



FFY 2024 Municipal Road Safety Grant Program Funding Application

All fields must be typed, except for the Assurances page which can be completed manually. 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			
Department Name			
Address			
City, State, Zip			
(UEI) Unique Entity Identifier (12 characters)			
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?	<input type="checkbox"/> Yes
Title			<input type="checkbox"/> No
Email		If yes, what is the rate? Please attach a copy.	
Telephone		If not, will the applicant be requesting the de minimis rate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If your department is **not budgeting for Indirect**, you may skip this 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 Safety (including Enforcement and/or Equipment)

_____ Pedestrian and Bicyclist Enforcement

_____ Non-Enforcement Traffic Safety Activities and/or Pedestrian & Bicyclist Safety Items

2. Provide a clear and concise description of your department's philosophy and commitment to all aspects of road safety. Also include:

- How these grant funds will augment your existing efforts to reduce roadway crashes, injuries, fatalities, and associated economic losses
- How MRS funds awarded to your department in FFY23 or prior have had an impact on your community (if applicable)

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

Crash Category	2020	2021	2022
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	2020	2021	2022
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 objectives.**

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

For Traffic Enforcement:

- Deploy 8 overtime patrols to the intersection of High and Low Streets during June to reduce the number of speeding vehicles by 10% from the 2022 monthly average of speeding vehicles tracked by our speed radar sign.

For Ped & Bike Enforcement:

- Conduct 18 crosswalk decoy patrols total during the 6 enforcement campaigns at the intersection of Medford and Polk Streets to reduce the number of pedestrian crashes by 50% from 2022

For Non-Enforcement:

- Ten officers to complete ARIDE training.
- Distribute 1,000 pieces of educational materials to pedestrians on Main St. since five crashes involving pedestrians occurred at this location in the past three years.
- Distribute 25 bicycle helmets during kindergarten traffic safety presentations
- Give pedestrian safety presentations at 2 senior centers

IMPORTANT NOTE

If awarded funds for this grant, you will be required to submit a Mid-Year Progress Report and a Final Progress Report based on the measurable objectives stated in this application.

Measurable Target Objective 1	
Measurable Target Objective 2	
Measurable Target Objective 3	

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

- Trends must relate to the elements being requested.
- Trend Examples:
 - 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.
 - Our data shows 3 pedestrians over the age of 60 were struck by vehicles in 2022
 - Our CPS Technician saw a 60% misuse rate on car seats that the department checked last year

Trend 1	
Trend 2	
Trend 3	

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

- Describe the activity, where it will take place, who will be involved, and what will their role(s) be
- Describe why you are proposing to conduct this activity and what you hope to accomplish.

Activity 1	
Activity 2	
Activity 3	

Activity 4	
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8. If you are requesting traffic equipment, state the quantity next to the type of equipment being requested. You must also provide the quantity and approximate age of your current inventory.

<i>Requested Equipment</i>	<i>Current Inventory and Approximate Age</i>
Handheld Radar:	Handheld Radar:
Handheld LiDAR:	Handheld LiDAR:
Pole-Mounted Radar Speed Sign:	Pole-Mounted Radar Speed Sign:
Traffic Data Recorder:	Traffic Data Recorder:
Preliminary Breath Test (PBT) Instruments:	Preliminary Breath Test (PBT) Instruments:

9. Explain how the equipment requested will augment the planned enforcement. Give justification for the need and how/where the equipment will be used.

- 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 justification is inadequate or 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 (see AGF for the item listing), provide:

- Justification for why the items are needed.
- Quantity of each item proposed for purchase.
- A distribution plan including targeted population, method of distribution, and an educational component.

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

☐ Yes

☐ No

12. 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 received by April 30, 2024.
- For Non-Enforcement Activities, enter the name of the activity in the appropriate month.

Month	Enforcement Activity	Purchase Equipment/ Safety Items	Planned Non-Enforcement Activity
November 2023			
December 2023			
January 2024			
February 2024			
March 2024			
April 2024			
May 2024			
June 2024			
July 2024			
Aug- Sept 15 th , 2024			

13. Budget Narrative: Use the space below to describe how your department intends to use budgeted funds. Provide a description and explain all requested line items included in the Attachment B Budget. This narrative allows reviewers to clearly understand all costs associated with this proposal.

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/info-details/municipal-road-safety-mrs-grant-program> under the link for the FFY 2024 MRS Grant program.

The budget worksheet contains sections for each element and their related costs.

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

FFY 2024 Funding Levels

Population	Tier	Max Award Amount
Greater than 40,000	1	\$60,000.00
20,000 to 39,999	2	\$40,000.00
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 2024 Municipal Road Safety Grant
Availability of Grant Funding (AGF) Assurances

The _____ Police Department hereby acknowledges the terms and conditions as identified in the FFY 2024 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 2024 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 2024 MRS grant administration requirements and agree to comply with the best of the Department's ability.

Name and Title *(please print)*

Signature

Date

Application Details

Application Deadline – June 29, 2023

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**.

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>.