



FFY 2024 Municipal Road Safety Grant Program Funding Application

All fields must be typed, except for the Assurances page which can be completed manually. Agency Head should be either the Chief of Police, Police Commissioner, Mayor, or Town Administrator. Fiscal Contact should be the Town Treasurer, CFO, Town Accountant, or similar fiscal personnel.

Cover Sheet

Applicant Organization Information			
Department Name	Somerville Police Department		
Address	220 Washington St.		
City, State, Zip	Somerville, MA 02143		
(UEI) Unique Entity Identifier (12 characters)	KV62KX4QF3N8		
Agency Head Information		Grant Manager Information	
Name	Charles Femino	Name	Dorothy Cassesso
Title	Chief of Police	Title	Financial Analyst
Email	cfemino@police.somerville.ma.us	Email	Dcassesso@police.somerville.ma.us
Telephone	617-625-1600 X7200	Telephone	617-625-1600 x7206
Municipal Fiscal Contact		Federally Approved Indirect Cost Rate*	
Name	Michael McCarey	Does the applicant have a federally approved rate?	<input type="checkbox"/> Yes
Title	Sergeant, Traffic Safety		<input type="checkbox"/> No
Email	mmccarey@police.somerville.ma.us	If yes, what is the rate? Please attach a copy.	
Telephone	617-625-1600 x7245	If not, will the applicant be requesting the de minimis rate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If your department is **not budgeting for Indirect**, you may skip this section of the cover sheet.

Program Description

Project Title: Municipal Road Safety Grant (MRS)

Please answer all questions in the spaces provided.

IMPORTANT

All applicants must complete Questions 1 through 6 and 11 through 14.

- If not applying for Non-Enforcement activities, you may skip Question 7
- If not applying for Traffic equipment, you may skip Questions 8 & 9
- If not applying for Ped & Bike safety items, you may skip Question 10

1. Which elements of the MRS are you applying for?

- Traffic Safety (including Enforcement and/or Equipment)
- Pedestrian and Bicyclist Enforcement
- Non-Enforcement Traffic Safety Activities and/or Pedestrian & Bicyclist Safety Items

2. Provide a clear and concise description of your department's philosophy and commitment to all aspects of road safety. Also include:

- **How these grant funds will augment your existing efforts to reduce roadway crashes, injuries, fatalities, and associated economic losses**
- **How MRS funds awarded to your department in FFY23 or prior have had an impact on your community (if applicable)**

Traffic enforcement, education, and engineering are elements of an overall traffic safety program to promote the safe, efficient, and orderly movement of motor vehicles, bicycles, and pedestrians in Somerville. Enforcement and education programs are designed to change dangerous driving behavior and to promote voluntary compliance with the motor vehicle laws of the Commonwealth.

Somerville is one of the most densely populated Cities in the Commonwealth of Massachusetts, and continues to grow through new construction and development. Hence, there is a need for increased education & enforcement. Bicycles are becoming a preferred mode of transportation for many community members which has increased the number of bike lanes in the City and narrowed many roadways. The addition of the new bike lanes and shared streets creates a need for additional enforcement and education efforts for motorists, bicyclists and pedestrians.

The goal is to interact with motorists, bicyclists, and pedestrians in a positive manner so to provide education to the public while creating safer roadways for all.

The number of hours per year that Traffic Division personnel dedicate educating and/or enforcing the public has decreased over the last few years due to staffing shortages. The average patrol officer assigned to Patrol, dedicates less than 1 hour of their shift to traffic related education and/or enforcement.

Significant problem areas are identified through citation data, community input, and information conveyed by other City departments such as the Mobility Division.

The Somerville Police Department is currently understaffed and as a result the Traffic Division has been reduced. This has reduced traffic enforcement and education.

3. From the MassDOT Crash Portal, “IMPACT” <https://apps.impact.dot.state.ma.us/cdp/report-view/13>, fill in the following:

Crash Category	2020	2021	2022
Total Fatal Crashes	1	2	0
Total Serious Injury Crashes	11	11	6
Total Alcohol Suspected Crashes	11	12	15
Total Speed Related Crashes	8	8	9
Pedestrian Crash Totals			
Number of Pedestrian Crashes	25	27	29
# of Pedestrians with Serious Injuries	4	4	1
Pedestrian Crashes with Fatalities	1	1	0
Bicyclist Crash Totals			
Number of Bicyclist Crashes	25	26	45
# of Bicyclist crashes with Serious Injuries	0	2	0
# of Bicyclist crashes with Fatalities	0	0	1
Driver Distraction in Crashes			
Total crashes involving a driver “manually operating or talking on a hand-held electronic device”	5	7	4
Total crashes involving a driver where driver contributing circumstances is “Inattention” or “Distracted” and distraction is “Not Reported” or “Unknown”	23	24	25
Protective Safety System and Injury Severity (passenger cars and light trucks only)			
No Safety System Used – Fatal Injury & Serious Injury	0	3	0
Blank/Unknown – Fatal Injury & Serious Injury	6	1	1

If the link provided does not work, follow these steps: IMPACT Home, go to Reports → Categories → Standardized Reports (Explore) → Grant Application - Crashes at a Glance (Explore)

4. **From your department's internal data:** Please complete as much of the following as possible. *OGR understands data will be proportional to community size.*

Categories	2020	2021	2022
OUI Alcohol and Drug Arrests	8	17	12
Seat belt citations	26	14	23
Speeding citations	565	2569	206
Distracted driving citations*	109	796	518
Failure to yield to pedestrian in crosswalk citations	57	21	23
Failure to yield to bicyclist citations	0	3	0

*Distracted driving shall include the following: Improper Use of Phone/Electronic Device, Texting, and Impeded Operation

5. **Enter three measurable target objectives.**

Target objectives should be related to the elements being requested. Here are just a few examples:

For Traffic Enforcement:

- Deploy 8 overtime patrols to the intersection of High and Low Streets during June to reduce the number of speeding vehicles by 10% from the 2022 monthly average of speeding vehicles tracked by our speed radar sign.

For Ped & Bike Enforcement:

- Conduct 18 crosswalk decoy patrols total during the 6 enforcement campaigns at the intersection of Medford and Polk Streets to reduce the number of pedestrian crashes by 50% from 2022

For Non-Enforcement:

- Ten officers to complete ARIDE training.
- Distribute 1,000 pieces of educational materials to pedestrians on Main St. since five crashes involving pedestrians occurred at this location in the past three years.
- Distribute 25 bicycle helmets during kindergarten traffic safety presentations
- Give pedestrian safety presentations at 2 senior centers

IMPORTANT NOTE

If awarded funds for this grant, you will be required to submit a Mid-Year Progress Report and a Final Progress Report based on the measurable objectives stated in this application.

Measurable Target Objective 1	Distribute 2500 pieces of educational materials regarding the sharing of the road by motor vehicles and bikes and distracted driving .
Measurable Target Objective 2	Distribute 400 pieces of bike/pedestrian safety equipment. Equipment will help illuminate both bicyclist and pedestrians and promote safe bicycling.
Measurable Target Objective 3	Install radar speed sign which will show drivers their speed and notify them to slow down thus reducing the number of speeders in troubled areas.

6. Identify three problematic road safety trends that exist in your community (either crash or citation-related) pertaining to demographics, location, day of the week, and/or time of day.

- Trends must relate to the elements being requested.
- Trend Examples:
 - Our data shows distracted driving citations are issued on Main St twice as often compared to the rest of the town and issued one and a half times more frequently after 4 PM.
 - Our data shows 3 pedestrians over the age of 60 were struck by vehicles in 2022
 - Our CPS Technician saw a 60% misuse rate on car seats that the department checked last year

Trend 1	Accident statistics show that bicycle and pedestrian involved accidents remain consistent during the past several years and occur on various streets throughout the City, especially the main thoroughfares.
Trend 2	Citation statistics show a speeding problem on Washington St. at all hours of the day. With the addition of radar speed signs and selective enforcement the goal is to reduce speeding violations.
Trend 3	Bicycle violations along commuter routes have increased as access to dedicated bicycle lanes have improved. With the assistance of the Bicycle Committee, the Department will engage the community by handing out educational materials that illustrate the rules of the road when it comes to the proper sharing of the roadway by motorist, pedestrians & bikes

7. If proposing to utilize grant funds for Non-Enforcement traffic safety activities, provide the following details for each budgeted activity:

- Describe the activity, where it will take place, who will be involved, and what will their role(s) be
- Describe why you are proposing to conduct this activity and what you hope to accomplish.

Activity 1	Grant funds for non-enforcement traffic safety activities will be used to create traffic related educational materials that will be handed out by officers at various City sponsored events.
Activity 2	The Department will also sponsor separate day events by placing pop-up tents along roadways where bicycle and pedestrian accidents occur (i.e. Washington Street, Broadway, Beacon Street, Temple Street) in order to hand out traffic related education materials.
Activity 3	The Department will set up Informational boots at city run events Including Memorial day parade, Fourth of July Fireworks, River Feast, SomerStreets to hand out traffic related education materials. We hope to engage with the community in a positive, non-enforcement role to provide traffic and safety education

Activity 4	
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8. **If you are requesting traffic equipment**, state the quantity next to the type of equipment being requested. You must also provide the quantity and approximate age of your current inventory.

<i>Requested Equipment</i>	<i>Current Inventory and Approximate Age</i>
Handheld Radar:	Handheld Radar: 9 units, 6/2012
Handheld LiDAR: 2	Handheld LiDAR: 20 units, ages from 2011 to 2019. Our oldest 5 units are no longer serviceable and set to be retired.
Pole-Mounted Radar Speed Sign: 1	Pole-Mounted Radar Speed Sign: 0 (2 on order to be installed)
Traffic Data Recorder:	Traffic Data Recorder: 1 Unit, 2 Years old
Preliminary Breath Test (PBT) Instruments:	Preliminary Breath Test (PBT) Instruments: 5 units, 4yrs old avg.

9. **Explain how the equipment requested will augment the planned enforcement. Give justification for the need and how/where the equipment will be used.**

- Example A: The department has no data recorders and will post them on streets A, B and C in order to...
- Example B: The department would benefit from new Handheld Radar units to enforce speed and reduce crashes caused by speed in areas X, Y, and Z.

Note: OGR reserves the right to adjust an equipment award if justification is inadequate or not provided. If unallowable items are listed, the funding will be denied, and the department will not have the opportunity to update with allowable items.

We are requesting to purchase to ProLaser 4 hand-held Lidar systems from Kustom Signals at state contract pricing. These new units will allow us to better perform speed surveys digitally and export data in a more usable format.

We are requesting to purchase 1 Titan TC-600 speed radar signs from Marlin Controls of Uxbridge Mass. The Somerville Police Department has 2 speed radar signs in it's inventory. We would like to expand this to 3 to cover other identified high impact areas.

Somerville DPW and The Traffic and Parking Division will be installing the signs using poles. Labor and any other needed materials will be supplied by them.

10. If your department is budgeting for Ped & Bike Safety Items (see AGF for the item listing), provide:

- Justification for why the items are needed.
- Quantity of each item proposed for purchase.
- A distribution plan including targeted population, method of distribution, and an educational component.

The City of Somerville has seen an increase in pedestrian and bike traffic within its limits which is not unlike other urban areas in the metropolitan Boston area. With the increase in non-motor vehicle traffic there comes a need for the sharing of the roads and the education of all those who use the area.

The items that are chosen for purchase are rechargeable light and reflective bands which will help illuminate both pedestrians and bicyclist which will make them more visible to each other and motor vehicle traffic.

As part of the distribution of these items we will work with the Bicycle Commission and attend events sponsored by them while also attending festivals and other public events within the city speaking with attendees on bike, pedestrian and motor vehicle safety and the need to share the roadways safely.

In addition to handing out safety items the Somerville Police will also be handing out the "sharing the road guide" that was previously supplied by EOPPS and MASS DOT.

11. Motor Vehicle Automated Citation and Crash System (MACCS) – Check here if you are participating in the MACCS program:

Yes

No

12. Provide a timeline of the Element(s) activities/deliverables by writing in the activity corresponding to each month your department will be participating.

- For Traffic and Ped & Bike enforcement, indicate the type of enforcement and total hours planned in the corresponding month.
- For equipment or safety items, enter the item you plan to purchase in the appropriate month. Traffic Equipment and Safety Items must be received by April 30, 2024.
- For Non-Enforcement Activities, enter the name of the activity in the appropriate month.

Month	Enforcement Activity	Purchase Equipment/ Safety Items	Planned Non-Enforcement Activity
November 2023	Pedestrian / Bike Campaign	Have Pamphlets printed, order safety items, lidar and speed signs	
December 2023	Winter Impaired Driving		
January 2024	Pedestrian / Bike Campaign		
February 2024	Pedestrian / Bike Campaign	Receive and implement equipment	
March 2024	Pedestrian / Bike Campaign		
April 2024	Distracted Driving		Visit 6th, 7th & 8th grade classes to promote safe bicycling.
May 2024	Click it or Ticket and Pedestrian / Bike Campaign		Set up Booth at Porch Feast to distribute materials and Safety Equ
June 2024	Speed Campaign		Set up Booth at Memorial day Parade and Somer-Streets carnival to distribute materials and Safety Equ
July 2024	Speed Campaign		Set up Booth at 4th of July Fireworks and Art Beat Festival to distribute materials and Safety Equ
Aug- Sept 15 th , 2024	Summer Impaired Driving & Pedestrian Safety Campaign		Set up Booth at River Feast and Somer-Streets, Highland ave to distribute materials and Safety Equ

13. Budget Narrative: Use the space below to describe how your department intends to use budgeted funds. Provide a description and explain all requested line items included in the Attachment B Budget. This narrative allows reviewers to clearly understand all costs associated with this proposal.

Traffic enforcement overtime: The \$28,120.00 designated for overtime enforcement will be divided amongst the six campaigns beginning in December. This will allow for over 350 hours of enforcement. During these campaigns the officers will be assigned to areas that have been selected due to the frequency of infractions or by statistical crash data.

The Purchase of 2 hand-held Lidar ProLaser 4 systems from Kustom Signals for 2357.95 each for a total of \$4715.90, to upgrade our existing inventory.

Traffic Safety Equipment: One speed radar sign will be purchased and installed by the city. The cost of the unit (Titan TC-600S – SOLAR POWERED DRIVER FEEDBACK SIGN) supplied by Marlin Controls is \$4,100. and will be installed in the area of greatest speed violations.

Pedestrian & Bike Enforcement: The sum of \$17,480.00 will be designated for pedestrian & bike safety enforcement for the six campaigns beginning in November. This will provide over 230 Hours of enforcement. The funds will be divided equally which will provide for \$2,913.33 to designated for each campaign.

Non-enforcement safety activities and items: A total of \$3,800.00 will be designated for officers to attend events where they will speak on the need for the sharing of the road by all users and the need for awareness to ensure the safety of all. The officers will also be handing out safety items such as lights and reflective safety gear to both pedestrians and bicyclist. The Somerville Police Department will communicate with the Somerville Bike Committee and request direction and assistance in reaching out to the cycling community.

Pedestrian and Bike Safety Items: \$1,208.00 has been requested to purchase reflective safety lights for both pedestrians and bicyclist. Officers attending different social events throughout the city will be able to provide the safety equipment at these events.

Educational Materials: \$643.47 is requested for the printing of the sharing the road and distracted driving pamphlets which have been designed by Somerville bicycle coalition and EOPPS. This information will be handed out to those attending community events and during traffic stops.

Attachment B Budget Worksheet Instructions

General Instructions for Attachment B – Budget Worksheet

Attachment B – Excel Budget Detail Worksheet must be completed and included in the application packet. The worksheet can be found at <https://www.mass.gov/info-details/municipal-road-safety-mrs-grant-program> under the link for the FFY 2024 MRS Grant program.

The budget worksheet contains sections for each element and their related costs.

Please note that the total of all sections cannot exceed the maximum award amount per tier level:

FFY 2024 Funding Levels

Population	Tier	Max Award Amount
Greater than 40,000	1	\$60,000.00
20,000 to 39,999	2	\$40,000.00
12,000-19,999	3	\$30,000.00
Less than 12,000	4	\$20,000.00

Commonwealth of Massachusetts
Office of Grants and Research
FFY 2024 Municipal Road Safety Grant
Availability of Grant Funding (AGF) Assurances

The Somerville Police Department hereby acknowledges the terms and conditions as identified in the FFY 2024 Municipal Road Safety (MRS) Availability of Grant Funding. The Department understands and agrees that a grant received as a result of this application process is subject to the regulations governing highway safety projects and grant administrative requirements and agrees to comply with all applicable local, State and Federal rules and regulations.

I hereby acknowledge that if purchasing equipment and/or safety items, the Department will comply with all grant contract requirements and related state and federal guidelines as they pertain to the purchasing of allowable equipment and/or safety items. The Department understands and agrees that any items approved for purchasing will be used specifically for the purposes as set forth in conjunction with the FFY 2024 MRS grant program.

I hereby acknowledge that funding is contingent upon the availability of federal NHTSA funds, and certify if awarded, that these federal funds will not supplant any other funds currently made available to the Department.

By signing below, I hereby acknowledge having read and understand all FFY 2024 MRS grant administration requirements and agree to comply with the best of the Department's ability.

Charles Femino, Chief of Police

Name and Title (*please print*)

Signature

Date

Application Details

Application Deadline – June 29, 2023

Responses to this AGF must be submitted on the OGR-provided documents. Electronic versions of the Application template, Grant Application Budget Excel spreadsheet, and other required documents are available to download at <https://www.mass.gov/info-details/municipal-road-safety-mrs-grant-program>. The application template contains full detailed instructions and a checklist of all required documents that must be submitted with the application.

OGR requires one (1) application packet be submitted electronically to OGR.MRS@mass.gov and one (1) hard copy of the application packet be mailed to our **new** office:

Office of Grants and Research
ATTN: Highway Safety Division (MRS Grant)
35 Braintree Hill Office Park, Suite 302
Braintree, MA 02184

The documents listed below comprise the application packet:

- Completed FFY2024 Municipal Road Safety Grant Funding Application with Signed Assurances Page – Attachment A
- Grant Application Budget Spreadsheet – Attachment B
- Contractor Authorized Signatory Listing Form
- Subrecipient Risk Assessment Form
- Organization's Overtime Policy (this can be an excerpt from the policy manual)
- Copy of Federal or Auditor approved Fringe Rate Agreement and/or Indirect Rate Agreement, if applicable
- Quote(s) for proposed traffic equipment purchases, if applicable

In addition to submitting the hard and electronic copies of the application packet by the deadline, applicants must also complete and e-submit the **Applicant Contact Information Form**.

OGR will conduct a Technical Assistance Workshop on Thursday, June 8, 2023 at 1:00pm to help departments better understand the requirements set forth in the AGF and the application process. Once the webinar has concluded, only questions submitted to OGR.MRS@mass.gov will be accepted. Please register for the webinar at this link: <https://attendee.gotowebinar.com/register/953697026094239067>.

Attachment B - Budget Worksheet



FFY 2024 Municipal Road Safety Grant (MRS)

Name of Applicant Organization	Somerville Police Department
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Cost Categories	Federal Costs
Traffic Safety Enforcement (TE) Overtime	\$ 28,120.00
Traffic Safety Equipment	\$ 8,815.90
Ped & Bike Enforcement Overtime	\$ 17,480.00
Non-Enforcement Safety Activities	\$ 3,800.00
Ped & Bike Safety Items	\$ 1,851.47
Consultant / Contractor Costs	\$ -
Travel Costs	\$ -
Fringe Benefit Costs	\$ -
Indirect Costs	\$ -
Total Costs	\$ 60,067.37

Executive Office of Public Safety and Security
 Office of Grants and Research
 FFY 2024 Municipal Road Safety Grant Program (MRS)
 Attachment B - Somerville Police Department

Traffic Safety Enforcement (TE) Overtime					
Campaign Period	Average OT Rate	Planned OT Hours	Description	Federal Costs	
Winter Impaired Driving: December 2023	\$ 76.0000	40.0000		\$ 3,040.00	
Distracted Driving: April 2024	\$ 76.0000	66.0000		\$ 5,016.00	
Click It or Ticket: May 2024	\$ 76.0000	66.0000		\$ 5,016.00	
Summer Speed: June 2024	\$ 76.0000	66.0000		\$ 5,016.00	
Summer Speed: July 2024	\$ 76.0000	66.0000		\$ 5,016.00	
Summer Impaired: Aug. 1, 2024 - Sept. 15, 2024	\$ 76.0000	66.0000		\$ 5,016.00	
Subtotal:				\$ 28,120.00	

Traffic Safety Equipment - Cannot exceed 50% of TE Overtime Budget.					
Equipment - Type	Cost Per Unit	Quantity	Description of Equipment & Add On's	Federal Costs	
Hand Held Lidar	\$ 2,357.9500	2.0000		\$ 4,715.90	
Radar-Speed Signs, Pole Mounted	\$ 4,100.0000	1.0000		\$ 4,100.00	
Subtotal:				\$ 8,815.90	

Ped & Bike Enforcement Overtime					
Activity	Average OT Rate	Planned OT Hours	Description	Federal Costs	
Ped & Bike Safety Enforcement	\$ 76.0000	230.0000		\$ 17,480.00	
Subtotal:				\$ 17,480.00	

Non-Enforcement Safety Activities					
Activity	Average OT Rate	Planned OT Hours	Description	Federal Costs	

Activity	Rate	Quantity	Description	Federal Costs
Attend events and feastivles	\$ 76.0000	50.0000	5 events, 2 officers, 8 hours	\$ 3,800.00
Subtotal:				\$ 3,800.00

Ped & Bike Safety Items

Item	Cost Per Unit	Quantity	Description of Item	Federal Costs
Pamphlet printing	\$ 643.4700	1.0000		\$ 643.47
Reflective, illuminated arm bands	\$ 3.0200	400.0000		\$ 1,208.00
Subtotal:				\$ 1,851.47

Consultant / Contractor Costs

Consultant/Contractor Name	Rate	Quantity	Description	Federal Costs
Subtotal:				\$ -

Travel Costs

Name/Position	Cost Per Trip	# of Trips	Description	Federal Costs
Subtotal:				\$ -

Fringe Benefit Costs

Name/Position	Salary Applied to Fringe Rate	Contract Fringe Rate	Description	Federal Costs
Subtotal:				\$ -



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)

Contractor Legal Name Somerville Police Department	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) TID# 046-001-414
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INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Charles Femino		Chief Of Police	617 625 1600 x 7200	cfemino@police.somerville.ma.us
James Stanford		Deputy Chief, Suppport Services	617 625 1600 x7203	jstanford@police.somerville.ma.us
Christopher Ward		Deputy Chief, Patrol	617 625 1600 x7203	cward@police.somerville.ma.us

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title Chief of Police	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

MA Executive Office of Public Safety and Security - Office of Grants and Research (OGR)

SUBRECIPIENT RISK ASSESSMENT FORM

SECTION A: PURPOSE

Federal regulations contained in 2 CFR §200.332 require the Office of Grants and Research to evaluate each grant subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining appropriate subrecipient monitoring. OGR must also determine subrecipients' financial management capabilities.

The programmatic and fiscal responsibility of subrecipients must be such that they can properly discharge the public trust that accompanies the authority to expend public funds. Adequate accounting and program management systems should meet the following criteria:

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation that support the entry and can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal programmatic controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.
- (5) Certify that subrecipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a state or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

SECTION B: ACCOUNTING SYSTEM

1. Which of the following best describes the accounting system:

- Manual Automated Combination

2. Does the accounting system identify the receipt and expenditure of program funds separately for each grant/contract?

Yes No

3. Does the accounting system provide for the recording of expenditures for each grant/contract by the budget cost categories shown in the approved budget

Yes No

4. Are time distribution records maintained for an employee when his/her effort can be identified to a particular cost objective?

Yes No

5. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

a. Total funds available for a grant

Yes No

b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?



Yes No

6. If Federal grant funds are commingled with organization funds, can the Federal funds and related costs be readily identified?

Yes No

N/A

SECTION C: PROGRAM MANAGEMENT		
1. Is the organization new to managing federal grant funds or has the organization had recent staff turnover that significantly reduces its institutional capacity to effectively manage federal funds? If yes, please explain: (attach a separate sheet if necessary)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. If the organization has recently (past 5 years) or currently receives federal grant funding, has the organization been out-of-compliance with reporting or other requirements? If yes, please explain: (attach a separate sheet if necessary)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SECTION D: APPLICANT CERTIFICATION		
I certify that the above information is complete and correct to the best of my knowledge.		
Agency Official Signature	Title	Date
Type or Print Name of Agency Official		
Subrecipient Organization Name, Address, and Telephone Number Somerville Police Department 220 Washington St. Somerville, MA 02143		
SECTION E: FOR OGR INTERNAL USE ONLY		
<u>Subrecipients - Do not complete this section</u>		
1. Does the subrecipient receiving this award have an acceptable track record of managing funds provided by EOPSS? Briefly explain.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the proposed program very complex, is the award above \$1million, and/or is the proposed grant-funded activity such that additional risk can be presumed? If yes, please explain.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. According to www.sam.gov , is the subrecipient organization or any of its principals presently debarred, suspended, or voluntarily excluded from covered transactions by any Federal, State or local department or agency for non-responsible behavior (i.e. fraud, embezzlement, tax evasion, violation of antitrust statutes)? If yes, please explain.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Somerville Police Department 	TYPE: GENERAL ORDER		POLICY NUMBER: 428	VERSION: 4.00
	Subject: Patrol Officer Overtime			
	Issuing Authority: Charles Femino Chief of Police		Signature: 	Effective Date: December 27, 2021
		Number of Pages: Page 1 of 2		
Accreditation Standards (5th Edition) 1.3.11(c), 22.1.1(f)		<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended		
Revision & Reissued Dates:	Replaces G.O. 2012-12 12/16/12	5/10/19	5/20/2019	

Policy

Effective May 20, 2019, at 23:45 hours, the following General Order will go into effect for the rank of Patrol Officer only. This order is being disseminated as a result of an agreement between the SPD Administration and the SPEA Executive Board.

Except in the event of an emergency or staffing shortage, no employee shall be required to work overtime. Scheduled overtime shall be posted and distributed to all employees on an equitable and fair basis. An overtime roster shall be established and kept on a current monthly basis. The employee with the lowest number of overtime hours worked on a monthly basis shall always be given first choice of work (in the event of a tie, seniority shall prevail). Employees are not authorized to work three consecutive shifts of sixteen consecutive hours without authorization.



In the event there is a manpower shortage, the following steps should be taken by the Commander [22.1.1(f)]:

- A. Give as much advance notice as possible of overtime work opportunities.
- B. Fill the shortage using the overtime sign-up sheet.
- C. If the overtime sheet becomes exhausted, ask for voluntary holdovers.
- D. Send out email to all patrol officers offering the overtime position.
- E. Attempt to fill the shift using voluntary swaps. In other words, if there is a last half shortage and the current first half personnel are due back for a day shift, ask if someone would like to swap shifts.
- F. Reassign the junior Officer from the detail list, provided the detail hours are consistent with the overtime shift and the detail is during the same shift with the shortage. If the junior

officer (seniority) passes the overtime, they shall be removed from their detail and the next junior officer assigned to a detail will be offered the overtime, if they pass, repeat as necessary until the overtime is filled or there are no SPD officers assigned to a detail during the same shift as the overtime that was offered.

- G.** If the overtime remains unfilled, the junior Officer on duty would be subject to a forced holdover. Includes: Patrol, NPO's, K9, Traffic, Detectives, and all other Officers on duty.
- H.** Any officer filling an overtime position (including forced holdovers) within patrol is entitled to their seniority bid rights at Roll Call within the overtime group.
- I.** If an Officer is assigned to training during a working day, the training shall be done in lieu of his/her shift unless otherwise instructed. An Officer assigned to training on a day off shall be paid overtime.
- J.** Any Officer who fails to qualify with his/her firearm/authorized weapon(s) will receive remedial training by the certified instructor/Armorer. Until the Officer qualifies he/she will be relieved of all duties requiring a firearm, including overtime. [1.3.11(c)]

Any Officer returning from sick leave who has used more than ten sick days in a calendar year shall not be eligible for any voluntary overtime opportunities until they have worked three consecutive regularly scheduled shifts. The employee will become eligible for voluntary overtime after the three shifts have been worked. Employees are expected to track the number of sick days they have used in a calendar year. All employees are subject to forced holdovers and emergency overtime when there is a staffing need.

Somerville Police Department 	TYPE: GENERAL ORDER		POLICY NUMBER: 417	VERSION: 4.00
	Subject: Police Vehicles			
	Issuing Authority: Charles Femino Chief of Police	Signature: 	Effective Date: December 23, 2021	
Accreditation Standards (6th Edition) 41.1.3, 41.3.1, 41.3.2, 41.3.3		<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended		
Revision & Reissued Dates:	1/18/16	3/28/16	12/13/16	

Purpose

Police department vehicles are purchased and maintained for the purpose of delivering police services to this municipality. The Somerville Police Department is committed to maintaining agency vehicles to be safe, dependable, and professional in appearance. Vehicles should be maintained with equipment and stocked with supplies so that employees may effectively carry out their job functions. Employees are required to upkeep the vehicles by cleaning them, assuring that proper supplies are present, and reporting defects and damage in a timely manner.

Policy

It is the policy of the Somerville Police Department that:

- A. Department vehicles shall only be used for police purposes, as determined by the Chief of Police
- B. All agency vehicles shall be maintained in a clean, safe, and dependable condition
- C. Crashes involving department vehicles shall be reported immediately to a supervisor, documented, and investigated

Definitions

Fleet Manager: The City of Somerville Motor Vehicle Fleet manager is also the fleet manager for the Police Department.

Patrol Vehicle: A marked or unmarked four wheel sedan or SUV intended for regular patrol duties by uniformed personnel.

Unmarked Vehicle: A sedan, SUV or truck without the visible paint, markings, and equipment which would make it easily identifiable as a police vehicle.

Specialty Vehicle: A motor vehicle intended for a specific purpose, such as a mobile incident command vehicle, detainee transport vehicle, animal control van, motorcycle, bicycle and ATV.

Procedures

A. Fleet Manager: The City of Somerville Fleet Manager shall be responsible for coordinating the equipping, stocking, maintaining and replacing of department vehicles. [41.1.3]

B. Operation

1. Authorization

- a. Department vehicles may be operated only by employees authorized to do so by a supervisor.
- b. Department vehicles may be issued to specific individuals by the authority of the Chief of Police. The following persons are issued take-home department vehicles:
 - (1). Chief of Police
 - (2). Deputy Chief Operations
 - (3). Deputy Chief Support
 - (4). CID Captain

2. Licensing:

- a. Persons operating department vehicles must possess a valid driver's license.
- b. An employee who's right to operate has been suspended or revoked must inform his/her supervisor immediately upon learning of a suspension or revocation.
- c. If not properly licensed, the employee must advise any supervisory employee that he/she is not licensed if directed to operate a motor vehicle by a supervisor.
- d. At the beginning of each calendar year, the Administrative Captain will verify that all employees, who are required to operate department vehicles, have a valid driver's license.

3. User Responsibilities

- a. Before operating a department vehicle, normally at the beginning of an employee's tour of duty, employees must inspect the vehicle to ensure that the equipment is operating properly, and must check for cleanliness, adequate supplies, and damage.

Any issues related to these items the employee shall report such issues to their immediate supervisor.

- (1). In the case of an emergency, a vehicle inspection may be postponed until the emergency has passed, at which time an inspection shall be conducted.
 - (2). Operators shall identify and report defective equipment, like headlights, directional lights, and marker lights, auxiliary emergency lights, and radios.
 - (3). Body fenders, bumpers, glass, and tires shall be viewed for signs of damage.
 - (4). Tires shall be inspected for damage and proper inflation.
 - (5). Supplies carried by the vehicle shall be checked and replaced or replenished daily, or as they are used/needed, by the Fleet Manager. [41.3.2]
 - (6). Other equipment found to be inoperative or defective, like radar, Lojack receivers, gun racks, and scanners, shall be reported when discovered.
 - i. Defective or damaged vehicles shall be reported to the patrol supervisor, who will inspect the reported deficiency and forward the report to the Fleet Manager or ensure that a CAD item is generated.
 - ii. The patrol supervisor shall initiate an investigation of any unexplained damage.
 - iii. In the event that department property is found bearing evidence of damage which has not been previously reported, it will be considered prima facie evidence that the last person using the property or vehicle is responsible for the damage and they will complete a report accordingly.
 - (7). Vehicles used to transport detainees shall be inspected for contraband and weapons. See [303 - Detainee Transportation](#).
- b.** Before returning the vehicle, the operator shall ensure that the vehicle is fueled and the interior is clean and presentable.

4. Equipment and Supplies

a. Patrol Vehicles

- (1). All marked and unmarked patrol vehicles shall be equipped with emergency lights, a siren, and the supplies and equipment specified in Appendix A of this policy. [41.3.1] [41.3.2]

- (2).Supplies for patrol vehicles are maintained by the Fleet Manager. Any vehicle operator noticing a missing item shall inform the Fleet Manager immediately. If neither the Fleet Manager nor garage mechanic is available, the patrol supervisor shall be informed and a CAD item generated. [41.3.2]

b. Unmarked Vehicles

- (1).All police department unmarked vehicles, with the exception of “soft” cars, intended for use other than for normal patrol shall be equipped with the supplies and equipment specified in Appendix A of this policy.
 - (2).Investigators’ vehicles may carry additional equipment at the discretion of the CID supervisor.
 - (3).Administrative vehicles shall carry equipment specified under this section. Except as specified below, additional equipment may be carried at the discretion of the employee assigned to the vehicle’s use. Additional permanently mounted radios, firearms and racks, equipment vaults, Lojack receivers, auxiliary emergency lights, push bumpers, must be authorized by the Deputy in charge of Operations before being installed.
 - (4).No body or paint modifications may be made without the prior approval of Deputy in charge of Operations.
5. Passengers: No person shall be permitted to be an occupant or ride as a passenger in a department vehicle, except when necessary in the performance of a police function, unless authorized by the Chief of Police or their designee.

6. Safety Belts [41.3.3]

- a. The wearing of safety belts in all department vehicles is mandatory for all employees.**
- b. Safety belts are mandatory for all passengers.**

- (1).Children traveling as passengers must use car seats appropriate for the child’s age and size.
- (2).Children may be transported without a car seat only if car seats are not available.
- (3).The safety belt must never be bypassed by locking it behind the occupant or by the use of any bypass device.

Note: To protect an occupant during a crash, the airbag control module may fire the safety belt tensioners, which lock a safety belt tightly in place around the wearer, fire the airbag, or both, depending upon the severity of the impact. If the

Quote Number 00006682



Prepared By Judy Beiriger
Phone (913) 428-3276
Email jbeiriger@kustomsignals.com

Address 10901 W. 84th Terrace, Suite 100
Lenexa, KS 66214
Created Date 6/22/2023
Expiration Date 9/22/2023

Quote To:

Name Sergeant Mike McCarey
Bill To Name SOMERVILLE POLICE DEPT
Bill To 220 WASHINGTON ST
SOMERVILLE, MA 02143-3117
USA
Ship To Name SOMERVILLE POLICE DEPT
Ship To 220 WASHINGTON ST
SOMERVILLE, MA 02143-3117
USA

Table with 5 columns: Product Code, Quantity, Product Description, Sales Price, Total Price. Row 1: 2000, 3.00, ProLaser 4 bundle includes a Hogue grip, 8 AA rechargeable batteries with charger (4 of which are spares), USB to PC interface cable, 12V accessory power to USB adapter, and hard carry case. Includes shipping & Handling. \$2,357.95, \$7,073.85

Totals

Summary table with 2 columns: Description, Amount. Rows: Subtotal \$7,073.85, Shipping and Handling \$0.00, Total Amount \$7,073.85

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.

Massachusetts State Contract PSE01
Valid through 12/1/2026
Includes shipping and handling
Includes three- year warranty

Every ProLaser 4 now includes: Certification Management, Time Trak, Following Too Close mode, Count-up Timer and Three Year Warranty

Options to consider; not included in total:
ProLaser 4 traffic safety lidar online operator training \$10.00
ProLaser 4 collapsible and adjustable shoulder stock \$156.00
ProLaser 4 Tripod kit with adapter \$172.00
Motorcycle holsters available

Quote Acceptance

Signature _____
Name _____
Title _____
Date _____

Quote Number 00006682



Prepared By Judy Beiriger
Phone (913) 428-3276
Email jbeiriger@kustomsignals.com

Address 10901 W. 84th Terrace, Suite 100
Lenexa, KS 66214
Created Date 6/22/2023
Expiration Date 9/22/2023

KUSTOM SIGNALS, INC.
TERMS AND CONDITIONS

1. APPLICABILITY. Unless otherwise specified in a written bid, quote or contract, the following terms and conditions shall apply.

2. PRICES AND TAXES. Prices will be Kustom Signals, Inc.'s ("Seller") prices in effect on the date a purchase order is accepted by Seller, and Seller may change its prices at any time, in its sole discretion. All prices will be F.O.B. Chanute, Kansas, and net of any duties, sales, use or similar taxes, fees or assessments, and do not include shipping, packaging or any insurance costs, all of which are Buyer's responsibility.

3. PAYMENT. Unless otherwise provided on the face of the invoice, payment is due 30 days after invoice date in US dollars. Partial payments are not permitted unless authorized in writing. Partial payments will be treated as non-payment. Each invoice is independent from shipping sequence and disputes relating to other invoices. Failure to pay an invoice within 30 days will be considered a default.

4. DELIVERY AND PERFORMANCE. Delivery dates are approximate. Seller disclaims all liability for late or partial delivery. Seller may deliver in such lots and at such times as is convenient for Seller.

5. LOSS IN TRANSIT. Risk of loss will pass to Buyer upon delivery of the goods to the carrier. In case of breakage or loss in transit, Buyer will have notation of same made on expense bill before paying freight. Seller may reject claims for shortages not made within 15 days of Buyer's receipt of the goods.

6. TERMINATION, RESTOCKING CHARGES. Buyer may terminate this purchase order for its convenience, in whole or in part, by written, faxed or telegraphic notice at any time. If Buyer terminates this purchase order for convenience, Buyer will be liable to Seller for Seller's reasonable costs incurred in the performance of this purchase order that Seller cannot mitigate. Unless otherwise agreed upon in advance in writing by Seller, Seller may charge Buyer a 25% restocking fee, if: (a) upon approval by Seller, the Buyer returns any non-defective goods covered by this invoice; or (b) prior to shipment, but after the goods are produced by Seller, Buyer cancels the order for the subject goods.

7. WARRANTY. Seller's warranty is provided separately.

8. LIMITATION OF LIABILITY. SELLER IS NOT LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, OR INCIDENTAL DAMAGES, OR ANY LOST PROFITS OR LOST SAVINGS, EVEN IF A SELLER REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, DAMAGES, CLAIMS OR COSTS, NOR IS SELLER LIABLE FOR ANY CLAIM BY ANY THIRD PARTY. SELLER'S AGGREGATE LIABILITY UNDER OR IN CONNECTION WITH THIS PURCHASE ORDER IS LIMITED TO THE AMOUNT PAID FOR THE GOODS.

9. INDEMNIFICATION. Buyer will indemnify, defend and hold Seller harmless from all losses, damages, liabilities and costs, including attorneys' fees, incurred or sustained by Seller as a result of any third party claim made against Seller, including a claim by a customer of Buyer, arising from its negligent, reckless, willful, or intentional actions in marketing and reselling the goods.

10. EXPORT RULES. Exports and re-exports of the goods may be subject to United States export controls and sanctions administered by the U.S. Department of Commerce Bureau of Industry and Security under its Export Administration Regulations ("EAR"). Buyer shall comply with all laws, rules and regulations applicable to the export or re-export of goods including but not limited to EAR which includes, among other things, screening potential transactions against the U.S. Government's (i) list of prohibited end users, and (ii) list of prohibited countries. Buyer represents and warrants that (i) it has not been charged with, convicted of, or penalized for, any violation of EAR or any statute referenced in EAR §766.25, and (ii) it has not been notified by any government official of competent authority that it is under investigation for any violation of EAR or any statute referenced in EAR §766.25.

11. MISCELLANEOUS. These terms and conditions, together with any other written agreement between Buyer and Seller, if any: (i) are the exclusive statements of the parties with respect to the subject matter and supersedes any prior or contemporaneous communications; (ii) may not be amended except in writing executed by the parties and will prevail in any case where the terms of Buyer's purchase order or other communication are inconsistent; (iii) will be interpreted and enforced in accordance with the laws of the State of Kansas, without giving effect to principles of conflicts of law. These terms and conditions are: (1) solely for the benefit of the parties, and no provision of these terms and conditions will be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right. Each party consents to the exclusive personal jurisdiction of the state and federal courts located in the State of Kansas for purposes of any suit, action or other proceeding arising out of this Agreement, waives any argument that venue in any such forum is not convenient and agrees that the venue of any litigation initiated by either of them in connection with this Agreement will be in either the District Court of Johnson County, Kansas, or the United States District Court, District of Kansas. If any provision of these terms and conditions is unenforceable, the remaining provisions will remain in effect. No waiver (whether by course of dealing or otherwise) is effective unless it is made in writing and signed by the party to be charged with such waiver. Unless otherwise specified in writing, notices must be given in writing by registered or certified mail, return receipt requested, addressed to:

Kustom Signals, Inc.
Attn: Sales Dept.
9652 Loiret
Lenexa, KS 66219

Quote Acceptance

Signature _____

Name _____

Title _____

Date _____



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Visit us on-line @

www.marlin-controls.com

To: Sgt. Michael McCarey **From:** Shannon McNair

Company: Somerville Police Department **Pages:** 1

Phone: **Date:** June 27, 2023

Fax: mmccarey@police.somerville.ma.us **Re:** Request For Quotation

Marlin Controls New England thanks you for the opportunity to quote the following items. If you have any questions, please feel free to contact us.

Qty.	Description	Unit	Ext.
2 ea.	MODEL TC-600S – SOLAR POWERED DRIVER FEEDBACK SIGN C/O: <ul style="list-style-type: none">• 13" SUPERBRIGHT AMBER LED DISPLAY• 40W. SOLAR PANEL W/POLE MOUNTING BRACKET• TWO 12V. 18 AMP HOUR AGM BATTERIES• "YOUR SPEED" SIGN (28"W X 33"H)• SIGN MOUNTING BRACKET FOR A 4.5" O.D. POLE• BASHPLATE (PROVIDES THE ULTIMATE IN VANDAL PROTECTION)• WI-FI WIRELESS OPERATION <p style="text-align: center;">"SLOW DOWN" & "TO FAST" ALERT MESSAGE STANDARD</p>	\$ 4,100.00	\$ 8,200.00

Terms & Conditions:

The above prices are quoted Net F.O.B. shipping point with **FULL FREIGHT PREPAID & ADDED TO INVOICE** to one destination in Massachusetts. Terms are net thirty days, upon approval, and this quotation is guaranteed for 30 days. Credit card orders incur a 5% processing fee. These terms and conditions supersede and override any vendee terms.

Thank you,

Shannon McNair

Project Manager



QUOTE

Sparta 2002 Designs and Promotions Inc.

DATE: JUNE 8, 2023

9246 Boivin, Lasalle, Qc H8R 2E7 Canada
Phone 888-254-2002 Fax 514-363-6650
Sales Rep: Karen Rose Luckman
karen@sparta.net

TO **Somerville Police Department**
220 Washington Street
Somerville, MA 02143

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
500	CUS	Somerville Police LED Reflective Armband	\$3.02		\$1510.00
1	STO3989	Setup Fee	\$50.00		\$50.00
			SUBTOTAL		\$1560.00
				SHIPPING	FREE
				SALES TAX	
				TOTAL	\$1560.00

Quotation prepared by: Karen Luckman 1-888-254-2002_____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

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[Pickup](#) [Delivery](#) [Courier](#)

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Gloss Stock • Double Sided • Full Color

Quantity:

1500

[Remove Item](#)

How to get it

Pickup

Delivery

Courier

Order Summary

Subtotal (2 items)

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87

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Coupon [87] not found.

Pre-Tax Order Subtotal

\$643.47

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