

## Dorothy Cassesso

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**From:** Phelan, Lindsey (OGR) [lindsey.phelan@MassMail.State.MA.US]  
**Sent:** Wednesday, November 23, 2016 9:11 AM  
**To:** Phelan, Lindsey (OGR)  
**Cc:** O'Leary, Edward (OGR)  
**Subject:** AUTHORIZATION for 2017 DSOGPO  
**Attachments:** TE 2017 Scope of Services.doc; Highway\_Contract\_Subrecipient Grant Conditions.doc

**Importance:** High

Dear Chiefs and Grant Contacts,

On behalf of the Executive Office of Public Safety and Security, please accept this email and attached Scope of Services as authorization to proceed with the *Drive Sober or Get Pulled Over* mobilization under the FFY 2017 Traffic Enforcement grant program. The DSOGPO will run from Friday, December 9, 2016 through Sunday, January 1, 2017.

- **Please note that this authorization ONLY applies to the first mobilization of the year due to continuing issues with funding availability.** I will follow up at a later date to authorize your department for additional mobilizations. Formal award letters from Governor Baker's Office will not be issued.
- When submitting your reimbursement requests, **please include the attached Highway Contract Subrecipient Grant Conditions form**, which is required in order to receive reimbursement for the mobilization. One set of signed originals is required and one set of copies. **Make sure Addendum 5 is signed, although there are no special conditions for this award.**
- Reporting forms and a sample news release for the December DSOGPO will be posted on our website in the weeks to come. Our Law Enforcement Liaison, Chief Ed O'Leary, will send out links to those materials when they are available.
- As always, your department will not be reimbursed for any costs incurred in advance of the start date of the DSOGPO mobilization nor any costs incurred outside of the DSOGPO dates. Please note there is no in-kind match requirement this year.

Contact me with any questions or concerns. I look forward to working with you on this program.

Happy Thanksgiving!

Lindsey Phelan, Program Coordinator  
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Office of Grants and Research  
Executive Office of Public Safety and Security  
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## **FFY 2017 Scope of Services Traffic Enforcement Grant Program**

In support of the Federal Fiscal Year (FFY) 2017 Traffic Enforcement Grant Program, eligible municipal police departments will conduct high-visibility traffic enforcement during specified mobilization 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's (EOPSS) Highway Safety Division (HSD).

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

Changes to this scope may be made as part of the annual Highway Safety 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 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 on our website at [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety) under the "FFY 2017 Traffic Enforcement Grant Program" link. All questions related to this grant program should be directed to Lindsey Phelan via email at [Lindsey.Phelan@state.ma.us](mailto:Lindsey.Phelan@state.ma.us).

Amounts received each year will be specified in the official award letter and/or authorizing email that are issued to the communities. 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. The use of a multi-year contract is a tool to streamline the contracting process and reduce the amount of annual paperwork associated with this grant program.

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

- All municipal police departments that meet established requirements are eligible for grant funding.
- Departments are strongly encouraged, but not required, to participate in all mobilizations during the grant year. However, if due to staffing shortages or scheduling conflicts, departments may opt to participate in fewer mobilizations. Departments must notify Lindsey Phelan via email at [Lindsey.Phelan@state.ma.us](mailto:Lindsey.Phelan@state.ma.us) of the decision not to participate in a particular mobilization for which they have received funding. A copy of the correspondence will be added to the department's program file.
- Departments are required to conduct a minimum of three documented stops/contacts per hour; if less, the EOPSS/HSD reserves the right to end program participation for the next mobilization or for the remainder of the federal fiscal year, through September 30, 2017.

Documented stops are defined as any grant-funded patrol officer contact with motorists during the high-visibility traffic enforcement mobilization 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.

- During the grant period, with 48 hours notice, monitoring visits may be conducted of department's enforcement records. All departments must keep on file copies of all citations and documentations written under the EOPSS/HSD Traffic Enforcement Grant Program and additional pertinent information for three years after the grant terminates.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination and/or non-reimbursement of mobilization expenses
- Based on the availability of federal funds, EOPSS/HSD may increase funding and/or the number of high-visibility mobilizations based on established criteria and performance measures.
- Grant funded enforcement must occur only during the mobilization periods listed below and under the terms detailed in the AGF.

|                  |                                |  |
|------------------|--------------------------------|--|
| 1st Mobilization | Drive Sober or Get Pulled Over | December 9, 2016 – January 1, 2017<br><br>Reports due: January 20, 2017    |
| 2nd Mobilization | Click It or Ticket             | May 8, 2017 – May 29, 2017<br><br>Reports due: June 16, 2017               |
| 3rd Mobilization | Drive Sober or Get Pulled Over | August 14, 2017 – September 4, 2017<br><br>Reports due: September 22, 2017 |

Note: These dates are subject to change. Please refer to Program Coordinator's email communications in advance of mobilizations for official dates.

- No department should begin initial enforcement efforts until an annual EOPSS/HSD approval letter or email is issued. Costs incurred before a department receives written notification will not be reimbursed.
- 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 a mobilization.
- 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 distress, or in the case of a riot where all available personnel must be committed.
- 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.



- Patrols for the Drive Sober or Get Pulled Over mobilizations should be scheduled between 2:00 p.m. (1400) and 7:00 a.m. (0700) Thursday through Sunday. However, departments may conduct overtime activity every day of the week, with more than 50% conducted between Thursday and Sunday and any time of the day to target impaired driving, lack of safety belt use, speeding, distracted driving and other risk-taking motor vehicle behaviors (i.e. non-compliance with the Move Over Law).
- To maximize grant funding, patrols must be one officer per cruiser; however, multiple cruisers may be out at one time.
- Full-time officers will be reimbursed at an overtime rate of pay for hours worked during the mobilizations. Part-time or auxiliary officers may participate in all mobilizations and will be reimbursed at their normal hourly rate of pay.
- Sobriety checkpoints must be conducted in cooperation with the Massachusetts State Police and have prior EOPSS/HSD approval and a department plan. EOPSS/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 DSGPO Mobilizations.
- Costs incurred by departments participating in Sobriety Checkpoints will not be covered prior to the start date or end date of impaired driving mobilizations.
- Departments must have an active, enforced, written safety belt policy for officers.
- Departments without a written safety belt policy for officers in place at the time of the submission of the application may apply for grant funding but will receive a 50% reduction in the total grant award.
- Expenditure and Activity Report Forms must be submitted after each mobilization period. All reporting forms will be made available to departments at [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety). Departments are required to submit one original and one set of copies of all reporting forms. Original documents should be signed and dated in blue ink. Original documents should not be stapled.
- Failure to submit the required reporting forms by the established deadlines may result in non-reimbursement.
- Lack of activity for any mobilization period may subject the grant to suspension, termination and/or non-reimbursement of expenses.
- 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 mobilization.

**FFY 2017 Traffic Enforcement Grant Program**  
**List of Eligible Departments**

| Department      | Population 2010 | Award Amount per Mobilization | Total Award Amount for 3 Mobilizations |
|-----------------|-----------------|-------------------------------|--|
| Ludlow          | 21,103          | \$2,500                       | \$7,500                                |
| Lunenburg       | 10,086          | \$2,500                       | \$7,500                                |
| Lynn            | 90,329          | \$4,000                       | \$12,000                               |
| Malden          | 59,450          | \$3,000                       | \$9,000                                |
| Mansfield       | 23,184          | \$2,500                       | \$7,500                                |
| Marion          | 4,907           | \$2,500                       | \$7,500                                |
| Marlborough     | 38,499          | \$3,000                       | \$9,000                                |
| Marshfield      | 25,132          | \$2,500                       | \$7,500                                |
| Mashpee         | 16,506          | \$2,500                       | \$7,500                                |
| Medfield        | 12,024          | \$2,500                       | \$7,500                                |
| Medford         | 56,173          | \$3,000                       | \$9,000                                |
| Medway          | 12,752          | \$2,500                       | \$7,500                                |
| Melrose         | 26,983          | \$2,500                       | \$7,500                                |
| Mendon          | 5,839           | \$2,500                       | \$7,500                                |
| Methuen         | 47,255          | \$3,000                       | \$9,000                                |
| Middleborough   | 23,116          | \$2,500                       | \$7,500                                |
| Middleton       | 8,987           | \$2,500                       | \$7,500                                |
| Milford         | 27,999          | \$2,500                       | \$7,500                                |
| Millbury        | 13,261          | \$2,500                       | \$7,500                                |
| Millis          | 27,003          | \$2,500                       | \$7,500                                |
| Milton          | 33,006          | \$3,000                       | \$9,000                                |
| Morris          | 28,886          | \$2,500                       | \$7,500                                |
| Needham         | 95,072          | \$4,000                       | \$12,000                               |
| New Bedford     | 17,416          | \$2,500                       | \$7,500                                |
| Newburyport     | 85,146          | \$4,000                       | \$12,000                               |
| Newton          | 13,708          | \$2,500                       | \$7,500                                |
| North Adams     | 28,352          | \$2,500                       | \$7,500                                |
| North Andover   | 28,712          | \$2,500                       | \$7,500                                |
| North Attleboro | 14,892          | \$2,500                       | \$7,500                                |
| North Reading   | 28,549          | \$2,500                       | \$7,500                                |
| Northampton     | 14,155          | \$2,500                       | \$7,500                                |
| Northborough    | 15,707          | \$2,500                       | \$7,500                                |
| Northbridge     | 19,031          | \$2,500                       | \$7,500                                |
| Norton          | 10,506          | \$2,500                       | \$7,500                                |
| Norwell         | 28,602          | \$2,500                       | \$7,500                                |
| Norwood         | 5,890           | \$2,500                       | \$7,500                                |
| Orleans         | 13,709          | \$2,500                       | \$7,500                                |
| Oxford          | 12,140          | \$2,500                       | \$7,500                                |
| Palmer          | 51,251          | \$3,000                       | \$9,000                                |
| Peabody         | 17,837          | \$2,500                       | \$7,500                                |
| Pembroke        | 11,497          | \$2,500                       | \$7,500                                |
| Pepperell       | 44,737          | \$3,000                       | \$9,000                                |
| Pittsfield      | 8,264           | \$2,500                       | \$7,500                                |
| Plainville      | 56,468          | \$3,000                       | \$9,000                                |
| Plymouth        | 92,271          | \$4,000                       | \$12,000                               |
| Quincy          | 32,112          | \$3,000                       | \$9,000                                |
| Randolph        |                 |                               |  |

| Department       | Population 2010 | Award Amount per Mobilization | Total Award Amount for 3 Mobilizations |
|------------------|-----------------|-------------------------------|--|
| Raynham          | 13,383          | \$2,500                       | \$7,500                                |
| Reading          | 24,747          | \$2,500                       | \$7,500                                |
| Rehoboth         | 11,608          | \$2,500                       | \$7,500                                |
| Revere           | 51,755          | \$3,000                       | \$9,000                                |
| Rockland         | 17,489          | \$2,500                       | \$7,500                                |
| Salem            | 41,340          | \$3,000                       | \$9,000                                |
| Salisbury        | 8,283           | \$2,500                       | \$7,500                                |
| Sandwich         | 20,675          | \$2,500                       | \$7,500                                |
| Saugus           | 26,628          | \$2,500                       | \$7,500                                |
| Scituate         | 18,133          | \$2,500                       | \$7,500                                |
| Seekonk          | 13,722          | \$2,500                       | \$7,500                                |
| Sharon           | 17,612          | \$2,500                       | \$7,500                                |
| Sherborn         | 4,119           | \$2,500                       | \$7,500                                |
| Shrewsbury       | 35,608          | \$3,000                       | \$9,000                                |
| Somerset         | 18,165          | \$2,500                       | \$7,500                                |
| Somerville       | 75,754          | \$4,000                       | \$12,000                               |
| South Hadley     | 17,514          | \$2,500                       | \$7,500                                |
| Southborough     | 9,767           | \$2,500                       | \$7,500                                |
| Southbridge      | 16,719          | \$2,500                       | \$7,500                                |
| Southwick        | 9,502           | \$2,500                       | \$7,500                                |
| Spencer          | 11,688          | \$2,500                       | \$7,500                                |
| Springfield      | 153,060         | \$28,000                      | \$84,000                               |
| Stoneham         | 21,437          | \$2,500                       | \$7,500                                |
| Stoughton        | 26,962          | \$2,500                       | \$7,500                                |
| Sturbridge       | 9,268           | \$2,500                       | \$7,500                                |
| Sudbury          | 17,659          | \$2,500                       | \$7,500                                |
| Swampscott       | 13,787          | \$2,500                       | \$7,500                                |
| Swansea          | 15,865          | \$2,500                       | \$7,500                                |
| Taunton          | 55,874          | \$3,000                       | \$9,000                                |
| Tewksbury        | 28,961          | \$2,500                       | \$7,500                                |
| Topsfield        | 6,085           | \$2,500                       | \$7,500                                |
| Townsend         | 8,926           | \$2,500                       | \$7,500                                |
| Tyngsboro        | 11,292          | \$2,500                       | \$7,500                                |
| Upton            | 7,542           | \$2,500                       | \$7,500                                |
| Uxbridge         | 13,457          | \$2,500                       | \$7,500                                |
| Wakefield        | 24,932          | \$2,500                       | \$7,500                                |
| Walpole          | 24,070          | \$2,500                       | \$7,500                                |
| Waltham          | 60,632          | \$3,000                       | \$9,000                                |
| Ware             | 9,872           | \$2,500                       | \$7,500                                |
| Wareham          | 21,822          | \$2,500                       | \$7,500                                |
| Watertown        | 31,915          | \$3,000                       | \$9,000                                |
| Wayland          | 12,994          | \$2,500                       | \$7,500                                |
| Webster          | 16,767          | \$2,500                       | \$7,500                                |
| Wellesley        | 27,982          | \$2,500                       | \$7,500                                |
| West Boylston    | 7,669           | \$2,500                       | \$7,500                                |
| West Bridgewater | 6,916           | \$2,500                       | \$7,500                                |