



U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

Region 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Volpe Center,
Kendall Square
55 Broadway, DTS-903
Cambridge, MA 02142-1093
Tel. 617-494-3427
Fax 617-494-3646

January 19, 2010

Sheila Burgess, Director
Highway Safety Division
Executive Office of Public Safety and Security
Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Re: Automated License Plate Reader (ALPR) Program/Equipment Approval

Dear Director Burgess:

We have reviewed your November 2, 2009 and subsequent January 8, 2010 letters regarding the FFY10 (AL-10-16) project.

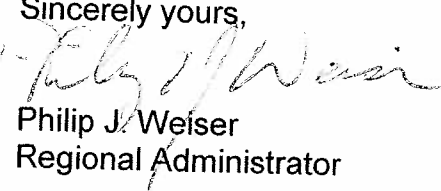
This office:

- approves of the purchase of the Automated License Plate Readers,
- agrees with the identified 49% NHTSA – 51% non-NHTSA proportional funding levels and
- the increased level of funding to \$300,000.

As in the purchase of any equipment with federal funds, records shall be maintained with sufficient detail to allow an auditor to determine that the device(s) were used in a manner consistent with the terms of the grant.

Please do not hesitate to contact me at 617 494-3427 or Gabriel J. Cano if you have any further questions or concerns.

Sincerely yours,


Philip J. Weiser
Regional Administrator



DOT AUTO SAFETY HOTLINE
888-DASH-2-DOT 888-327-4236
www.safercar.gov
www.safertruck.gov

ALPR Grant Contact Information

Applicant

Amherst
Brookline
Burlington
Fall River
Foxborough
Franklin
Gloucester
Haverhill
Hingham
Longmeadow
Lowell
Lynn
Malden
MSP
Newton
Peabody
Pittsfield
Plymouth
Quincy
Randolph
Reading
Revere
Shrewsbury
Springfield
Taunton
Tewksbury
Worcester

GRANT REPORTING AND REIMBURSEMENT PROCEDURES

This instruction sheet is meant to accompany the Excel file titled "Reporting and Reimbursement Example." **You are responsible for filling out all of the highlighted areas shown in the example.**

All forms will be located at www.mass.gov/highwaysafety under the "Automated License Plate Reader Program" link. You may prepare the forms located on-line, print them out, obtain authorized signature and return them to the Highway Safety Division (HSD). One **signed original and one copy** of all reporting forms are required for reimbursement consideration. No faxes are allowed.

Equipment Expenditure, In-Kind, Activity, and Forms are due the 15th of each month following activity. Failure to submit a report may cause suspension, termination or non-reimbursement. One signed original and one copy of all reporting forms are required for reimbursement consideration. If there is a month with no grant activity, a memo or an email must be sent in place of the report stating why no activity took place.

Please be sure that all reporting forms are correct. Reports incorrectly filled out or containing errors may be returned and will delay reimbursement.

Please refer to the FFY 2011 Automated License Plate Reader Grant Narrative listed on www.mass.gov/highwaysafety and your Scope of Services for additional information.

EQUIPMENT EXPENDITURE REPORT

This form acts as your bill for equipment purchased each month. If more than one Expenditure Report Form is necessary per month, please copy the appropriate form.

1. Start by filling in the billing period and department name in the appropriate slots toward the top of the page.
2. Working horizontally fill in **all categories** for all equipment/materials purchased during the period.
 - EQUIPMENT/MATERIAL- the actual equipment/material purchased.
 - APPROVED BUDGET- the amount of funding for this equipment/material listed in your approved budget.
 - CURRENT PERIOD- the amount of funding spent on this equipment/material during **this** reporting period. **This is the amount you are requesting for reimbursement.**
 - PRIOR CUMULATIVE- the amount of funding spent on equipment/material in all **previous** funding periods.
 - NEW CUMULATIVE- the sum of the current period and the prior cumulative columns.
 - BALANCE- the amount remaining after this reporting period (Approved Budget – New Cumulative= Balance).

3. List the total equipment reimbursement request for this reporting period in the appropriate section toward the bottom of the page.

IN-KIND REPORT FORMS

You are required to submit an In-Kind Report Form for any expenses that occurred during the grant period that are not charged to the grant. Each department has an identified minimum in-kind match amount to meet before the end of the grant period.

1. Start by filling in the billing period and department name in the appropriate slots toward the top of the page.
2. Working horizontally fill in **all categories** for each in-kind function during the period.
 - INDIVIDUAL/ITEM- person or item being billed for
 - DATE- date service took place
 - ITEM or SERVICE- what the service was- administration, supervision, fuel, etc.
 - PURPOSE- why this service took place- filling out paperwork, transportation, etc.
 - COMMENTS- hours, rate or other cost breakdown
 - TOTAL COST or VALUE- what the total cost for this service is
3. At the bottom of the "Total Cost or Value" column, total up the in-kind contribution for the period.
4. The chief or authorized signatory must hand sign and date in blue ink at the bottom. The name and title must also be printed in this area.

ACTIVITY REPORTING FORM

This form acts as a record of what activity occurred during each two to four hour block conducted during the month. If performance measures are not met, departments are required to document in writing the reason(s).

1. Start by filling the reporting period and department name in the appropriate slots toward the top of the page.
2. Answer the three questions regarding challenges, success, and the need for additional support.

If you have any questions regarding your grant program and reimbursements, email daniel.demille@state.ma.us.

617-725-3341 No faxes allowed

****Required to Submit Original (signed in blue ink) Plus One Copy****

Reimbursement will not occur without chief or authorized handwritten signature and date in blue ink.

DUE: 15th of the month following service	IN-KIND REPORT- FFY 2011 Automated License Plater Reader Grant
MAIL TO: Dan DeMille	Monthly Reporting Period: March 2011
Highway Safety Division EOPSS	Department: Anytown, MA
10 Park Plaza Suite 3720	Failure to submit up-to-date In-Kind Reports will impact reimbursement request.
Boston, MA 02116	**Original (signed in blue ink) Plus One Copy Required**
617-725-3341 No Faxes Accepted.	

INDIVIDUAL/ITEM	DATE	ITEM OR SERVICE	PURPOSE	COMMENTS (hrs, rate, etc.)	TOTAL COST OR VALUE
Tim Whalley	3/28/2011	Training	So officers can use property	4 hours \$42/hour	\$168
Jackie Chiles	3/30/2011	Patrol	Use of ALPR Unit	8 hours \$32/hour	\$256
Additional Wiring System	3/11/2011	Hardware	So another cruiser can use ALPR	\$800 for hardware	\$800
I certify that this report, statement, and the expenses for which payment is requested are true, correct, complete, and were made in accordance with appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purpose specified in the award for this project.					Total \$ Page One Total \$ Additional Pages Total In-Kind Amount
					\$1,224

I certify that this report, statement, and the expenses for which payment is requested are true, correct, complete, and were made in accordance with appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purpose specified in the award for this project.

Chief or Authorized Signature:

Grantee Authorized Name and Title (print):

Reimbursement will not occur without chief or authorized handwritten signature and date in blue ink.

Scope of Services
Automated License Plate Reader (ALPR) Grant Program
February 2011 through June 30, 2011

The contractor will complete all deliverables in accordance with the application for grant funding issued by the Executive Office of Public Safety and Security (EOPSS), Highway Safety Division (HSD), the proposal with any amendments, budget and timeline submitted to the HSD.

Contract Requirements are as listed in the Application for Grant Funding and the following:

- Inventory of all equipment purchased under this grant must be maintained throughout the useful life as part of an official control system following state and federal regulations.
- To obtain reimbursements for equipment and/or materials, paid invoice(s), and a copy of any packing slip(s) must accompany the signed Expenditure Report. Purchase orders will not be accepted as supporting documentation for reimbursement. No equipment ordered or purchased prior to the effective date of the signed contract by EOPSS and the department will be reimbursed.
- Signatory on reports must certify that report and expenses for which payment is requested are true, correct and complete in accordance with the federal and state regulations and that all equipment and/or materials were received in good working order.
- 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.
- This is a cost reimbursement contract.
- No department may 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.
- Once departments receive written EOPSS/HSD Authorization to Proceed, all approved equipment and materials must be received no later than June 30, 2011.
- Supplanting of funds is prohibited. Funds for program and services provided through this grant are intended to supplement other state or federal funding sources.
- No changes may be made in the approved budget without a written request from the contractor and written approval from the EOPSS-HSD.
- All public communications and/or news releases by the contractor concerning grant activity shall indicate that the grant is funded by the EOPSS and must be approved by EOPSS prior to release. Prior approval is not needed if using the sample press release

provided by EOPSS-HSD. A copy of the release and any press must be sent or emailed to EOPSS-HSD.

- Contractor must submit reimbursements based on monthly expenditure reports, **activity** reports, and in-kind match to the EOPSS/HSD Program Coordinator by the 15th business day of each month for the prior month's activity.
- Failure to meet submission of reports in a timely manner and/or lack of activity may result in non-reimbursement, suspension or termination of contract.
- The use of ALPR systems shall be for official law enforcement operations only.
- Departments will participate in press events, trainings, meetings, as necessary.
- No funds will be provided for indirect costs associated with the grants.
- Contactor will issue final report. The HSD will provide technical assistance with this task. The final report of results and the findings derived from them must be submitted to the HSD Program Coordinator no later than July 30, 2011.
- Departments must enforce a written safety belt policy.
- In order to enhance accessibility to programming for those with special needs, the following ADA guidelines must be followed:
 - **Event Advertising:** To obtain auxiliary aids, services, or accessibility information for this event, contact ADA Coordinator, *your full contact information*.
 - **Web Pages:** All web pages must have an embedded *contact us* link with full contact information for the ADA Coordinator.

MEMORANDUM OF UNDERSTANDING

USE OF THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES (DCJIS)- CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) NETWORK TO ACCESS NATIONAL CRIME INFORMATION CENTER (NCIC) STOLEN VEHICLE FILE and MASSACHUSETTS REGISTRY of MOTOR VEHICLE SUSPENSION AND REVOCATION FILE FOR USE WITH LICENSE PLATE READERS.

Once executed by all parties, this MOU must remain on file with the Host and User.

This Memorandum of Understanding (MOU) is entered into this _____ day
of _____, 200_____ by and between Massachusetts Department
of Criminal Justice Information Services, a criminal justice agency, hereafter referred to
as the **Host**, and _____, a criminal justice
agency hereafter referred to as the **User**.

This MOU entered into between the Host and the User, is intended to define the terms, conditions, and mutual responsibilities of the parties hereto, for the purpose of enabling the User to access a stolen vehicle file daily that the Host has retrieved from the National Crime Information Center (NCIC) as well as a Massachusetts suspension and revocation file that the Host receives weekly from the Massachusetts Registry of Motor Vehicles. This MOU incorporates by reference, and operates in conjunction with the standard Massachusetts Criminal Justice Information System (CJIS) User Agreement which includes agreement by the User to adhere to National Crime Information Center (NCIC) Policy, including the NCIC Security Policy. It is the User's responsibility to ensure that its CJIS User Agreement with the DCJIS is current and on file at the DCJIS - CJIS Support Unit and with their Agency Head.

The User and Host agree:

- a. To be bound by the conditions of this MOU and to notify each other in the event that any of the conditions stated in this Agreement change in the future;
- b. To execute an MOU annually as long as the Host/User relationship continues;
- c. To develop and maintain a written agreement that includes a procedural statement that clearly identifies the responsibilities of each agency;
- d. That a violation of this MOU shall be considered a violation of the CJIS User Agreement.

The Host hereby agrees to:

- a. Retrieve the stolen vehicle file from NCIC daily at 0300 hours via a automatic retrieval script;

- b. Name the daily file lpr.zip;
- c. The previous days lpr.zip file will be kept as a backup in case it needs to be utilized if there is a problem with the daily file between NCIC and the Massachusetts CJIS;
- d. Retrieve the Massachusetts suspension and revocation file from the Massachusetts Registry of Motor Vehicles every Tuesday at approximately 0300 hours via an automatic retrieval script.
- e. Name the weekly file rmvlpr.zip
- f. The previous weeks rmvlpr file will be kept as a backup in case it needs to be utilized if there is a problem with the weekly file between the Massachusetts Registry of Motor Vehicles and the Massachusetts CJIS
- g. Place the lpr.zip and rmvlpr.zip files in a agreeable directory on a agreeable FTP server housed within the Massachusetts CJIS Datacenter;
- h. Allow the User access to the agreed upon directory via the FTP protocol with an agreed upon username and password.

The User agrees:

- a. Retrieve the stolen vehicle file (lpr.zip) from the FTP host between 0600 and 0800 hours daily;
- b. Retrieve the Massachusetts suspension and revocation file (rmvlpr.zip) from the FTP host between 0800 and 1000 every Tuesday.
- c. Confirm through the Massachusetts CJIS and the NCIC system prior to taking any action against a stolen, suspended, and/or revoked vehicle that is listed within the lpr.zip file and/or rmvlpr.zip file;
- d. To notify the Massachusetts CJIS of pending termination immediately, as provided in the final paragraph of this MOU;
- e. All devices that retrieve and access the lpr.zip and rmvlpr.zip files must have active and current anti-virus protection;
- f. All devices that retrieve and access the lpr.zip and rmvlpr.zip files must meet the current NCIC Security Policy;
- g. Calls for service must be placed to the Massachusetts CJIS by the User;
- h. Provide the Massachusetts CJIS with the static IP address assigned to device that will access and utilize the lpr.zip and rmvlpr.zip file.
- i. Dissemination of the lpr.zip file and rmvlpr.zip file is limited to agencies and devices approved by the Massachusetts CJIS.

The User hereby acknowledges understanding of, and shall advise all its employees and user agency personnel, of the penalties relating to illegal actions with regard to criminal justice information, and the CJIS User Agreement.

Either the Host or the User may, upon thirty days notice to the other party in writing, cancel this MOU in its entirety. Upon determination that the User has violated any law, rule, or regulation concerning criminal justice information or violated the terms of this MOU, the Host reserves the right to terminate this MOU with or without notice. The Massachusetts CJIS may terminate this MOU at any time and without notice.

In witness thereof, the above-named parties have signed this document in full agreement on this _____ day of _____, 201____.

USER: _____ **HOST:** _____

***By:** _____ ***By:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____

Attest: _____ **Attest:** _____

***Signature of person who is legally authorized to sign for the agency.**

4 4 4

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
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 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 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.

In order to combat these crimes, along with many others, with the latest technology, the Commonwealth of Massachusetts would like to enhance the deployment of ALPRs on a coordinated basis. ALPRs can also be an essential tool when an AMBER or Be on the Lookout (BOLO) alert is issued.

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 municipal 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, 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.

- Departments must only purchase ALPR units from approved vendors via a statewide contract managed by the EOPSS Office of Information Technology Information & Services (OTIS). Departments may negotiate with the approved vendors below for best value to the department.
 - Adamson Industries
Steven Contarino
45 Research Drive
Haverhill, MA 01832
800-232-0162
scontarino@adamsonindustries.com
 - Elsag
Rob Garrigan
412 Clock Tower Commons
Brewster, NY 10509
800-278-5425
Rob.garrigan@elsagna.com
 - MHQ
Frank Chase
401 Elm Street
Marlborough, MA 01752
508-573-2600
CChase@mhq.com
- 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 15th of the month following purchase. All reporting forms will be made available to departments in hard-copy form and at www.mass.gov/highwaysafety, under “Automated License Plate Reader.”

- Reimbursements must be submitted by the deadlines established by HSD. Failure to meet reporting deadlines may result in non-reimbursement and return of ALPR.
- Reporting forms must be signed and dated in blue ink and an original and one copy submitted to the HSD by mail. Electronic signatures and faxed 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 may 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

Safety Belt Policy

- Departments must establish and enforce a written safety belt policy which must be submitted with your application. A copy of the IACP recommended policy is located at www.mass.gov/highwaysafety.
- 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 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
10 Park Plaza, Suite 3720
Boston, MA 02116

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
- Identification of realistic and measurable goals and objectives
- Evaluation component
- Best Value to the Commonwealth

Incomplete responses or unsigned applications may be disqualified, though EOPSS does reserve the right to work with departments to obtain missing or incomplete information.

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
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10 Park Plaza, Suite 3720
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**Application for Grant Funds (AGF)
FFY 2011 Automated License Plate Reader Grant Program
Deadline for Applications: Noon, November 29, 2010**

All sections must be completed to be eligible.

Name and Complete Address of Department or Municipality			
Chief's Last Name	First	Middle Initial	
E-Mail Address	Telephone	Fax	
Grant Contact Last Name	First Name	Middle Initial	Title
E-Mail Address	Telephone	Fax	
Applicant Profile			
Does your department currently have any ALPR units in use? If so, how many?			
Number of full-time officers			
Number of part-time officers			
What is the population of your community according to the 2009 census?			
How large is your community (square miles)?			

Problem Identification

Category	2007	2008	2009
Number of unlicensed motorist citations			
Number of uninsured motorist citations			
Number of operating with a suspended license citations			

Number of operating with a suspended license arrests			
Number of stolen vehicles reports			
Number of stolen vehicle arrests			

Proposed Programming

Experience- Provide a summary of previous experience your department has with highway safety initiatives (Click It or Ticket, Massachusetts Law Enforcement Challenge, crash reporting, etc.).

Timeline- Provide your projected timeline for unit purchase, training, and implementation (January 2011-June 30, 2011).

Project Activities- Describe your proposed deployment use (how many hours per day, per week, etc.).

Capabilities- Describe your department's technical capabilities to implement this program.

Goals- Identify specific, measurable, attainable, realistic and time-bound goals and objectives for this program (i.e. increase uninsured motorist violations by 20% over 2009 levels by August 2011).

Evaluation- Describe your evaluation plan (for example, a pre and post data comparison for your community during the grant period with the same time period in the previous year).

Additional Information- Provide any additional information about your current and/or proposed ALPR program you would like EOPSS to consider when evaluating your AGF response (major highways through community, commuter population).

BUDGET TEMPLATE

January 2011 - June 30, 2011- also provide specification sheet from your chosen vendor

Equipment	Cost/Rate	Total
Total		

Total funding requested \$ _____

Please Note:

If your department does not have an officer safety belt policy, 50% of your total grant award will be deducted. If your department falls into this category, please provide a statement agreeing that the balance will be paid by your department or that no funds will be awarded.

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.

FEDERAL IN-KIND MATCH REQUIREMENTS - REQUIRED

Item/Service	Quantity	Cost	Total

Department's plan to pay for additional maintenance and warranty costs:

For EOPSS/HSD Use:

Revised Total Request:

\$ _____

Applications due on or before November 29, 2010 at noon to:

Dan DeMille, Program Coordinator
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116

CHECK LIST

- ☐ Completed Application (original and 8 copies)
- ☐ Required Signatures
- ☐ Safety belt policy or commitment to establish one by DATE
- ☐ Contract Authorized Signatory Listing

Please note that in the event that your department or municipality is selected for an award, a Standard Contract Form and General Subrecipient Conditions will be provided for your signature at that time.

Before signing below, or obtaining signature, please be sure the entire application is complete.

ASSURANCES

The _____ Police Department/municipality acknowledges and agrees to comply with all grant contract requirements and performance measures. This municipality or department understands and agrees that a grant received as a result of this application is subject to the regulations governing highway safety projects and grant management requirements and will comply with all State and Federal Guidelines. Funding is based on availability of federal funds. I hereby acknowledge my understanding of the above grant requirements and will comply with the best of my ability:

Authorized Representative Name and Title (please print)

Please note that the signatory must be authorized to enter into a contract with the Commonwealth.

Authorized Signature in blue ink

Date signed in blue ink

Deadline: An original application form with attachments, along with eight copies, must be received by HSD by **noon on November 29, 2010**. Faxed and electronic responses will **NOT** be accepted.

*It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline (this is because of recent mail delivery problems). Please email Dan DeMille at Daniel.DeMille@state.ma.us to verify receipt.

Weiser, Philip (NHTSA)

To:

Cc:

Subject:

Burgess, Sheila (CCJ)

Oakley, Charlene (NHTSA); Demille, Daniel (CCJ)

RE: NHTSA Highway Safety Grant program and automated license plate readers

Sheila,

Our thanks to you and Dan DeMille for providing the information below and the spreadsheet showing the ALPRs purchased with Section 154 funds in response to my email of November 9, 2011. Please accept my apology for our apparent misunderstanding that the ALPRs purchased with Section 154 funds were to be used primarily and directly in the enforcement of DWI (OUI) laws. As you are aware, Section 154 funds allocated to approved projects for alcohol-impaired driving counter-measures are limited to support for enforcement of DWI laws (23 USC 154c1a). While it was our understanding that these ALPRs were to be used specifically in support of impaired driving enforcement, such as checkpoints, based on the description in the email below, our understanding was not accurate. Further, questions have been raised by staff in NHTSA HQ that ALPRs would not be allowable under Section 154 (and 164) since such equipment is not specific to the enforcement of DWI laws (similar to an earlier ruling on RADAR and LIDAR). We have asked that this be clearly addressed in the upcoming revision to the Highway Safety Grant Management Manual.

Our records show that approval for the use of Section 154 funds to acquire ALPRs for impaired driving enforcement was provided in both FY 2010 and FY 2011. It is our understanding that no Section 154 funds were expended in FY 2010 to acquire ALPRs. We would appreciate a response to confirm that Section 154 funds were used to purchase ALPRs only in FY 2011 and were not used for this purpose in FY 2010.

We appreciate the willingness to reallocate the \$276,983.20 expended from Section 154 funds for the purchase of the 15 identified ALPRs to Section 402 funds. An examination of the GTS files shows that MA currently has sufficient unexpended Section 402 funds in FY 2011 for this reallocation. Since MA is presently in the process of closing out the FY 2011 financial records for the Federal highways safety grant funds, this reallocation of costs may be completed prior to this close out, or may be completed as part of the FY 2012 financial records using the FY 2011 Section 402 funds carried forward to FY 2012. To accomplish this reallocation, please have your staff process a prior-year voucher (for either FY 2011 or FY 2012) showing a credit to Section 154 AL and a debit to 402 PT. The matching funds could also be reallocated in this voucher. This should be completed prior to the December 30, 2011 close-out deadline if done in the FY 2011 financial records, or no later than January 31, 2012 if done in the FY 2012 financial records.

Since the HSD is viewing the ALPR program in its entirety and including non-federal funds expended for the purchase of ALPRs as match, some caution is advised. Only non-federal funds expended to acquire ALPRs for use in the HSD's highway safety program activities would be eligible as match; funds expended for ALPRs being used for non-highway safety program activities would not be eligible. Non-federal funds used to purchase ALPRs that are being used as match for another Federal grant program cannot be used to match any other Federal grant program. All matching expenditures are subject to review and audit in the same manner as Federal grant expenditures and should be documented accordingly.

Thank you for your understanding and assistance in clearing up this issue. Should you have any questions, please do not hesitate to call me or Charlene Oakley.

Phil Weiser

Regional Administrator

NHTSA Region 1

517-494-3427

Weiser, Philip (NHTSA)

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Friday, November 18, 2011 10:19 AM
To: Weiser, Philip (NHTSA)
Cc: Oakley, Charlene (NHTSA)
Subject: FW: NHTSA Highway Safety Grant program and automated license plate readers
Attachments: 154 info.xls; ALPR Letter to NHTSA November.doc

In case Sheila didn't send this to you last week, please see below. She has been out ill so I just wanted to make sure.

Attached is the ALPR breakdown of departments, addresses, amounts and delivery dates. Please note we actually spent slightly less than anticipated from Section 154 because Brookline PD was unable to accept the grant. A total of \$276,983.20 from Section 154 was spent on the program.

While each unit was paid for in full, each department had an in-kind match equal to 25% of the grant (so if the grant was for \$20,000, the match would be \$5,000). The total match for this Section 154 was \$74,327.81. This is a soft match that included items such as officer training time and extra equipment. Additionally, when NHTSA originally approved this program, the Commonwealth's ALPR was viewed as a program in its entirety- meaning funds expended by other state and local government entities would be viewed as in-kind match against federal funds. I am attaching our letter on this topic from 11/2/09 which notes the in-kind match at that time was totaled at \$294,538.14.

The ALPR units have been used as intended. The key database that the police departments use is from the RMV which provides "hits" on suspended licenses. Frequently these licenses are suspended because of OUI arrests. So while keeping OUI offenders off the road isn't the only use of the unit, it is a primary function.

As noted in our letter dated 10/31/11, EOPSS/HSD is willing to change the funding source of these units from Section 154 to Section 402 if necessary. However, since the finance books will be closing soon, we would like this issue resolved as soon as possible. We would like to avoid having to make a request to open up closed books if at all possible. Please let me know if you have any further questions.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Cops are getting even more serious about drunk driving. Drive Sober or Get Pulled Over.

From: Philip.Weiser@dot.gov [Philip.Weiser@dot.gov]
Sent: Wednesday, November 09, 2011 4:44 PM
To: Burgess, Sheila (OGR)
Cc: Hymoff, Caroline (OGR); JamesC.Ryan@dot.gov; Charlene.Oakley@dot.gov
Subject: RE: NHTSA Highway Safety Grant program and automated license plate readers

Sheila,

Thank you for your October 31 letter indicating that costs for the acquisition of ALPRs could be reallocated from Section 154 to Section 402. Before a determination can be made on whether such reallocation is necessary, we need additional information.

Police Department ✓	City ✓	Street Address	Zip	Date ✓	Cost ✓
Amherst	Amherst	111 Main Street	01002	6/18/2011	\$ 18,945.00
Burlington	Burlington	45 Center Street	01803	4/6/2011	\$ 16,950.00
Fall River	Fall River	685 Pleasant Street	02723	5/24/2011	\$ 18,975.00
Foxborough	Foxborough	8 Chestnut Street	02035	6/18/2011	\$ 18,945.00
Franklin	Franklin	911 Panther Way	02038	5/24/2011	\$ 18,945.00
Gloucester	Gloucester	197 Main Street	01930	4/15/2011	\$ 22,362.20
Haverhill	Haverhill	40 Bailey Boulevard	01830	5/18/2011	\$ 19,896.00
Hingham	Hingham	212 Central Street	02043	6/20/2011	\$ 20,073.00
Longmeadow	Longmeadow	34 Williams Street	01106	6/14/2011	\$ 18,945.00
Lowell	Lowell	50 Arcand Drive	01852	6/20/2011	\$ 17,350.00
Lynn	Lynn	300 Washington Street	01902	6/22/2011	\$ 18,945.00
Malden	Malden	200 Pleasant Street	02148	4/19/2011	\$ 16,950.00
Massachusetts State Police	Framingham	470 Worcester Road	01702	5/23/2011	\$ 18,952.00
Newton	Newton	1321 Washington Street	02465	6/27/2011	\$ 14,400.00
Peabody	Peabody	6 Allens Lane	01960	4/19/2011	\$ 16,350.00
					\$ 276,983.20

15

Amount of federal participation
use of ALPR

MA - ALPR

~~Original question~~

~~- Jim sent MA letter dated 1-8-10 and
Reg letter dated 1-19-10 (also reference
MA letter dated 11-2-09)~~

Background on ALPR

Request Date	Approval Date	Quantity	Federal \$	Funds/Source
9-11-09	9-15-09	1	43000	402
11-2-09 + 1-8-10	1-19-10	12 est.	49%	154 (200,000) 402 (100,000)
2-10-11	2-16-11	27		402/154
2-10-11	2-16-11	add 200,432.4		in 402
6-14-11	6-21-11	16		add 285,229 in 402

Weiser, Philip (NHTSA)

From: Weiser, Philip (NHTSA)
Sent: Wednesday, November 09, 2011 4:44 PM
To: Burgess, Sheila (CCJ)
Cc: 'Hymoff, Caroline (HSB)'; Ryan, James (NHTSA); Oakley, Charlene (NHTSA)
Subject: RE: NHTSA Highway Safety Grant program and automated license plate readers

Sheila,

Thank you for your October 31 letter indicating that costs for the acquisition of ALPRs could be reallocated from Section 154 to Section 402. Before a determination can be made on whether such reallocation is necessary, we need additional information.

Please provide us with information detailing for each ALPR purchased with Section 154 funds, regardless of fiscal year acquired -

- Acquisition date
- Agency owner and location
- Cost of the unit
- Amount of Federal participation
- Use of the ALPR (or disposition information including sale price and disposal date)

This information will first provide the total amount of Section 154 funds used to acquire ALPRs, and will be the basis for determining any amount of funds that may need to be reallocated. This information will also provide us with how the ALPR is being used, specifically whether it is being used in direct support of "enforcement of laws prohibiting driving while intoxicated."

If you have any questions, please do not hesitate to call me, Charlene Oakley or Jim Ryan.

Thank you,
Phil Weiser
Regional Administrator
NHTSA Region 1
617-494-3427

Weiser, Philip (NHTSA)

From: Weiser, Philip (NHTSA)
Sent: Wednesday, November 09, 2011 4:27 PM
To: Rombro, Chuck (NHTSA)
Cc: Gunnels, Maggi (NHTSA); Ryan, James (NHTSA); Oakley, Charlene (NHTSA)
Subject: RE: NHTSA Highway Safety Grant program and automated license plate readers

Chuck,

I have received correspondence from MA SHSO indicating willingness to reallocate costs for ALPRs acquired with Section 154 funds to Section 402, if needed. However, I will need to obtain more details from the SHSO before we may proceed to make a determination of need, and if needed, the amount of funds involved.

To assist with the determination of need, clarification is requested regarding the eligibility for ALPRs under Section 154/164, as obviously our interpretation differs on the eligibility. Your assistance in obtaining guidance on this issue would be appreciated.

In this particular instance, the request from the MA SHSO indicated the ALPRs acquired with Section 154 funds were intended for use in DWI enforcement, specifically impaired driving checkpoints. An ALPR, unlike RADAR or LIDAR, provides both advance contact information to a law enforcement officer that the registered owner of the vehicle has a suspended/revoked driver's license or other legal basis for a stop, and post contact information necessary for processing a suspect for arrest. In essence, it could be considered equipment that directly assists "*State and local law enforcement agencies for enforcement of laws prohibiting driving while intoxicated or driving under the influence and other related laws*" (23 USC 154(c)(B)). While an ALPR could be used to provide a probable cause to stop a driver, similar to a RADAR or LIDAR, that is not the sole function it performs, especially at an impaired driving checkpoint.

Our interpretation would not differ if the ALPR was used during routine or impaired driving patrol for the purpose of providing a probable cause for a traffic stop. Using this interpretation, approval has also been provided to the MA SHSO for the acquisition of ALPRs using Section 402 funds, as Section 154 funds could not be used for this purpose. Regardless of the funds used for acquisition, all ALPR approval was conditioned on proportional funding, in accordance with the January 2009 white paper. Thus, ALPRs were not acquired with 100 percent Federal participation, thus allowing use for some non-highway safety purposes.

Once we have gathered additional information from the MA SHSO, we will check back on the requested guidance.

Thanks
Phil

From: Rombro, Chuck (NHTSA)
Sent: Friday, October 28, 2011 8:15 AM
To: Weiser, Philip (NHTSA)
Cc: Gunnels, Maggi (NHTSA)
Subject: FW: NHTSA Highway Safety Grant program and automated licence plate readers

Phil

FYI. I will give a call shortly.

From: Randy Peterman <dpeterman@crs.loc.gov<mailto:dpeterman@crs.loc.gov>>
Date: Tue, 25 Oct 2011 12:10:00 -0400
To: Chan Lieu <chan.lieu@dot.gov<mailto:chan.lieu@dot.gov>>
Subject: Re: NHTSA Highway Safety Grant program and automated licence plate readers

You would know better than I, but Mass hasn't received any Section 154 funding since FY2008. Did they have section 154 funding remaining in FY2010 to purchase the ALPRs?

>>> <chan.lieu@dot.gov<mailto:chan.lieu@dot.gov>> 10/25/2011 11:51 AM >>>
Actually I believe it's from section 154.

From: Randy Peterman <dpeterman@crs.loc.gov<mailto:dpeterman@crs.loc.gov><mailto:dpeterman@crs.loc.gov>>
Date: Tue, 25 Oct 2011 11:50:02 -0400
To: Chan Lieu <chan.lieu@dot.gov<mailto:chan.lieu@dot.gov><mailto:chan.lieu@dot.gov>>
Subject: Re: NHTSA Highway Safety Grant program and automated licence plate readers

Thanks Chan.

It's not crystal clear to me from the memo, but I infer (correctly?) that the 49% NHTSA funding is through the Section 402 program.

>>> <chan.lieu@dot.gov<mailto:chan.lieu@dot.gov><mailto:chan.lieu@dot.gov>> 10/25/2011 11:41 AM >>>
Attached is the correspondence from MA requesting approval from NHTSA's regional administrator and the approval response. The split was 49% NHTSA 51% Non NHTSA. Hope this helps to answer your question.

From: Randy Peterman
<dpeterman@crs.loc.gov<mailto:dpeterman@crs.loc.gov><mailto:dpeterman@crs.loc.gov><mailto:dpeterman@crs.loc.gov>>
Date: Fri, 21 Oct 2011 15:40:55 -0400
To: Chan Lieu
<chan.lieu@dot.gov<mailto:chan.lieu@dot.gov><mailto:chan.lieu@dot.gov><mailto:chan.lieu@dot.gov>>
Subject: NHTSA Highway Safety Grant program and automated licence plate readers

Hi Chan,

An office would like to know which federal program provided "up to \$300,000 in federal funds" for FY2011 for the Massachusetts Executive Office of Public Safety and Security to make grants to communities to purchase automated license plate readers (from the first link -- FFY 2011 ALPR Narrative -- at <http://www.mass.gov/?pageID=eopssubtopic&L=5&L0=Home&L1=Funding+%26+Training+Opportunities&L2=Highway+Safety&L3=Grant+Programs&L4=Automated+License+Plate+Reader+Program+%28ALPR%29&sid=Eeops:>

"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). "

Would NHTSA know whether it was from Mass' Section 402 Safety Grant award (or some other NHTSA program grant)? Or would I have to contact the state to find out?

Thanks,
Randy



**The Commonwealth of Massachusetts
Executive Office of Public Safety
and Security**

RECEIVED

BY:.....

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Tel: 617-725-3301

Fax: 617-725-0260

617-725-0267

www.mass.gov/eopss

**Mary Elizabeth
Heffernan**
Secretary

Ellen J. Frank
Executive Director

October 31, 2011

Mr. Philip Weiser, Regional Administrator
National Highway Traffic Safety Administration
55 Broadway – Kendall Square
Cambridge, MA 02141

Dear Mr. Weiser:

I am writing in response to the inquiry made to you from Congressional Research Services regarding the Executive Office of Public Safety and Security's (EOPSS) use of Section 154 funds to purchase automated license plate readers (ALPR). The National Highway Traffic Safety Administration (NHTSA) approved \$300,000 of Section 154 funds for the ALPR program in the FFY 2011 Highway Safety Performance Plan (HSP) in September 2010. NHTSA subsequently approved requests to add a total of \$485,000 in Section 402 funds to the program in February 2011 and June 2011.

If necessary, EOPSS can retroactively use Section 402 funds instead of Section 154 funds to pay for all of the units. If this is required, EOPSS will submit a change request for the FFY 2012 HSP to use Section 154 funds for task AL-12-02, *Drive Sober or Get Pulled Over* Local Police Enforcement Campaign.

Please let me know what NHTSA's preference is. If you have any questions please do not hesitate to contact me at Sheila.Burgess@state.ma.us or 617-725-3307.

Sincerely,

Sheila Burgess, Director
Highway Safety Division

Enclosures

CC: Karen Wells, Undersecretary for Law Enforcement and Fire Services
Ellen Frank, Executive Director, Office of Grants and Research

Demille, Daniel (OGR)

From: Burgess, Sheila (OGR)
Sent: Thursday, June 23, 2011 1:49 PM
To: Philip.Weiser@dot.gov; Charlene.Oakley@dot.gov; Demille, Daniel (OGR); Hymoff, Caroline (OGR)
Subject: ALPR

Phil and Charlene,

The Executive Office of Public Safety and Security/Highway Safety Division would like to add task PT-11-07, Automated License Plate Reader Program, to the FFY 2011 HSPP. The funding will be for \$285,229 from Section 402. The description will be similar to task AL-11-17:

Provide funding for municipal law enforcement agencies to purchase Automated License Plate Readers (ALPR). Funds will be awarded to approximately 16 communities based on a competitive application for equipment to monitor and collect data on license plates that will alert police agencies to suspended and revoked licenses for alcohol-related offenses, stolen vehicles, and other uses. Estimate \$20,000 per system. EOPSS/HSD will receive prior authorization for all equipment for any single item to be purchased over \$5,000. EOPSS/HSD will track equipment inventory internally. EOPSS will comply with all Federal reporting and evaluation requirements associated with project. In-kind match will be approximately \$75,000.

Sheila Burgess, Director
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
Ten Park Plaza, Suite 3720
Boston, MA 02116
617-725-3307-Direct
617-725-0260 - Fax
617-839-0005 - Cell
Sheila.burgess@state.ma.us

State: Massachusetts

Fund Source:	Funds Available:	Funds Allocated:	Funds Utilized as of 6/22/2011	Types of Projects Funds Utilized for:	Project List Obtained?	On-Site Review Conducted?	Notes/Comments:
154-AL	\$527,096.32	\$527,096.32	\$134,084.53	Automatic License Plate Readers (Enforcement)	Yes	Date: 6/21/2011 # of Projects: 2	
154-PA	\$12,000	\$12,000	\$3,995.12	Planning and Administration	No		
154 HE	\$1,445	\$1,445	\$0.00	Hazard Elimination		Date: <u> </u> / <u> </u> / <u> </u> # of Projects: <u> </u>	
154-AL	\$312,423.91	\$312,423.91	\$193,720.07	Alcohol Countermeasures	Yes	Date: <u> </u> / <u> </u> / <u> </u> # of Projects: <u> </u>	
164-PA	\$6,500	\$6,500	\$6,444.76	Planning and Administration			
164 HE	\$3,355,459.24	\$3,355,459.24	\$238,272.82	Hazard Elimination	Yes	Date: 6/21/2011 # of Projects: 1	

1820

State RPM: Charlene Oakley

ID Coordinator: Angie Byrne



U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

Region 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Volpe Center
Kendall Square
55 Broadway, RTV-8E
Cambridge, MA 02142-1093
Tel. 617-494-3427
Fax 617-494-3646

June 21, 2011

Sheila Burgess, Director
Highway Safety Division
Executive Office of Public Safety and Security
Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Dear Director Burgess:

We have reviewed your June 14, 2011 letter regarding the FFY 2011 Task AL-11-17. We approve the request to add an additional \$285,229 of Section 402 funds under the program area of Police Traffic Services (PT) in the new task of PT-11-07 to acquire 16 additional Automated License Plate Readers (ALPR) units, software, warranty, installation and licenses by local police departments. The total budget amount between tasks AL-11-17 and PT-11-07 for this project will be \$785,661.40. The Federal share of the total cost for the ALPR package funded from NHTSA grant funds shall be proportional (49 percent NHTSA and 51 percent local funds) based on the highway safety benefit expected from the planned use of this equipment.

The Highway Safety Division should ensure that this equipment is used for the originally authorized grant purposes for as long as needed for those purposes (23 CFR § 1200.21(b)). Further, the Highway Safety Division should ensure that the subgrantee shall manage and dispose of this equipment in accordance with State laws and procedures (23 CFR § 1200.21(c)).

Please do not hesitate to contact me or Charlene F. Oakley if you have any further questions or concerns.

Sincerely yours,

Philip J. Weiser
Regional Administrator



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**The Commonwealth of Massachusetts
Executive Office of Public Safety
and Security**

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116
Tel: 617-725-3301
Fax: 617-725-0260
617-725-0267
www.mass.gov/eopss

**Mary Elizabeth
Heffernan**
Secretary

Ellen J. Frank
Executive Director

June 14, 2011

Mr. Philip Weiser
Regional Administrator
National Highway Traffic Safety Administration
55 Broadway – Kendall Square
Cambridge, MA 02141

Dear Mr. Weiser:

The Executive Office of Public Safety and Security-Highway Safety Division has analyzed our remaining funds for FFY 2011 and is seeking permission to add additional funding to several programs that have already been approved in the Highway Safety Performance Plan. We are also requesting that a new task be added.

We would like to add an additional \$285,229 of Section 402 funds to the Automated License Plate Reader (ALPR) Program, task AL-11-17. This program was initially funded at \$300,000 with Section 154 funds and an additional \$200,000 of Section 402 funds were added when awards were made. This extra \$285,229 will allow for 16 communities to be funded. Additionally, if this increase in funding is approved, we are seeking approval for the purchase of 16 ALPR units. Language will be included in the contracts to ensure that all equipment will be received by the close of the federal fiscal year and an inventory of equipment purchases in accordance with state and federal regulations will be maintained. We will ensure that all equipment is used for the originally authorized grant purpose for as long as needed and that equipment will also be managed and disposed of in accordance with state laws.

We would like to add an additional \$21,880.64 of Section 410 funds to the District Attorneys Underage Drinking Prevention Conferences Program, task AL-11-11. This program was approved for \$20,000 of Section 410 funding. If funding is increased we will be able to fund all five District Attorney applicants. With the current funding level we will only be able to fund two.

We would like to add an additional \$5,000 of Section 402 funds to the Alcoholic Beverages Control Commission (ABCC) to administer the Program to Prevent the Sale of Alcohol to Intoxicated Persons, task AL-11-18. This program is currently approved for \$45,000 of Section 402 funds. ABCC investigators would participate in undercover operations at licensed establishments to determine if licensees serve obviously intoxicated individuals. Licensees that have been named as the "place of last drink" by intoxicated drivers will be targeted. The operation will cover approximately 150 bars in 20 communities. ✓

We would like to add \$114,192.54 in Section 410 funds and \$5,000 of Section 402 funds to the Underage Alcohol Enforcement Grant Program, task AL-11-09. This program is currently receiving approximately \$282,000 in Office of Juvenile Justice and Delinquency Prevention funds. The extra \$119,192.54 would fund an additional 17 communities. Activities funded under this program include compliance checks, Cops in Shops, shoulder taps, surveillance patrols and party patrols. ✓

We would like to add \$25,000 in Section 402 funds to the FFY 2011 Pedestrian, Bicycle and Moped-Type Enforcement and Equipment Grant, task PS-11-03. This program is currently slated to receive \$100,000 in Section 402 funds. The extra \$25,000 would fund approximately five more communities. ✓

We would like to add the Work Zone Safety High Visibility Enforcement Program as task SC-11-01 for \$100,000 of Section 402 funds. Funds would be awarded to the Massachusetts Department of Transportation for the Massachusetts State Police to conduct traffic enforcement in work zones to include violations including the Move Over Law and speeding infractions. ✓

We would appreciate prompt review and approval of this request. If you have any questions please do not hesitate to contact me at Sheila.Burgess@state.ma.us or 617-725-3307.

Sincerely,

Sheila Burgess

Sheila Burgess, Director
Highway Safety Division

CC: Charlene Oakley

Police Department	Budget
Abington	\$ 18,150.00
Barnstable	\$ 17,285.00
Braintree	\$ 12,000.00
Chelmsford	\$ 17,250.00
Concord	\$ 20,000.00
Danvers	\$ 16,950.00
Fitchburg	\$ 17,657.00
Hull	\$ 20,462.00
Leicester	\$ 18,945.00
Mansfield	\$ 16,950.00
Marlborough	\$ 18,945.00
Middleton	\$ 14,960.00
Milford	\$ 18,945.00
Natick	\$ 20,073.00
North Andover	\$ 19,707.00
Watertown	\$ 16,950.00

Oakley, Charlene (NHTSA)

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Tuesday, June 14, 2011 8:37 AM
To: Oakley, Charlene (NHTSA)
Subject: Adding funds to projects

Hello-

I'll get a letter off to you (Phil) about this hopefully today, but I want to see if you anticipate any problems with adding funds to the following projects before I start all the leg work to make it happen on my end.

An additional \$300,000 of Section 402 funds to the Automated License Plate Reader Program (15 more towns). AL-11-17

An additional \$21,880.64 of Section 410 funds to the District Attorneys Underage Drinking Prevention Conferences Program (3 additional DAs offices). AL-11-11

Fund the Alcoholic Beverages Control Commission (ABCC) to administer the Program to Prevent the Sale of Alcohol to Intoxicated Persons. This program is listed in the HSPP as "pending available funding" at \$45,000 of Section 402 funds, but we would like to increase this amount to \$50,000. AL-11-18

Add \$115,000 in Section 410 funds to the Underage Alcohol Enforcement Grant Program (17 towns). AL-11-09

Add \$25,000 in Section 402 funds to the FFY 2011 Pedestrian, Bicycle and Moped-Type Enforcement and Equipment Grant (probably 5 more towns). PS-11-03

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Remember to buckle up! Every trip, every time.



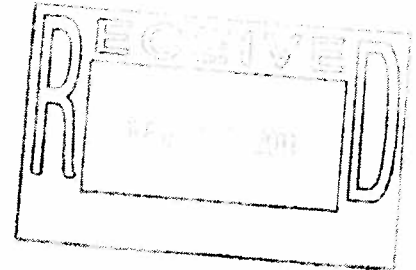
U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

Region 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Volpe Center,
Kendall Square
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Tel. 617-494-3427
Fax 617-494-3646

February 16, 2011

Sheila Burgess, Director
Highway Safety Division
Executive Office of Public Safety and Security
Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116



Dear Director Burgess:

We have reviewed your letter dated February 10, 2011, regarding recent amendments to the approved Massachusetts FY 2011 Highway Safety Plan (HSP). We concur with your actions to add \$200,432.40 in Section 402 funding to the Automated License Plate Reader Program and discontinue the Initiative to Increase Crash Reporting with the Boston Police Department at their request.

Thank you for submitting the updated projects and activities for the Massachusetts FY 2011 HSP. Please submit an update in GTS reflecting the change of funds from Section 402 Traffic Records to Section 402 Alcohol.

We look forward to working collaboratively with you to continue improving the highway safety program in the Commonwealth of Massachusetts.

Please do not hesitate to contact me or Charlene F. Oakley if you have any further questions or concerns.

Sincerely yours,

Philip J. Weiser
Regional Administrator



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**The Commonwealth of Massachusetts
Executive Office of Public Safety
and Security**

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Tel: 617-725-3301

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617-725-0267

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**Mary Elizabeth
Heffernan**
Secretary

Ellen J. Frank
Executive Director

February 10, 2011

Mr. Philip Weiser
Regional Administrator
National Highway Traffic Safety Administration
55 Broadway – Kendall Square
Cambridge, MA 02141

Dear Mr. Weiser:

Please accept this letter as a formal request to add \$200,432.40 in Section 402 funding to the Automated License Plate Reader Program task AL-11-17. This funding will come from the Initiative to Increase Crash Reporting with the Boston Police Department (task TR-11-05) that was recently discontinued at the department's request.

Task AL-11-17 was approved for \$300,000 in Section 154 AL funding in the 2011 Highway Safety Performance Plan. With the discontinuation of task TR-11-05, the Executive Office of Public Safety and Security/Highway Safety Division feels it would be a best value to the Commonwealth to add funds to the ALPR program. Approximately 10 additional police departments will be awarded grants with this funding. We will follow the process to request equipment approval once the awards are completed.

We would appreciate prompt review and approval of this request. If you have any questions please do not hesitate to contact me at Sheila.Burgess@state.ma.us or 617-725-3307.

Sincerely,

Sheila Burgess, Director
Highway Safety Division



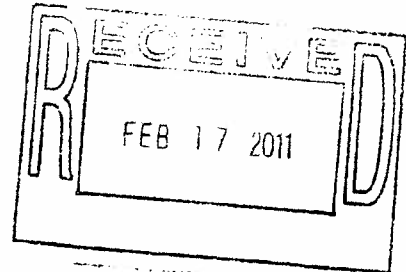
U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

Region 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Volpe Center,
Kendall Square
55 Broadway, RTV-8E
Cambridge, MA 02142-1093
Tel. 617-494-3427
Fax 617-494-3646

February 16, 2011

Sheila Burgess, Director
Highway Safety Division
Executive Office of Public Safety and Security
Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116



Dear Director Burgess:

We have reviewed your February 10, 2011 letter regarding the FFY 2011 Task AL-11-17. We approve the request to acquire 27 Automated License Plate Readers (ALPR) units, software, warranty, installation and licenses by the Massachusetts State Police (MSP) and local police departments for a total budget amount of \$500,432.40. The share of the total cost for the ALPR package funded from NHTSA grants shall be proportional to the highway safety benefit expected from the planned use of this equipment.

402
154

The Highway Safety Division should ensure that this equipment is used for the originally authorized grant purposes for as long as needed for those purposes (23 CFR § 1200.21(b)). Further, the Highway Safety Division should ensure that the subgrantee shall manage and dispose of this equipment in accordance with State laws and procedures (23 CFR § 1200.21(c)).

Please do not hesitate to contact me or Charlene F. Oakley if you have any further questions or concerns.

Sincerely yours,

Philip J. Weiser
Regional Administrator



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**The Commonwealth of Massachusetts
Executive Office of Public Safety
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Deval L. Patrick
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**Mary Elizabeth
Heffernan**
Secretary

Ellen J. Frank
Executive Director

February 10, 2011

Mr. Philip Weiser, Regional Administrator
National Highway Traffic Safety Administration
55 Broadway – Kendall Square
Cambridge, MA 02141

Dear Mr. Weiser:

I am writing to request your approval to fund the purchase of 27 Automated License Plate Readers (ALPR) by the Massachusetts State Police (MSP) and local police departments. The purchase will take place as part of the ALPR program approved in the FFY 2011 Highway Safety Performance Plan (AL-11-17) from Sections 154AL and 402. From the budget each department is eligible to purchase: ALPR unit, software, warranty, installation, and licenses.

The Executive Office of Public Safety and Security/Highway Safety Division (EOPSS/HSD) plans to enter into an Interdepartmental Service Agreement (ISA) with MSP and contracts with local police departments later this month totaling \$500,432.40 to purchase the equipment. EOPSS/HSD will fund the full purchase price of the equipment. Each department will contribute a minimum of 25% of in-kind match. A list of departments and budgets is attached. A separate letter will be sent today requesting an increase in the budget of AL-11-17.

Language will be included in the ISA and contracts to ensure that all equipment will be received by the close of the state fiscal year on June 30, 2011 and an inventory of equipment purchases in accordance with state and federal regulations will be maintained. EOPSS/HSD will ensure that all equipment is used for the originally authorized grant purpose for as long as needed. EOPSS/HSD will also manage and dispose of this equipment in accordance with state laws.

We would appreciate prompt review and approval of this request. If you have any questions please do not hesitate to contact me at Sheila.Burgess@state.ma.us or 617-725-3307.

Sincerely,

Sheila Burgess, Director
Highway Safety Division

Police Department	Budget
Amherst	\$ 18,945.00
Brookline	\$ 20,460.00
Burlington	\$ 16,950.00
Fall River	\$ 18,975.00
Foxborough	\$ 18,945.00
Franklin	\$ 18,945.00
Gloucester	\$ 22,362.20
Haverhill	\$ 19,896.00
Hingham	\$ 20,073.00
Longmeadow	\$ 18,945.00
Lowell	\$ 17,350.00
Lynn	\$ 18,945.00
Malden	\$ 16,950.00
Massachusetts State Police	\$ 18,952.00
Newton	\$ 14,400.00
Peabody	\$ 16,350.00
Pittsfield	\$ 18,945.00
Plymouth	\$ 18,945.00
Quincy	\$ 17,285.00
Randolph	\$ 16,950.00
Reading	\$ 16,950.00
Revere	\$ 18,945.00
Shrewsbury	\$ 18,945.00
Springfield	\$ 17,285.00
Taunton	\$ 18,187.20
Tewksbury	\$ 21,607.00
Worcester	\$ 18,945.00
	\$ 500,432.40

