for enforcement patrols if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- The use of part-time or auxiliary officers who have attended an approved Municipal Police Training Committee (MPTC) Reserve/Intermittent academy is allowed.
- 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 when:
      - A department policy mandates such, and the policy is applied to all department overtime activity and clearly outlined**. (***A copy of the policy must be included with the application packet)*
      - Conducting Distracted Driving Campaign patrols with two officers, where one officer is a spotter.
- The requirement for a department to conduct and document a minimum of three (3) stops per hour is no longer required by OGR. Still, there is an expectation that departments will strive to maintain similar activity levels as in years past.
- Please note that documented stops/contacts do not have to result in issuing a citation or monetary fine.
  § Documented stops/contacts are 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, which dictates a law enforcement officer issues a specified or predetermined number of citations in pursuance of the department's obligation associated with the grant.

MRS HVE Patrol Guidelines

Patrols for the two Impaired Driving - Drive Sober or Get Pulled Over *(DSOGPO)* mobilizations are recommended to be scheduled between 2:00 pm and 7:00 am Thursday through Sunday. Statewide data shows that these are the times and days 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 Distracted Driving, Occupant Protection – Click it or Ticket *(CIOT)*, and Summer Speed mobilizations during any day of the week and at any time of day.
- For all HVE campaigns, OGR strongly encourages departments to review their internal crash data as well as available state data to determine times and locations where grant-funded patrols would have the most significant impact. Helpful websites include:
    - *MassDOT Impact may be found at https://apps.impact.dot.state.ma.us/cdp/home.*
    - *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. However, it is understood that officers will also note and enforce all other traffic safety violations, including seat belt 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 by OGR, a department may assist in the checkpoint during any of the six scheduled traffic enforcement campaign periods **OR** if the checkpoint is outside a traffic enforcement campaign period, the department may substitute the OT hours for an existing budgeted Non-Enforcement Activity.
- A department is **not eligible** to use MRS funds to participate in sobriety checkpoints if it has been separately contracted to do so by the MSP.
- 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. However, actual hours worked may not exceed the total enforcement or non-enforcement budget.

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.

Traffic Equipment

This Element is optional.

If requesting funds to purchase traffic equipment:

- A department must conduct a minimum of thirty (30) overtime enforcement hours throughout the campaign periods. A department does not have to participate in every campaign but must have at least thirty (30) overtime enforcement hours accrued by the conclusion of this grant award.
- Departments will be allowed to request up to 50% of their <u>budgeted traffic enforcement amount </u>to purchase *only* the following allowable items:

  - ➢ Handheld Radar Units
  - ➢ Handheld LiDAR Units
  - ➢ Pole-mounted Radar Speed Signs
  - ➢ Traffic Data Recorders
  - ➢ Preliminary Breath Test (PBT) instruments **NEW**
  - ➢ Remote/Cloud-based traffic data processing software subscriptions for pole-mounted speed radar signs and/or traffic data recorders
    - ▪ Subscriptions can only be up to 12-months in length
    - ▪ Subscriptions can only be added-on to pole-mounted speed radar signs and/or traffic data recorders purchased under this FFY 2024 grant

- A department will be responsible for payment of any equipment balances exceeding 50% of the budgeted traffic enforcement amount.
- A department must provide quotes with their application for all budgeted traffic equipment   **NEW** purchases
- **Equipment purchases made with grant funds must be received by April 30, 2024. Receipt 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 authorization will not be honored for reimbursement.
- Departments are required to maintain an inventory for all equipment items purchased with grant funds.

- *Important:*
  - **Unallowable Equipment** includes but is not limited to:
    - Single item purchases of $5,000 or more
    - Extended warranties
    - Maintenance Plans
    - Software subscriptions for prior equipment purchases or for equipment being purchased using other funds
    - Spare batteries
    - Accessories for prior equipment purchases or for equipment being purchased using other funds
    - Cruiser-mounted Radar and LiDAR units
    - Speed Radar and Message trailers
    - Installation of radar signs
    - Poles to install and later mount radar speed signs to
    - Equipment customization fees

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

If the equipment is purchased and the required minimum of enforcement hours is not satisfied, the department may risk repayment of any equipment purchased, and could negatively affect their eligibility for future OGR awards.

ELEMENT II
Pedestrian & Bicyclist Enforcement

Ped & Bike Enforcement

This Element is optional.

If requesting funds for Ped & Bike enforcement, a department:

- Can use all or a portion of their tier level award amount to conduct overtime ped & bike enforcement
- Must conduct overtime enforcement of laws applicable to pedestrian and bicycle safety
- Must utilize internal pedestrian and bicyclist crash data to identify specific strategies, locations, and times to conduct enforcement
- May conduct crosswalk decoy operations that:
  - ➢ Involve a plainclothes officer acting as a civilian pedestrian and a uniformed officer making stops and
  - ➢ Can also involve a uniformed officer serving as a spotter to relay observed violations to the officer making stops

There will be one (1) enforcement budget for all six (6) ped & bike campaign periods listed below. This year's enforcement periods have been adjusted based on statewide trends related to pedestrian and bicyclist crash data.

FFY2024 Pedestrian & Bicyclist Enforcement Campaigns
November 1 – 30, 2023
January 1 – 31, 2024
February 1 – 29, 2024
March 1 – 31, 2024
May 1 – 31, 2024
August 1 – September 15, 2024

Ped & Bike Enforcement Guidelines

- All patrol shifts by each officer under this grant must be <u>no less than two (2) hours and no greater than eight (8) hours</u> in length and devoted solely to enforcement of laws applicable to pedestrian and bicycle safety, except in the case of a criminal offense committed in the officer's presence, in the case of response to an officer in distress, or the case of an unexpected event when all available personnel must be committed.
- If an officer makes an arrest during the shift but does not complete the arrest before the shift is scheduled to end, that officer may continue working under the grant to complete that arrest even if the time exceeds the eight-hour shift limit. However, the total amount requested for reimbursement may not exceed the approved Ped & Bike enforcement budget amount.
- Hours for full-time officers will be reimbursed at an overtime rate of pay established by the department and/or municipality for hours worked during grant-funded patrols. Holiday rates of pay and/or shift differentials 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 an enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in 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:***
  - If a department policy mandates more than one officer per cruiser and the policy is applied to all department overtime activity (*a copy of the policy must be included with the application).*
  - Officers conducting patrols on department-issued bicycles
  - Crosswalk decoy operations involving a plain-clothes officer
- The use of part-time or auxiliary officers who have attended an approved MPTC Reserve/Intermittent academy is allowed in accordance with active department policy.
- Although three (3) stops per hour are no longer required, OGR expects departments to maintain similar activity levels.
- Please note that documented stops/contacts do not necessarily have to result in issuing a citation.
  - § Documented stops/contacts are defined as any grant-funded patrol officer's 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.
- When conducting Crosswalk Decoy Operations with multiple officers/cruisers participating, the decoy officer may be exempt from recording stops.

ELEMENT III	
Non-Enforcement Traffic Safety Activities	
Community-based educational activities, officer training, and more	**Pedestrian & Bicyclist Safety Items**

Non-Enforcement Traffic Safety Activities

This Element is optional.

If requesting funds for non-enforcement traffic safety activities:
- A department can use all or a portion of their tier level award amount to conduct non-enforcement activities.
- Anticipated costs associated with an activity must be clearly defined in the budget. Please check the Allowable Cost Categories 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 authorization will not be reimbursed.

Activities must be specifically identified and detailed in the application; OGR will not fund to-be-determined activities that merely serve as a placeholder. If a department intends to provide a subaward to a nonprofit organization, they must detail what activities the nonprofit will conduct, what objectives they will achieve, and how they will spend their subaward.

Potential non-enforcement traffic safety activities include, but are not limited to, the following:

- Presenting to seniors on pedestrian safety and distributing safety items to improve their visibility
- Presenting to elementary students about bicycle safety and distributing bicycle helmets and/or bicycle safety coloring books
- Hosting or participating in a bike rodeo
- Presenting to drivers ed students to encourage compliance with traffic laws and promote good traffic safety behavior
- Child Passenger Safety technicians presenting to expecting parents at a local healthcare facility
- Working with local and regional traffic safety partners such as nonprofit organizations to develop and deliver community traffic safety awareness programs
- Professional development (includes training such as crash reconstruction, ARIDE, CPS, or other traffic safety training)
- Attend the Lifesavers National Conference on highway safety priorities
- 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 info, visit https://carseatcheckform.org.

Departments are advised to also review NHTSA's Countermeasures That Work to identify potential activities. [Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, 10th Edition, 2020 (nhtsa.gov)](#)

If any activities are deemed inappropriate or otherwise misrepresented during the grant year, the department risks non- reimbursement of such activity, repayment of any items purchased or activity conducted, contract termination, and may negatively affect their eligibility for future OGR grants.

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Ped & Bike Safety Items

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This Element is optional.

If requesting funds to purchase Ped & Bike safety items:
- Safety items are intended to provide protection, enhance nighttime visibility, and educate the public on safe practices and applicable laws.
- Safety item purchases must be received by April 30, 2024. Receipt of these safety items by this date ensures proper and beneficial usage during the contract period.
- 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.
- 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

Note: *Customization of these safety items will not be allowed.*

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.

In the application, purchases must be supported based on identifying 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 an educational component. **These items may not be merely giveaways, such as pens and keychains, and must be included in an educational initiative.**

F. Budget

Overview/Budgeting for the Elements

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

FFY 2024 Funding Levels					
Population	**Tier Level**	**Max Award**	**Population**	**Tier Level**	**Max Award**
Greater than 40,000	Tier 1	$60,000.00	**12,000 - 19,999**	Tier 3	$30,000.00
20,000 - 39,999	Tier 2	$40,000.00	**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 toward any other element or not at all.

Below are a few examples of budgeting for the elements. OGR will present on the webinars 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 $60,000.
- Requests only funding for Traffic Enforcement

	Budgeted Amounts				
Grant Award Requested	**Traffic Enforcement**	**Traffic Equipment**	**Ped & Bike Enforcement**	**Non-Enforcement Activities**	**Ped & Bike Safety Items**
$60,000	$60,000	$0	$0	$0	$0

Choosing two (2) Elements:

Department A is in Tier 1 ($60,000) but total request amount is $30,000.
- Requests $20,000 for Traffic Enforcement & equipment *($15,000 + $5,000)* and $10,000 for Ped & Bike Enforcement:
  - *Balance ($30,000) may be used to increase the budget of any Element or not be used at all.*

	Budgeted Amounts				
Grant Award Requested	**Traffic Enforcement**	**Traffic Equipment**	**Ped & Bike Enforcement**	**Non-Enforcement Activities**	**Ped & Bike Safety Items**
$30,000	$15,000	$5,000	$10,000	$0	$0

Choosing three (3) Elements:

Department A is in Tier 1 with a total award amount of $60,000.

- Requests $30,000 for Traffic Enforcement and equipment *($20,000 + $10,000)*, $15,000 for Ped & Bike enforcement, and $15,000 for Non-Enforcement Activities and Safety Items *($13,000 + $2,000).*

Grant Award Requested	Budgeted Amounts				
	Traffic Enforcement	Traffic Equipment	Ped & Bike Enforcement	Non-Enforcement Activities	Ped & Bike Safety Items
$60,000	$20,000	$10,000	$15,000	$13,000	$2,000

General Information

- Applicants must submit their program budget using the Attachment B Excel spreadsheet form, which can be found at https://www.mass.gov/info-details/municipal-road-safety-mrs-grant-program.
- The excel spreadsheet contains a section for each element and other allowable cost categories.
- Each expense must be described in detail in the budget narrative within the application form.
- The total of the program elements requested must not exceed the maximum award amount for the applicant's eligibility tier.
- Matching funds are not required for this grant.

OGR Definitions of Budget Cost Categories

Allowable Cost Categories	Definitions and Documentation Requirements
Personnel	Full or part-time regular salaried employees working on the grant. At a minimum, reporting will need to detail employee names, hours worked per pay period, and the hourly rate.
Fringe Benefit	Eligible costs include the employer's share of the following: life insurance, health insurance, social security costs, pension costs, unemployment insurance costs, workers compensation insurance, and payroll taxes. Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the human resources unit in your organization (rate computations must be included). Include a copy of the approved rate agreement in the application response.
Indirect	Applicants who want to charge indirect costs through 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.
Consultants/Contract	Consultant or contractor fees. The maximum rate for consultants is $650 for an eight-hour day or $81.25 per hour (excluding travel and subsistence costs). Any request for compensation over $650 per day hour or $81.25 per hour requires prior written approval by OGR.
Equipment	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment. Must be directly related to the program implementation.
Travel	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 $0.62 per mile, as well as the actual costs of tolls and parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval by OGR.
Supplies	Supplies required for the program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other	Items (e.g., telephone costs, training material costs).

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

Unique Entity Identifier (UEI) and System for Award Management (SAM)
All applicants must provide their 12-character alphanumeric Unique Entity Identifier (UEI) on their application cover sheet. Per NHTSA, all subrecipients of federal funds must have a UEI and must maintain annual registration in the SAM database. Visit www.SAM.gov for more information.

Unallowable Costs
- Any costs not explicitly allowed in the Final Rule 23 CFR Part 1300 or Title 2 CFR Part 200
- Equipment items listed on Page 11 of this AGF
- Costs associated with safety item customization and personalization
- Reflectorized backpacks, jackets, and any pedestrian and bicyclist items 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
- Travel time to and/or from a training or other grant-funded activity
- Automated enforcement systems
- Grant management administrative costs
- Sales tax
- Meals and beverages
- Programs to check helmet usage or to create checkpoints that specifically target motorcyclists
- **The cost of replacing an officer who is away from regular duties while at a training**
- 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 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 two (2) hours of overtime on a federally funded project awarded by OGR is prohibited from charging the grant award for four (4) hours of overtime due to a union contract. A department that must allow for this will need to cover the remaining two (2) 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 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 resulting from personnel 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. As it relates to NHTSA funding, backfill can never be used to fill a regular patrol shift.
- *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 award includes 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 *(which can be an excerpt from a collective bargaining agreement)* must be submitted with the application.

G. Selection Criteria/Review Process

The MRS Program is a **<u>competitive</u>** 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 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 is clear, informative, and supported by facts.	10
Questions are thoroughly addressed, including data from previous years, identification of measurable objectives, and well-defined problem areas/trends for all elements being applied for.	35
Non-enforcement activities are clearly defined with all requested details provided	15
Demonstrates a justified need and clearly outlines a plan for usage of the equipment and/or safety items	15
Both the budget narrative and Attachment B - Excel spreadsheet are clear and detailed, and required elements are identified within their maximum amount.	20
Participation in the Motor Vehicle Automated Citation and Crash System (MACCS) program.	5

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

<u>Motor Vehicle Automated Citation and Crash System (MACCS)</u>
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.

Based on OGR's efforts to utilize federal funds most efficiently and effectively, increase program participation, and administer with fairness to all participating subrecipients, a department's spending rate, activity level, reporting, and/or progress toward meeting objectives may factor into the scoring of a subsequent year's MRS application.   **NEW**

H. 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.
- 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.
- All public communications and/or news releases concerning any grant activity shall indicate that NHTSA federally funds the project through the Office of Grants and Research.

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, (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/info-details/municipal-road-safety-mrs-grant-program.   Applicants
should thoroughly review the conditions prior to applying for funds. This document must later
be signed, initialed, and submitted 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 still submit the Expenditure report indicating $0 for the month.** *OGR will provide further submission instructions and reporting form templates during the contract process.*
- Subrecipients must submit a mid-year Progress Narrative Report no later than May 23, 2024, and a Final Narrative Report no later than Oct. 15, 2024, summarizing accomplishments, challenges, and progress toward measurable goals as stated in the application. A template for each report will be provided by OGR.
- For purchased equipment and safety items, an **itemized invoice** must be submitted with the expenditure report and reported in the month when purchases were delivered. Proof of payment should be kept on file at the department. **Purchase orders will not be accepted.**
- For non-enforcement activities, itemized invoices and receipts are required for all 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 also not sign off on the Expenditure Report if reimbursement is requested for their spouse, child, sibling, or another person that may cause a conflict of interest.
- 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.
- Failure to comply with reporting requirements may result in delayed or non-reimbursement of funds, and contract termination and may negatively affect a department's eligibility for future OGR grants. Additionally, repayment to OGR for any grant activity may be mandated.
- **No department may begin grant activities until the department receives official written notification to proceed from OGR with the fully executed contract signed by the OGR Executive Director.**
  - *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 paid for, and services provided and paid for no later than the termination date of the contract.

Risk Assessment and Compliance Monitoring
- All subrecipients are subject to compliance monitoring, including site visits where grant records will be reviewed
- 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 of losing OGR grant funding and may become ineligible to receive any future OGR grant funding.

I. Submission of Application

<p style="text-align:center;color:red;">Application Deadline – June 29, 2023</p>

Responses to this AGF must be submitted on the OGR-provided documents. Electronic versions of the Application template, Grant Application Budget Excel spreadsheet, and other required documents are available to download at https://www.mass.gov/info-details/municipal-road-safety-mrs-grant-program. The application template contains full detailed instructions and a checklist of all required documents that must be submitted with the application.

OGR requires one (1) application packet be submitted electronically to **OGR.MRS@mass.gov** and one (1) hard copy of the application packet be mailed to our **new** office:

> Office of Grants and Research
> ATTN: Highway Safety Division (MRS Grant)
> 35 Braintree Hill Office Park, Suite 302
> Braintree, MA 02184

The documents listed below comprise the application packet:
- Completed FFY2024 Municipal Road Safety Grant Funding Application with Signed Assurances Page – Attachment A
- Grant Application Budget Spreadsheet – Attachment B
- Contractor Authorized Signatory Listing Form
- Subrecipient Risk Assessment Form
- 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
- Quote(s) for proposed traffic equipment purchases, if applicable

In addition to submitting the hard and electronic copies of the application packet by the deadline, applicants must also complete and e-submit the **Applicant Contact Information Form**: https://www.cognitoforms.com/MAOfficeOfGrantsAndResearchOGR/FY2024MunicipalRoadSafetyMRSApplicantContactInformationForm.

OGR will conduct a Technical Assistance Workshop on Thursday, June 8, 2023 at 1:00pm to help departments better understand the requirements set forth in the AGF and the application process. Once the webinar has concluded, only questions submitted to OGR.MRS@mass.gov will be accepted. Please register

for the webinar at this link: https://attendee.gotowebinar.com/register/953697026094239067.

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.

Name	2020 Census	Tier
Abington	17,062	3
Acton	24,021	2
Acushnet	10,559	4
Adams	8,166	4
Agawam	28,692	2
Alford	486	4
Amesbury	17,366	3
Amherst	39,263	2
Andover	36,569	2
Aquinnah	439	4
Arlington	46,308	1
Ashburnham	6,315	4
Ashby	3,193	4
Ashfield	1,695	4
Ashland	18,832	3
Athol	11,945	4
Attleboro	46,461	1
Auburn	16,889	3
Avon	4,777	4
Ayer	8,479	4
Barnstable	48,916	1
Barre	5,530	4
Becket	1,931	4
Bedford	14,383	3
Belchertown	15,350	3
Bellingham	16,945	3
Belmont	27,295	2
Berkley	6,764	4
Berlin	3,158	4
Bernardston	2,102	4
Beverly	42,670	1
Billerica	42,119	1
Blackstone	9,208	4
Blandford	1,215	4
Bolton	5,665	4
Boston	675,647	1
Bourne	20,452	2

Name	2020 Census	Tier
Boxborough	5,506	4
Boxford	8,203	4
Boylston	4,849	4
Braintree	39,143	2
Brewster	10,318	4
Bridgewater	28,633	2
Brimfield	3,694	4
Brockton	105,643	1
Brookfield	3,439	4
Brookline	63,191	1
Buckland	1,816	4
Burlington	26,377	2
Cambridge	118,403	1
Canton	24,370	2
Carlisle	5,237	4
Carver	11,645	4
Charlemont	1,185	4
Charlton	13,315	3
Chatham	6,594	4
Chelmsford	36,392	2
Chelsea	40,787	1
Cheshire	3,258	4
Chester	1,228	4
Chesterfield	1,186	4
Chicopee	55,560	1
Chilmark	1,212	4
Clarksburg	1,657	4
Clinton	15,428	3
Cohasset	8,381	4
Colrain	1,606	4
Concord	18,491	3
Conway	1,761	4
Cummington	829	4
Dalton	6,330	4
Danvers	28,087	2
Dartmouth	33,783	2
Dedham	25,364	2

Name	2020 Census	Tier	Name	2020 Census	Tier
Deerfield	5,090	4	Granville	1,538	4
Dennis	14,674	3	Great Barrington	7,172	4
Dighton	8,101	4	Greenfield	17,768	3
Douglas	8,983	4	Groton	11,315	4
Dover	5,923	4	Groveland	6,752	4
Dracut	32,617	2	Hadley	5,325	4
Dudley	11,921	4	Halifax	7,749	4
Dunstable	3,358	4	Hamilton	7,561	4
Duxbury	16,090	3	Hampden	4,966	4
East Bridgewater	14,440	3	Hancock	757	4
East Brookfield	2,224	4	Hanover	14,833	3
East Longmeadow	16,430	3	Hanson	10,639	4
Eastham	5,752	4	Hardwick	2,667	4
Easthampton	16,211	3	Harvard	6,851	4
Easton	25,058	2	Harwich	13,440	3
Edgartown	5,168	4	Hatfield	3,352	4
Egremont	1,372	4	Haverhill	67,787	1
Erving	1,665	4	Hawley	353	4
Essex	3,675	4	Heath	723	4
Everett	49,075	1	Hingham	24,284	2
Fairhaven	15,924	3	Hinsdale	1,919	4
Fall River	94,000	1	Holbrook	11,405	4
Falmouth	32,517	2	Holden	19,905	3
Fitchburg	41,946	1	Holland	2,603	4
Florida	694	4	Holliston	14,996	3
Foxborough	18,618	3	Holyoke	38,238	2
Framingham	72,362	1	Hopedale	6,017	4
Franklin	33,261	2	Hopkinton	18,758	3
Freetown	9,206	4	Hubbardston	4,328	4
Gardner	21,287	2	Hudson	20,092	2
Georgetown	8,470	4	Hull	10,072	4
Gill	1,551	4	Huntington	2,094	4
Gloucester	29,729	2	Ipswich	13,785	3
Goshen	960	4	Kingston	13,708	3
Gosnold	70	4	Lakeville	11,523	4
Grafton	19,664	3	Lancaster	8,441	4
Granby	6,110	4	Lanesborough	3,038	4

Name	2020 Census	Tier
Lawrence	89,143	1
Lee	5,788	4
Leicester	11,087	4
Lenox	5,095	4
Leominster	43,782	1
Leverett	1,865	4
Lexington	34,454	2
Leyden	734	4
Lincoln	7,014	4
Littleton	10,141	4
Longmeadow	15,853	3
Lowell	115,554	1
Ludlow	21,002	2
Lunenburg	11,782	4
Lynn	101,253	1
Lynnfield	13,000	3
Malden	66,263	1
Manchester-by-the-Sea	5,395	4
Mansfield	23,860	2
Marblehead	20,441	2
Marion	5,347	4
Marlborough	41,793	1
Marshfield	25,825	2
Mashpee	15,060	3
Mattapoisett	6,508	4
Maynard	10,746	4
Medfield	12,799	3
Medford	59,659	1
Medway	13,115	3
Melrose	29,817	2
Mendon	6,228	4
Merrimac	6,723	4
Methuen	53,059	1
Middleborough	24,245	2
Middlefield	385	4
Middleton	9,779	4
Milford	30,379	2

Name	2020 Census	Tier
Millbury	13,831	3
Millis	8,460	4
Millville	3,174	4
Milton	28,630	2
Monroe	118	4
Monson	8,150	4
Montague	8,580	4
Monterey	1,095	4
Montgomery	819	4
Mount Washington	160	4
Nahant	3,334	4
Nantucket	14,255	3
Natick	37,006	2
Needham	32,091	2
New Ashford	250	4
New Bedford	101,079	1
New Braintree	996	4
New Marlborough	1,528	4
New Salem	983	4
Newbury	6,716	4
Newburyport	18,289	3
Newton	88,923	1
Norfolk	11,662	4
North Adams	12,961	3
North Andover	30,915	2
North Attleborough	30,834	2
North Brookfield	4,735	4
North Reading	15,554	3
Northampton	29,571	2
Northborough	15,741	3
Northbridge	16,335	3
Northfield	2,866	4
Norton	19,202	3
Norwell	11,351	4
Norwood	31,611	2
Oak Bluffs	5,341	4

Name	2020 Census	Tier	Name	2020 Census	Tier
Oakham	1,851	4	Salisbury	9,236	4
Orange	7,569	4	Sandisfield	989	4
Orleans	6,307	4	Sandwich	20,259	2
Otis	1,634	4	Saugus	28,619	2
Oxford	13,347	3	Savoy	645	4
Palmer	12,448	3	Scituate	19,063	3
Paxton	5,004	4	Seekonk	15,531	3
Peabody	54,481	1	Sharon	18,575	3
Pelham	1,280	4	Sheffield	3,327	4
Pembroke	18,361	3	Shelburne	1,884	4
Pepperell	11,604	4	Sherborn	4,401	4
Peru	814	4	Shirley	7,431	4
Petersham	1,194	4	Shrewsbury	38,325	2
Phillipston	1,726	4	Shutesbury	1,717	4
Pittsfield	43,927	1	Somerset	18,303	3
Plainfield	633	4	Somerville	81,045	1
Plainville	9,945	4	South Hadley	18,150	3
Plymouth	61,217	1	Southampton	6,224	4
Plympton	2,930	4	Southborough	10,450	4
Princeton	3,495	4	Southbridge	17,740	3
Provincetown	3,664	4	Southwick	9,232	4
Quincy	101,636	1	Spencer	11,992	4
Randolph	34,984	2	Springfield	155,929	1
Raynham	15,142	3	Sterling	7,985	4
Reading	25,518	2	Stockbridge	2,018	4
Rehoboth	12,502	3	Stoneham	23,244	2
Revere	62,186	1	Stoughton	29,281	2
Richmond	1,407	4	Stow	7,174	4
Rochester	5,717	4	Sturbridge	9,867	4
Rockland	17,803	3	Sudbury	18,934	3
Rockport	6,992	4	Sunderland	3,663	4
Rowe	424	4	Sutton	9,357	4
Rowley	6,161	4	Swampscott	15,111	3
Royalston	1,250	4	Swansea	17,144	3
Russell	1,643	4	Taunton	59,408	1
Rutland	9,049	4	Templeton	8,149	4
Salem	44,480	1	Tewksbury	31,342	2

Name	2020 Census	Tier
Tisbury	4,815	4
Tolland	471	4
Topsfield	6,569	4
Townsend	9,127	4
Truro	2,454	4
Tyngsborough	12,380	3
Tyringham	427	4
Upton	8,000	4
Uxbridge	14,162	3
Wakefield	27,090	2
Wales	1,832	4
Walpole	26,383	2
Waltham	65,218	1
Ware	10,066	4
Wareham	23,303	2
Warren	4,975	4
Warwick	780	4
Washington	494	4
Watertown	35,329	2
Wayland	13,943	3
Webster	17,776	3
Wellesley	29,550	2
Wellfleet	3,566	4
Wendell	924	4
Wenham	4,979	4
West Boylston	7,877	4
West Bridgewater	7,707	4
West Brookfield	3,833	4
West Newbury	4,500	4
West Springfield	28,835	2
West Stockbridge	1,343	4
West Tisbury	3,555	4
Westborough	21,567	2
Westfield	40,834	1
Westford	24,643	2
Westhampton	1,622	4
Westminster	8,213	4

Name	2020 Census	Tier
Weston	11,851	4
Westport	16,339	3
Westwood	16,266	3
Weymouth	57,437	1
Whately	1,607	4
Whitman	15,121	3
Wilbraham	14,613	3
Williamsburg	2,504	4
Williamstown	7,513	4
Wilmington	23,349	2
Winchendon	10,364	4
Winchester	22,970	2
Windsor	831	4
Winthrop	19,316	3
Woburn	40,876	1
Worcester	206,518	1
Worthington	1,193	4
Wrentham	12,178	3
Yarmouth	25,023	2