

**Commonwealth of Massachusetts
Office of Grants & Research
Highway Safety Division**



**Notice of Availability of Grant Funds (AGF)
FFY26 Municipal Road Safety (MRS)
Grant Program**

Posted: April 28, 2025

(Amended on September 3, 2025 to clarify the language regarding
grant-funded purchases of equipment as noted on page 11.)

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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 up to \$5.5 million in grant funds through this Availability of Grant Funds (AGF) process.** This competitive opportunity is available for a Massachusetts municipal police department to support both data-driven and evidence-based traditional traffic enforcement activities and/or strengthen the development of new strategies to reduce roadway crashes, injuries, fatalities, and associated economic losses in Massachusetts.

In compliance with NHTSA’s nondiscrimination regulations, OGR is committed to advancing racial equity and supporting underserved communities through the distribution of federal grant funds awarded by the agency. 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. Applicants are strongly encouraged, if not doing so already, to explore existing or new data sources to better identify and understand the disproportionate impact of traffic crashes within their jurisdictions. Municipalities should involve community stakeholders when developing their grant application and are encouraged to implement new programs to address issues of inequity in road safety.

2. Purpose

This AGF is designed to provide municipal police departments with a high level of flexibility in determining the best strategies to supplement each municipality’s existing traffic safety efforts and activities. 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; specialized training to strengthen officers' knowledge, skills, and abilities; and the development of community programs that focus on enhancing outreach and awareness.

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.

3. Key Dates

Key Task	Date(s)
AGF Posted:	April 28, 2025
MRS Webinar/Workshop	May 5, 2025 at 2:00 PM
Deadline for Q&A Submission:	May 9, 2025 at 12:00 PM
Application Due:	June 13, 2025 at 12:00 PM
Award Announcements: (Tentative)	September 2025
Performance Period:	November 2025 – September 2026

Technical Assistance Workshop

OGR will host a webinar on **Monday, May 5, 2025, at 2:00 PM** assist potential applicants with the requirements set forth in the AGF as well as the online 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.

4. Funding Overview

OGR is pleased to make available up to \$5.5 million in grant funds through this AGF process. Please note that this amount is contingent upon receipt and subject to the availability of federal funds appropriated from NHTSA. OGR reserves the right to adjust or modify the amount of funding being made available based on federal budgetary changes, administrative decisions, or other unforeseen circumstances.

Applicants may apply for up to the maximum amount within their appropriate tier funding level. Please refer to the FFY26 Funding Levels document for additional information regarding your respective tier.

FFY26 Funding Levels

Population	Tier Level	Max Award
Greater than 40,000	Tier 1	\$65,000.00
20,000 - 39,999	Tier 2	\$45,000.00
12,000 - 19,999	Tier 3	\$35,000.00
Less than 12,000	Tier 4	\$25,000.00

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:

Section 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 3 driving behavior (including aggressive or fatigued driving and distracted driving arising from the use of electronic devices in vehicles), (7) to improve law enforcement services in motor vehicle crash prevention, traffic supervision, and post-crash procedures, and (8) to increase driver awareness of commercial motor vehicles to prevent crashes and reduce fatalities and injuries.

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 12 months. The award period will start on or about October 1, 2025, and end on September 15, 2026.

Fund Disbursement

This is a cost-reimbursement grant, 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. Goals and Measurable Objectives

Priority will be given to projects that align with the following statewide goals as outlined in the [FFY 2024-2026 Massachusetts Triennial Highway Safety Plan](#) by December 31, 2026.

- 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/vehicle miles traveled (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.

Departments must provide at least one (1) goal and two (2) supporting measurable objectives in their application. Objectives should be the specific actions that a department will take to help accomplish its identified goal(s). Departments are encouraged to utilize more than one [Program Element](#) when creating their objectives.

The following are “fill-in-the-blank” example goals and objectives using 3-year and 5-year averages of traffic safety data. Applicants are strongly encouraged to consider the following examples as guidance when developing their own goals and/or objectives. If creating your own goal(s) and objectives make sure they are Specific, Measurable, Achievable, Relevant, and Time-bound.

Note: *The examples below include hypothetical data points – the data you include in your goal(s) should be based on rounded calendar-year numbers that are specific to your community.*

- **Example Goal:** Reduce the number of serious injury crashes by 5 from the 2020-2024 calendar year average of 50 by end of calendar year 2026.

Example Objectives:

- Identify the top high crash locations and conduct targeted enforcement efforts a minimum of ____ times a week/month during each HVE campaign. (*priority areas include speeding, impaired driving, occupant protection, distracted driving*)
 - Identify the top speed-related crash locations and conduct ____ enforcement hours in those locations during the June and July Speed Campaigns.
 - Train / re-train ____ officers in SFST, ARIDE, and/or DRE to strengthen the department's ability to conduct Impaired Driving enforcement.
 - Conduct/participate in ____ educational events highlighting the importance of occupant restraint through the grant period.
 - Conduct/participate in ____ Child Passenger Safety inspection events each month/quarter.
- **Example Goal:** Reduce traffic-related pedestrian fatalities by 4 from the 2020-2024 calendar year average of 23 by end of calendar year 2026.

Example Objectives:

- Conduct targeted pedestrian/bicyclist enforcement efforts a minimum of ____ times a week throughout the six (6) campaign periods in high-risk areas with the goal of reducing motor vehicle crashes involving pedestrians and cyclists.
 - Conduct ____ enforcement hours during the April Distracted Driving Campaign in locations known to have high distracted driving crashes/citations.
 - Host ____ pedestrian and bicyclist safety awareness outreach/educational events and distribute pedestrian/bicycle safety items to increase safety/visibility. (e.g., focus on an identified at-risk population or area of the community such as elderly pedestrians, high school and/ or elementary students, etc.)
 - Conduct ____ pedestrian/bicyclist safety educational presentations with an effort to reach ____ community members.
- **Example Goal:** Reduce the total amount of Alcohol Suspected Crashes by 10 from the 2022-2024 (3-year) calendar year average of 100 by end of calendar year 2026.

Example Objectives:

- Conduct/participate in ____ presentations to high school students regarding the dangers of driving under the influence of alcohol or other drugs.
- Conduct ____ enforcement hours during the Winter and Summer Impaired Driving campaigns between **Thursday starting at 2:00 pm to Monday at 7:00 am.**
 - Conduct ____ percent of impaired driving patrols at night-time during the Winter enforcement campaign.
 - Promote/publicize a “Saturation Saturday” event about upcoming Impaired Driving enforcement efforts to amplify the activity and encourage people to not to drive impaired.

- Train / re-train ____ officers in SFST, ARIDE, and/or DRE to strengthen the department’s ability to conduct Impaired Driving enforcement.

Note: OGR makes no representation as to the accuracy, adequacy, reliability, availability or completeness of the crash data provided as the data for years 2022 and after are preliminary and subject to change at any time and are not to be considered up-to-date or complete.

6. Program Elements

Departments may apply for one or more of the following elements that best address the needs specific to their community: Traffic Safety, Pedestrian & Bicyclist Safety, and Community Awareness, Outreach, and Educational Activities. Applicants are advised to review NHTSA’s [Countermeasures That Work: 11th Edition](#) to identify potential activities.

FFY26 MRS Grant Program Elements Overview		
Element I	Traffic Enforcement	<p><i>Activities Include:</i></p> <ul style="list-style-type: none"> • Overtime Traffic Enforcement • Traffic Equipment
Element II	Pedestrian and Bicyclist Safety	<p><i>Activities Include:</i></p> <ul style="list-style-type: none"> • Enforcement of state traffic laws applicable to pedestrian and bicycle safety • Pedestrian and Bicyclist Safety Items
Element III	Community Awareness, Outreach, and Educational Activities	<p><i>Activities Including but not limited to:</i></p> <ul style="list-style-type: none"> • Community-Based Educational Activities (Bike Rodeos, Traffic Safety Presentations, etc.) • Traffic Safety Related Officer Training

Element I - Traffic Safety	
Traffic Enforcement	Traffic Equipment

A. Traffic Enforcement (Optional)

- A department may use all or a portion of their grant funding request to conduct overtime traffic enforcement. However, a department’s budget must not exceed the amount permitted under their “Tier Level.”
 - For example, a department within “Tier 1” may include \$10,000 for Pedestrian & Bike Safety and \$55,000 for Traffic Enforcement but may not exceed a total amount of \$65,000.
- Departments will submit one (1) budget that covers any or all of the six (6) campaign periods for traffic enforcement listed below. This eliminates the “use or lose” rule for each campaign, providing more flexibility for departments to spend their award and schedule officer overtime based on availability.

FFY26 Traffic Enforcement Campaign	Campaign Period
Winter Impaired Driving	December 1 – 31, 2025
Distracted Driving	April 1 – 30, 2026
Click it or Ticket	May 1 – 31, 2026
June Speed	June 1 – 30, 2026
July Speed	July 1 – 31, 2026
Summer Impaired Driving	August 1 – September 15, 2026

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.
 - 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 (including Chiefs of Police, if determined to have “non-exempt” or status otherwise documented) may participate in and be compensated for overtime enforcement patrols if they act in a traffic enforcement role and not 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.)
 - 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 accessibility 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.

High Visibility Enforcement (HVE) Patrol Guidelines

- These patrols usually take place at times and locations where crashes commonly occur. Efforts should involve one or more officers patrolling specific areas with a particular focus on enforcing traffic laws that align with priority areas. If possible, patrols should be publicized and augmented with regular enforcement.
- Patrols for the Winter and Summer Impaired Driving campaigns are recommended to be conducted between **Thursday starting at 6:00 pm and ending Monday at 6:00 am.**
 - These days and times are when most impaired driving crashes occur according to statewide data and thus should be the focus of grant activity. However, departments may conduct overtime activity during mobilizations on any day of the week, as long as more than 50% are scheduled within the Thursday – Monday timeframe.
- Patrols for the Distracted Driving, Occupant Protection – Click it or Ticket (CIOT), and Summer Speed campaigns may be conducted during any day or time of the week in accordance with local data.
- For all HVE campaigns, OGR strongly encourages departments to review their internal crash data as well as available preliminary state data to determine times and locations where grant-funded patrols would have the most significant impact. Helpful websites include:
 - [MassDOT IMPACT Portal](#)
 - [Operation Dashboards](#)
 - [Massachusetts Law Enforcement Crash Report E-Manual](#)
- While conducting enforcement, an officer's primary attention should be the current campaign's focus. However, it is understood that officers will also observe 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 sobriety checkpoint utilizing the Breath Alcohol Testing (BAT) mobile units **must have approval from OGR prior to the event.**

If approved, a department may assist in a sobriety checkpoint during any six (6) traffic enforcement campaign periods. If the MSP event is outside a campaign period, the department may request to participate utilizing budgeted OT hours from Community Awareness, Outreach, and Educational Activities (Element III). If a department does not have a budget for Element III, please contact your OGR Grant Coordinator for additional information.

If separately contracted by MSP, a department is **not eligible** to use grant funds to participate in sobriety checkpoints.

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 relevant subject matter that corresponds to the specific type of enforcement (e.g., Radar, Lidar, Standardized Field Sobriety Testing, Advanced Roadside Impaired Driving Enforcement, etc.)

OGR also provides specialized classes through the Municipal Police Training Committee (MPTC) at **no cost** to the officer. Please refer to the [Highway Safety Training](#) section of the MPTC website for more information.

B. Traffic Equipment *(Optional)*

Proposed equipment purchases (including software-related expenses) and the costs to put these assets into use (i.e., shipping) must be included in the application and budget.

Funding for equipment is contingent upon evidence of need in relation to proposed grant activity, and an agency must justify any equipment items being requested and describe how the equipment will be used to reach the project's goals and objectives. Departments must also provide information regarding their current inventory of these equipment items to justify such needs further.

Allowable purchases include the following and/or similar equipment , such as:

- Handheld Radar units
- Handheld LiDAR units
- Pole-mounted Radar speed signs
- Traffic data recorders
- Preliminary Breath Test (PBT) instruments
- Portable speed radar and / or message trailers
 - Must be grant-specific and primarily used only for program related activities
- Remote/cloud-based traffic data processing software subscriptions that support pole-mounted speed radar signs and/or traffic data recorders
 - Subscriptions cannot exceed 12-months in length
 - Subscriptions may only be added on to pole-mounted speed radar signs and/or traffic data recorders purchased under this FFY26 grant

Departments seeking funds to purchase traffic equipment **must meet the following requirements:**

1. Justify the need for the equipment being requested and detail how the equipment will be used to augment planned grant activity (i.e., how will this equipment support the overall program?)
2. Provide information regarding their current inventory of equipment (amount, age, defects, etc.).
3. Complete a **minimum** of thirty (30) cumulative overtime traffic enforcement hours throughout the six (6) campaign periods.

- **Note:** If a department does not meet the required enforcement hours, they may risk repayment of the equipment purchased and/or risk losing eligibility for subsequent grant funding.
5. The total cost of a department’s equipment **must not exceed 50%** of their traffic enforcement budget.
- A department will be responsible for the balance of any equipment purchased that exceeds 50% of their budgeted traffic enforcement amount.

Additional Guidance Regarding Allowable Equipment

- Single item purchases greater than or equal to \$10,000, inclusive of any accessory items essential to the equipment’s operation, will require separate approval NHTSA and must comply with the Buy America Act (23 U.S.C. 313). More information can be found in Addendum 5 of OGR's General Subrecipient Grant Conditions.
- A department must provide quotes with their application for all traffic equipment items being requested. It is recommended that departments obtain quotes within 30 days of the application deadline to assist with providing an accurate budget.
- All equipment purchases made with grant funds must be purchased by **March 31, 2026**. This date ensures that the equipment is received and used properly and efficiently during the project period.
 - If an applicant foresees this deadline being an issue, applicants must notify OGR and provide justification as to why they cannot meet the deadline to OGR management for review and consideration.
- Departments are encouraged to adhere to the application guidelines when applying for equipment, as no changes to the amount allocated for equipment will be allowed after the awards are made.
 - However, OGR may consider requests from departments to change the initial equipment items approved for purchase. Departments must contact OGR if considering an amendment request; any 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.

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

A. Pedestrian and Bicyclist Enforcement *(Optional)*

A department may use all or a portion of their grant funding request to conduct mobilizations and campaigns designed to enforce state laws applicable to pedestrian and bicycle safety. However, a departments budget must not exceed the amount permitted under their “Tier Level.”

Departments will submit one (1) budget that covers any or all six (6) campaign periods for enforcement listed below providing more flexibility for departments to schedule overtime shifts based on availability.

The FFY26 enforcement periods have been adjusted based on statewide trends related to pedestrian and bicyclist crash data.

FFY26 Pedestrian & Bicyclist Enforcement Campaigns
November 1 – 30, 2025
January 1 – 31, 2026
February 1 – 28, 2026
March 1 – 31, 2026
May 1 – 31, 2026
August 1 – September 15, 2026

If requesting funds for Pedestrian and Bicyclist Enforcement, a department may address the following:

- Overtime enforcement of laws applicable to pedestrian and bicycle safety: Efforts must utilize internal pedestrian and bicyclist crash data to identify specific strategies, locations, and times to conduct enforcement.
 - **Crosswalk Decoy Operations:** 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 observe and relay violations to an officer making stops.
 - **Enforcement of Vulnerable Road Users Law:** In April 2023, Massachusetts passed new legislation as part of “An Act to Reduce Traffic Fatalities” to increase roadway safety across the Commonwealth. The law requires motorists to pass a vulnerable road user at a "safe passing distance” of at least four feet.
 - **Vulnerable Road Users** include – people walking and biking; roadside workers; people using wheelchairs or personal mobility devices; people using scooters, skateboards, or roller skates; people on horses or in a horse-drawn carriage; and people operating farm equipment on the roadway.

Pedestrian and Bicyclist Enforcement Guidelines

- All Pedestrian and 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 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 (including Chiefs of Police, if determined to have “non-exempt” status) may participate in and be compensated for overtime enforcement patrols if they act in a pedestrian and bicyclist enforcement role and not exclusively in a supervisory role overseeing officers engaged in pedestrian and bicyclist 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. Part-time or auxiliary officers will be reimbursed at their regular rate of pay, in accordance with active department policy.
- 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 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 accessibility 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 and Bicyclist Safety Items *(Optional)*

Departments may request funds to purchase Pedestrian and 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 accompanied by an educational initiative.

In the application, purchases must be supported by 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 and Bicyclist Safety Items, departments must:

- Ensure items are purchased and received by **March 31, 2026**. 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
 - Reflective Spoke Clips / Zipper Tags
 - Bicycle Lights
 - Pedestrian Light Bracelets
 - Ped/Bike Safety Education/Activity Coloring Books
 - Educational Pamphlets (incl. printing costs)
 - Bicycle Reflectors
 - **Note:** Customization of any safety items is not allowed and will not be reimbursed.
 - Reflective Bands
 - Clothing Reflectors

Element III – Community Awareness, Outreach, and Educational Activities	
Community-Based Activities	Officer Training and Education

Note: If any activities under this element 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.

A. Community Awareness, Outreach, and Educational Activities *(Optional)*

This Element encourages departments to expand, strengthen, or develop innovative activities within their community beyond traditional enforcement methods as well as purchase educational materials that assist with conveying substantive information about traffic safety. Activities should promote road safety through local partnerships, events, or nonprofit organizations.

- A department may use all or a portion of their maximum award amount to conduct community awareness, outreach, and educational activities. However, a departments budget must not exceed the amount permitted under their “Tier Level.”
- Activities should have clear justification and relation to addressing a traffic safety issue identified within the community.
- 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 may be considered but must be reasonable and in line with the original scope of project activities described.
 - Changes made to any activity without OGR’s prior authorization will not be reimbursed.
- Departments will not receive funding under this element if proposing “To-Be-Determined” activities or other requests merely serving as placeholders.

Examples of Community Awareness, Outreach, and Educational Activities include, but are not limited to:

- 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](#).

- Conduct community presentations that target an at-risk population or identified area of the community (e.g., elderly pedestrians, high school and/or elementary students, etc.)
- Host bike rodeo events to educate the public on bicycle safety and distribute bicycle helmets and/or educational bicycle safety coloring books to youth.
- 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.
- Partner with local schools to address seat belt and/or distracted driving presentations at schools to encourage compliance with traffic laws and promote good traffic safety behavior.
- CPS technicians presenting to expecting parents at a local healthcare facility.
- Partner with local and regional traffic safety partners such as nonprofit organizations to develop and deliver community traffic safety awareness programs.
- Host Simulated Impaired Driving Experience programs with high school students to educate and raise awareness surrounding the risks of involved drunk/drugged driving.

B. Officer Training and Education *(Optional)*

Departments may apply for and utilize this element to support furthering officer training/re-training and education. These activities should be intended to enhance the skills and knowledge of officers in areas related to traffic safety, enforcement, and education. Several relevant trainings are provided through the MPTC for departments at no cost. Please [contact](#) the appropriate MPTC instructor for additional information regarding courses and their availability.

Examples of trainings and educational opportunities typically allowable include but are not limited to:

- Advanced Roadside Impaired Driving Enforcement (ARIDE)
- Drug Recognition Expert (DRE)
- Speed Measurement (Core Radar and Lidar)
- Standardized Field Sobriety Testing (SFST) and/or Refresher Courses
- Crash Investigation and Reconstruction
- Other specialized trainings for law enforcement applicable to pedestrian and bicycle safety
- Attend the Lifesavers Conference on Roadway Safety
 - Departments may apply for funding to send 1 officer.

7. Budget

Each application must include a budget that aligns with the scope of work proposed. Applicants must use the supporting Attachment B Excel spreadsheet, which can be found on the [Municipal Road Safety Grant Program](#) page. The spreadsheet contains a section for each element according to the program elements and allowable cost categories. Each expense must be described in detail in the budget narrative within the application form.

8. Allowable Costs Categories and Definitions:

Cost Categories	Definitions and Documentation Requirements
<p>Traffic Enforcement (TE) Overtime</p>	<p>Overtime costs for full- or part-time/auxiliary officers working solely on traffic enforcement activities related to the grant. At a minimum, reporting must detail the following:</p> <ul style="list-style-type: none"> • Employee Name • Date and Hours worked (no less than two (2) hours and no greater than eight (8) hours in length) <ul style="list-style-type: none"> ○ If a shift runs longer than 8 hours, proper justification is requested. Please see Page 8 for more information. • Hourly Rate (Holiday rates of pay and shift differentials may be used, if applicable.)
<p>Traffic Enforcement Equipment</p>	<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 project need/implementation. (Please refer to Pages 10-11 for further guidance on allowable equipment/items)</p> <p>Reporting must include a final “Invoice;” purchase orders are not considered sufficient documentation.</p>
<p>Pedestrian and Bicyclist Overtime</p>	<p>Overtime costs for full- or part-time/auxiliary officers working solely on Pedestrian and Bicyclist enforcement activities related to the grant. At a minimum, reporting must detail the following:</p> <ul style="list-style-type: none"> • Employee Name • Date and Hours worked (no less than two (2) hours and no greater than eight (8) hours in length) <ul style="list-style-type: none"> ○ If a shift runs longer than 8 hours, proper justification is requested. Please see Page 8 for more information. • Hourly Rate (Holiday rates of pay and shift differentials may be used, if applicable.)
<p>Pedestrian and Bicyclist Safety Items</p>	<p>Only allowable items listed on Page 14 may be requested for purchase and must be directly related to providing protection, enhancing visibility, and educating the public on safe practices and applicable laws.</p> <p>*** These items may not be merely giveaways (e.g., pens, keychains) and must be accompanied by an educational initiative. 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.</p> <p>Reporting must include a final “Invoice;” purchase orders are not considered sufficient documentation.</p>

Cost Categories	Definitions and Documentation Requirements
<p>Community Awareness, Outreach, and Educational Activities</p>	<p>Each activity must include a brief description and hourly rate for activities and list any general costs associated with the activity (i.e. printing costs, training registration fees). Costs may include:</p> <ul style="list-style-type: none"> • Overtime costs for full- or part-time/auxiliary officers attending grant approved training (Radar, LIDAR, ARIDE, SFST, Crash Reconstruction, etc.). <ul style="list-style-type: none"> ○ Invoices for costs related course registration(s), if applicable, should also be included. • Overtime costs for Child Passenger Safety (CPS) Technicians performing car seat checks. • Overtime costs for officers hosting/participating in bike rodeos, community presentations, outreach, and other awareness activities. • Consultant/Contractor costs (Note: The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (this rate is the exception, not the rule) excluding travel and per diem costs. Any request for compensation over \$650 per eight-hour day or \$81.25 per hour requires prior written approval by OGR. • Travel costs 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 on 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 required for the program (such as training materials, educational brochures, copying paper, and other expendable items such as books, ink, etc.) are allowable with prior OGR approval.
<p>Fringe Benefit Costs</p>	<p>Must include a copy of the federally approved rate agreement in the application response for eligible costs that include the employer share of the following: Life Insurance, Health Insurance, Social Security, Pension, Unemployment Insurance, Workers’ Compensation Insurance, and Payroll Taxes</p> <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).</p>
<p>Indirect Cost</p>	<p>Applicants that want to charge indirect costs using an indirect cost rate may use a federally approved indirect cost rate agreement or charge a de minimis rate of 15%. 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.</p> <p>Must include a copy of the federally approved rate agreement in the application response.</p>

Unallowable Costs: Please contact OGR if you have any questions regarding the allowability of your grant proposal, as other funding limitations may apply, including but not limited to the following:

- Any costs not explicitly allowed in [Final Rule 23 CFR Part 1300](#) and [Title 2 CFR Part 200](#)
- General costs of government per [2 CFR § 200.444](#)
- All equipment purchased with grant funds must comply with the Buy America requirement (23 U.S.C. 313).
- Customization and personalization costs associated with equipment and/or safety item(s)
- Reflectorized backpacks, jackets, and any pedestrian and bicyclist items whose sole purpose is not to improve pedestrian or bicyclist safety
- Promotional materials or items otherwise used to generate goodwill and/or incentivize behavior (key chains, pens, shirts/clothing, etc.)
- Overtime enforcement regarding parking violations
- Travel time to/from an overtime shift, training, conference, or other pre-approved activity is not reimbursable
- Grant management and/or other administrative costs
- Sales tax
- Meals and beverages
- Programs to check helmet usage or to create checkpoints that specifically target motorcyclists
- Costs to replace an officer who is away from regular duties while at a grant-related training
- Automated Enforcement Systems
- Extended warranties and/or maintenance plans
- Accessories for prior equipment purchases, grant-funded or not (spare batteries, mouthpieces, etc.)
- Software subscriptions for prior equipment purchases or equipment purchased using other funds
- Cruiser-mounted Radar and LiDAR units
- Poles purchased and/or installation costs related to mounting radar speed signs

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 must comply with the rules and regulations detailed within this document and applicants will be required to sign and submit a copy during the contracting process.

OGR OVERTIME POLICY FOR LAW ENFORCEMENT DEPARTMENTS

This policy applies to all law enforcement subrecipients (State and Local) as well as 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 two (2) hours of overtime on a federally-funded project awarded by OGR is **prohibited from charging the grant award for four (4) hours of overtime mandated under a union contract rule**. A department that must pay officers for a minimum number of overtime hours will need to cover the remaining two (2) hours of overtime from **their own state or local budget**. Departments 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, 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) performing 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.

9. Selection Criteria and Review Process

The Municipal Road Safety program is a competitive grant opportunity. As such, a peer review process will be conducted that consists of each application being read and scored by a minimum of three reviewers.

Awards will be based upon applicant proposals and justification, feedback from the reviewers, and other considerations, such as geographic diversity, strategic priorities, past performance, as well as available funding. All final award determinations are subject to the review and approval of OGR's Executive Director and the Secretary of the Executive Office of Public Safety and Security (EOPSS).

Please note, OGR reserves the right to modify or further clarify the rules, guidelines, and requirements within this AGF at any time to ensure compliance with updates made by NHTSA with respect to administrative rules and regulations of their grant funding.

To ensure federal funds are used efficiently, increase program participation, and maintain fairness for all subrecipients, OGR reserves the right to consider a department's spending rate, activity level, reporting, and progress toward meeting goals/objectives when scoring its MRS application for the following year.

Review Criteria and Maximum Points

I. Applicant Information and Department Overview (5 Points)

- Clear and adequate responses to Applicant Information sections.
- Overview of department's current capacity and commitment to addressing road safety (e.g., Traffic Division, Patrol Officers regularly conduct traffic enforcement as part of their duties) and brief description of how grant funding will augment existing efforts to reduce roadway crashes, injuries, and fatalities.
- Has department received MRS funding previously? If yes, does department describe impact of prior MRS funding on the department's community?

II. Problem Identification | Data and Roadway Safety Trends (20 Points)

- IMPACT Crash Data obtained from the [MassDOT Crash Portal](#)
- Internal Departmental Data
- OGR Crash by Town Report (5-Year Period - '20 to '24)
- Identification of three (3) Roadway Safety Trends.
 - Department utilizes the crash and/or citation data as well as any other relevant information provided (e.g. community feedback)
 - At minimum, departments should provide the following information: Demographics, Location, Day of the Week, Time of Day

III. Goals and Measurable Objectives (10 Points)

- Department must provide at least one (1) goal, and two (2) measurable target objectives related to program elements being requested in the application.

IV. Program Elements (45 Points) (Note: Scoring will be pro-rated based on what elements are being applied for)

- Program elements are relevant to the Problem Identification, Data, and Trends.
- **Traffic Safety – Enforcement**
 - Identifies select participation in Traffic Enforcement Campaigns (Impaired, Distracted Driving, Click it or Ticket, Speed).
 - Thorough description of the activity(ies); Explain/state the data and trends that show the need to participate and where enforcement will take place.
- **Traffic Safety – Equipment**
 - Provide information regarding their current inventory of equipment (amount, age, defects, etc.).

- Explanation and justification for the equipment being requested and how it will augment planned enforcement efforts (if applicable, how/where the equipment will be used)
- **Pedestrian and Bicyclist Safety – Enforcement**
 - Identifies select participation in Pedestrian and Bicyclist Enforcement Campaigns.
 - Thorough description of the activity(ies); Explain/state the data and trends that show the need to participate and where enforcement will take place.
- **Pedestrian and Bicyclist Safety – Safety Items**
 - Justification and description of the type and quantity of safety items being requested.
 - Details of a distribution plan including the targeted population, method of distribution, and an educational component.
- **Community Awareness, Outreach, and Educational Activities**
 - Thorough description of the 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 address.

V. **Timeline (5 Points)**

- Thorough, complete, and includes all elements and activities as mentioned earlier in application.
 - For Traffic and Pedestrian & Bicyclist Safety: Indicate the months of planned enforcement activity as well as the total hours planned in the corresponding month.
 - For Traffic Equipment or Pedestrian & Bicyclist Safety Items: Enter the item(s) the department plans to purchase in the appropriate month.
 - For Community Awareness, Outreach, and Educational Activities: Enter the name of the activity(ies) in the appropriate month.
- The proposed timeline is reasonable and in compliance with eligible campaign periods and equipment deadline of March 31, 2026.

VI. **Budget (15 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.

Post-Award Requirements

- Departments will be required to have their grant manager attend a Municipal Road Safety Reporting Webinar, which is intended to review key requirements and assist departments with fulfilling their grant reporting requirements.
 - If unable to attend the webinar, a recording will be made available that departments will be required to review.
- 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.
 - A department must notify OGR of any possible delays with respect to accepting their award as soon as they are notified of selection.
- 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 the following statement:

This project was supported by a National Highway Traffic Safety Administration (NHTSA) grant, awarded by the MA Office of Grants and Research.

Reporting and Recordkeeping

- All subrecipients must submit programmatic activity and financial expenditure reports to OGR by the 15th of each month following the month of performance.
 - A signed report by an agency or department representative must be submitted regardless of whether grant activity has taken place. If no activity is conducted, departments must still submit the monthly expenditure report indicating \$0 expenses for that month. Further reporting instructions will be provided during the contracting process.
- Subrecipients must submit a Mid-Year and Final Progress Report summarizing accomplishments, challenges, and progress made toward the measurable goals/objectives as stated in the application. A template for each report will be provided by OGR.
 - Mid-Year Progress Report – Due: No later than **May 15th, 2026**
 - Final Progress Report – Due: No later than **October 1st, 2026**
- For purchased equipment and safety items, subrecipients must submit an itemized invoice (purchase orders **will not** be accepted) along with the expenditure report. These expenditures must be reported in the month that the item(s) are delivered. Proof of payment should be kept on file at the department and subject to review during a site visit.
- For Community Awareness, Outreach, and Educational Activities, itemized invoices and receipts are required for all expenditures (e.g., course registration, Consultant/Contractor invoices, etc.).
- In certain circumstances and within reason, a subrecipient may request an extension of the expenditure report due date. All extension requests must be submitted in writing and OGR must authorize the 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 of funds 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.

Grant Award Modifications

While grant proposals should remain consistent with the approved budget, goals, objectives, tasks of the grant proposal, revisions may be necessary to ensure projects remain in compliance with state and federal guidance. A subrecipient may submit a request, or OGR may recommend during the award process, a revision that modifies the originally submitted budget, goals, objectives, tasks, or other section of the grant proposal.

All Grant Award Modification (GAM) requests must be fully detailed and justified. If a request by a subrecipient calls for a change to the goals, objectives, tasks, or an approved budgeted line item, it is a modification. For a subrecipient to initiate a request, they **must** complete a GAM request form and submit it to their designated OGR grant contact prior to the activity taking place. OGR will review the request, and if no additional information is needed, consider it for approval. If approved, the subrecipient will receive confirmation via email along with a copy of the approved GAM form allowing the subrecipient to begin spending funds associated with the modification. If the request is denied, the subrecipient will be notified in writing and may only continue to spend funds as originally approved during the grant award process.

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.

10. Submission of Application

***** Application Deadline – June 13, 2025, at 12:00PM *****

Responses to this AGF must be submitted via 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 **12:00 PM on or before June 13, 2025**, 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 completed application packet:

1. FFY26 Municipal Road Safety Grant Application – Online Application
2. FFY26 Budget Workbook – Attachment B
3. Organization’s Overtime Policy (this can be an excerpt from the policy manual)
4. Copy of Federal or Auditor approved Fringe Rate Agreement (if applicable)
5. Indirect Rate Agreement (if applicable)
6. Quote(s) for requested traffic equipment purchases (if applicable)