

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research**



**Highway Safety Division
Availability of Grant Funds**

**FFY 2019 Traffic Enforcement and Equipment
Grant Program**

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Daniel Bennett
Secretary**

**Angela F.F. Davis
Executive Director**

Deadline for all applications: November 6, 2018

Only eligible municipal police departments may apply for grant funds.

Please see separate eligibility list at <https://www.mass.gov/service-details/traffic-safety-grants>.

Availability of Grant Funds (AGF) contains:

- I. Background
- II. Program Overview
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- IV. Budget Information
- V. Post-Award Requirements
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I. Background

The Executive Office of Public Safety and Security, Office of Grants and Research, Highway Safety Division (EOPSS/OGR/HSD) announces the availability of approximately \$2,500,000 in federal grant funding in Federal Fiscal Year 2019 for eligible municipal police departments within the Commonwealth of Massachusetts for high-visibility traffic enforcement and traffic safety equipment. EOPSS/OGR/HSD reserves the right to add or decrease this amount based on funding availability. Note: Awarding of funds is contingent upon availability of federal funding.

According to the National Highway Traffic Safety Administration (NHTSA), High-Visibility Enforcement (HVE) conducted in conjunction with earned and paid media during a series of two-to-three-week mobilization periods is highly effective in raising seat belt use and decreasing impaired driving across the nation.

HVE patrols are a traffic safety approach designed to deter and change unlawful traffic behaviors. HVE combines highly visible and proactive law enforcement with targeting a specific traffic safety issue such as impaired driving, seat belt violations and distracted driving. These enforcement efforts also serve as a public awareness strategy designed to educate the public about and promote compliance with the law.

Since 2002, law enforcement agencies have been awarded grants to participate in HVE mobilizations such as *Click It or Ticket (CIOT)* and impaired driving. The results have been positive, but more help is needed to reduce speeding, distracted and impaired driving, and to increase seat belt use. In Massachusetts, the seat belt use rate was 74% in 2017. Through the hard work of local police departments and the Massachusetts State Police, that rate jumped to 82% in 2018. The results also show, that from 2012 to 2016 there was an 8% decrease in the number of fatalities (129 to 119) involving a driver or motorcyclist operating with a Blood Alcohol Concentration (BAC) of at least .08 and, a 12.5% decline in distracted driving fatal crashes (32 to 28).

The seat belt rate in Massachusetts still lags behind the national rate of 90% (2017). There is much more work to be done to increase traffic safety.

II. Program Overview

Last year's grant program introduced the concept of "Open Time, Open Focus" enforcement whereby overtime enforcement activity and focus were not restricted to an approved mobilization period. For FFY 2019, the program will continue with the "Open Time" element but enforcement activity will be *FOCUSED* on a specific traffic safety program area defined by the campaign schedule shown here.

FFY 2019 Traffic Enforcement Campaign Focus Schedule			
Campaign Focus	Campaign Time Period	Required Enforcement Hours	Funding per Campaign Period
Winter Impaired Driving Focus	October 15, 2018 - March 31, 2019	<i>DSOGPO - Dec. 13, 2018 - Dec. 31, 2018 Minimum 8 OT Grant Hours</i>	35% of Department's Enforcement Budget
Distracted Driving	April 1, 2019 - April 30, 2019		10% of Department's Enforcement Budget
Occupant Protection/Click It or Ticket (CIOT)	May 1, 2019 - June 30, 2019	<i>May CIOT - May 13, 2019 - June 2, 2019 Minimum 8 OT Grant Hours</i>	20% of Department's Enforcement Budget
Summer Impaired Driving Focus	July 1, 2019 - September 30, 2019	<i>DSOGPO - August 14, 2019 - Sept. 2, 2019 Minimum 8 OT Grant Hours</i>	35% of Department's Enforcement Budget

Important Note: within campaign periods, a department is required to participate in NHTSA's three national HVE mobilizations – December Drive Sober or Get Pulled Over (DSOGPO), May Click It or Ticket (CIOT) and August DSOGPO by conducting a minimum of 8 enforcement hours in each of these three campaigns. Mobilization dates may vary but departments will be notified in advance. Also, a minimum of 8 enforcement hours is highly recommended during the month of April which is dedicated to Distracted Driving.

EOPSS/OGR/HSD reserves the right to add more mobilizations based on the availability of funding.

In order to participate in the FFY 2019 program, all departments are required to submit a new grant application along with mandatory documents identified in Section VI. Additionally, applicants are required to identify specific, measurable goals for each program area so that use of grant funding continues to be data-driven and reflects current community needs.

Departments that did not participate in the FFY 2018 Traffic Enforcement and Equipment grant program, will be required to sign the Standard Contract Form upon receipt and approval of the application by EOPSS/OGR/HSD.

A department may not begin enforcement efforts until the application and contract process is complete and having received official notification from EOPSS/OGR/HSD to begin grant activity. *No costs incurred before the department receives written notification will be reimbursed.*

The FFY 2019 program will award funding for traffic safety enforcement equipment to approved participating police departments. See Section IV for details, including specific percentages of total eligibility amounts that may be applied toward equipment purchases. **No equipment may be purchased prior to receiving EOPSS/OGR/HSD written authorization.**

Eligibility for the Traffic Enforcement and Equipment grant program is based on several criteria, including crash data, prior grant performance, and completed application. EOPSS/OGR/HSD reserves the right to modify the eligibility list if additional crash data and funding become available.

III. Program Details

Patrols and Required Stops/Contacts

- All patrols by each officer under this grant must be no less than two hours and no greater than eight hours in length and devoted solely to traffic enforcement activities relevant to the campaign time period.
- Officers' time funded by these dollars shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the officer's presence, in the case of response to an officer in distress, or in the case of an unexpected event when all available personnel must be committed.
- If an officer makes an arrest during the shift but does not complete the arrest before the shift is scheduled to end, that officer may continue working under the grant to complete that arrest even if the time exceeds the eight-hour shift limit. However, the total annual request for reimbursement may not exceed the approved enforcement budget amount.
- Hours for full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked during grant-funded patrols. Holiday rates of pay may be used, if applicable. Part-time or auxiliary officers will be reimbursed at their normal rate of pay.
- To maximize grant funding, patrols must consist of one grant-funded officer per cruiser; however, multiple cruisers may be out at one time.
 - *Exceptions:*
 - Two officers per cruiser is allowed if a department policy mandates such and the policy is applied to all overtime activity and clearly outlined; a copy of the policy must be included in the application.
 - Two officers per cruiser is allowed when a department is conducting strategic Distracted Driving patrols.
- The use of part-time or auxiliary officers who have attended an approved Municipal Police Training Committee (MPTC) Reserve/Intermittent academy is allowed. Part-time officers on EOPSS/OGR/HSD-funded initiatives must be under the supervision or control of a full-time command officer.

- Departments are required to conduct a minimum of three documented stops/contacts per hour. Please note that documented stops/contacts do not necessarily have to result in the issuance of a citation. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists during the grant-funded patrol periods that can be supported by written or electronic records maintained at the police department; these records must be maintained in a manner that guarantees their accountability during a review or audit. If a department records fewer than three stops/contacts per hour, EOPSS/OGR/HSD reserves the right to end program participation for the remainder of the federal fiscal year. Therefore, it is important that departments provide an explanation as to why an officer was unable to fulfill the three documented stops per hour. Note: when conducting Distracted Driving patrols with 2 officers per cruiser or the spotter technique, 3 stops per hour per officer may be difficult to achieve; please prioritize the program focus rather than the stops/hour requirement.
- Nothing in this grant shall be interpreted as a requirement, formal or informal, that a law enforcement officer issue a specified or predetermined number of citations in pursuance of the department's obligation associated with the grant.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination and/or non-reimbursement of expenses.

Campaign Focus Periods

Important Note: a department's Enforcement budget for a focused campaign period is funded separately from their Equipment budget discussed later in this AGF.

- This year the grant program focuses enforcement on the three major traffic safety program areas - Impaired Driving, Occupant Protection and Distracted Driving. Each campaign period will be funded separately based on the availability of federal funds and the federal funding source. A department will be notified of their allowable budget via an authorizing email from EOPSS/OGR/HSD before and/or during a specific campaign period and can only be used within that time period. **Any unspent funds from one campaign period cannot be rolled over into another enforcement campaign period.** Each focused campaign period will have its own set of reporting forms.
- During a focused campaign period, a department can schedule patrols at any time; however, departments are strongly encouraged to use their own internal data as well as all available local, state and federal data to determine the best locations and times for their enforcement efforts. This year, each campaign period has been expanded to allow departments the most flexibility in scheduling and conducting patrols that fit their community needs.
- IMPORTANT: as noted earlier, within the focused campaign periods are NHTSA's 3 national High-Visibility Enforcement mobilizations. **Participants must conduct a minimum of 8 enforcement hours during each of these mobilizations in order to satisfy grant requirements or risk non-reimbursement of any other enforcement activity.**

HVE Patrol Guidelines

- Patrols for the two *DSOGPO* mobilizations should be scheduled between 2:00 pm and 7:00 am Thursday through Sunday. Data shows these are the days and times when most impaired driving crashes occur. However, departments may conduct overtime activity for the *DSOGPO* mobilizations any day of the week, with more than 50% conducted between Thursday and Sunday.
- Departments may conduct activities for the Click It or Ticket (CIOT) mobilization during any day of the week and at any time of day.
- For all HVE campaigns, EOPSS/OGR/HSD strongly encourages departments to review their local crash data to determine times and locations where grant-funded patrols would have the greatest impact. *[Helpful website - MassDOT Crash Portal at <http://services.massdot.state.ma.us/crashportal/>]*
- Based on the availability of federal funds, EOPSS/OGR/HSD may increase funding and/or the number of HVE campaigns for eligible departments.
- While conducting enforcement during a campaign period, an officer's primary focus should be on the current program target theme but should also take note of, and enforce all other traffic safety violations.

Sobriety Checkpoint Funding

- Departments will be considered for participation in EOPSS/OGR/HSD State Police/Local Partnership Sobriety Checkpoint Program utilizing the Breath Alcohol Test (BAT) Mobile units, when available. If approved, a department can assist the MSP sobriety checkpoint **but only during an Impaired Driving campaign focus period.**
- A sobriety checkpoint must have prior EOPSS/OGR/HSD approval and departments must submit the required reporting forms. EOPSS/OGR/HSD will allow departments to increase the number of hours beyond the eight-hour block and the number of personnel assigned to conduct sobriety checkpoints during an Impaired Driving campaign period. However, actual hours worked may not exceed the remaining enforcement budget.

Training

- Officers working grant-funded patrols should be certified in Radar or LiDAR speed measurement.
- Officers working impaired driving patrols should be currently certified in Standardized Field Sobriety Testing (SFST).
- Officers are encouraged to take advantage of Advanced Roadside Impaired Driving Enforcement (ARIDE) training that is available at no cost from the Municipal Police Training Committee (MPTC).
- EOPSS/OGR/HSD also provides specialized Speed Measurement and SFST classes through the MPTC. Refer to the MPTC website at <http://www.mass.gov/eopss/law-enforce-and-cj/law-enforce/mptc>.

Statewide Goals and Performance Measures

All departments must help achieve the overall statewide goals of this program as outlined in the FFY 2019 Highway Safety Performance Plan.

FFY 2019 goals strive to:

- Reduce motor vehicle-related fatalities 3.61% from 367 in 2016 to 353 by December 31, 2019
- Reduce serious traffic injuries 10.6% from 3,132 in 2016 to 2,801 by December 31, 2019
- Reduce alcohol-impaired driving fatalities 5% from the five-year average of 126 in 2016 to 119 by December 31, 2019
- Increase observed seat belt usage rate 3% from the five-year average of 76 in 2017 to a five-year average of 78 by December 31, 2019
- Reduce the five-year average for unrestrained passenger vehicle fatalities by 5% from 102 in 2016 to 97 by December 31, 2019
- Reduce unrestrained passenger vehicle occupant fatalities, in all seat positions
- Reduce speed-related fatalities 3% from the five-year average of 97 in 2016 to 94 by December 31, 2019

Public Outreach

- Advance public notification and follow-up of HVE campaign activity is required. EOPSS/OGR/HSD will provide sample news releases for department use in advance of the HVE campaigns. Newspaper clippings generated by department press releases and reports of local radio and TV coverage should be included with grant reports as well as posted on department/community websites and social media and in annual reports.
- All public communications and/or news releases concerning any grant activity shall indicate that the project is funded by EOPSS.

Equipment

Important Note: as noted earlier, a department's Equipment budget is funded separately from their Enforcement campaign period budgets.

- The FFY 2019 grant program will provide funds to eligible departments to purchase traffic safety related equipment and materials upon completion of the December *DSOGPO* and May *CIOT* HVE campaigns. Subrecipients must participate in a minimum of 8 enforcement hours in each of the December *DSOGPO* and May *CIOT* national HVE mobilizations in order to qualify for equipment reimbursement. **Departments must receive written authorization from EOPSS/OGR/HSD prior to ordering equipment.**

- Schedule for Equipment Purchase:
 1. Signed Equipment Purchase Assurances and Equipment List & Budget forms must be submitted as part of the application.
 2. Submission of December Expenditure & Activity Report showing at least 8 hours of enforcement during the December DSOGPO mobilization must be received no later than January 15, 2019.
 3. Submission of May Expenditure & Activity Report showing at least 8 hours of enforcement during the May CIOT mobilization must be received no later than June 15, 2019.
 4. No changes to the equipment budget are allowed. However, changes to the Itemized Equipment List will be accepted but must be received no later than June 15, 2019. Departments must submit a *new* Equipment Assurances form along with the *revised* Itemized Equipment Request form. If approved, the original request for equipment becomes void and a new authorization will be issued.
 5. Contingent upon availability of federal funding, we anticipate authorization for equipment purchases in mid-June.
- EOPSS/OGR/HSD will reimburse participating departments for approved purchases up to a maximum percentage of the eligible award amount. Please see chart in Section IV for eligible percentages or check the FFY 2019 Traffic Enforcement and Equipment Grant Program Eligibility List and Budget Schedule. The department will be responsible for payment of any balances exceeding the maximum eligible amount for equipment purchase.
- Departments must have submitted a signed statement (Equipment Assurances) to EOPSS/OGR/HSD for the item(s) and associated costs to be approved in advance of any purchases. Any single item costing \$5,000 or more, or any funds to be used toward the purchase of any single item costing \$5,000 or more, requires EOPSS/OGR/HSD written federal approval in advance. Departments failing to meet these criteria will not be reimbursed.
- For any equipment that has a unit cost of \$5,000 or more, you must submit written documentation that the equipment is "Buy America Compliant". Your grant application will not be processed without this documentation. The Buy America Act does not apply to purchases under \$5,000.
- Once departments receive written EOPSS/OGR/HSD Authorization to Proceed, all approved equipment and materials must be paid for in full or received no later than September 30, 2019. Requests for reimbursement must be received no later than October 15, 2019 or the department risks non-reimbursement. No exceptions will be made.
- Departments are required to maintain an inventory of the useful life of the item.
- Allowable items include:
 1. Speed measurement devices: Radar, LiDAR, Speed Board Trailers, and Mounted Radar. Please see EOPSS lettering requirements for trailers below.
 2. Traffic safety signage, including pedestrian crosswalk signage, sobriety checkpoint signage, and buckle up signs

3. Programmable message signs/light bars
 4. Preliminary Breath Test (PBT) units, simulators, mouthpieces, and supplies
 5. Passive alcohol sensors
 6. Alcohol/drug impairment simulation goggles.
 7. Tire deflation devices
 8. Traffic counters, software, and training
 9. "Black box" reader software
 10. Crash Reconstruction equipment, software, and training (limited to departments with crash reconstructionists)
 11. Driver license identification scanner for underage drinking initiatives
 12. In-cruiser video cameras/dash-cams
 13. Traffic safety videos, community-specific banners, traffic safety brochures, and printed materials
 14. Traffic safety cones (only if used as part of a work zone safety campaign)
 15. Tint meters
 16. Additional requests will be reviewed individually by EOPSS/OGR/HSD
- Unallowable Items include:
 1. Truck scales
 2. Computers/laptops/printers
 3. In-focus machine
 4. Mobile data terminals
 5. Digital cameras
 6. DVD players/VCRs
 7. Overhead projectors
 8. Standard cruiser equipment
 9. Repairs to existing traffic safety equipment
 10. Promotional items

Requirements about text/logo for trailers, banners, printed materials etc. purchased with EOPSS/OGR/HSD grant funds to promote Traffic Enforcement initiatives:

- The primary text/logo must be that of your department
- The secondary text must be: Funded by Massachusetts Executive Office of Public Safety and Security OR Funded by (EOPSS LOGO)
- If EOPSS/OGR/HSD funding is only paying for a share of the cost, then the lettering must read: Funded in part by Massachusetts Executive Office of Public Safety and Security OR Funded in part by (EOPSS LOGO)
- EOPSS logo can be accessed at: <https://www.mass.gov/service-details/traffic-safety-grants>

IV. Budget Information

Breakdown of Funding Allocation

IMPORTANT NOTE: Using the grant's requirement of three (3) stops per hour as a performance measure and based on FFY 2018 participation, a department's eligible award amount has been adjusted up 10% if the average weighted stops per hour recorded 3.50 and above, and down 10% if the average weighted stops per hour recorded 2.30 and less.

2017 Population Census	Maximum Eligible Award	Maximum Eligible Award <i>after</i> 10% Increase for Performance	Maximum Eligible Award <i>after</i> 10% Decrease for Performance	Maximum Equipment Award
0-30K	\$10,000	\$11,000	\$9,000	50% of Eligible Award Amt.
31K-70K	\$12,000	\$13,200	\$10,800	45% of Eligible Award Amt.
71K-100K	\$16,000	\$17,600	\$14,400	40% of Eligible Award Amt.
101K-150K	\$28,000	\$30,800	\$25,200	35% of Eligible Award Amt.
>150K	\$100,000	\$110,000	\$90,000	30% of Eligible Award Amt.
<i>Exact award amount per Department, including increase or decrease, is listed on the FFY 2019 Traffic Enforcement & Equipment Grant Eligibility List and Budget Schedule</i>				

- This is a cost reimbursement grant program. Be sure to notify your Treasurer's Office so your reimbursement does not go into the General Fund.
- Departments will be reimbursed only for hours worked and actual equipment costs.
- Funding for this grant program is subject to the continuing availability of federal funds.
- Only eligible municipal police departments may apply for grant funds. The amount of any grant awarded will be determined by the number of qualified applicants, available funding, and population in each city or town. Funding amounts may change each fiscal year.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination, or non-reimbursement of mobilization expenses or equipment purchases.
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement. Supervisor time associated with EOPSS/OGR/HSD authorized sobriety checkpoints will be allowed.

Supplanting

- Supplanting of funds is prohibited. Supplanting includes: (a.) replacing routine and/or existing state or local allocations with federal grant funds and/or (b.) using federal grant funds for costs of activities that constitute general expenses required to carry out the

overall responsibilities of state, local, or federally-recognized Indian tribal governments. Funds for programs and services provided through this grant are intended to supplement, not supplant, state or local funding sources.

V. Post-Award Requirements

- Based on our efforts to utilize federal funds in the most efficient and effective manner, increase program participation, and, administer with fairness to all participating grantees, please note that in future programs, a department's eligibility and funding level will be based on an EOPSS/OGR/HSD evaluation of the program's prior year efforts in the following areas: performance against goals, benchmarks and performance measures stated in original application, overall level of program participation, and unspent funding rate. Additionally, changes may be made to resource allocations based on future needs identified through data analysis.
- Be advised EOPSS/OGR/HSD selection of subrecipient agency 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 agency is not in compliance with federal eligibility requirements, EOPSS/OGR/HSD cannot guarantee alternative sources of funding. It is the obligation of the subrecipient agency to ensure compliance with all eligibility requirements.
- All subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

Reporting and Record Keeping

- Expenditure and activity reports must be submitted each month, no later than the 15th of the month following activity. **Electronic signatures of reports are now acceptable but must be emailed in PDF form only – no Excel file documents will be accepted.** Electronic copies are the preferred method for reporting. If a department wishes to mail the reports, it is recommended to use certified mail and that they alert the program coordinator beforehand that the documents are being mailed.
- **If no activity was conducted in a given month, departments must submit a one-page Expenditure report with \$0 dollars shown on the corresponding month line item.** A signed PDF must be emailed to the program coordinator no later than the 15th of the month following the month of inactivity.
- All reporting forms will be made available to departments in electronic form via direct email to department staff or at <https://www.mass.gov/service-details/traffic-safety-grants>. There will be separate reporting forms for each of the campaign focus periods.
- The Expenditure Report must be signed and dated by the Chief or another Authorized Signatory. Individuals working grant-funded patrols may not sign off on the Expenditure

Report. If the Chief works a grant-funded patrol, a community official must sign off on the Expenditure Report. In addition, the Chief may not sign off on the Expenditure Report if reimbursement is requested for his/her spouse, child, or sibling.

- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- With 48 hours' notice, a site visit may be conducted of grant records at departments.
- Departments must keep on file copies of citations, documented stops/contacts, officers' time schedules written under this grant program, and all other pertinent information.
- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS/OGR/HSD.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- No department may begin enforcement efforts/grant activity until the department **receives official written notification from EOPSS/OGR/HSD.**
 - *No costs incurred before the department receives written notification will be reimbursed. No exceptions.*
 - *No costs incurred after September 30, 2019 will be reimbursed. No exceptions.*

Risk-Assessment and Compliance Monitoring

- All subrecipients are subject to compliance monitoring.
- If EOPSS/OGR/HSD perceives issues relating to any of the requirements above, appropriate action will take place including, but not limited to, a site visit, file reviews, and suspension of funding.
- Subrecipients that do not observe reporting deadlines, submit incomplete reports, fail to observe the timeline promised in the grant application, or engage in other practices not in keeping with grant requirements will be at risk for losing EOPSS/OGR/HSD grant funding and becoming ineligible to receive any future EOPSS/OGR/HSD grant funding.

VI. Submission of Application Instructions

A qualified application packet must be based on the FFY 2019 Traffic Enforcement and Equipment Grant (TE&E) application form and all required attachments. Incomplete responses or unsigned applications may be disqualified, though EOPSS/OGR/HSD reserves the right to work with departments to obtain missing or incomplete information.

Application Deadline – November 6, 2018.

An electronic version of the TE&E application is available at <https://www.mass.gov/service-details/traffic-safety-grants>. The application contains full detailed instructions and checklists of all required backup documentation. Please note that there are two checklists – one to be followed by those departments that participated in the FFY 2018 TE&E grant program and one to be followed by departments that did not participate in FFY 2018.

IMPORTANT:

The completed hard-copy of the application, along with all required additional documents, **consists of** one signed original (*signed in blue ink and stamped “original”*) and one copy (*stamped “copy”*) and must be submitted by certified mail or hand-delivered to this address exactly as shown:

Office of Grants and Research
ATTN: Highway Safety Division (Richard Valeri)
10 Park Plaza, Suite 3720-A
Boston, MA 02116 -3933

It is recommended to verify receipt of application with Richard Valeri at Richard.Valeri@mass.gov, prior to the **deadline of November 6, 2018**, due to potential mail delivery problems.

Expected notification of awards will occur on or about November 21, 2018. However, departments will be notified individually of their award amounts as applications are received, reviewed, and approved. A list of all subrecipients will be posted on the EOPSS/OGR/HSD website at <https://www.mass.gov/service-details/traffic-safety-grants> by December 1, 2018.

If you have any questions about the application or the program more generally, please contact Richard Valeri at (617) 933-3528 or Richard.Valeri@mass.gov.