

FFY 2027 Community Traffic Safety Grant Program - Scope of Services
Executive Office of Public Safety and Security
Office of Grants and Research

Organization Name: _____

By initialing below, the authorized signatory of the subrecipient organization certifies that they have read and agree to comply with all terms and conditions set forth in this Scope of Services, the Availability of Grant Funds (AGF), and all applicable federal and state regulations governing the receipt and management of these grant funds.

Authorized Signatory: _____ **Initials:** _____
(Please Print Name / Title) (Do Not Use Typed Text)

Overview

The subrecipient will complete all grant deliverables in accordance with their application, the Office of Grants and Research (OGR) Subrecipient Grant Conditions, the Availability of Grant Funds (AGF), and this Scope of Services (SoS) document. This document highlights the key requirements of the CTS grant and is intended as a quick-reference guide to keep on hand; it does not replace the AGF. Subrecipients are strongly encouraged to read the AGF for a comprehensive description of the program conditions and obligations.

Grant awards are subject to the availability of federal funds and any other provisions specified in the Highway Safety Plan and the Federal Grant Award. No work may be completed or reimbursed under this grant until a contract has been signed by both the subrecipient's authorized signatory and the OGR Executive Director. The grant end date is September 30, 2027; no extensions will be permitted.

The AGF and other reference documents may be found be visiting:

[Community Traffic Safety Grant Program | Mass.gov](https://www.mass.gov/info-details/community-traffic-safety-grant-program)

Key Dates & Deadlines

Item	Date / Deadline
Performance Period	November 1, 2026 – September 30, 2027
Grant Award Acceptance	Within 30 days of the award date
Monthly Progress & Expenditure Reports	Reports are due by the 15th of the following month
Final Expenditure & Progress Report	October 15, 2027

General

- This is a cost reimbursement grant program, meaning funds are disbursed only after you incur project-related expenses. Reimbursement will be issued monthly based on reported expenditures.
- Subrecipients must provide 20% match share as identified in their approved budget (calculated as .25 x the federal award). Match may consist of state, local, or in-kind contributions but may not come from other federal funds, and must be incurred within the performance period, documented, auditable and directly tied to the project. Match will be reported on the monthly Budget Workbook.
- Approved budgets and cost categories cannot be changed or interchanged without OGR approval.
- Supplanting of funds is strictly prohibited. Funds provided through this grant are intended to supplement other state or federal funding sources, not replace.
- All grant files and related paperwork (including the subrecipient's application, contracting documents, award letters, monthly reporting forms, invoices, proof of payment for purchases, and timesheets) must be kept on file until October 15, 2033. Records must be made available for review during site visits and/or audits.
- **Purchase orders for equipment, items, and any other activities will not be accepted as sufficient**

documentation. Itemized invoices and receipts are required for all expenditures and must be submitted with the monthly expenditure report.

- Subrecipients must submit Monthly Expenditure Reports (via the template provided by OGR) summarizing all costs incurred. Monthly reports are **due by the 15th of the following month**.
- Failure to comply with reporting requirements may result in delayed or non-reimbursement of funds, contract termination, and repayment of funds to OGR for any grant activity may be mandated.
 - In certain circumstances and within reason, a subrecipient may request an extension of an expenditure report due date; all extension requests must be submitted in writing and be authorized by OGR before the report's due date.

Cost Reminders

Personnel

- Personnel costs are limited to full- or part-time regular salaried employees working on the grant. Each monthly report must list employee names, hours worked per pay period, and hourly rate. Timesheets must be kept on file and provided during monthly reporting.
 - Fringe benefits must be based on actual known costs or the organization's established rate, consistent with policy or federally approved rate agreement submitted as part of the project agreement.

Contractors / Consultants

- Consultant rates may not exceed \$650 per day or \$81.25 per hour without prior written approval from OGR. Rates must be reasonable and consistent with current market value for the service.
- Contractors must be procured in accordance with the organization's procurement policy. All consultant and contractor costs must be supported by itemized invoices submitted with the monthly expenditure report.

Travel

- In-state mileage is reimbursable at no more than \$0.70 per mile or the mileage rate set by the applicable organization's procurement policy, **whichever is lower**. Actual tolls and parking directly related to the grant are also reimbursable.
- For each trip, the starting point, destination(s), and end point must be reported within the reimbursement request. If additional destinations occur during the trip, separately identify each trip and mileage traveled.
- Trip totals must be computed from an online mapping site and reflect the exact unrounded distance. The reimbursement request should include a copy of the trip from the site used.

Unallowable Costs

- The following costs are unallowable under this grant. Please contact OGR if you have any questions before incurring any cost whose allowability is uncertain. This list is not exhaustive; refer to the AGF for the complete list:
 - Meals and beverages; Alcoholic beverages and entertainment-related costs (event costs, tickets, amusement)
 - Promotional items, including giveaways, key chains, pens, shirts/clothing, and any incentivized items used to encourage participation or behavior change.
 - Gift cards, cash incentives, raffle prizes, stipends (paid to participants)
 - Grant management and administrative costs
 - Travel time to or from grant-funded activities
 - Infrastructure improvements, including traffic lights and signage

- Customization or personalization of equipment or safety items
- Extended warranties and maintenance plans
- Pedestrian/bicyclist items whose sole purpose is not safety (e.g., reflectorized backpacks, jackets)
- Equipment that does not comply with Buy America requirements (23 U.S.C. 313)

Monthly Reports and Invoicing

- **All reports are submitted through Cognito.** All reports must include the Budget Workbook and, if applicable, any invoices for equipment and/or items. The reports will be automatically sent to your OGR Program Coordinator.
- All reports are due on the 15th of the month following the activity, with a Final Report due October 15, 2027.
 - **No Activity:** A subrecipient must still sign and submit a report whether or not grant activity occurred; if none, please submit a \$0 expenditure report for that month.
 - **Signature:** Expenditure reports may not be signed by anyone who worked on the grant-funded activities or who has a conflict of interest (e.g., reimbursement requested for a spouse, child, or sibling).
- **Progress Reports:** Subrecipients will be prompted to complete and submit a Mid-Year and Final Progress Report detailing the progress toward the goals and objectives in your application.
 - Please note that Mid-Year and Final Progress reports **evaluate your program's goals and objectives, not day-to-day activities.**

Miscellaneous

Public Outreach and Notification of Activities

- All public communications and/or news releases concerning any grant activity shall indicate the following statement: *This project was supported by the Community Traffic Safety Grant, awarded by the Massachusetts Office of Grants and Research.*
- **Communications Contact:** Questions about public communications or outreach, please contact OGR's Director of Communications, Renee Algarin, at Renee.P.Algarin@mass.gov.

Compliance Monitoring

- All subrecipients are subject to compliance monitoring, including desk reviews and site visits where grant records will be reviewed.
- Subrecipients that miss reporting deadlines, submit incomplete reports, fail to follow their application timeline, or otherwise deviate from grant requirements risk losing OGR funding and future eligibility.