

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



**Notice of Availability of Grant Funds (AGF)
FFY 2026 Traffic Safety Grant
Program for State Government Agencies**

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I. Introduction

The Office of Grants and Research (OGR) is pleased to make up to \$6.5 million in federal fiscal year (FFY) 2026 National Highway Traffic Safety Administration (NHTSA) grant funding available to Massachusetts state government agencies. OGR is the State Administering Agency (SAA) for NHTSA's traffic safety grants to reduce roadway crashes, injuries, fatalities, and associated economic losses in Massachusetts.

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

- Alcohol and/or Drug-Impaired Driving
- Child Passenger Safety
- Distracted Driving
- Motorcyclist Safety
- Nonmotorized/Vulnerable Road User Safety
- Roadside Safety
- Seat Belt Usage
- Speeding/Aggressive Driving
- Young Drivers < 21 years old

Funds will be awarded competitively to Massachusetts state government agencies qualified and legally authorized to provide the activities listed within this AGF or otherwise allowed under state law and regulation.

Please note, OGR reserves the right to modify the total amount being made available within this AGF if anticipated funding expected to be received from NHTSA changes. OGR also reserves the right to modify any language within this AGF as needed if additional rules, regulations and/or guidelines are received from NHTSA that must be adhered to as a condition of receiving these funds. It is the responsibility of the applicant to check OGR's website regularly for updates to this document.

Agencies seeking funds for multiple projects MUST submit a separate Application (Attachment A) and Budget (Attachment B) for each project. Please visit the [State Agency Traffic Safety Grant](#) page to find documents related to this AGF.

This AGF does not apply to Traffic Records program proposals.

II. Background

OGR is required to submit an Annual Grant Application by August 1, 2025, to NHTSA that details how OGR proposes to administer traffic safety grant funding for the FFY2026 that will run from October 1, 2025, through September 30, 2026. Projects selected for funding through this AGF process will be included in the FFY26 Annual Grant Application. OGR expects to receive approval from NHTSA by September 15, 2025. OGR will then announce state agency awards and start contracting.

Funding for the projects awarded via this AGF may come from one or more of the following federal grant programs; eligible uses of funding for each program can be found under 23 U.S.C. Chapter 4 [Section 402](#) and [Section 405](#).

- **Section 402 Highway Safety Programs:** Programs designed to reduce traffic crashes and deaths, injuries, and property damage resulting from those crashes.
- **Section 405b Occupant Protection:** Programs designed to reduce highway deaths and injuries resulting from individuals riding unrestrained or improperly restrained in motor vehicles.
- **Section 405d Impaired Driving Countermeasures:** Programs designed to reduce traffic safety problems resulting from individuals driving motor vehicles while under the influence of alcohol, drugs, or the combination of alcohol and drugs.
- **Section 405e Distracted Driving:** Programs designed to educate the public about the dangers of texting or using a cell phone while driving and/or to enforce distracted driving laws.
- **Section 405f Motorcyclist Safety:** Programs designed to reduce the number of single- and multi-vehicle crashes involving motorcyclists.
- **Section 405g Nonmotorized Safety:** Programs designed to decrease fatalities of road users who are not in a motor vehicle (e.g., pedestrians, bicyclists, and other vulnerable road users) resulting from a crash involving a motor vehicle traveling on a trafficway.
- **Section 405h Preventing Roadside Deaths:** Programs designed to prevent death and injury from crashes involving motor vehicles striking other vehicles and individuals stopped at the roadside.

III. Key Dates

AGF Posted:	May 21, 2025
Deadline for Q&A Submission:	June 18, 2025
Application Due:	July 1, 2025
Award Announcements: (Tentative)	September 2025
Performance Period:	October 2025 – September 2026

Given this AGF process is competitive in nature, all questions posed regarding this AGF must be submitted by prospective applicants in writing to John Fabiano at john.fabiano@mass.gov by **June 18, 2025**. No questions may be asked regarding the merits of a particular proposal. All questions submitted and answers provided will be posted in an unattributable manner on the [State Agency Traffic Safety Grant](#) page.

IV. Budget Information

Each AGF response must include a Budget that aligns with the scope of work proposed in the Online Application. The categories of budget items may include personnel, fringe, indirect, consultants/contracts, equipment, travel, supplies, and other expenses related to the project.

Definitions of each budget cost category are provided in the table below.

Allowable Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time regular salaried employees working on the grant. Overtime Costs (Please see related OGR policy below).
Fringe Benefit Costs	Eligible costs include the employer share of the following: life insurance, health insurance, Social Security costs, pension costs, unemployment insurance costs, workers compensation insurance, and payroll taxes. 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). Must include a copy of the federally approved rate agreement in the application response.
Indirect Cost	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. Must include a copy of the federally approved rate agreement in the application response.
Consultant & Contractor Costs	The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and per diem costs). Any request for compensation over \$650 per day or \$81.25 per hour requires prior written approval by OGR. This rate is the exception, not the rule.
Equipment Costs	Any 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. Reporting <u>must</u> include a final "Invoice;" purchase orders are not considered sufficient documentation.
Travel Costs	Costs that are 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 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 costs/items (e.g., telephone costs, CPS technician recertification fees) may be allowable with prior OGR approval.

Match

Applicants who are not part of the Executive Office of Public Safety and Security (EOPSS) secretariat must provide a minimum of 20% state or local funded cash (hard) match and/or in-kind (soft) match based on the proposed total project cost. For more information on match, please review [2 CFR Part 200.306](#).

- For example, if the total project (award + match amount) is \$100,000, OGR may provide up to \$80,000 via the grant award, while the subrecipient must provide at least a \$20,000 via their match requirement.
- A related formula is $.25 \times \text{Awarded Federal Grant Funds Spent} = \text{State and/or Local Match Requirement}$.

Match must be from state or local (not federal) funding or resources provided by the subrecipient that directly benefit the project. Match must be an allowable expense per this AGF, incurred during the same period as the project, as well as auditable and documentable.

Office of Grants and Research Overtime Policy

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

State and local first responders eligible through their department for **backfill and/or overtime costs** (and pre-approved by OGR) may be reimbursed for backfill and/or overtime costs **related to grant-funded activities ONLY**.

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 three hours of overtime from their own state or local budget. Departments found violating this policy will be subject to immediate termination of a grant award and must return all misspent funds to OGR.

Definitions:

For this overtime policy, definitions for the key terms referenced within are listed below:

- **Overtime** - Expenses are limited to the additional costs resulting from state and local first responders such as sworn law enforcement personnel working over and above their weekly full-time/part-time schedule as a direct result of their approved performance activities related to the project receiving federal funding.
- **Backfill-related Overtime** - Expenses are limited to overtime costs resulting from personnel working overtime (as identified above) to perform the duties of other personnel temporarily assigned to an approved grant activity outside of their core responsibilities.
- **Subrecipient** - An entity receiving a grant award from OGR.
- **First Responder** - State or local law enforcement, fire services, emergency medical services, emergency management, health care, hazardous materials, public safety communications, public health, public works, and government administrative type employees. Note: Each federal award has different criteria for the type of individual allowed to be reimbursed for overtime costs. Please reference your specific grant application or OGR point of contact to determine qualifying personnel for overtime.

If awarded grant funding for overtime costs, OGR staff will provide additional criteria and reporting

forms at the time of award for use in justifying and supporting such reimbursement costs charged against the grant.

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

Other Personnel Cost Information:

- Subrecipients will be reimbursed only for hours worked performing authorized grant-funded activities. Travel time to/from an overtime shift, training, conference, or other pre-approved activity is not reimbursable.
- Compensation for full-time officers will be reimbursed at their regular overtime pay rates established by the agency. Holiday rates of pay and shift differentials may be used, if applicable.
- Part-time or auxiliary officers who have attended an approved MPTC Reserve/Intermittent Academy will be reimbursed at their normal pay rate.
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role versus acting exclusively in a supervisory role overseeing officers engaged in enforcement. Supervisor time associated with OGR-authorized sobriety checkpoints will be allowed.

Equipment

Proposed equipment purchases (including software-related expenses) and the costs to put these assets to use (i.e., delivery, installation, etc.) must be included in the agency's application and budget. An agency must justify the need within the application for any equipment items being requested and describe how the equipment will be used to reach the project's goals and objectives. Agencies must also provide information regarding their current inventory of these equipment items to justify such needs further. Applicants seeking to purchase individual equipment and/or software with an acquisition cost of \$10,000 or more will require separate NHTSA approval and must align with the Buy America Act (23 U.S.C. 313).

All equipment must be purchased and received by June 30, 2026, to ensure it is utilized during the ISA period. If an applicant foresees this being an issue, they must justify why they will not be able to meet the deadline in their application, as OGR may need to seek NHTSA approval.

Unallowable Costs

- General costs of government per [2 CFR Part 200.444](#)
- Any restrictions as outlined in [Final Rule 23 CFR Part 1300](#), [Title 2 CFR Part 200](#), and within [NHTSA Guidance](#) that applies to Section 402 and 405 funds and other federal grant funding
- Traffic records-related costs
- Travel time to and/or from grant-funded activity
- Food or beverage expenses for hosting programmatic, training, conference, or staff meetings
- Promotional materials or items otherwise used to generate goodwill and/or incentivize behavior (key chains, pens, shirts/clothing, etc.)
- Programs to check motorcyclist helmet usage or to create checkpoints that specifically target motorcyclists
- Customization/personalization of equipment or supplies
- Construction, office furniture, or other like purchases

- Extended warranties and/or maintenance plans

V. Application Preparation

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

All subrecipients will be expected to begin conducting grant activity within 90 days of an FFY26 OGR ISA being executed.

Applicants must complete the Online Application, including:

- Briefly describe the goal of the project (no more than three sentences).
- Provide recent state data from 2022-Present to justify the problem(s) that the project will address. National data can also be included, but problem identification must be primarily derived from recent Massachusetts data.
- Clearly describe and detail the activities that will be conducted to address the identified traffic safety problem(s).
- Provide justification that the proposed activities will address the identified traffic safety problem(s) and help the applicant meet the project's goal and objectives. Such justification can be derived from one or more of the following sources:
 - Cite the countermeasure title from: [Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, 11th Edition, 2023 \(nhtsa.gov\)](#).
 - Successful outcome(s)¹ from a similar project(s) the applicant has previously conducted.
 - Example(s) of the activities being successfully implemented by another entity if they are not included in Countermeasures That Work or part of a successful project the applicant has previously conducted.
- Provide a detailed timeline of project activities and/or deliverables in sequential order, including the desired start date and the length (# of days/weeks/months) needed to complete each activity and/or deliverable.
- Provide at least two measurable objectives to be achieved via conducting the project's activities. These objectives must relate to the goal and traffic safety problem(s) this project will address. **(If awarded funding, you must track progress towards meeting these objectives and report that progress to OGR).**
- Provide a budget narrative that describes how the requested funds will be used. If details regarding an expense in the Budget Attachment warrant additional explanation, that information must be provided. If a non-EOPSS agency, explain what project expense(s) will be used to cover the match requirement and the expected total amount.

VI. Application Review Process

This is a competitive grant and will be subject to a peer-review process. A team of three reviewers (made up of internal and external readers) will be assigned to each proposal submitted. The review process will look for complete and comprehensive responses to questions posed in the application and relevant data to support the proposed project. Otherwise, applications will be deemed incomplete and may not

¹ Outcomes are the difference you've made because of the activities conducted. Outcomes are quantifiable, objective, and measurable.

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

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

Please note, in addition to the peer review scoring process, other factors will be taken into consideration by the Executive Director of OGR and Secretary of Public Safety and Security when making final award decisions, including but not limited to ensuring public safety agency needs are being met, strategic priorities are being addressed, and past performance of applicants. The Executive Director of OGR and Secretary of Public Safety and Security have final approval for all award decisions.

VII. Award Information

- Notification of awards is expected to be made during September 2025.
- Applicants who receive partial funding for a project must update their application and budget prior to the contracting process.
- Projects involving an equipment item(s) costing $\geq \$10,000$ require NHTSA approval (secured after an award is made and through a request letter prepared by OGR with the subrecipient's assistance).
- The ISA period will vary depending on the project scope of work, timeline, and availability of funds.
- All awards will be subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.
- Any agency sent a grant award packet (ISA) resulting from this AGF process will have a maximum of 30 days from the date of receipt to return all signed award documents to OGR. Failure to do so may result in termination of the grant award
- OGR expects all entities receiving awards through this AGF process and entering into grant agreements to begin grant-funded services within 90 days of funding access (unless a later service start date is noted in the timeline and task plan of the agreement). Failure to do so may result in termination of the grant award.

Funds Disbursement

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

Pre-Agreement Cost

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

VIII. Post-Award Requirements

If an award occurs based on a response to this AGF, the applicant will be required to complete one or more of the following forms available at [State Agency Traffic Safety Grant](#) in order to finalize a grant agreement based on the ISA:

- OGR General Subrecipient Grant Conditions
- Federal Funding Accountability and Transparency Act (FFATA)
- Subrecipient Risk Assessment Form
- Other applicant specific forms may be required

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

- Performance against goals/objectives stated in the original application
- Meeting outcome and deliverable requirements
- Timely submission of required reports
- Satisfactory OGR Site Visit reports
- Unspent funding rate

Funding is subject to appropriation and is contingent on compliance with all grant conditions and eligibility requirements. If the government determines that a subrecipient agency does not comply with federal eligibility requirements, OGR will not provide alternative funding sources. It is the obligation of the subrecipient to ensure compliance with all eligibility requirements.

Reporting and Compliance Monitoring

- All subrecipients must submit monthly Programmatic Activity, Match (if applicable), and Financial Expenditure Reports to OGR.
- Reports are due no later than fifteen (15) days after the end of the reporting month (i.e. the October report is due by November 15th).
- Each subrecipient's required report contents may vary, depending on the project's activities.
- Subrecipients must track and report on progress towards achieving the measurable objectives stated in their application(s).
- Individuals working on grant-funded activities may not sign off on the Expenditure Reports. Additionally, an authorized signatory may not sign off on the Expenditure Report if it involves their spouse, child, sibling, or another person that may present a conflict of interest.
- All subrecipients are subject to compliance monitoring, which may include site visits and/or desk reviews.

IX. Submission Process and Deadline

State agency applicants must submit the **Online Application** found at the [State Agency Traffic Safety Grant page](#). In addition to the **Online Application**, the documents listed below must be uploaded and submitted to OGR by the **July 1, 2025** deadline.

- Budget Summary and Detail Worksheet – AGF Attachment B
- Federally approved fringe/indirect rate documentation, if applicable
- Organization's Overtime Policy, if applicable

An electronic version of the Budget Summary and Detail Worksheet (Attachment B), is available at the [State Agency Traffic Safety Grant page](#).