

**Commonwealth of Massachusetts  
Executive Office of Public Safety and  
Security Office of Grants and Research  
Availability of Grant Funds**



**FFY 2024  
Traffic Safety Grant Program for State Government Agencies**

**May 2, 2023**

**Maura T. Healey  
Governor**

**Kimberley Driscoll  
Lieutenant Governor**

**Terrence M. Reidy  
Secretary**

**Kevin J. Stanton  
Executive Director**

## I. Introduction

The Office of Grants and Research (OGR) is pleased to make between \$5-6.5 million in FFY 2024 National Highway Traffic Safety Administration (NHTSA) grant funding available to Massachusetts state government agencies. OGR is the State Administering Agency for NHTSA's traffic safety grants to reduce roadway crashes, injuries, fatalities, and associated economic losses in Massachusetts.

Applications must focus on addressing one or more of the following road safety priority areas:

- Alcohol and/or Drug-Impaired Driving
- Bicyclist Safety
- Child Passenger Safety
- Distracted Driving
- Drowsy Driving
- Motorcyclist Safety
- Older Drivers  $\geq$  65 years old
- Pedestrian Safety
- Seat Belt Usage
- Speeding/Aggressive Driving
- Younger Drivers  $\leq$  21 years old

Funds will be awarded competitively to Massachusetts state government agencies qualified and legally authorized to provide the activities listed for them within this AGF or otherwise allowed under state law and regulation. The amount awarded from this AGF and the subsequent competitive application review process will be dependent on the amount of funding available from NHTSA.

**Agencies seeking funds for multiple projects MUST submit a separate Application (Attachment A) and Budget (Attachment B) for each project.** These and other AGF-related documents are available at <https://www.mass.gov/info-details/state-agency-traffic-safety-grant>.

This AGF does not apply to Traffic Records program proposals. An FFY 2024 Traffic Records AGF to fund traffic records-related activities is expected to be released by OGR in early 2024.

## II. Background

OGR is required to submit an Annual Grant Application by August 1, 2023, to NHTSA that details how OGR proposes to administer traffic safety grant funding for the federal fiscal year (FFY) 2024 that will run from October 1, 2023, through September 30, 2024. Projects selected for funding due to this AGF process will be included in the FFY24 Annual Grant Application. OGR expects to receive approval from NHTSA by September 15, 2023; then, OGR will announce state agency awards and start contracting.

Funding for the projects awarded via this AGF will come from one or more of the following federal 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 USC 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 USC 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*
- *405f: Motorcyclist safety grants - This section establishes criteria, in accordance with 23 USC 405(f), for awarding grants to States that adopt and implement effective programs to reduce the number of single-vehicle and multiple-vehicle crashes involving motorcyclists.*
- *405h: Non-motorized safety grants - This section establishes criteria, in accordance with 23 USC 405(h), for awarding grants to States for the purpose of decreasing pedestrian and bicyclist fatalities and injuries that result from crashes involving a motor vehicle.*

### III. Key Dates

<b>AGF POSTED</b>	May 2, 2023
<b>AGF QUESTIONS BY</b>	May 23, 2023
<b>AGF ANSWERS POSTED</b>	May 25, 2023
<b>DUE DATE</b>	June 8, 2023
<b>AWARD ANNOUNCEMENTS</b>	September 2023
<b>GRANT PERIOD START DATE</b>	On or after October 1, 2023
<b>END DATE</b>	September 2024

Given this AGF process is competitive in nature, all questions posed regarding this AGF must be submitted in writing to John Fabiano at [john.fabiano@mass.gov](mailto:john.fabiano@mass.gov) by May 23, 2023. No questions may be asked regarding the merits of a particular proposal. All questions submitted and answers provided will be posted in an attributable manner as part of the AGF information at [www.mass.gov/info-details/state-agency-traffic-safety-grant](http://www.mass.gov/info-details/state-agency-traffic-safety-grant). This Q&A document will be posted by May 25, 2023.

#### IV. Budget Information

Each AGF response must include a Budget (Attachment B) that aligns with the scope of work proposed in the Application (Attachment A). The categories of budget items may include personnel, fringe, indirect, consultants/contracts, equipment, travel, supplies, and other expenses related to the project. Definitions of each budget cost category are provided below.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	<ul style="list-style-type: none"> <li>• Full or part-time regular salaried employees working on the grant.</li> <li>• Overtime Costs (see OGR related policy below).</li> </ul>
Fringe Benefit Costs	<p>Eligible costs include the <u>employer share</u> of the following:            Life insurance, health insurance, social security, pension, unemployment insurance, and workers' compensation insurance. Direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). Include a copy of the approved rate agreement in the application response.</p>
Indirect Costs	<p>Costs can only be shown here if the applicant has a federally approved indirect cost rate. If the applicant's accounting system permits, costs may be allocated to the applicable direct cost category in the budget, including the category "other" if the costs identified do not fit into one specific direct cost category.            Include a copy of the rate agreement in the application response.</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 hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day 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 <b>\$0.62 per mile</b>, 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 from OGR.</p>
Supplies	<p>Supplies required for the program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</p>
Other Costs	<p>Items (e.g., telephone costs, training material costs)</p>

## Match

Non-Executive Office of Public Safety and Security state agency subrecipients must provide a minimum 20% match of the total project cost (e.g., if the total project cost is \$100,000, OGR will provide up to \$80,000 and the state agency must provide at least \$20,000 as match). Match may be (state, not federal) funding directly provided by the subrecipient for the project and/or (state, not federal) resources provided by the subrecipient that directly benefit the project.

The match must be:

- An allowable expense(s) per this AGF
- Incurred during the same period as the project
- Auditable and documentable expenditures

The source and match amount must be detailed in the applicant's application (question #8) and reported monthly, along with project expenditures, to OGR.

The match expenses may not be utilized as match for any other federally funded project.

For more information on what constitutes match, please review [2 CFR Part 200.306](#) (Cost sharing or matching).

## Office of Grants and Research Overtime Policy

This policy applies to all subrecipients and contractors that receive a Federal grant award from the OGR.

State and local first responders eligible through their department for **backfill and/or overtime costs** (and pre-approved 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 this overtime policy, definitions for the key terms referenced within are listed below:

- *Overtime-Expenses* are limited to the additional costs resulting 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 approved performance 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 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 at the time of award for use in justifying and supporting such reimbursement costs charged against the grant.

If an agency has budgeted for overtime expenses, a copy of the agency's overtime policy (*which can be an excerpt from a collective bargaining agreement*) must be submitted with their application.

### **Other Personnel Cost Information:**

- Compensation for full-time officers will be reimbursed at their regular overtime pay rates established by the agency. Holiday rates of pay and shift differentials may be used, if applicable.
- Part-time or auxiliary officers who have attended an approved MPTC Reserve/Intermittent Academy will be reimbursed at their normal pay rate.
- Subrecipients will be reimbursed only for hours worked performing authorized grant funded activities.
- 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 enforcement. Supervisor time associated with OGR-authorized sobriety checkpoints will be allowed.

### **Equipment**

Proposed equipment purchases (including software-related expenses) and the costs to put these assets to use (i.e., delivery, installation, etc.) must be included in the agency's application and budget. An agency must justify the need within the application for any equipment items being requested and describe how the equipment will be used to reach the project's goals and objectives. Agencies must also provide information regarding their current inventory for these equipment items to justify such needs further. Purchases of \$5,000 or over will require separate NHTSA approval and must align with the Buy America Act (23 U.S.C. 313). More information on this act can be found in Addendum 5 of OGR's General Subrecipient Grant Conditions.

**All equipment must be purchased and received by June 30, 2024** to ensure it is utilized during the ISA period. If an applicant foresees this being an issue, they must justify why they will not be able to meet the deadline in their application as OGR may need to seek NHTSA approval.

## Unallowable Costs

- General costs of government per [2 CFR Part 200.444](#)
- Traffic Records-related costs
- Travel time to and/or from grant-funded activity.
- Food or beverages for programming, training, conferences, or staff meetings
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Standard firearms or ammunition
- Equipment or supply customization/personalization fees
- Construction, office furniture, or other like purchases
- Vehicles, including insurance and/or leasing costs
- Luxury items
- Real estate

## V. Application Preparation

**The applicant, whether new or a previous subrecipient, must provide detailed answers to each question.** Reviewers may not be familiar with your agency or your project; your detailed answers will ensure each reviewer has a full understanding of all aspects of the project. Proposals that lack detail will be scored lower and be partially or non-funded.

All subrecipients will be expected to begin conducting grant activity within 90 days of an FFY24 OGR ISA being executed.

Applicants must submit a completed Application, including:



- Briefly (no more than 3 sentences) state the goal of the project
- Provide recent state data from 2020-Present, to justify the problem(s) that the project will address. National data can also be included, but problem identification must be primarily derived from Massachusetts data.
- Clearly describe and detail the activities that will be conducted to address the identified traffic safety problem(s)
- Provide justification that the project's activities which funding is being sought for will address the problem(s) and help the applicant meet the project's goal and objectives. Such justification can be derived from one or more of the following sources:
  - o Cite the countermeasure title from: [Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, 10th Edition, 2020 \(nhtsa.gov\)](#)
  - o Successful outcome(s)<sup>1</sup> from a similar project(s) the applicant has previously conducted.

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<sup>1</sup> Outcomes are the difference you've made as a result of the activities conducted. Outcomes are quantifiable, objective, and measurable.

- o Example(s) of the activities being successfully implemented by another entity if they are not included in Countermeasures That Work or part of a successful project the applicant has previously conducted
- Provide a detailed timeline of project activities and/or deliverables in sequential order, including the desired start date and the length (# of days/weeks/months) needed to complete each activity and/or deliverable
- Provide at least 3 measurable objectives to be achieved via conducting the project's activities. These objectives must relate to the goal and traffic safety problems this project will address. (If awarded funding, you must track progress towards meeting these objectives and report that progress to OGR).
- Provide a budget narrative that describes how the requested funds will be used. If details regarding an expense in the Attachment B- Budget warrant additional explanation, that information must be provided. If a non-EOPSS agency, explain what project expense(s) will be used to cover the match requirement and the expected total amount.

**VI. Application Review Process**

This is a competitive grant and will be subject to a peer-review process. Reviewers will look for complete and comprehensive responses to the questions posed in the application with relevant data to support the proposed project. Otherwise, applications will be deemed incomplete and will not be funded.

Complete applications will be reviewed and scored by three peer reviewers based on the following criteria:

<b>Element</b>	<b>Maximum Points</b>
Problem identification supported by recent state data	25
The proposed activities are clearly explained and justified	25
Identify realistic and measurable objectives	25
The budget narrative is reasonable and cost-effective. It describes and justifies the need for each line-item cost. Excel attachment is complete, and costs appear to be the overall best value for the Commonwealth.	25
<b>Maximum Score</b>	<b>100</b>

OGR reserves the right to discuss and modify any project or budget elements with applicants prior to final award selection.



## **VII. Award Information**

- Notification of awards is expected to be made during September 2023.
- Applicants who receive partial funding for a project must update their application and budget prior to the contracting process.
- Projects involving an equipment item(s) costing  $\geq$  \$5,000 involve NHTSA approval. An ISA will not be issued until NHTSA approves the purchase(s).
- The grant award period will vary depending on the project scope of work, timeline, and funds availability.
- Funding decisions are at the discretion of the OGR Executive Director and the Secretary of Public Safety and Security.
- All awards will be subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.
- Award subrecipients must accept their awards 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 project activities within 90 days of accepting the award unless there are extenuating circumstances. The subrecipient is responsible for reporting such circumstances to OGR.
- No agency may begin grant activities until the awarded funds are loaded into MMARS and available to the agency. Agencies not part of the MMARS system must receive official written notification from OGR to commence grant activities.
  - *No costs incurred before funds are loaded into MMARS or before the agency receives written notification will be reimbursed.*
  - *No costs incurred after the grant award terminates will be reimbursed.*

### Funds Disbursement

This is a cost-reimbursement grant. State agencies will draw down funds through the Massachusetts Management Accounting and Reporting System (MMARS). Organizations that are not part of the MMARS system will submit monthly reimbursement requests to OGR.

### Pre-Agreement Cost

Pre-agreement costs are not allowable. Any costs incurred prior to the approved start date will not be reimbursed.

## **VIII. Post-Award Requirements**

Based on OGR's efforts to utilize federal funds in the most efficient and effective manner, increase program participation, and administer funds with fairness to all participating subrecipients, an agency's eligibility to receive future NHTSA grant funding from OGR will be based on an evaluation of prior years' performance (if applicable). This evaluation may be based on the following criteria:

- Performance against goals/objectives stated in the original application
- Meeting outcome and deliverable requirements
- Timely submission of required reports

- Satisfactory OGR Site Visit reports
- Unspent funding rate

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. It is the obligation of the subrecipient agency to ensure compliance with all eligibility requirements.

### Grant Compliance and Conditions

State Agencies will have specific grant conditions embedded into the Interdepartmental Service Agreements. A copy of the conditions document can be downloaded from [www.mass.gov/info-details/state-agency-traffic-safety-grant](http://www.mass.gov/info-details/state-agency-traffic-safety-grant). The document does not need to be signed and submitted with the application. However, applicants should thoroughly review the conditions prior to applying for funds.

### Reporting and Recordkeeping

- All subrecipients must submit monthly Programmatic Activity, Match (if applicable), and Financial Expenditure Reports to OGR.
- Reports are due no later than fifteen (15) days after the end of the reporting month (i.e. the December report is due by January 15<sup>th</sup>).
- A subrecipient may request an extension of a report's due date in certain circumstances and within reason. OGR must authorize this request before the late submission of the report.
- Each subrecipient's required report contents may vary, depending on the project's needs.
- Subrecipients must submit a Final Narrative Report no later than thirty (30) days after the grant period's termination. The report must summarize accomplishments, challenges, and progress towards meeting the goal and measurable objectives stated in the application.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of the grant award.
- Individuals working on grant-funded activities may not sign off on the Expenditure Reports. Additionally, an authorized signatory may not sign off on the Expenditure Report if it involves their spouse, child, sibling, or another person that may cause a conflict of interest.
- 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 in the application package. OGR will enter all required information to the FFATA Subaward Reporting System (FSRS) to meet the federal reporting requirements.
- 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 federal funding management.
- All goods and services must be provided, and all project activities must be completed no later than the termination date of the ISA or contract.

### 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 occur, 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 be ineligible for future OGR grant funding.

## **IX. Submission Process and Deadline**

### **Application Deadline – June 8, 2023.**

OGR is only accepting electronically submitted application packets in PDF format. Application packets must be submitted to [john.fabiano@mass.gov](mailto:john.fabiano@mass.gov) by the deadline and include the following documents:

- Application – AGF Attachment A
- Budget Summary and Detail Worksheet – AGF Attachment B
- Federally approved fringe/indirect rate documentation, if applicable
- OGR Subrecipient Risk Assessment Form
- Organization’s Seat Belt Policy, but only if a non-Executive branch entity
- Organization’s Overtime Policy, if applicable

Incomplete packets may be disqualified.

Electronic versions of the Application (Attachment A), Budget Summary and Detail Worksheet (Attachment B), and all other required documents are available at [www.mass.gov/info-details/state-agency-traffic-safety-grant](http://www.mass.gov/info-details/state-agency-traffic-safety-grant).

### **Acceptable Forms of Signature for the Application**

OGR will accept signatures executed by an authorized signatory in any of the following ways:

1. Traditional “wet signature” (ink on paper);
2. Electronic signature that is either:
  - a. Hand drawn using a mouse or finger if working from a touch screen device; or
  - b. An uploaded picture of the signatory’s hand-drawn signature
3. 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 script, or an electronic symbol, are not acceptable forms of electronic signature.**