**AGF Attachment A – Application**

See associated Availability of Grant Funds (AGF) for other application requirements, due dates, etc. Please complete each field using an 11-point font. The final application must not exceed ten pages. If requesting funding for more than one project, please submit a separate application form for each project.

**Cover Sheet**

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| **Applicant Information** | | **Agency Head Contact** | | |
| Organization Name: | | Name: | | |
| Project Title: | | Title: | | |
| Address: | | Address: | | |
| City: | State: | City: | | State: |
| Zip: | +4: | Zip: | | +4: |
| Telephone: | | Telephone: | | |
| Website: | | Fax: | | |
| Unique Entity Identifier (UEI): | | Email: | | |
| **Fiscal Contact Information** | | **Programmatic Contact Information** | | |
| Name: | | Name: | | |
| Title: | | Title: | | |
| Address: | | Address: | | |
| City: | State: | City: | | State: |
| Zip: | +4: | Zip: | | +4: |
| Telephone: | | Telephone: | | |
| Email: | | Email: | | |
| **Funding Request** | | | | |
| Total Grant Funding Requested: $  *(Please enter a whole number. Using funding request from Attachment B - Summary, round up to the nearest dollar to eliminate any cents.)* | | | | |
| Match Contribution: | | | | |
| Total Project Cost: | | | | |
| **Federally Approved Indirect Cost Rate** | | | | |
| Does the applicant have a federally approved rate? | | YES | NO | |
| If yes, what is the rate:  (**Applicant must attach copy**) | |  | | |
| If no, will the applicant be requesting the de minimis rate? | | YES | NO | |

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| **Project Overview:** | | |
| A) Project must improve at least one of the following core traffic records systems in Massachusetts. *Check all that apply*. | | |
| Crash | Roadway | Vehicle |
| Driver | Injury Surveillance /EMS | Citation/Adjudications |
| B) Project must improve at least one of the following performance attributes of the selected core traffic records system(s). *Check all that apply*. | | |
| Accessibility | Accuracy | Completeness |
| Integration | Timeliness | Uniformity |
| C) Project must address at least one currently unmet recommendation identified in the most recent Commonwealth's Traffic Records Self-Assessment (See Section II of AGF). List the recommendation(s) here. | | |
| **Project Description / Needs Assessment:** | | |
| A) Describe the main purpose and primary benefit(s) of the proposed project. Must cite number(s) (e.g., #1 through #9) from use of grant funding text in Overview section of AGF that proposed project aligns with. 200*-word limit.* | | |
| B) Explain the need that will be met by the project, particularly how it will address at least one currently unmet recommendation from the most recent Commonwealth's Traffic Records Self-Assessment. Reference any related assessment question(s). | | |
| C) Describe key project deliverable(s) and anticipated system/attribute improvement(s). | | |
| D) Note whether the project impacts the core traffic records system or business process of another local, state, and/or federal organization(s) or the MACCS project. If so, document how and what collaboration to date has occurred. Include the name of the other organization(s) and point of contact information. Applications for projects dependent upon state or regional-level public sector partner(s) must be supported with a hand-signed letter(s) of support on partner letterhead. Partner CEOs or CIOs must sign such letters. | | |
| E) Explain how the proposed project will improve the way data in the system(s) is shared with other traffic records partners and/or the public. | | |
| F) If proposing to use grant funds for an equipment/software purchase, how will it address a project need, and why is it necessary for project implementation? What is the make/model, who will own it, when it will be purchased, how will it be maintained, and break the equipment/software costs into major cost categories (this must include any delivery and installation costs)? If applicable, provide information regarding the current inventory of the equipment/software to justify the need further.  **Important:** Applicants are required to explain if the equipment/software will be used for any other purpose(s) beyond traffic records and related traffic enforcement/safety activities. If so, please indicate the proportional amount of the total cost associated with traffic records and related activities, then the amount for additional purpose(s). Applicants must assign estimated percentages to each (i.e., 50% traffic records and related activities, 45% other policing duties, 5% routine administrative). Provide supporting justification of estimated percentages cited (i.e., from records management system). Include attachments if necessary. Grant funds can only be requested for the percentage of the total equipment/software cost that will be used for traffic records and related activities. | | |
| G) If requesting funds to fully or partially fund a staff position, how will the position be sustained after the grant funding has ended? If the position will have other non-grant related work responsibilities during the project period, please briefly describe those duties. | | |
| H) If requesting funds for a consultant/contractor, what is the expected procurement plan to secure the consultant/contractor? | | |
| I) Confirm the project will comply with the latest version of Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973, at [www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh](http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh), and other related federal requirements as well as (2) Web Accessibility Standards, issued by Massachusetts Executive Office of Technology Services and Security and other related state requirements at [www.mass.gov/eotss](http://www.mass.gov/eotss). If not applicable, please explain why. | | |

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| **Project Timeline:** Provide a detailed project timeline with the anticipated start date, major task dates, key deliverables dates, and expected end date. Please highlight any issue(s) below that might cause project delays (i.e., extended legal review, acquiring new technology still under development, etc.). | | |
| Key Activities & Corresponding Milestones | Start Date | Anticipated Completion Date |
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| **Project Benchmark and Performance Measure** | | |
| A) Provide for the project a minimum of one measurable benchmark and performance measure related to a performance attribute of one of the six core traffic records systems. | | |
| B) Provide any other project evaluation effort(s). | | |
| **Budget:**   * Use Attachment B - Budget Worksheets to show summary and detailed project budget information for the Section 405(c) funds requested. * The total 405(c) funding request on the cover sheet of Attachment A must be a whole number. Using funding request from Attachment B - Summary, round up to the nearest dollar to eliminate any cents. * If a federally approved indirect cost rate and/or fringe benefits cost rate(s) are part of the budget, provide with the AGF response appropriate supporting documentation for these rates. | | |
| A) Explain any project expense(s) not addressed in earlier application responses (i.e., training, overnight travel, etc.). | | |
| B) Explain any non-405(c) funding involved with the project. | | |
| C) **For applicants not under the Executive Office of Public Safety and Security:** Briefly explain the source and total amount of the required match funding being provided. (Must also be detailed within Attachment B - Budget Worksheets). | | |

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| **Acknowledgement** |

1. If awarded funding through this AGF and this application, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of applicant organization) acknowledges and agrees to comply with all requirements of this grant program detailed or referenced in the AGF, its attachments, and associated forms. The applicant further agrees to complete any required associated forms that OGR has released with or referenced in the AGF and to provide these to OGR before a grant contract is finalized. The applicant understands that any grant contract will be based on the continuing availability of Section 405(c) funds received by OGR from NHTSA. Should Section 405(c) funding no longer be available to OGR, the applicant understands that no other state or federal funds would be made available by OGR as an alternative source of funding under this grant contract. The applicant is aware that supplanting state or local funds with federal grant funds from this program is prohibited.

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Department Official Name and Title (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Date

1. In alignment with Executive Order 532, Enhancing the Efficiency and Effectiveness of the Executive Department's Information Technology Systems, projects submitted by state agencies within the Executive Branch must have signed approval of their respective Secretariat Chief Information Officer below. For organizations not within the Executive Branch, the senior information officer must provide signed approval below.

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Senior Information Officer Name and Title (please print)

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Signature and Date