FFY 2027 Municipal Road 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 MRS grant and is intended as a quick-reference guide to keep on hand; it does not replace the AGF. Participating departments are strongly encouraged to read the AGF for a comprehensive description of MRS 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 15, 2027; no extensions will be permitted.

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

Municipal Road Safety (MRS) Grant Program | Mass.gov

Key Dates & Deadlines

Item	Date / Deadline
Performance Period	**November 1, 2026 – September 15, 2027**
Grant Award Acceptance	**Within 30 days of the award date**
Equipment Purchased (Invoiced & Received)	**May 1, 2027**
Monthly Expenditure Reports	**Reports are due by the 15th of the following month**
Mid-Year Progress Report	**May 15, 2027**
Final (Aug–Sept) Expenditure Report	**October 1, 2027**
Final Progress Report	**October 1, 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.
- Approved budgets and cost categories cannot be changed or interchanged without OGR approval.
    - Funding within one element (i.e., Traffic Safety Enforcement OT) may not be spent on any other element or program activity (i.e., Ped and Bike Enforcement OT) 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 September 15, 2033. Records must be made available for review during site visits and/or audits.

- **Purchase orders for equipment, safety 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.

Program Elements

This section summarizes each element; please refer to the AGF for complete guidelines.

Element I – Traffic Safety Enforcement: *if awarded funds to conduct Traffic Enforcement*

FFY 2027 Traffic Safety Enforcement - Campaign Schedule	
Winter Impaired Driving	December 1 – 31, 2026
Distracted Driving	April 1 – 30, 2027
Click it or Ticket	May 1 – 31, 2027
June Speed	June 1 – 30, 2027
July Speed	July 1 – 31, 2027
Summer Impaired Driving	August 1 – Sept 15, 2027

- Traffic Safety Enforcement has one (1) budget for the entire year. Departments have the flexibility to carry funds not spent during one mobilization into the next as officer availability may vary, however every effort must be made to adhere to your approved project activity.

OGR Overtime Policy For Grant Funded Activities

The following overtime rules apply to all grant-funded enforcement (Element I and Element II), please refer to the AGF for complete guidance:

- **Overtime:** Grant-funded enforcement must be over and above an officer's regular full- or part-time schedule; grant funds may never cover a regular duty shift.
    - Backfill-related overtime is **not permissible** under NHTSA-funded programming and may not be used to cover a regular patrol shift as doing so would replace routine operations, which constitutes supplanting.
- **Actual Hours Worked:** Reimbursement is for actual hours worked only (not union-minimum or guaranteed-minimum overtime) and any contractual minimum beyond actual time is at the department's own cost.
- **Shift Length:** Overtime shifts must be no less than two (2) hours and no greater than eight (8) hours in length. Shifts must be dedicated solely to traffic enforcement activities relevant to the campaign period, however it is understood that officers will also observe and enforce all other traffic safety violations.
- **Required Reporting:** Enforcement activity reporting must show, at minimum, the officer's name/title, the date and hours worked, hourly overtime rate, and stop/citation data.
- **Stops Per Hour:** The three-stops-per-hour minimum is no longer required, but departments should maintain activity levels consistent with prior years and be prepared to explain shifts with unusually low activity.

Element I – Traffic Safety Equipment: *If awarded funds to purchase Traffic Equipment*

- To receive authorization to purchase equipment, a department must have previously submitted a quote during the application and have been approved for the anticipated purchase(s).
- **Purchases must be made by May 1, 2027**: All equipment must be purchased (i.e., invoiced) by this date to ensure that the equipment is received and used properly and efficiently during the project period.
    - **Deadline:** If your department anticipates issues with purchasing the approved equipment before this deadline, please notify and submit a written justification to OGR for review and consideration prior to this date.
- OGR may consider reasonable changes to the amount allocated for equipment (e.g., a previously quoted price is no longer available); otherwise, no changes to the approved equipment budget are allowed after award issuance. A department assumes responsibility for any overage that exceeds their approved equipment budget.
    - Any request to change the equipment or items approved for purchase must be authorized by OGR before ordering; changes made without prior OGR authorization will not be reimbursed.
- **30 Enforcement Hours Minimum**: Departments awarded funding to purchase equipment must complete a minimum of thirty (30) cumulative overtime traffic enforcement hours across the six (6) campaign periods. Departments that do not meet this minimum risk repayment of the equipment purchased and/or loss of eligibility for future grant funding.

Element II - Pedestrian & Bicyclist Enforcement: *If award funds to conduct Pedestrian & Bicyclist Enforcement:*

Departments may conduct overtime enforcement activity during the designated campaign periods focused on enforcing pedestrian and bicycle laws, and all laws that affect the safety of pedestrians and bicyclists (including electric bicycles, Motorized bicycles, and scooters).

The following enforcement periods are set based on current statewide trends related to pedestrian and bicyclist crash data. Enforcement efforts should utilize internal pedestrian and bicyclist crash data to identify specific strategies, locations, and times to conduct enforcement. Please refer to the AGF for complete pedestrian and bicyclist enforcement guidelines

FFY 2027 Pedestrian & Bicyclist Enforcement - Campaign Schedule
November 1 – 30, 2026
January 1 – 31, 2027
February 1 – 28, 2027
March 1 – 31, 2027
May 1 – 31, 2027
August 1 - September 15, 2027

- Pedestrian & Bicyclist Enforcement has one (1) budget for the entire year. Departments have the flexibility to carry funds not spent during one mobilization into the next as officer availability may vary, however every effort must be made to adhere to your approved project activity.

Element II - Pedestrian & Bicyclist Safety Items: *If awarded funds to purchase Ped & Bike Safety Items*

- All grant-funded items and activities are expected to occur entirely within the active grant year. Items must be purchased and received before the associated educational initiative and distribution.
    - Purchases made late in the grant year risk not being reimbursed due to the likelihood of incomplete project performance during the awarded FFY.
- OGR may consider reasonable changes to the approved items, and all changes must be authorized by OGR; otherwise, no changes to the approved safety item budget are allowed after award issuance will not be reimbursed. A department assumes responsibility for any overage that exceeds their approved budget.

Element III - Community Awareness, Outreach, and Educational Activities: *If awarded funds to conduct Community Engagement activities and/or Officer Training and Education activity.*

- Departments should implement activities as approved; All grant-funded items and activities are expected to occur entirely within the active grant year.
- Changes to an approved activity during the grant period may be considered but must be reasonable, any changes made to any activity without OGR's prior authorization will not be reimbursed.
- If activity under this element is 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.

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 safety items. The reports will be automatically sent to your OGR Program Coordinator:
    - John.Fabiano@mass.gov: (**Abington** – **Fitchburg**)
    - Robert.Kearney@mass.gov: (**Foxborough** – **Maynard**)
    - Jennifer.Slonina@mass.gov: (**Medfield** – **Yarmouth**)
- All reports are due on the 15th of the month following the activity except the August–September report, which is due October 1, 2027.
    - **No Activity:** A department must still sign and submit a report whether or not activity occurred; if none, 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:** Departments 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 Enforcement Activities

- All public communications and/or news releases concerning any grant activity shall indicate the following statement: *This project was supported by the Municipal Road 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.