

Commonwealth of Massachusetts  
Office of Grants & Research  
Highway Safety Division



Notice of Availability of Grant Funds (AGF)  
FFY26 State Traffic Safety Information System Improvements Grant,  
Section 405(c) Funding

Posted: April 10, 2025

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**Responses Due By: *Friday, May 23, 2025; 4:00 p.m.***

## **1. Introduction**

The Office of Grants and Research (OGR) is the State Administering Agency for the National Highway Traffic Safety Administration (NHTSA) funding received by the Commonwealth of Massachusetts. Funding made available through this AGF comes from a federal grant program, described in 23 U.S. Code § 405 and 23 CFR § 1300.22, known as the 405(c) - State Traffic Safety Information System Improvements Grant.

Under [23 U.S.C. 405\(c\)](#), States may use awarded grant funds to make data program improvements to core highway safety databases relating to quantifiable, measurable progress in the accuracy, completeness, timeliness, uniformity, accessibility or integration of data in a core highway safety database. The following are considered allowable uses of grant funds –

- (1) Software or applications to identify, collect, and report data to State and local government agencies, and enter data into State core highway safety databases, including crash, citation or adjudication, driver, emergency medical services or injury surveillance system, roadway, and vehicle data.
- (2) Purchasing equipment to improve a process by which data are identified, collated, and reported to State and local government agencies, including technology for use by law enforcement for near-real time, electronic reporting of crash data.
- (3) Improving the compatibility and interoperability of the core highway safety databases of the State with national data systems and data systems of other States, including the National EMS Information System.
- (4) Enhancing the ability of a State and the Secretary to observe and analyze local, State, and national trends in crash occurrences, rates, outcomes, and circumstances.
- (5) Supporting traffic records improvement training and expenditures for law enforcement, emergency medical, judicial, prosecutorial, and traffic records professionals.
- (6) Hiring traffic records professionals for the purpose of improving traffic information systems (including a State Fatality Analysis Reporting System (FARS) liaison).
- (7) Adoption of the Model Minimum Uniform Crash Criteria, or providing to the public information regarding why any of those criteria will not be used, if applicable.
- (8) Supporting reporting criteria relating to emerging topics, including— (i) Impaired driving as a result of drug, alcohol, or polysubstance consumption; and (ii) Advanced technologies present on motor vehicles; and
- (9) Conducting research relating to State traffic safety information systems, including developing programs to improve core highway safety databases and processes by which data are identified, collected, reported to State and local government agencies, and entered into State core safety databases.

## 2. Program Background

### Traffic Records Coordinating Committee (TRCC)

Having an established TRCC is a NHTSA requirement attached to the Section 405(c) grant program. The Massachusetts TRCC mission is as follows:

*“Through the coordinated efforts of its member organizations, provide a forum for the creation, implementation, management, and dissemination of accessible, accurate, complete, integrated, timely, and uniform traffic records data to aid decision-makers working to reduce transportation-related fatalities, injuries, and economic losses in Massachusetts.”*

The TRCC assists OGR with identifying projects to receive Section 405(c) funding, monitoring project progress, and maintaining strategic direction for our traffic records systems. Each year, the TRCC helps OGR update and provides approval of a Strategic Plan for Traffic Records Improvements as part of OGR’s Annual Grant Application (AGA) submitted to NHTSA. The TRCC is composed of representatives of the six core data systems and key data collectors and users. More information on the TRCC and examples of current and prior 405(c) funded projects are available in the [FFY 2025 Strategic Plan](#).

### Traffic Records Self-Assessment and Other Resources

OGR and its TRCC partners finalized a NHTSA-required traffic records self-assessment in October 2023. This self-assessment and its recommendations are a critical source of project ideas for TRCC members and other traffic records stakeholders, as well as a resource during the OGR/TRCC review and selection of projects. Review the [full self-assessment](#) for additional information. Below are the current unmet recommendations.

#### Unmet Recommendations:

1. **Strategic Planning Recommendation:** Strengthen the TRCC’s abilities for strategic planning that reflects best practices identified in NHTSA’s 2018 Traffic Records Program Assessment Advisory (Advisory).
2. **Crash Recommendations:** Improve the applicable guidelines for, interfaces with, and data quality control program for the system to reflect best practices in the Advisory.
3. **Driver Recommendation:** Improve the data quality control program for the system to reflect best practices in the Advisory.
4. **Vehicle Recommendations:** Improve the description and contents of and data quality control program for the system to reflect best practices in the Advisory.
5. **Roadway Recommendations:** Improve the data dictionary and data quality control program for the system to reflect best practices in the Advisory.
6. **Citation and Adjudication Recommendations:** Improve the description and contents of, data dictionary, and data quality control program for the system to reflect best practices in the Advisory.
7. **Injury Surveillance/EMS Recommendations:** Improve the interfaces with and data quality control program for the systems to reflect best practices in the Advisory.
8. **Data Use & Integration Recommendation:** Improve the traffic records systems’ capacity to integrate data to reflect best practices identified in the Advisory.

Another useful source of information for project ideas is the [Massachusetts Strategic Highway Safety Plan](#).

### **3. Funding Overview**

OGR is pleased to make available between \$700,000 – \$900,000 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.

OGR may require a state agency subrecipient receiving grant funds through this AGF to receive the funding through multiple ISAs, as Section 405c funding is split between two sources: Section 405(c) and 405(c) Supplemental. The funding made available through this AGF process is further contingent upon NHTSA's acceptance of these projects into OGR's FFY 2026 Annual Grant Application (AGA) or subsequent AGAs.

#### **Eligible Applicants**

Only units of state and local government, state higher educational institutions, or not-for-profit organizations with a public purpose in Massachusetts are eligible to apply for this funding. Private sector organizations are not eligible to receive this funding.

Agencies awarded funds through this AGF will be expected to adhere to the project timelines and task plans in their grant agreements. Notice of any changes to the AGF will be posted on the [State Traffic Safety Information System Improvements Grant Program](#) page of OGR's website.

#### **Award Period**

It is anticipated that projects awarded funding through this AGF will have a start date on or after October 1, 2025, though projects could start earlier at OGR's discretion. Funded projects must conclude by September 30, 2026.

#### **Fund Disbursement**

This is a cost-reimbursement grant. Grant funds will be awarded via either an Interdepartmental Service Agreement (ISA) or a Commonwealth of Massachusetts ~ Standard Contract Form. Any costs incurred prior to the official project start date will not be reimbursed.

For non-state agencies, cost-reimbursement requires the submission of monthly reports. State agencies will receive grant funding through the state accounting system (MMARS) that will allow them to start to incur project expenses.

#### **Match Requirement**

Applicants not under the Executive Office of Public Safety and Security 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.

#### 4. Key Dates:

<b>AGF Posted:</b>	April 10, 2025
<b>Deadline for Q &amp; A Submission:</b>	April 25, 2025; 4:00 p.m.
<b>Letters of Intent Due:</b>	May 2, 2025; 4:00 p.m.
<b>Electronic AGF Responses Due:</b>	May 23, 2025; 4:00 p.m.
<b>Project Presentations:</b>	June 6, 2025 ( <i>Tentative</i> )
<b>ETRCC Review &amp; Award Announcements:</b>	June 2025 ( <i>Tentative</i> )
<b>Performance Period:</b>	October 1, 2025 – September 30, 2026

#### 5. Application Information and Requirements:

Applicants must submit a non-binding letter of intent by **4 p.m. on Friday, May 2<sup>nd</sup>, 2025**. A letter of intent must be on an organization's letterhead, signed by an appropriate representative of the organization, and sent via PDF to John Fabiano at [John.Fabiano@mass.gov](mailto:John.Fabiano@mass.gov). At a minimum, the letter of intent must include the following information:

- Project Title
- Project Description and Key Partners (recommended to be no more than four sentences)
- Citation of applicable “use of grant funds” with which the proposed project aligns (see [Page 2](#) for more information)
- Confirmation that the organization's senior IT official supports the proposed project
- Anticipated start and end dates
- Amount of grant funds being requested

#### Response Requirements

Responses to this AGF must be submitted via the documents provided by OGR no later than the due date highlighted in the Key Dates section above. The necessary documents and other attachments are available on the mass.gov website on the [State Traffic Safety Information System Improvements Grant Program](#) page.

Additional requirements for response include:

- If an organization is requesting funding for more than one project, **separate** Attachment A - Application and Attachment B - Budget Worksheets are required to be submitted for each project.
- Projects related to the Massachusetts citation and/or crash systems must align with the Motor Vehicle Automated Citation and Crash System (MACCS) overseen by the Department of Criminal Justice Information Services.
- Projects dependent upon state or regional-level public sector partner(s) must include signed letter(s) of support on partner letterhead from the CEO or CIO and be submitted with the application.
- Projects must work to meet **at least one** unmet recommendation from the [Massachusetts 2023 NHTSA Traffic Records Self-Assessment](#)
- Projects must have **a minimum of one** measurable benchmark and performance measure related to a performance attribute of one of the six core traffic records systems.

- Ideally, the Benchmark and Performance Measure will be based on the methodology set forth in the [Model Performance Measures for State Traffic Records Systems](#) (DOT HS 811 441).
- As applicable, proposed projects must comply with the latest version of the (1) [Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973](#), and other related federal requirements as well as (2) the [Web Accessibility Standards](#), issued by the Massachusetts Executive Office of Technology Services and Security as well as other related state requirements.
- Applicants with active Section 405(c) grant awards cannot receive new 405(c) grant awards until their first awarded funds are 30% or more spent down in the state accounting system or committed (i.e., in a purchase order) at the time of application. Such applicants should consult with OGR prior to applying.
- Applicants required to provide Match must identify the source and amount being provided within their proposal and detail in their budget. Match expenses must also be reported in a subrecipient's monthly activity and expenditure reporting to OGR. Match expenses identified for this project must not be utilized for any other federally funded project.
- Applicants may be required to adhere to updated and/or additional guidance provided by NHTSA regarding Section 405c funding. OGR will notify and work with an applicant to amend their project application and/or budget to ensure alignment with the latest 405c funding requirements as needed.
- Funds provided through this grant must supplement, not supplant, state or local funding sources. Supplanting of state or local funds with federal grant funds from this grant program is prohibited. Supplanting includes:
  - (1) Replacing routine and/or existing state or local allocations with federal grant funds;
  - (2) Using federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of the state, local, or federally recognized Indian tribal government.

### **Unallowable Costs**

In addition to the supplanting prohibition noted above, there are unallowable costs and equipment that will **not** be approved including, but not limited to:

- Any restrictions as outlined in [Final Rule 23 CFR Part 1300](#), [Title 2 CFR Part 200](#), and within [NHTSA Guidance](#) that applies to Section 405(c) funds and other federal grant funding;
- Motor Vehicles;
- Radar/Lidar units;
- Portable and/or Vehicle Radios;
- Security cameras;
- Speed radar signs and/or trailers;
- Variable message boards;
- Overtime costs or separately purchased warranty/service plan expenses **are not allowed** under this grant program.



## 6. Allowable Costs and Budget Related Requirements:

Allowable Cost Categories	Definitions and Documentation Requirements
<b>Personnel Costs</b>	Full- or part-time regular salaried employees working on the grant. At a minimum, reporting will need to detail employee names, hours worked per pay period, and the hourly rate.
<b>Fringe Benefit Costs</b>	<p>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.</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><b>Must include a copy of the federally approved rate agreement in the application response.</b></p>
<b>Indirect Cost</b>	<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><b>Must include a copy of the federally approved rate agreement in the application response.</b></p>
<b>Consultant &amp; Contractor Costs</b>	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.
<b>Equipment Costs &amp; Software Costs</b>	<p><b>Equipment:</b> 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.</p> <p><b>Software:</b> Programs, applications, and/or other operating information used by a computer to assist with the identification, collection, and reporting of data to core databases.</p> <p>Reporting <b><u>must</u></b> include a final "Invoice;" purchase orders are not considered sufficient documentation.</p>
<b>Travel Costs</b>	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.)
<b>Supplies Costs</b>	Supplies required for the program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
<b>Other Costs</b>	Miscellaneous costs/items (e.g., telephone costs, training material costs) may be allowable with prior OGR approval.

\*\*\* **More on Equipment / Software Costs** \*\*\*

- No “stand-alone” purchases are permitted. NHTSA requires that all equipment/software acquired with grant funds are intended to address a project need and be necessary for project implementation.
- OGR strongly recommends applicants inquire beforehand whether a proposed equipment/software purchase meets this requirement.
- Equipment must comply with the telecommunication requirements as detail in [§ 200.216 Prohibition on certain telecommunications and video surveillance equipment or services](#).
- Applicants **must** explain if grant-funded equipment and/or software will be used for any other purpose(s) beyond traffic records activities.
  - Applicants must include in their proposal the proportional amount of the total equipment and/or software costs attributable to traffic records activities as well as the amount to an additional purpose(s).
  - Grant funds can only be used for the documentable percentage of the total equipment and/or software costs that will be used for traffic records and related activities.
- Applicants seeking to purchase individual equipment and/or software with an acquisition cost of \$10,000 or more shall be subject to additional approval including:
  - (1) written approval from NHTSA (secured after an award is made and through a request letter prepared by OGR with the subrecipient’s assistance);
  - (2) such purchases must comply with the Buy America Act ([23 U.S.C. §313](#)).

## 7. Application Review Process

OGR will conduct a peer review process consisting of OGR staff and one or more outside reviewers (as available) to ensure that responses adhere to the AGF requirements. It is anticipated that one or more outside reviewers will be selected from the TRCC (an external reviewer can’t be from an entity that has submitted an AGF response or be associated with a response).

Additionally, applicants must present their projects virtually to the identified reviewers in accordance with the date/time provided in the Key Dates section of this AGF. The presentations will also be open to all TRCC members and applicants must make available a recording of their presentations that will be posted on the OGR website within two business days following their presentations.

The review process will include using a Four Box Analysis and Scoring Tool to prioritize projects, with A representing the highest priority, then B, then C, and finally D.

Four Box Analysis and Scoring Tool	
<b>A - LOW COST – HIGH PAYOFF</b> (good opportunity/high priority)	<b>B - HIGH COST – HIGH PAYOFF</b> (moderate opportunity/higher to middle priority)
<b>C - LOW COSTS – LOW PAYOFF</b> (moderate opportunity/lower to middle priority)	<b>D - HIGH COST – LOW PAYOFF</b> (poor opportunity/low priority)

The projects will then be further prioritized within each of the boxes using the following scoring tool:

- Project Overview/Description/Needs Assessment/Timeline (**up to 50 Points**)
- Project Benchmark and Performance Measure (**up to 20 Points**)
- Budget (**up to 20 Points**)
- Project Presentation (**up to 10 points**)



Scores from reviewers will be added together and averaged, and any differing award recommendations reconciled through committee deliberation. The committee will then produce a memo on its deliberations, with a ranked ordering of the scores of the proposed projects as well as suggested award amounts/project conditions. The memo will also include information on any current Section 405(c) funded grant work done to that point within the respective federal fiscal year by any applicant being considered for new funding. This information will include performance against the benchmark(s) in the original application or any accepted update, project reporting issues, and level of unspent funding. This memo, applicant presentation materials, and the AGF responses will be shared with the TRCC.

An Executive-level TRCC (ETRCC) meeting will be scheduled during which members of the ETRCC can do one of the following:

1. Accept the project recommendations in full, including suggested award amounts/project conditions in the AGF review committee's report;
2. Make minor adjustments to the AGF review committee project recommendations and suggested award amounts/project conditions, and approve the updated report; or
3. Use a Four Box Analysis and Scoring Tool process like that used by the AGF review committee to develop and approve its own project recommendations and suggested award amounts/project conditions.

ETRCC members from entities with applications under consideration in the AGF process cannot participate in any vote to select projects.

The resulting project recommendations and suggested award amounts/project conditions from the ETRCC will then advance to NHTSA for consideration and anticipated acceptance in OGR's FFY 2026 Annual Grant Application. OGR will then forward these decisions to the Executive Director of OGR, Secretary of Public Safety and Security, and Governor's Office for review and final approval.

## **8. Post-Award Requirements and Information**

**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 on the [State Traffic Safety Information System Improvements Grant Program](#) page of OGR's website in order to finalize a grant agreement based on the State Contract or ISA:

- OGR General Subrecipient Grant Conditions,
  - Contractor Authorized Signatory Listing (unless a current, acceptable version of this form is on file at OGR),
  - Federal Funding Accountability and Transparency Act (FFATA),
  - Other applicant specific forms that may be required.
- Depending on the start and end dates of a project, OGR may require an entity awarded funds to provide a breakdown by federal fiscal years of its project budget and related programmatic/deliverables details.
  - Monthly electronic submission of expenditure and activity reports in a format approved by OGR will be required on or about the fifteenth (15) day following the close of a month.
    - Activity reports must be signed by the project manager, and the expenditure reports signed by an appropriate departmental representative.
    - OGR reserves the right to require submission of original, hand-signed reports. During any federal fiscal year the project operates, the last activity report must summarize all significant project accomplishments, in particular progress made from the benchmark(s) towards

performance measure(s). Summary must be 150 to 175 words in length. Expenditure reports must be supported with required backup (i.e., MMARS reports, paid vendor bills, etc.).

- No costs incurred by a subrecipient before or after the effective grant period for a State Contract or ISA will be reimbursable.
- Grant-funded contractor or consultant expenses or equipment or supply purchases not specifically approved in the subrecipient's State Contract or ISA must be reviewed by and receive written approval in advance from OGR. The review will include the intended procurement approach, which is expected to be competitive. The resulting subcontract or purchase must reflect all applicable requirements of the subrecipient's ISA or state contract with OGR.
- Subrecipients that do not observe reporting deadlines, submit incomplete reports, fail to follow the timeline in the State Contract or ISA, or engage in other practices not in keeping with good grant management will be at risk for losing OGR grant funding and becoming ineligible for future OGR funding.
- Be advised that an OGR grant award to a subrecipient does not guarantee reimbursement. 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 does not comply with federal eligibility requirements, OGR cannot guarantee alternative funding sources. The subrecipient must ensure compliance with all grant conditions and eligibility requirements.
- Please note any entity sent a grant award packet (State Contract or 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.
- At its discretion, OGR may, on behalf of the ETRCC, provide grant funding that becomes available from a canceled project or retracted award associated with this AGF process to a qualified applicant(s) who did not receive funding through this AGF process.
- OGR reserves the right to adjust or cancel the amount of funding being made available through this AGF process, as any awards made will be contingent upon receipt and availability of NHTSA grant funds.

## **9. Submission Process and Deadline:**

Applications must be complete and include signatures on applicable response documents. A complete application packet includes the following documents:

- \_\_\_ Attachment A – Application
- \_\_\_ Attachment B – Budget Worksheets
- \_\_\_ Risk Assessment Form
- \_\_\_ Partner Support Letter(s) (if applicable)
- \_\_\_ Federally Approved Indirect Cost and/or Fringe Rate Agreements (if applicable)

All applications must be combined into a single PDF and emailed to John Fabiano at [John.Fabiano@mass.gov](mailto:John.Fabiano@mass.gov) no later than **4 PM on May 23<sup>rd</sup>, 2025**.

## Acceptable Forms of Authorized Signatures

- Traditional “wet signature” (ink on paper) included within a scanned document.
- Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory’s hand-drawn signature.
- Electronic signatures affixed by a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date.

## Questions & Answers

If you have any questions regarding this AGF process, please email to John Fabiano at [John.Fabiano@mass.gov](mailto:John.Fabiano@mass.gov) no later than **4PM on April 25<sup>th</sup>, 2025**. All questions received and answers provided will be posted in a non-attributable manner and made available via the [State Traffic Safety Information System Improvements Grant Program](#) page of OGR’s website.

Given the competitive nature of this AGF, no questions on the merits of the proposed project can be answered.