

Traffic Enforcement and Equipment Grant Program FFY 2019 Scope of Services

In support of the Federal Fiscal Year (FFY) 2019 Traffic Enforcement and Equipment Grant Program, eligible municipal police departments will conduct high-visibility traffic enforcement during specified enforcement periods and in accordance with the Application, the Availability of Grant Funds (AGF) Narrative and any amendments issued by the Executive Office of Public Safety and Security, Office of Grants and Research - Highway Safety Division (EOPSS/OGR/HSD).

Eligible enforcement activities under this contract include funding for high-visibility traffic enforcement of motor vehicle laws, including but not limited to, impaired and distracted driving, speeding and aggressive driving and occupant protection.

Changes to this scope may be made as part of the annual Highway Safety Performance Plan and the annual Federal Grant Award that provide for this grant program. The Scope of Services provides an overview of the terms and conditions of the Traffic Enforcement and Equipment Grant Program; participating departments are strongly encouraged to read the Availability of Grant Funds (AGF) for the complete list of conditions related to this grant program. The AGF is located at <https://www.mass.gov/service-details/traffic-safety-grants> under the link “FFY 2019 Traffic Enforcement and Equipment Grant Program”. All questions related to this grant program should be directed to Richard Valeri via email at Richard.Valeri@mass.gov.

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; award amounts will be specified in the official award letter and/or authorizing email that are issued to the communities.

Contracts shall terminate in the event funds are exhausted and/or not made available by the Federal Government for this program. If the subrecipient makes obligations in anticipation of receiving funds under this grant, the subrecipient does so at their peril and the Commonwealth will be under no obligation to make payments for such performance.

FFY 2019 Enforcement Activity Schedule

Campaign Focus	Campaign Time Period	Required Enforcement Hours
Winter Impaired Driving Focus	October 15, 2018 - March 31, 2019	<i>DSOGPO - Dec. 13, 2018 - Dec. 31, 2018 Minimum 8 OT Grant Hours</i>
Distracted Driving	April 1, 2019 - April 30, 2019	
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>
Summer Impaired Driving Focus	July 1, 2019 - September 30, 2019	<i>DSOGPO - August 14, 2019 - Sept. 2, 2019 Minimum 8 OT Grant Hours</i>

OVERVIEW

- All municipal police departments that meet established requirements are eligible for grant funding.
- Departments will have an allowable budget to conduct overtime enforcement during each of the time periods defined in the above table labeled FFY 2019 Enforcement Activity Schedule; any unspent funds from a campaign period cannot be rolled over into any other time period or enforcement activity.
- Grant-funded overtime enforcement activity may occur any day and time but primary efforts should be directed at the specified campaign theme; departments are encouraged to use their own internal data to conduct enforcement activity in their community hotspots.
- Within the campaign time periods, the grant requires departments to conduct a minimum of 8 enforcement hours in each of the 3 national HVE mobilizations – DSOGPO (12/13-12/31/18), CIOT (5/13-6/2/19), DSOGPO (8/14-9/2/19) or risk non-reimbursement of enforcement activity.
- *Important Note:* a minimum of 8 hours each in the December DSOGPO and May CIOT mobilization is required in order to qualify for equipment purchase.
- Departments are required to conduct a minimum of three documented stops or contacts per officer per hour; if fewer than three without substantial reason, the EOPSS/OGR/HSD reserves the right to end program participation for the remainder of the federal fiscal year, through September 30, 2019. Documented stops are defined as any grant-funded patrol officer contact with motorists during overtime enforcement 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.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination and/or non-reimbursement of enforcement or data-entry expenses if applicable.
- If a department is also participating in the FFY 2019 Sustained Traffic Enforcement Program (STEP) grant, it is permissible to conduct patrols at the same time as this grant. However, the department cannot report the same shift activity against both grants and must use the appropriate (Traffic Enforcement or STEP) grant expenditure reporting form.
- Patrols under this grant must be no less than two hours or greater than eight hours in length and devoted solely to traffic enforcement activities. Departments will be reimbursed for actual hours worked during scheduled overtime patrols.
- Officers funded during this grant 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 need of immediate emergency assistance, or in the case of other significant public safety unscheduled emergency situations.
- If an officer makes an arrest or processes a criminal complaint application/ summons during the shift but does not complete the arrest/summons before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest/summons.

- To maximize grant funding, patrols must be one officer per cruiser (with some exceptions-see AGF); however, multiple cruisers may be out at one time.
- Patrols for the national DSOGPO mobilizations should be conducted between 2pm and 7am Thursday through Sunday.
- Departments may assist in MSP Sobriety Checkpoints but must have prior authorization from EOPSS/OGR/HSD – see AGF for complete guidelines.
- Full-time officers will be reimbursed at an overtime rate of pay for hours worked during the sustained enforcement periods. Part-time or auxiliary officers may participate and will be reimbursed at their normal hourly rate of pay.
- Departments must have an active, enforced, written safety belt policy for officers to receive 100% of the total grant award; departments without this policy will receive a 50% reduction in the grant award.
- Based on the availability of federal funds, EOPSS/OGR/HSD may increase funding and/or the number of high-visibility enforcement efforts based on established criteria and performance measures.
- No department should begin initial enforcement efforts until an EOPSS/OGR/HSD **authorizing email is issued**. Costs incurred before a department receives written notification will not be reimbursed; any costs incurred after September 30, 2019 will not be reimbursed.
- Monthly Expenditure and Activity reports are due by the 15th of the month following the month of activity and can be sent either electronically (preferred) or by certified mail. Electronic signatures of reports are acceptable and must be emailed in PDF format to Richard.Valeri@mass.gov; if no activity occurs in a month, the signed Expenditure report must state \$0 and emailed in the same manner. Monthly reports are available at <https://www.mass.gov/service-details/traffic-safety-grants>. Failure to submit the required reporting forms by the established deadlines may result in non-reimbursement.
- This is a cost reimbursement grant program.
- No grant funding can be applied to an indirect cost rate charged by a municipality.
- Indirect administrative costs and fringe benefits are not allowable under the terms of this grant.
- Unspent funds cannot be rolled forward to a future traffic enforcement grant period.

Authorized Signatory Initials: _____