

Commonwealth of Massachusetts
Office of Grants & Research
Highway Safety Division



Notice of Availability of Grant Funds (AGF)
FFY25 Municipal Road Safety (MRS)
Grant Program

Posted: May 30, 2024
Amended: June 11, 2024

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Terrence M. Reidy
Secretary

Kevin J. Stanton
Executive Director

Contents

1. Introduction	3
2. Purpose.....	3
3. Key Dates	4
4. Funding Overview.....	4
5. Program Elements	5
Element I - Traffic Safety	6
A. Traffic Enforcement (Optional)	6
B. Traffic Equipment (Optional)	8
Element II - Pedestrian & Bicyclist Enforcement	10
A. Pedestrian & Bicyclist Enforcement (Optional)	10
B. Pedestrian & Bicyclist Safety Items (Optional).....	12
Element III – Non-Enforcement Traffic Safety Activities	12
A. Non-Enforcement Traffic Safety Activities (Optional)	12
6. Budget	14
7. Allowable Costs Categories & Definitions:.....	15
8. Selection Criteria and Review Process	18
9. Submission of Application.....	21

1. Introduction

The Office of Grants and Research (OGR) is the State Administering Agency for traffic safety grants awarded by the National Highway Traffic Safety Administration (NHTSA) to reduce roadway crashes, injuries, fatalities, and associated economic losses in Massachusetts. OGR is pleased to make available between \$5 - \$5.5 million in grant funds through this AGF process for Massachusetts municipal police departments to support traditional enforcement activities and strengthen the development of 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 asks that applicants, if not doing so already, explore existing or new data sources to better identify and understand the disproportionate impact of traffic crashes within their jurisdictions. A municipality should involve community stakeholders when developing their grant application and are encouraged to implement new programs to address issues of inequity in road safety.

Traffic safety projects must be data-driven and evidence-based, inclusive of proven countermeasures, and have a goal of reducing motor vehicle crashes and associated fatalities, injuries, and economic loss.

2. Purpose

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. Eligible programs include High Visibility Enforcement (HVE), a proven countermeasure for road safety and an essential component in highway safety efforts; traditional enforcement campaigns; pedestrian and bicyclist focused enforcement; alternatives for specific speed-related safety equipment; and the development of non-enforcement programs that focus on enhancing community awareness and officers' knowledge, skills, and abilities.

OGR strongly encourages applicants 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.

All funded programs must support the efforts to meet the following statewide goals by December 31, 2026, as outlined in the FFY 2024-2026 Massachusetts Triennial Highway Safety Plan:

- Five-year average for fatalities will decline 4% from 378 in 2022 to 362.
- Five-year average for serious injuries will decline 4% from 2,708 in 2022 to 2,603.
- Five-year average for fatalities/VMT will decline 12% from 0.62 in 2022 to 0.54.
- Five-year average for pedestrian fatalities will decline 8% from 76 in 2022 to 70.
- Five-year average for bicyclist fatalities will decline 14% from 7 in 2022 to 6.

3. Key Dates

Key Task	Date
AGF Posted:	May 30, 2024
MRS Webinar/Workshop	June 6, 2024, at 1:00 PM
Deadline for Q&A Submission:	June 13, 2024, at 1:00 PM
Application Due:	July 1, 2024, at 9:00 AM
Award Announcements: (Tentative)	October 2024
Performance Period:	November 2024 – September 15, 2025

4. Funding Overview

OGR is pleased to make between \$5 - \$5.5 million in grant funds through this AGF process. OGR reserves the right to adjust or modify the amount of funding being made available, as all awards are contingent upon receipt and subject to the availability of federal funds appropriated from NHTSA.

Applicants may apply for up to the maximum amount within their appropriate tier funding level. (Please see the FFY25 Funding Levels document for additional information regarding your respective tier.)

FFY25 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

Eligible Applicants

Only Massachusetts municipal police departments are eligible to apply for funding through this program.

Award Period

The grant award period will be approximately twelve months. The award period will start on or about October 1, 2024, and end on September 15, 2025.

Fund Disbursement

This is a cost-reimbursement grant. Reimbursement requests and/or confirmation of no grant spending will be submitted to OGR monthly. Grant funds will be awarded via a Commonwealth of Massachusetts ~ Standard Contract Form. Any costs incurred prior to the start date of the contract will not be reimbursed.

Match Requirement

There is no match requirement.

Federal Award Administration Requirements

All awards made under this opportunity are subject to the established uniform procedures set forth by [Final Rule 23 CFR Part 1300](#) & [Title 2 CFR Part 200](#)

Unique Entity Identifier (UEI) and System for Award Management (SAM)

Per NHTSA, all subrecipients of federal funds must have a UEI and must maintain annual registration in the SAM database. All applicants will be asked to verify their status and provide their 12-character alphanumeric UEI during the application process. Please visit www.SAM.gov for more information.

5. Program Elements

Applicants may propose projects that fall within one or more of the Program Elements. Each Element is *optional* and *independent* from each other. A department may apply for any combination of the following activities that best address their specific needs. The full budget, inclusive of all proposed elements, must be within the department's appropriate funding tier.

Note: For the elements being requested, a department must provide at least three (3) *measurable target objectives* that should be clearly related to a particular element. It's important that these objectives are measurable (meaning that an indicator of progress can be quantifiable) and reasonable (able to be attainable via the proposed programming). Please see the following examples that may assist when developing your objectives:

- Traffic Enforcement:
 - Deploy 8 overtime patrols to enforce speeding violations at the intersection of A and B Streets during June 2025 to reduce the number of speeding vehicles by 10%. A department should provide the monthly average of speeding vehicles identified in this intersection for June 2024 (e.g., 30 vehicles were cited for speeding in '24) and track progress made during their 2025 enforcement campaign with the goal of reducing this number to 27.
- Pedestrian & Bicyclist Enforcement:
 - Conduct 18 crosswalk decoy patrols over the course of the 6 enforcement campaigns at the intersection of C and D Streets to reduce the number of pedestrian crashes by 50% from 2024. A department should provide the number of pedestrian crashes at this intersection for 2024 (e.g., 4 pedestrian crashes in '24) and track progress made during their 2025 enforcement campaign with the goal of reducing this number to 2.
- Non-Enforcement Traffic Safety Activities:
 - Ten Officers to complete ARIDE training.
 - Officers targeted pedestrian outreach activities (e.g., distributed 1,000 pedestrian safety flyers) on Main St. to address this high-problem area as five crashes involving pedestrians occurred at this location in the past three years.
 - 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 a Bike Rodeo event
 - Officers provided 4 presentations at elementary schools on the topic of pedestrian safety.

FFY25 MRS Grant Program Elements Overview		
Element I	Traffic Safety	<i>Activities Include:</i> <ul style="list-style-type: none"> • Overtime Traffic Enforcement • Traffic Equipment
Element II	Pedestrian & Bicyclist Enforcement	<i>Activities Include:</i> <ul style="list-style-type: none"> • Enforcement of state traffic laws applicable to pedestrian and bicycle safety • Pedestrian & Bicyclist Safety Items
Element III	Non-Enforcement Traffic Safety Activities	<i>Activities Include:</i> <ul style="list-style-type: none"> • Community-Based Educational Activities • Officer Training • Bike Rodeos, Traffic Safety Presentations, etc.

Element I - Traffic Safety	
Traffic Enforcement	Traffic Equipment

A. Traffic Enforcement *(Optional)*

- A department may use all or a portion of their maximum award amount to conduct overtime traffic enforcement. However, all budgets must not exceed the amount permitted under their “Tier Level.”
- Departments seeking funding for traffic enforcement will submit one (1) budget for all six (6) 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.
- **NOTE:** If applying for more than one (1) Element, a department’s total budget may not exceed the maximum amount under the appropriate “Tier Level.” For example, a “Tier 1” department’s budget may include \$10,000 for Pedestrian & Bike Enforcement and \$50,000 for Traffic Enforcement but may not exceed a total amount of \$60,000. Please see [Section F – Budget of this AGF](#) for more information.

FFY25 Traffic Enforcement Campaign	Campaign Period
Winter Impaired Driving	December 1 – 31, 2024
Distracted Driving	April 1 - 30, 2025
Click it or Ticket	May 1 - 31, 2025
June Speed	June 1 - 30, 2025
July Speed	July 1 - 31, 2025
Summer Impaired Driving	August 1 – September 15, 2025

Traffic Enforcement Guidelines

- All Traffic Enforcement must be conducted during overtime shifts, meaning grant-funded activity occurs during hours over and above any regular full-time/part-time schedule.
- Overtime patrol shifts must be **no less than two (2) hours and no greater than eight (8) hours in length** and devoted solely to traffic enforcement activities relevant to the campaign period.

- Officers' time funded by this grant shall be dedicated solely to conducting traffic enforcement, except for the following instances:
 - Criminal offense committed in the officer's presence.
 - If an officer makes an arrest during an OT 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 additional amount requested for reimbursement must not exceed the approved enforcement budget amount.
 - Response to an officer in distress, or
 - An unexpected event that requires all available personnel to respond.
- 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.
- Command staff may participate in and be compensated for enforcement patrols if acting in a traffic enforcement role and not 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. Part-time or auxiliary officers will be reimbursed at their regular rate of pay, in accordance with active department policy.
- To maximize grant funding, patrols must consist of one grant-funded officer per cruiser; however, multiple cruisers may be out at one time. Exceptions for the 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 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 Portal](#).
 - [Massachusetts Law Enforcement Crash Report E-Manual](#)
- 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

Departments seeking to participate in a scheduled MSP Sobriety Checkpoint utilizing the Breath Alcohol Testing (BAT) mobile units **must have prior approval from OGR**.

If approved, a department may assist in the checkpoint during any of the six (6) campaign periods, or if the date of the checkpoint event is outside a traffic enforcement campaign period, the department may substitute the OT hours for an existing budgeted Non-Enforcement Activity (Element III).

A department is **not eligible** to use grant funds to participate in sobriety checkpoints if separately contracted by 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 currently be 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 Municipal Police Training Committee (MPTC).
- OGR also provides specialized Speed Measurement and SFST classes through the MPTC. Please refer to the [Highway Safety Training](#) section of the MPTC website.

B. Traffic Equipment *(Optional)*

If requesting funds to purchase traffic equipment, a department must prove the need for the equipment being requested within their application, describe how the equipment will be used, and how it will benefit the overall grant-funded program. Departments must also provide information regarding their current inventory of these equipment items to justify the need. Departments must also meet the following requirements:

- A department **must** conduct a minimum of thirty (30) overtime traffic enforcement hours throughout the six campaign periods. A department does not have to participate in every campaign but must have at least thirty (30) total overtime enforcement hours accrued by the conclusion of this grant award.
 - **Note:** 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.

- A department’s equipment budget must **not** exceed 50% of their traffic enforcement budget.
- A department may only purchase the following allowable items:
 - Handheld Radar Units
 - Handheld LiDAR Units
 - Pole-mounted Radar Speed Signs
 - Traffic Data Recorders
 - Preliminary Breath Test (PBT) instruments
 - Remote/Cloud-based traffic data processing software subscriptions for pole-mounted speed radar signs and/or traffic data recorders
 - Subscriptions cannot exceed 12-months in length
 - Subscriptions can only be added-on to pole-mounted speed radar signs and/or traffic data recorders purchased under this FFY25 grant
- A department will be responsible for the balance of any equipment that exceeds 50% of their budgeted traffic enforcement amount.
- A department must provide quotes with their application for all budgeted traffic equipment purchases. All quotes should be dated within 30 days prior to the application deadline to assist departments with providing an accurate budget.
- All equipment purchases made with grant funds must be received by **April 30, 2025**. Receipt by this date ensures that the equipment is used properly and efficiently during enforcement efforts.
 - If an applicant foresees this deadline being an issue, they must notify OGR as to why they will not be able to meet the deadline in their application as OGR may need to seek NHTSA approval.
- 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 document and maintain an inventory for all equipment items purchased with grant funds.
- **NEW** Single item purchases greater than or equal to \$5,000; inclusive of any accessory items essential to its operation (i.e. the purchase of a pole mounted radar speed sign and the battery/solar panel necessary for its operation must be under \$5,000) 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.

Unallowable Equipment

Includes but is not limited to:

- Extended warranties
- Maintenance plans
- Software subscriptions for prior equipment purchases or equipment purchased using other funds
- Spare batteries

- Accessories for prior equipment purchases or equipment purchased using other funds
- Cruiser-mounted Radar and LiDAR units
- Speed radar and message trailers
- Installation of radar signs
- Poles purchased to install and later mount radar speed signs
- Equipment customization fees

Element II - Pedestrian & Bicyclist Enforcement	
Pedestrian & Bicyclist Enforcement	Pedestrian & Bicyclist Safety Items

A. Pedestrian & Bicyclist Enforcement *(Optional)*

FFY25 Pedestrian & Bicyclist Enforcement Campaigns
November 1 – 30, 2024
January 1 – 31, 2025
February 1 – 28, 2025
March 1 – 31, 2025
May 1 – 31, 2025
August 1 – September 15, 2025

A department may use all or a portion of their maximum award amount to conduct overtime Pedestrian & Bicyclist enforcement. However, all budgets must not exceed the amount permitted under their “Tier Level.”

Departments seeking funding for Pedestrian & Bicyclist enforcement will submit one (1) budget for all six (6) campaign periods listed. This year’s enforcement periods have been adjusted based on statewide trends related to pedestrian and bicyclist crash data.

If requesting funds for Pedestrian & Bicyclist enforcement, a department:

- Must conduct overtime enforcement of laws applicable to pedestrian and bicycle safety
 - Grant funds related to overtime enforcement should only be utilized 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 state laws.
- Must utilize internal pedestrian and bicyclist crash data to identify specific strategies, locations, and times to conduct enforcement
- May conduct Crosswalk Decoy Operations with multiple officers/cruisers participating. These operations may involve a plainclothes officer acting as a civilian pedestrian and a uniformed officer making stops OR involve a uniformed officer serving as a spotter to relay observed violations to another officer making stops.
 - A decoy officer may be exempt from recording stops

Pedestrian & Bicyclist Enforcement Guidelines

- All Pedestrian & Bicyclist enforcement must be conducted during overtime shifts, meaning grant-funded activity occurs during hours over and above any regular full-time/part-time schedule.
- Overtime patrol shifts must be **no less than two (2) hours and no greater than eight (8) hours in length.**
- Officers' time funded by this grant shall be dedicated solely to enforcement of laws applicable to pedestrian and bicycle safety, except for the following instances:
 - Criminal offense committed in the officer's presence.
 - If an officer makes an arrest during an OT 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 additional amount requested for reimbursement must not exceed the approved enforcement budget amount.
 - Response to an officer in distress, or
 - An unexpected event that requires all available personnel to respond.
- 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.
- Command staff may participate in and be compensated for enforcement details if acting in an enforcement role and not 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. Part-time or auxiliary officers will be reimbursed at their regular rate of pay.
- 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.

B. Pedestrian & Bicyclist Safety Items *(Optional)*

Departments may request funds to purchase Pedestrian & Bicyclist Safety Items that are intended to provide protection, enhance nighttime visibility, and educate the public on safe practices and applicable laws.

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. These items may not be merely giveaways (e.g., pens, keychains) and must be included in an educational initiative.

In the application, purchases must be supported based on identifying a specific problem in the applicant's community and include a distribution plan. The distribution plan must identify the targeted population(s), distribution method, and an educational component.

If requesting funds for Pedestrian & Bicyclist Safety Items, departments must:

- Ensure purchased items are received by **April 30, 2025**. Receipt of these safety items by this date ensures proper and beneficial usage during the contract period.
- Notify OGR of any potential changes to the initial safety items approved for purchase. Modifications may be considered after an award is made by emailing a request to OGR for approval. Changes made without prior OGR approval may not be honored for reimbursement.
- Allowable safety items for public distribution include:
 - 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 reimbursed.*

Element III – Non-Enforcement Traffic Safety Activities	
Community-Based Activities	Officer Training

A. Non-Enforcement Traffic Safety Activities *(Optional)*

This Element allows a department to expand, strengthen, or develop innovative activities within their community to promote road safety through community partnerships, events, or nonprofit organizations. This Element also offers the opportunity to support officer training or education, and the purchase of educational materials to enhance traffic safety.

If requesting funds for non-enforcement traffic safety activities:

- A department may use all or a portion of their maximum award amount to conduct non-enforcement traffic safety activities. However, all budgets must not exceed the amount permitted under their “Tier Level.”
- 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.

Non-Enforcement Traffic Safety Activities must be specifically identified and detailed in the application. Departments will not receive funding under if proposing “To-Be-Determined” activities or other requests merely serving as a placeholder.

Examples of 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 while walking
- Presenting to elementary students about bicycle safety and distributing bicycle helmets and/or bicycle safety coloring books
- **NEW** Partner with a local High School Driver’s Education program to provide financial assistance to low-income youth to obtain access to driver education.
 - Departments will be required to make meaningful and substantial efforts to ensure grant funds target low-income/underserved youth. These efforts may involve working externally (i.e., with local organizations such as Boys & Girls Clubs) and must be described in your application.
- Provide educational outreach to underserved drivers and vulnerable road users, groups may include refugee groups, low-income neighborhoods, older drivers, low vision, and hearing-impaired drivers, and limited english proficiency (LEP) groups
- Hosting or participating in a bike rodeo
- Conduct seat belt and/or distracted driving presentations at schools 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
- Overtime costs for Child Passenger Safety (CPS) Technicians performing car seat checks
 - **NOTE:** CPS 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 the [NDCF website](#).

Departments are advised to review NHTSA’s [Countermeasures That Work: 11th Edition](#) to identify potential activities.

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.

6. Budget

- Applicants must submit their program budget using the Attachment B Excel spreadsheet form, which can be found on the [Municipal Road Safety Grant Program](#) page.
- 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.

The following examples provide various budget scenarios for departments that are interested in participating in Element I, II or III. As a reminder, departments are provided flexibility when deciding how much funding they want to budget toward each element.

Example: Choosing one (1) Element:

Department A is in Tier 1 and may apply for a total award amount of \$60,000. Department A submits their application and budget request for \$60,000 for Element I: Traffic Enforcement.

Department A Budget:

Cost Categories	Budget
Traffic Enforcement	\$60,000.00
Traffic Safety Equipment	N/A
Pedestrian & Bicyclist Enforcement	N/A
Non-Enforcement Safety Activities	N/A
Pedestrian & Bicyclist Safety Items	N/A
Fringe Benefit Costs	N/A
Indirect Costs	N/A
Total	\$60,000.00

Example: Choosing two (2) Elements:

Department B is in Tier 2 and may apply for a total award amount of \$40,000. Department B submits their application and budget request for a total of \$30,000 split between Element I: Traffic Enforcement & Traffic Equipment, and Element II: Pedestrian & Bicyclist Enforcement.

Department B Budget:

Cost Categories	Budget
Traffic Enforcement	\$15,000.00
Traffic Safety Equipment	\$5,000.00
Pedestrian & Bicyclist Enforcement	\$10,000.00
Non-Enforcement Safety Activities	N/A
Pedestrian & Bicyclist Safety Items	N/A
Fringe Benefit Costs	N/A

Indirect Costs	N/A
Total	\$30,000.00

Example: Choosing three (3) Elements:

Department C is in Tier 1 and may apply for a total award amount of \$60,000. Department C submits their application and budget for a total of \$50,000 split between Element I: Traffic Enforcement & Traffic Equipment, Element II: Pedestrian & Bicyclist Enforcement & Items, and Element III: Non-Enforcement Activities.

Department C Budget:

Cost Categories	Budget
Traffic Enforcement	\$20,000.00
Traffic Safety Equipment	\$10,000.00
Pedestrian & Bicyclist Enforcement	\$10,000.00
Non-Enforcement Safety Activities	\$5,000.00
Pedestrian & Bicyclist Safety Items	\$5,000.00
Fringe Benefit Costs	N/A
Indirect Costs	N/A
Total	\$60,000.00

7. Allowable Costs Categories & Definitions:

Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full- or part-time/auxiliary officers working on grant-funded activities. At a minimum, reporting must detail: Employee Name, Date and Hours worked per pay period, and Hourly Rate.
Fringe Benefit Costs	<p>Eligible costs include the employer share of the following:</p> <ul style="list-style-type: none"> • Life insurance • Health insurance • Social Security costs • Pension costs • Unemployment insurance costs • Workers’ compensation insurance • Payroll taxes <p>Cost amounts for 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 federally approved rate agreement in the application response.</p>

Cost Categories	Definitions and Documentation Requirements
Indirect Cost	Applicants that want to charge indirect costs using an indirect cost rate may use a federally approved indirect cost rate agreement. Must include a copy of the federally approved rate agreement in the application response. Applicants that don't have a currently negotiated (including provisional) federally approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (and do so indefinitely). 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, in particular 200.414.
Equipment/Software Costs	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 project need/implementation. (Please refer to Page 8 and Page 11 for further guidance on allowable equipment/items)
* Consultant/Contract Costs	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 eight-hour day or \$81.25 per hour requires prior written approval by OGR. Note: This rate is the exception, not the rule.
* Travel Costs	<ul style="list-style-type: none"> • Travel directly related to the purpose of the grant. • In-state travel costs associated with the grant shall include mileage rates, not more than \$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 from OGR. (Please refer to Page 29 of the OGR General Subrecipient Grant Conditions for additional guidance surrounding travel)
Supplies Costs	Supplies required for the program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other Costs	Miscellaneous items (e.g., telephone costs, training material costs). Allowable with prior OGR approval.

* Consultant/Contractor & Travel Costs may be included under the Non-Enforcement Traffic Safety Activities line item in the proposed budget.

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 9 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 (must be preapproved by OGR) may be reimbursed for these costs when **solely** related to grant-funded activities.
- A copy of the department's overtime policy (*which can be an excerpt from a collective bargaining agreement*) **must** be submitted with the application.
- Reimbursement **for overtime** hours being charged against a federal grant award provided by OGR may only be sought 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 four 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 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 the 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.

8. Selection Criteria and Review Process

The MRS Program is a competitive grant opportunity. OGR will conduct a peer review process consisting of each application being read and scored by a minimum of three reviewers. Awards will be based upon feedback from the reviewers, and other considerations, such as geographic diversity, strategic priorities, past performance, and available funding. The Executive Director of OGR and the Secretary of the Executive Office of Public Safety and Security (EOPSS) will make final award determinations. NOTE: Application review scoring will be pro-rated based on the Elements being applied for.

Review Criteria Maximum Points

- **Applicant Information (5 Points)**
 - Provide clear and adequate responses in the Applicant Information section.
- **Program Description (15 Points)**
 - Description of department's philosophy and commitment to all aspects of road safety.
 - Justification of how the requested grants funds being will augment existing efforts to reduce roadway crashes, injuries, fatalities, and associated economic losses.
 - Impact of prior MRS funding on the department's community, if applicable
- **Data and Objectives (25 Points)**
 - IMPACT Crash Data (from the MassDOT Crash Portal)
 - Internal Departmental Data
 - 3 measurable target objectives related to the elements being requested in the application.
 - 3 problematic road safety trends that exist in department's community pertaining to demographics, location, day of the week, and/or time of day.
- **Non-Enforcement Activities (10 Points)**
 - Thorough description of the non-enforcement activity(ies), where it will take place, who will be involved, and what will their role(s) be.
 - Thorough description of why the department is proposing to conduct this activity(ies) and what it hopes to accomplish.
- **Need and Usage for Safety Items/Equipment (15 Points)**
 - Description of the type and quantity of equipment being requested (must also provide the quantity and approximate age of current inventory)
 - Explanation and justification of the need for the equipment and how it will augment the planned enforcement as well as how/where the equipment will be used.
 - For pedestrian & bicyclist safety items: a distribution plan including targeted population, method of distribution, and an educational component.
- **Timeline (10 Points)**
 - Thorough, complete, and includes all elements and activities as mentioned earlier in application.
 - For Traffic and Pedestrian & Bicyclist Enforcement: indicate the type of enforcement and total hours planned in the corresponding month.
 - For Traffic Equipment or Pedestrian and Bicyclist Safety Items: enter the item(s) the department plans to purchase in the appropriate month.
 - For Non-Enforcement Activities: enter the name of the activity(ies) in the appropriate month.
 - Proposed timeline is reasonable and in compliance with eligible campaign periods and equipment deadline of April 30, 2025

- **Budget (20 Points)**

- Applicants must complete a **Budget Excel Worksheet (Attachment B)**. All sections of the template provided must be completed and uploaded with your application.
- Budget Narrative – includes justification and description of each cost category, amount requested for each cost, and purpose of each cost.

Motor Vehicle Automated Citation and Crash System (MACCS)

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, improving data quality by validating information at the point of entry and upon submittal, and eliminating 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

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 discretion of OGR, reimbursement will be withheld 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 may come from one or more of the federal NHTSA grant programs as established in Title 23, Chapter 4, and 23 CFR Part 1300 sections including but not limited to:

- *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.

OGR Subrecipient Grant Conditions

A complete copy of the conditions document can be downloaded from the [Municipal Road Safety Grant Program](#) page. Applicants should thoroughly review and be familiar with these conditions prior to applying for funds as all awards will require this document to 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 regardless of whether grant activity has taken place or not. If no activity is conducted, departments must still submit the monthly expenditure report indicating \$0 for the month. OGR will provide further reporting instructions during the contract process.
- Subrecipients must submit two Progress Reports summarizing accomplishments, challenges, and progress made toward the measurable goals as stated in the application. A template for each report will be provided by OGR.
 - Mid-Year Progress Narrative Report – Due: No later than **May 15th, 2025**
 - Final Narrative Report – Due: No later than **October 15th, 2025**
- 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. All extension requests must be requested 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 present 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, contract termination, and may negatively affect a department's eligibility for future OGR funding. 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 and dated by OGR's 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.

9. Submission of Application

***** Application Deadline – July 1st, 2024, at 9:00 AM *****

Responses to this AGF must be submitted on the OGR-provided documents. Electronic versions of the Application checklist, Grant Application Budget Excel spreadsheet, and other required documents are available to download on the [Municipal Road Safety Grant Program](#) page. The application checklist contains full, detailed instructions for completing the Online Application form and a checklist of all required documents that must be submitted with the application.

All applicants are required to submit the online application by 9:00 A.M. on or before July 1, 2024, via the [Online Application](#) form.

All online applications must be signed electronically and include all the required documentation listed in the application checklist below. Upon completion, you will receive an email confirmation with a PDF attachment of your application and supporting application documents for your records.

The documents listed below comprise of a complete application packet:

- FFY25 Municipal Road Safety Grant Funding Online Application
- Grant Application Budget Spreadsheet – Attachment B
- 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 (*quotes should be dated no more than 30 days prior to application deadline*)

Technical Assistance Workshop

OGR will host a webinar on **Thursday, June 6th, 2024, at 1:00 pm** 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 HERE](#) for the upcoming webinar.