**Office of Grants and Research**

**Massachusetts Highway Safety Division**

**FUNDING PROPOSAL INSTRUCTIONS**

The Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR), Highway Safety Division (HSD) offers specific grant funding opportunities in many traffic safety areas. Please review the Highway Safety Plan (HSP) for program descriptions and traffic safety data <http://www.mass.gov/eopss/docs/ogr/highway/massachusetts-highway-safety-plan-ffy-2018.pdf> .

The HSD also actively seeks grant funding proposals that may be added to those previously identified program areas that will enhance the Commonwealth of Massachusetts’ ability to reduce fatalities, injuries, and economic losses related to traffic crashes.

Proposals may be submitted at any time. The HSD prepares an annual HSP every spring that describes the planned projects that may be funded during the upcoming federal fiscal year that begins on October 1st. In order to be considered for grant funding and inclusion of a new project into a future HSP, please return, via email, a one-page letter of intent on organizational letterhead, signed by an authorized signatory of the agency or organization, along with a proposal description that conforms to the instructions that follow.

Proposals must be sent via email in both Adobe .pdf and MS Word formats. Address and submit the letter of intent and proposed project description to:

Jeffrey H. Brownell

Senior Program Manager

Highway Safety Division

Office of Grants & Research

Massachusetts Executive Office of Public Safety and Security

Ten Park Plaza, Suite 3720

Boston, MA 02116-3933

[jeffrey.brownell@state.ma.us](mailto:jeffrey.brownell@state.ma.us)

Responses will be used to foster discussions between the proponent, the EOPSS/OGR/HSD, and other potential traffic safety partners that aim to reduce fatalities, injuries, and economic losses due to traffic crashes in the Commonwealth. Submittal of a letter of intent and a proposal does not guarantee funding or inclusion of a project into the HSP. The EOPSS/OGR/HSD will contact all respondents to acknowledge receipt, and for follow-up discussions. The EOPSS/OGR/HSD reserves the right to request additional information to enhance a proposal from any applicant.

If a project proposal is considered for funding, a 30-day public procurement process must take place after approval from the federal funding source. This process may take up to several months to complete. If the proposal is included in the HSP and approved by the National Highway Traffic Safety Administration, funding may be made available either to the proponent or to others through a competitive process. The HSD may request a more detailed application from the proponent if adequate funding becomes available.

Primary consideration will be given to proposals based on the following criteria:

* Projects that can be expected to reduce fatalities, injuries, and economic losses related to traffic crashes.
* Projects that are justified by, and based upon reliable data.
* Projects that indicate strong public/private partnerships where EOPSS/OGR/HSD funds leverage private resources to accomplish program objectives. Submitting letters of commitment from all identified partners is encouraged.
* Innovative projects with potential statewide applications or ability to transfer to other jurisdictions.
* Projects that are considered "best practices" by state and federal funding sources. Recommended sources for these can be found in the U.S. Department of Transportation, National Highway Traffic Safety Administration’s “Countermeasures That Work, 8th Edition (2015)” and the Center for Disease Control’s (CDC) "Community Guide."

**Proposal Content**

**Project Title:**

**Authorized Signatory for the Organization**Name:  
Title:  
Organization:  
Address:  
City, Zip Code  
Phone: ( ) Ext. Email:

**Project Contact**Name:  
Title:  
Organization:  
Address:  
City, Zip Code  
Phone: ( ) Ext. Email:

Please include in the proposal, responses to the following points using no more than seven pages and a font size no larger than 11 pt.

1. Problem statement that describes the traffic safety issue(s) to be addressed.
   1. Include available state or local data and source(s).
2. Project overview that describes how the traffic safety issue(s) will be addressed and the justification for using the proposed approach.
3. Summary of planned activities.
4. List all project goals, associated objectives, and expected outcomes.
5. Line item budget for Planning; Organizational or Overtime costs; Training; Supplies; Equipment; Travel; Indirect Costs; etc.
6. Budget narrative that clearly describes how the funds will be used.
7. Timeline that includes milestones and key deliverable(s)
8. Describe the criteria that will be used to measure success.
9. Describe the benchmarks and performance measures.
10. Describe the evaluation method that will be used.
11. List all public/private sector partners, including funding partnerships and describe their role(s) for the project. Including letters of partnership commitment strengthen proposals.
12. Provide a statement to guarantee non-supplanting of federal funds for this project.
13. If applicable, describe a plan for project continuation beyond the initial grant funding.

If you have any questions please contact [jeffrey.brownell@state.ma.us](mailto:jeffrey.brownell@state.ma.us)