

I hereby attest that I have read and understand the following document.

Department Name: Somerville Police Department

Dept. Representative: Jhumeane Benford, Chief  
(Please print name and title)

Initials: JB  
(Please print, do not type)

**Scope of Services**  
**Executive Office of Public Safety and Security**  
**Office of Grants and Research**  
**FFY 2025 Municipal Road Safety Grant Program (MRS)**

The subrecipient will complete all grant deliverables in accordance with their application, the Office of Grants and Research (OGR) General Subrecipient Grant Conditions, the Availability of Grant Funds (AGF), and this Scope of Services (SoS) document. This SoS provides an overview of the terms and conditions of the MRS grant; participating departments are strongly encouraged to read the AGF for a comprehensive description of the MRS program conditions and obligations.

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.

No work may be completed and/or reimbursed for under this grant until a contract has been signed by both the subrecipient's authorized signatory and the OGR's Executive Director.

The end date for this grant is September 15, 2025.

**General**

- The maximum award amount per department is based on a Tier level system as follows:

FFY2025 Funding Levels		
Population (2019 US Census)	Tier Level	Max Award Amount Per Tier Level
Greater than 40,000	Tier 1	\$60,000.00
20,000 – 39,999	Tier 2	\$40,000.00
12,000 – 19,999	Tier 3	\$30,000.00
Less than 12,000	Tier 4	\$20,000.00

- This is a cost reimbursement grant program.
- The established budgets for the approved Elements cannot be changed or interchanged.
- Any unspent funds from one Element cannot be rolled over into any other Element or program activity.
- Supplanting of funds is prohibited. Funds provided through this grant are intended to supplement other state or federal funding sources.
- All grant paperwork, including the subrecipient's application, contracting documents, award letters, monthly report forms, mid-year and final reports, invoices, proof of payment for purchases, and timesheets for enforcement activity must be kept on file until September 15, 2031. These files must be made available for review by OGR during state site visits and/or federal audits.
- For purchased equipment and safety items, an itemized invoice and/or receipt must be submitted with the expenditure report. Proof of payment must be kept on file at the department.
- For non-enforcement activities, itemized invoices and receipts must be submitted with the expenditure report and are required as backup with the monthly report.

- Failure to submit the required reporting forms by the established deadlines may result in non-reimbursement.
- Subrecipients must submit the following reports summarizing accomplishments, challenges and progress towards measurable goals as stated in the application. A template for each report will be provided by OGR:
  - A Mid-Year Progress Narrative Report no later than **May 15, 2025**
  - A Final Narrative Report no later than **October 1, 2025**
- If any program requirements are not satisfied, a department risks non-reimbursement, contract termination, and may negatively affect their eligibility for future OGR grants.

## *Program Elements*

### **Traffic Safety Enforcement**

If you are participating in Traffic Enforcement:

<b>FFY 2025 Traffic Safety Enforcement Campaign Schedule</b>
Winter Impaired Driving: <i>December 1 – 31, 2024</i>
Distracted Driving: <i>April 1 – 30, 2025</i>
Click it or Ticket: <i>May 1 – 31, 2025</i>
June Speed: <i>June 1 – 30, 2025</i>
July Speed: <i>July 1 – 31, 2025</i>
Summer Impaired Driving: <i>Aug 1 – Sept 15, 2025</i>

- This program will have one (1) traffic budget for the entire year. This means that funds will no longer be “use or lose” per campaign and allow for more flexible spending with scheduling officers as availability allows.
- Check the AGF for complete traffic enforcement guidelines.
- The requirement for a department to conduct and document a minimum of three (3) stops per hour is no longer required by OGR. Still, there is an expectation that departments will strive to maintain similar activity levels as in years past.

**Equipment** - If you were awarded funds to purchase Traffic Equipment:

- To receive authorization for ordering equipment, a department **must have submitted a quote during the application process**, detailing the anticipated purchases.
- Equipment **must** be received or paid for in full no later than **April 30, 2025**.
- No changes to the equipment budget are allowed. Changes to the items requested will be accepted but must be approved and authorized by OGR before ordering the changed item.
- A department is responsible for any overage that exceeds their approved budgeted amount for any element.
- If equipment is purchased and enforcement hours are not deemed satisfiable by OGR, the department risks non-reimbursement of any activity conducted and/or the contract will become invalid, and repayment of equipment may be mandated.

### **Pedestrian & Bicyclist Enforcement**

If you are participating in Pedestrian & Bicyclist Enforcement:

<b>FFY 2025 Pedestrian &amp; Bicyclist Enforcement Campaign Schedule</b>
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November 1 – 30, 2024
January 1 – 31, 2025
February 1 – 28, 2025
March 1 – 31, 2025
May 1 – 31, 2025
August 1 - September 15, 2025

- Departments may conduct crosswalk decoy operations which:
  - Involve a plainclothes officer acting as a civilian pedestrian and a uniformed officer making stops; and/or
  - Involve a uniformed officer serving as a spotter to relay observed violations to the officer making stops.
- Check the AGF for complete pedestrian and bicyclist enforcement guidelines.

**Safety Items** – If you were awarded funds to purchase Ped & Bike Safety Items:

- Safety item purchases must be received or paid for in full by **April 30, 2025**.
- No changes to the approved budgeted amount for safety items are allowed.
- Changes to the initial safety items approved for purchase may be considered, but a department must have prior written approval from OGR.

### **Non-Enforcement Traffic Safety Activities**

If you were awarded funds to conduct Non-Enforcement Safety Activities:

- No changes to the approved budgeted amount for safety activities are allowed.
- Changes to an initial activity or associated cost items during the grant period may be considered but must have prior approval from OGR.

### **Monthly Reports and Invoicing**

- The monthly report is made up of the Cognito report with attachments of the Budget Workbook and/or the invoice for the equipment and/or safety items paid for in full or delivered (if applicable).
- Monthly Reports are due on the 15<sup>th</sup> of the following month of activity, except for the August-September report, which is due October 1<sup>st</sup>, 2025.
- If there is no activity conducted in a month, departments still must submit a monthly report in Cognito with the attached signed Budget Workbook indicating \$0 dollars. This applies to all departments for every month.
- All monthly reports and appropriate backup documents must be submitted through Cognito each month, and will automatically be sent to your department’s OGR Program Coordinator:
  - [kerrie.l.mahoney@mass.gov](mailto:kerrie.l.mahoney@mass.gov) (Abington - Groton)
  - [taylor.keown@mass.gov](mailto:taylor.keown@mass.gov) (Groveland - Randolph)
  - [jennifer.slonina@mass.gov](mailto:jennifer.slonina@mass.gov) (Raynham - Yarmouth)
- A pre-filled Budget Workbook with approved budgets will be issued to each department after contracting is finalized.
- A Mid-year Progress Report must be submitted by May 15<sup>th</sup>, 2025, and a Final Progress Report must be submitted by October 1<sup>st</sup>, 2025. Templates for these reports will be posted on the OGR website as well as emailed to each department.

## **Miscellaneous**

### **Public Outreach and Notification of Enforcement Activities**

- All public communications and/or news releases concerning any grant activity shall indicate that NHTSA federally funds the project through the Office of Grants and Research.
- For questions or concerns regarding public communications or outreach please contact Renee Algarin, Director of Communications at [Renee.P.Algarin@mass.gov](mailto:Renee.P.Algarin@mass.gov).

### **Compliance Monitoring**

- All subrecipients are subject to compliance monitoring.
- If OGR perceives issues relating to any of the requirements stipulated in this Scope of Services document, appropriate investigative action will take place including, but not limited to, a site visit, file reviews, and contract suspension and/or termination and non-reimbursement of expenses.

The AGF and required documents are located at  
[Municipal Road Safety \(MRS\) Grant Program | Mass.gov](#)