



**Office of Grants and Research
FFY 2027 State Traffic Safety Information System
Improvements Grant, Section 405(c) Funding**

AGF Attachment A – Application

Please see associated Availability of Grant Funds (AGF) for other application requirements, due dates, etc. The submitted application **must not** exceed ten pages. If requesting funding for more than one project, please submit a separate application form for **each** project.

Cover Sheet

APPLICANT INFORMATION		AGENCY HEAD / AUTHORIZED SIGNATORY	
Organization Name:		Name:	
Project Title:		Title:	
Address:		Address:	
City:	State:	City:	State:
Zip:	+4:	Zip:	+4:
Telephone:		Telephone:	
Website:		Fax:	
Unique Entity Identifier (UEI):		Email:	
FISCAL CONTACT INFORMATION		PROGRAMMATIC CONTACT INFORMATION	
Name:		Name:	
Title:		Title:	
Address:		Address:	
City:	State:	City:	State:
Zip:	+4:	Zip:	+4:
Telephone:		Telephone:	
Email:		Email:	
FUNDING REQUEST			
<i>(Please enter the exact amount of funding being requested from Attachment B – Summary.)</i>			
Total Grant Funding Requested: \$			
Match Contribution: \$ <i>(Non-EOPSS Agencies are required to provide a minimum of 20% match)</i>			
Total Project Cost: \$			
FEDERALLY APPROVED INDIRECT COST RATE			
Does the applicant have a federally approved rate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, what is the rate: <i>(A copy of the federally approved rate agreement must be included in the application response.)</i>			
If no, will the applicant be requesting the de minimis rate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

PROJECT OVERVIEW

A) Which core state highway safety database(s) will your project improve? (Check all that apply)

<input type="checkbox"/> Crash	<input type="checkbox"/> Roadway	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Driver	<input type="checkbox"/> Injury Surveillance / EMS	<input type="checkbox"/> Citation/Adjudications

B) Which performance attribute(s) of the selected core state highway safety database(s) will your project improve? (Check all that apply)

<input type="checkbox"/> Accessibility	<input type="checkbox"/> Accuracy	<input type="checkbox"/> Completeness
<input type="checkbox"/> Integration	<input type="checkbox"/> Timeliness	<input type="checkbox"/> Uniformity

C) Projects must work to meet at least one unmet recommendation from the [Massachusetts 2023 NHTSA Traffic Records Self-Assessment](#). Please list which unmet recommendation(s) your project will meet:

PROJECT DESCRIPTION / NEEDS ASSESSMENT:

A) Briefly describe the main purpose and primary benefit(s) of the proposed project. Please cite which applicable “use of grant funds” number aligns with the proposed project. (#1 through #9 found in the “Introduction” section of the AGF)

B) Explain the need that will be met by the project, particularly how it will address at least one currently unmet recommendation from the most recent Commonwealth's Traffic Records Self-Assessment. (*Please reference any related assessment questions*)

C) Describe key project deliverable(s) and anticipated core state highway safety database/attribute improvement(s).

D) Please indicate whether the project impacts the core highway safety database or business process of another local, state, and/or federal organization(s) or the MACCS project. If so, please include the following:

- What collaboration to date has occurred.
- The name of the other organization(s) and point of contact information.
- Projects dependent upon state or regional-level public sector partner(s) must be supported with a hand-signed letter(s) of support on partner letterhead. Partner CEOs or CIOs must sign such letters.

E) Please explain how the proposed project will improve the way data in the system(s) is shared with other traffic records partners and/or the public.

F) If requesting to purchase Equipment and/or Software, please indicate how and why this purchase is necessary for project implementation. If applicable, provide information regarding the current inventory of the equipment and/or software to justify the need further. Include the following in your response: (1)What is the make/model, (2) Who will own it, (3) Anticipated date of purchase, (4) How will it be maintained, and (5) Separate Equipment and/or Software costs into major cost categories (this must include any delivery and installation costs)?

IMPORTANT: Grant funds may only be requested for the percentage of which the total equipment and/or software costs will be used for traffic records and related purposes. If the requested equipment and/or software will be used for any other purpose(s) – Applicants must:

- Explain what other activities may be supported by the purchased equipment/software.
- Please indicate the proportional amount (estimated percentage) of the total cost associated with traffic records and related activities, then the amount for additional purpose(s). (*e.g., 50% traffic records and related activities, 45% other policing duties, 5% routine administrative*)
- Include supporting justification of estimated percentages cited (*i.e., from records management system*).

G) How will this project be sustained after the grant funding period has ended? Applicants must describe how project outcomes, systems, or improvements will be maintained beyond the grant period, including long-term funding, staffing, and system support.

H) If requesting funds for a consultant/contractor, what is the expected procurement plan to secure the consultant/contractor?

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I) Confirm the project will comply with the latest version of Electronic and Information Technology Accessibility Standards under Section 508 of the Rehabilitation Act of 1973, at www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh, and other related federal requirements as well as (2) Digital Accessibility Standards, issued by Massachusetts Executive Office of Technology Services and Security and other related state requirements at www.mass.gov/eotss. If not applicable, please explain why.

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PROJECT TIMELINE

A) Provide a detailed project timeline including anticipated start date, major tasks, key deliverables, and expected end date. Please highlight any issue(s) below that might cause project delays (i.e., extended legal review, acquiring new technology still under development, etc.).

Key Activities & Corresponding Milestones	Start Date	Anticipated Completion Date

PROJECT BENCHMARK AND PERFORMANCE MEASURE

- A) Provide a minimum of one measurable benchmark and performance measure related to one or more performance attributes (*accuracy, completeness, timeliness, uniformity, accessibility, or integration*) of one of the six core state traffic records databases. Each performance measure must include:**
- a. A clearly defined baseline value (current state)**
 - b. A quantifiable target outcome to be achieved within the project period**
 - c. A defined methodology for evaluation, measurement, and data collection**
 - d. A reporting frequency (at minimum quarterly)**

BUDGET

- A) Please complete the *Attachment B - Budget Worksheet* detailing the proposed project budget for the requested Section 405(c) funds. Applicants must include supporting documentation for any funds being requested for indirect, fringe benefit, equipment, and/or software costs.**
- B) Explain any project expense(s) not addressed in earlier application responses (i.e., training, overnight travel, etc.).**

C) Explain any non-405(c) funding involved with the project.

D) For applicants not under the Executive Office of Public Safety and Security: Briefly explain the source and total amount of the required match funding being provided. (Must also be detailed within Attachment B - Budget Worksheets).

ACKNOWLEDGEMENT

A) If awarded funding through this AGF and this application, the _____ (insert name of applicant organization) acknowledges and agrees to comply with all requirements of this grant program detailed or referenced in the AGF, its attachments, and associated forms. The applicant further agrees to complete any required associated forms that OGR has released with or referenced in the AGF and to provide these to OGR before a grant contract is finalized. The applicant understands that any grant contract will be based on the continuing availability of Section 405(c) funds received by OGR from NHTSA. Should Section 405(c) funding no longer be available to OGR, the applicant understands that no other state or federal funds would be made available by OGR as an alternative source of funding under this grant contract. The applicant is aware that supplanting state or local funds with federal grant funds from this program is prohibited.

Department Official Name and Title (please print)

Signature and Date

B) In alignment with Executive Order 532, Enhancing the Efficiency and Effectiveness of the Executive Department's Information Technology Systems, projects submitted by state agencies within the Executive Branch must have signed approval of their respective Secretariat Chief Information Officer below. For organizations not within the Executive Branch, the senior information officer must provide signed approval below.

Senior Information Officer Name and Title (please print)

Signature and Date