

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

Department Name: City of Somerville Police Dept.

Authorized Signatory: Katjana Ballantine Initials: KB
(Please Print Name / Title) (Please Print, Do Not Type)

Scope of Services (SoS)
Executive Office of Public Safety and Security
Office of Grants and Research
FFY 2026 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 document 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, 2026.

General

- This is a cost reimbursement grant program.
- The approved budgets and cost categories cannot be changed or interchanged without OGR approval.
- 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, 2032. These files must be made available for review by OGR during state site visits and/or federal audits.
- Itemized invoices and receipts for equipment and safety items purchased must be submitted with the expenditure report. Proof of payment must be kept on file at the department.
 - **Purchase orders are not considered sufficient documentation.**
- Itemized invoices and receipts for Community Awareness, Outreach, and Educational Activities must be submitted with the expenditure report as supporting documentation/backup with the monthly report.
- Failure to submit the required reporting forms by the established deadlines may result in non-reimbursement.

- Subrecipients must submit Mid-year and Final Progress Reports (*template to be provided by OGR*) summarizing accomplishments, challenges and progress towards measurable goals and objectives. Due dates for these reports are as follows:
 - Mid-Year Progress Report no later than **May 15, 2026**
 - Final Progress Report no later than **October 1, 2026**
- Failure to comply with reporting requirements may result in delayed or non-reimbursement of funds, contract termination, and may negatively affect a department's eligibility for future OGR funding. Additionally, repayment of funds to OGR for any grant activity may be mandated.

Program Elements

Traffic Safety Enforcement

If you are participating in Traffic Enforcement:

FFY 2026 Traffic Safety Enforcement Campaign Schedule
Winter Impaired Driving: <i>December 1 – 31, 2025</i>
Distracted Driving: <i>April 1 – 30, 2025</i>
Click it or Ticket: <i>May 1 – 31, 2026</i>
June Speed: <i>June 1 – 30, 2026</i>
July Speed: <i>July 1 – 31, 2026</i>
Summer Impaired Driving: <i>Aug 1 – Sept 15, 2026</i>

- This program will have one (1) traffic budget for the entire year. This means that funds are no longer “use or lose” per campaign and allow for more flexible spending with scheduling officers as availability allows.
- Please refer to 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. Departments must provide justification for any shifts resulting in low activity/stops.

Equipment

If you were awarded funds to purchase Traffic Equipment:

- To receive authorization for ordering equipment, a department **must have previously submitted a quote during the application process**, detailing the anticipated purchases.
- All equipment purchases made with grant funds must be purchased by **March 31, 2026**. This date ensures that the equipment is received and used properly and efficiently during the project period.
 - If an applicant foresees this deadline being an issue, applicants must notify OGR and provide justification as to why they cannot meet the deadline to OGR management for review and consideration.
- No changes to the approved equipment budget are allowed. Any request to change the equipment/items requested must be approved and authorized by OGR before ordering.
- A department is responsible for any overage that exceeds their approved budgeted amount for any element.
- If equipment is purchased and the level of enforcement hours completed are not deemed satisfactory 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:

FFY 2026 Pedestrian & Bicyclist Enforcement Campaign Schedule
November 1 – 30, 2025
January 1 – 31, 2026
February 1 – 28, 2026
March 1 – 31, 2026
May 1 – 31, 2026
August 1 - September 15, 2026

- 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.
- Please refer to 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 **March 31, 2026**.
- No changes to the approved budgeted amount for safety items are allowed. Any request to change the equipment/items requested must be approved and authorized by OGR before ordering.

Community Awareness, Outreach, and Educational 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 15th of the following month of activity, except for the August-September report, which is due October 1st, 2026.
 - A signed report by an agency or department representative must be submitted regardless of whether grant activity has taken place. If no activity is conducted, departments must still submit the monthly expenditure report indicating \$0 expenses for that 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:

➤ taylor.keown@mass.gov (Abington - Medfield)

➤ jennifer.slonina@mass.gov (Medford - Yarmouth)

- A pre-filled Budget Workbook with approved budgets will be issued to each department after contracting is finalized.
- Subrecipients must submit a Mid-Year and Final Progress Report summarizing accomplishments, challenges, and progress made toward the measurable goals/objectives as approved with their application. A template for each report will be provided by OGR.

Miscellaneous

Public Outreach and Notification of Enforcement Activities

- All public communications and/or news releases concerning any grant activity shall indicate the following statement: This project was supported by a National Highway Traffic Safety Administration (NHTSA) grant, awarded by the MA Office of Grants and Research.
- For questions or concerns regarding public communications or outreach please contact OGR's Director of Communications, Renee Algarin at Renee.P.Algarin@mass.gov.

Compliance Monitoring

- All subrecipients are subject to compliance monitoring, including site visits where grant records will be reviewed.
- If OGR perceives issues relating to any of the requirements above or otherwise listed with the AGF, 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 follow the timeline promised in the grant application, or engage in other practices not in keeping with grant requirements will be at risk of losing OGR grant funding and may become ineligible to receive any future OGR grant funding

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