

~~MASSACHUSETTS STATE POLICE~~  
10 Park Plaza, Suite 3720  
Boston, MA 02116  
Tel: 617.725.3341

**Application for Grant Funds (AGF)**  
**FFY 2011 Automated License Plate Reader Grant Program**  
**Deadline for Applications: Noon, November 29, 2010**

The Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR), Highway Safety Division (HSD) announces the availability of up to \$300,000 in federal grant funding in federal fiscal year 2011 for the Massachusetts State Police and municipal law enforcement agencies for purchase of Automated License Plate Readers (ALPR). Contracts awarded under this grant will run through June 30, 2011.

To be eligible for this grant funding, departments must submit a Grant Application and required forms. The AGF Narrative, Grant Application, and required forms are posted on [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety) under "Automated License Plate Reader Program."

Questions about the application and technical assistance can be directed to Dan DeMille at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us) or 617.725.3341.

Announcement of grant awards is anticipated to be on or around January 7, 2011.

**BACKGROUND**

Within the Commonwealth of Massachusetts, the EOPSS/HSD is the entity responsible for planning, implementing, and evaluating highway safety projects with federal funds. The mission of EOPSS/HSD is to reduce fatalities, injuries, and economic losses from motor vehicle crashes on Massachusetts roadways. The EOPSS/HSD also works to coordinate the efforts of federal, state, and local organizations involved in highway safety in Massachusetts.

The EOPSS/HSD recognizes that motorists who are driving unlicensed, with a revoked driver's license, or uninsured pose a threat to law-abiding citizens. Typically these drivers only encounter law enforcement when observed violating a traffic law or are involved in a crash. However, an ALPR can recognize over 1,000 license plates an hour on vehicles as they pass either a portable or stationary unit at vehicle speeds up to 70 mph. The information downloaded into the plate reader from the Commonwealth Criminal Justice Information System (CJIS) allows a law enforcement officer to detect a motor vehicle driven by an unlicensed and/or revoked operator and many other violations. This occurs even if the driver of the vehicle has not committed a traffic offense or been involved in a traffic crash. Based on the alert given when a violation has been detected, the police officer can intervene before this driver is involved in a traffic crash or commits another violation that could result in serious injury to an innocent victim.

## **GRANT PROGRAM DETAILS**

- Program Goal: Grants will be awarded to approximately 20 qualified state and municipal law enforcement agencies. This number is dependent on the number of qualified applicants and available federal funding.
- All municipality police departments and the state police are eligible for grant funding.
- Each local department and the state police is eligible for one unit under this grant.
- Departments are expected to participate in press events, trainings, meetings, or other events as deemed appropriate by EOPSS and the grant recipient.
- Funding for this grant program is subject to the continuing availability of federal funds.
- Departments will be required to incorporate this equipment/system into its official inventory control system following state and federal regulations.
- Departments that procure ALPR systems under this grant program agree to electronically submit captured license plate data to the state repository maintained by the Criminal Justice Information Services (CJIS) Division at the Commonwealth's Public Safety Data Center. Captured license plate data will be made available to local, state and national law enforcement as needed to support official law enforcement operations. Guidelines for submission and retrieval of license plate data will be made available to all participating departments at the time of installation and connection of the ALPR systems.
- For applicants to be considered for funding, the police department must demonstrate the ability to technically support the operation of the systems as well as the ability to understand and prepare systems to receive and send data files as prescribed by the CJIS Division of EOPSS.
- The use of ALPR systems shall be for official law enforcement operations only.
- Non-participation or non-compliance with program goals may result in contract suspension, termination, non-reimbursement of expenses or surrender to EOPSS of the ALPR system(s).
- An effort will be made to disperse units geographically.
- Failure to report any of the above may result in repossession of ALPR unit.

## **Public Outreach**

- Advance public notification and follow-up of enforcement activity is required. The EOPSS-HSD will provide sample news releases for department use by mail and on the EOPSS-HSD website at [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety), then click on Automated License Plate Reader Program. Newspaper clippings generated by department press releases and reports of local radio and TV coverage should be included with grant reports as well as posted on department/community websites and in annual reports.
- All public communications and/or news releases concerning any grant activity shall indicate that the project is funded by the EOPSS.

## **BUDGET DETAILS**

- Award funds are for purchase of ALPR units only.

department.

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- EOPSS will reimburse departments the full amount of the procurement from the approved vendor list.
  - Departments must submit a signed statement to EOPSS/HSD for the item(s) to be approved in advance of any purchases.
  - No funds will be provided for indirect costs associated with the grants.
  - No funds will be provided for training or salaries.
  - Departments will be responsible for paying for additional warranty and maintenance costs.
  - If additional federal funds become available, funding to additional eligible departments may be awarded based on submission of applications from this original AGF.
  - At least 20% (\$60,000) of funding will be allocated to cities and towns with a population under 30,000.
  - At least 20% (\$60,000) of funding will be allocated to cities and towns with a population 30,001-50,000.
  - A maximum of 60% (\$180,000) of funding will be allocated to cities and town with a population 50,001+ and the state police.

#### **Reporting and Record Keeping**

- Expenditure, activity and in-kind match reports must be submitted each month, no later than the 15<sup>th</sup> of the month following purchase. All reporting forms will be made available to departments in hard-copy form and at [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety), under “Automated License Plate Reader.”

to the HSD by mail. Electronic signatures and hard copies of these reports will not be accepted. Failure to submit reports on assigned dates will result in non-reimbursement.

- This is a cost reimbursement grant program. Be sure to notify your community Treasurer's Office so your reimbursement does not go into the General Fund. Funds awarded under this grant are from the National Highway Transportation Safety Administration (NHTSA), CFDA #20.600.
- Once departments receive written EOPSS/HSD Authorization to Proceed, all approved equipment and materials must be received no later than June 30, 2011.
- Departments must submit a signed EOPSS/HSD Authorization to Proceed Form, the HSD Equipment Request form, invoice(s) with itemized prices from vendor(s) and packing slip(s) from vendor(s) to be considered for reimbursement.
- No department should make purchases until a contract has been signed by the department and EOPSS-HSD and notification has been issued. **No costs incurred before a department receives written notification will be reimbursed.** There can be no exceptions.

#### **In-Kind Match**

- Grant recipients are required to provide an in-kind (soft) match which represents 20% of the total project cost. For example if you receive \$5,000, your 20% match would be calculated as follows: \$5,000 divided by 80% = \$6,250 X 20% = \$1,250.
- Failure to submit an in-kind report will result in delay or non-reimbursement.
- Applicants must insure that their in-kind or match is identified in a manner that guarantees its accountability during a review or an audit.
- Departments can only use their match once per grant with EOPSS-HSD.
- Matching funds cannot be federal dollars from another grant.
- Indicate planned in-kind contributions by item and dollar amount on application. In-kind contributions can include estimated administrative costs and operational expenses that can be incurred by the department during the administration or performance of the grant. Examples may include but are not limited to:
  - Officer/supervisor time on project
  - Fringe benefits and indirect costs for officers and/or supervisors
  - Materials, supplies, postage, project related telephone calls
  - Transportation/mileage for project meetings and associated trainings
  - Department webpage development
  - Preparation of financial reports for reimbursement
  - Preparation of activity reports
  - Educational sessions, specialized and roll call training costs and costs associated with court time
  - Department time for community presentations
  - Maintenance to cruisers and equipment
  - Officer time to conduct traffic safety educational initiatives
  - Printing of any community-based public information materials and incentives

- Departments without a written safety belt policy may apply for grant funding, but award will be reduced by 50%.

### **Supplanting**

- Supplanting of funds is prohibited.
- Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.

### **SUBMISSION OF APPLICATION**

A qualified application packet must be based on the attached grant application form and all required attachments.

**For the initial application deadline, an original application form with attachments, along with eight copies, must be received at HSD by noon, November 29, 2010.** It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline. Please email Dan DeMille at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us) to verify receipt.

Please direct application packets to:

Dan DeMille  
Highway Safety Division  
Office of Grants and Research  
Executive Office of Public Safety and Security  
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Faxed and electronic responses will **NOT** be accepted.

### **SELECTION CRITERIA**

Grant awards will be based on the criteria below:

- Strength and effectiveness of application, i.e. understanding of project, innovative approach to project
- Problem identification, i.e. traffic enforcement and crime statistics
- Applicant's plan for deployment of unit
- Applicant's capability to administer technology
- Demonstrated experience and credibility in statewide highway safety
- Budget detail and in-kind contributions
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- Evaluation component
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