




# SFY2025 Edward J. Byrne Memorial Justice Assistance Grant Program (JAG) Application

Thank you for filling out the application.

 [SFY2025 Byrne Grant Application - Ayer Police Department](#)

## Introduction

The Office of Grants and Research (OGR) will make available approximately **\$3,000,000** from the Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program for Municipal Police Departments to competitively solicit federal funding to address local law enforcement prevention, intervention, and suppression-related programming needs.

## Applicant Eligibility

Only a Police Department from a Massachusetts municipality (local unit of government) is eligible to apply for up to **\$40,000**.

A police department must be the primary applicant, however, the applicant may subaward grant funds to community partners to support the project.

**Only one (1) application per municipality is permitted for submission.** OGR reserves the right to disqualify a municipality from being eligible for an award if that municipality submits more than one application for consideration of funding.

For more details, please review the Availability of Grant Funds on our [website](#)

## Key Dates

*AGF Posted: **Wednesday, May 7, 2025***

*Application Assistance Webinar: **Thursday, May 22, 2025 at 10:00 AM***

*Question & Answer Period: **May 7 - May 30, 2025 by 4:00 PM***

*Application Due: **Friday, June 13, 2025 by 4:00pm***

*Anticipated Award Announcements: **July - August 2025***

*Performance Period: **September 2025 - August 31, 2026***

Please email all questions related to this application to **Senior Program Manager, Jim Houghton** at [James.Houghton@mass.gov](mailto:James.Houghton@mass.gov)

## Directions

Please complete all sections in this application.

The "Save" feature at the bottom of each page allows you to save your responses and provides you with a unique link to return at a later time without losing any information you have entered. Please save periodically to avoid losing any information. If you mistakenly close the page before saving, your responses will not be saved. Once you have completed all relevant sections in the application, click the "Submit" button.

Please note that once you submit the application, you will not be able to edit your responses.

### Applicant Name

Ayer Police Department

### Applicant Address

54 Park Street, Ayer, Massachusetts 01432

## Authorizing Official Contact

### Name

Brian Gill

### Job Title

Chief of Police

### Email

pdchief@ayer.ma.us

### Phone

(978) 772-8200

Is the Authorizing Official Contact mailing address the same as the agency address (physical location)?

Yes

## Grant Point of Contact

### Name

Heather Sherry

### Job Title

Office Manager

### Email

hsherry@ayer.ma.us

### Phone

(978) 772-8200

# Fiscal Contract Manager Contact

**Name**

Barbara Tierney

**Job Title**

Finance Manager

**Email**

btierney@ayer.ma.us

**Phone**

(978) 772-8220

**Are you currently registered in SAM.gov?**

Yes

**Do you have a UEI number?**

Yes

**UEI Number**

J5K8XBV3BTL4

## Project Summary

**Please briefly summarize the activities, programs and/or equipment to be purchased if awarded these grant funds**

The Ayer PD is seeking funding to enhance public safety & investigative capabilities through the strategic deployment of automated license plate readers (ALPRs) & video cameras throughout our community.

**Please select the most appropriate statutory program area that your department is requesting JAG/Byrne funds for:**

Law Enforcement Programs

## Non-Supplant

I hereby certify that, in accordance with DOJ Financial Guidelines, the

Ayer Police Department

has been informed by the Office of Grants and Research that supplanting of JAG funds is strictly prohibited and if awarded will not use grant funds to replace state and local funds that would, in the absence of such assistance, otherwise be made available for this law enforcement purpose

**Please confirm this statement**

Yes

## **Statewide Interoperability: Interoperable Communications Investment Proposal (ICIP)**

Are you requesting funds for interoperable communications? If so, your application requires the upload of the ICIP form to this application for SIEC review and approval.

No

### **Application Narrative**

**Needs Assessment: Please number each response to correspond with the questions below**

Use the space provided to:

- 1) Provide a description of the law enforcement department and community to benefit from this application,
- 2) Describe in detail the current unmet law enforcement, criminal justice, or public safety needs,
- 3) The sources or methods used for assessing the problem should also be described.
- 4) Further explain why such criminal justice needs stated have not been previously met to justify a need for federal grant funds.
- 5) Describe any negative effect, potential consequences, or impact on the department and/or community as a result of not having the services and items requested.

#### **Needs Assessment**

1) The Ayer PD is a 21 Officer, 24 hour Police Department that serves the Town of Ayer, and due to a significant staffing shortage, has been short staffed by 3 officers for several years. The Town is a dynamic community located in north-central Massachusetts with a population of approximately 8,500. Ayer is a diverse town that blends suburban neighborhoods, a historic downtown district, significant transportation corridors, and vital commercial and industrial zones. Ayer is host or neighbors to several Critical Infrastructure areas & facilities, with the Sandy Pond HVDC facility, Fort Devens military base, and the recent Commonwealth Fusion Systems which is developing systems to harness fusion energy. As the home of the Ayer Commuter Rail Station and several major state routes including Route 2A and Route 110, Ayer experiences a high volume of pass-through traffic connecting to Rt. 2 and Interstate Highway 495, making it a strategic location for both public safety monitoring and criminal interdiction. APD is a full-service agency committed to community-oriented policing, crime prevention, and responsive public service. The department's officers manage a wide range of responsibilities, from patrolling residential neighborhoods to coordinating emergency response and supporting regional law enforcement efforts. The department is particularly focused on building community trust, enhancing public safety through technology, and improving operational efficiency despite limited staffing and resources.

2)The APD faces growing public safety challenges amid limited resources and evolving threats. As a small department with finite staffing, officers are tasked with covering a geographically diverse town that includes high-traffic roadways, a commuter rail station, critical infrastructure, and a mix of residential, commercial, and industrial areas. The volume of transient traffic, combined with the town's proximity to larger urban centers, increases the risk of vehicle-related crimes, drug trafficking, and other mobile criminal activity that is difficult to detect and track without advanced technological support.

Currently, the department lacks a dedicated network of automated license plate readers or real-time video surveillance cameras. The Department currently relies on reviewing recorded footage from privately owned cameras, usually "doorbell cameras", that are often low quality and generally not positioned to capture useful information on passing traffic. Investigators are often tasked with going door-to-door to inquire about any available

footage. This absence of “real-time” information limits the agency’s ability to identify stolen or suspect vehicles, track suspects or witnesses across jurisdictions, provide immediate situational awareness during critical incidents and gather time-sensitive evidence for investigations.

3) The public safety need for ALPRs and live-stream camera systems was identified through a combination of crime data analysis, officer feedback, and review of regional law enforcement trends. Specifically, the Ayer Police Department conducted an internal assessment that included a review of incidents and calls over the past few months, which showed an increase in vehicle-related crimes, including thefts, hit-and-runs, and suspicious vehicle/people incidents. We also reviewed analysis of traffic flow and crime patterns in and around key areas particularly Route 2A, Route 110, the MBTA Commuter Rail Station, and the rotary highlighting vulnerabilities due to high volumes of transient traffic.

We recognized a regional need for ALPR and live stream cameras, where we are often contacted about any public facing cameras or ALPR systems. We have come to understand that one community recording platform can be interconnected with all other communities that have the same platform.

4) Despite a clear and growing need for modern surveillance and vehicle recognition technology, the APD has not yet been able to implement a system of LPRs or live-stream capable cameras due to a combination of financial, staffing, and infrastructure limitations.

First, budget constraints have prevented the department from independently funding the acquisition, installation, and ongoing maintenance of these advanced systems. As a small municipal agency, the APD operates with a limited budget that prioritizes core operational costs such as personnel, equipment replacement, and emergency response needs. Technology upgrades, while critically important, are often deferred due to lack of discretionary funding.

The department also faces staffing limitations, which reduce the capacity to seek and implement large-scale technological projects without outside support. While the department is proactive, the absence of dedicated IT Personnel has delayed the planning and deployment of such systems.

Lastly, competitive demands for state and federal grant funding have made it difficult for small departments like Ayer’s to secure resources in the past, especially when competing with larger urban agencies that often have more robust infrastructure and data collection systems.

These barriers have collectively delayed the implementation of essential public safety technology. This grant would fill that gap, enabling the department to modernize operations, better serve the community, and align with regional best practices in proactive policing and crime prevention.

5) If the Ayer PD does not secure the grant funding for this initiative, the community will continue to face significant vulnerabilities that impact public safety, emergency response, and overall quality of life. Additionally, community safety and situational awareness during critical incidents such as missing persons, school threats, or large public gatherings will remain limited without live-stream camera capability. This lack of visibility can compromise officer safety and hinder coordinated emergency response efforts, particularly in time-sensitive scenarios.

#### **Charts/Graphs Upload (optional)**

## **Project Description: Please number each response to correspond with the questions below**

Use the space provided to:

- 1) Clearly describe the programs, services, activities, and/or equipment being proposed,
- 2) Discuss how the proposed programming/initiative correlates to the needs assessment provided,
- 3) Describe the experience and expertise of personnel involved in the project and their responsibilities.
- 4) Cite any local procurement rules/regulations that must be complied with to purchase the items or services described, ensuring they meet state and federal requirements,
- 5) Describe the expected benefits (outcomes) for the officers, individuals to be served and/or community as a whole as a result of receiving a grant award.

### **Project Description**

- 1) The Ayer Police Department is proposing to partner with Flock Safety, a nationally recognized company that has proprietary hardware and software that functions as an ALPR and real-time cameras safety solution. In preliminary planning with Flock Safety (Flock Group Inc), we have identified five (5) areas in the Town of Ayer that would benefit from the use of ALPR's, and three (3) areas where live stream videos would be effective.
- 2) By Incorporating the Flock Safety ALPR's and video systems in key areas of the Town, the Department will be able to effectively and efficiently protect the community, investigate incidents of crime, locate missing persons, and have a better situational awareness.
- 3) Flock Safety is a nationally recognized safety group specializing in a technology platform designed to reduce crime and protect communities. The Flock Safety platform is in use by over 3,700 communities across the country.
- 4) The Town of Ayer will be adhering to the procurement process as dictated by the Commonwealth of Massachusetts, adhering to all public records regulations with video and data storage, and adhering to any regulations pertaining to the use of ALPR systems. We will also create and maintain a policy governing the use of the equipment and any data collected.
- 5) Being awarded the funding for this project will greatly enhance the department's ability to proactively protect residents, monitor critical infrastructure, and investigate criminal activity with greater speed and precision. The Department's ability to improve upon its community safety mission and attain a greater level of situational awareness during critical incidents such as missing people, school threats, or large public gatherings will be immeasurable. Being awarded the funding for this project through this grant will modernize operations to allow us to better serve the community and align with regional best practices in proactive policing and crime prevention, even with unprecedented staffing shortages.

## **Goals, Objectives, Outcomes & Timeline**

### **Goal 1**

#### **Goal 1**

Purchase, Install, Train and Implement 5 ALPRs and 3 Live surveillance cameras

## Objectives, Activities, and Timeline

Objectives	Activities	Start Date	End Date	Person Responsible
Purchase	acquire equipment	7/1/2025	9/30/2025	Chief
Install	install in appropriate areas	10/1/2025	12/31/2025	Chief
Training	Train department on equipment	1/1/2026	3/31/2026	Deputy
Complete implementation	finish installation, training and payment for all equipment and software	4/1/2026	6/30/2026	Chief

### Outcomes

Number of cases / incidents where the system develops information to further investigation.

**Please demonstrate who and how you will gather the appropriate data to complete and submit OGR quarterly progress reports, as well as quarterly and semi-annual BJA Performance Measures through their online reporting system. Also state that reports will be submitted prior to or no later than the due date to ensure compliance so that reimbursements will not be held.**

Grant Manager will identify incidents where outcomes have a measurable difference. All personnel will be instructed to identify incidents where this initiative was utilized.

**Estimated project completion period (the estimated time needed to complete all project activities and submit final report)**

12 months

## Budget

Please refer to Appendix A for allowable budget cost categories and descriptions

**Dollar amount of funding requested in your application**

\$33,000.00

## Budget Narrative

For each cost category that has an associated funding request in the Budget Excel Worksheet, please provide an overall description and justification of that cost category. The budget category narratives should describe what the budget entails, why the items in that category are needed, and how the budgeted amount was determined. Please include any hires under personnel, a particular training, supplies needed, vendor information or process for selecting a vendor, where applicable. Applicants should submit a budget for *up to* approximately 12 months.

**Does the budget for this project include personnel costs?**

No

**Does the budget for this project include overtime costs?**

No

**Does the budget for this project include fringe & payroll tax costs?**

No

**Does the budget for this project include indirect rate costs?**

No

**Does the budget for this project include consultants/contract costs?**

No

**Does the budget for this project include equipment & technology costs?**

Yes

**Equipment & Technology Narrative**

The Ayer Police Department is proposing to partner with Flock Safety, a nationally recognized company that has proprietary hardware and software that functions as an ALPR and real-time cameras safety solution

**Equipment & Technology Costs**

\$33,000.00

**Does the budget for this project include supplies costs?**

No

**Does the budget for this project include travel costs?**

No

**Does the budget for this project include subawards costs?**

No

**Does the budget for this project include other costs?**

No

**Cost Categories Total**

\$33,000.00

## Document Upload

Application forms listed below can be downloaded from our [website here](#).

### Budget Excel Worksheet Form (Summary and Details sheets)



[SFY2025 BJAG Attachment A\\_Local Municipalities\\_03112025 \(1\).xism](#)

0.2 MB



### Fringe Rate Agreement

### Risk Assessment Form



[20250613153627324.pdf](#)

0.3 MB



## Authorizing Official Signature

*As the Authorizing Official of*

***Ayer Police Department,***

*I am requesting funds for the SFY2025 Edward J. Byrne Memorial Justice Assistance Grant award from the Office of Grants and Research. I have reviewed and approve the content contained in this application being submitted for consideration of funding.*

*I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812. Each such certification must be maintained pursuant to the requirements of § 200.334. This paragraph applies to all tiers of subrecipients.*

### Name of Applicant

Ayer Police Department

### Authorizing Official Name

Brian Gill

### Job Title

Chief of Police

Signature

Date

6/13/2025

A handwritten signature in black ink, consisting of a series of connected, somewhat irregular strokes that form a cursive-like shape.

The confirmation email will go to the grant contact at this email:

**hsherry@ayer.ma.us**

If this is incorrect, please update the email address in the Grant Point of Contact section.

## Attachment A - Budget Worksheet



### Edward J. Byrne Memorial Justice Assistance Grant

Cost Categories	Cash Expenditures
Personnel Costs	\$ -
Overtime Costs	\$ -
Fringe Benefit Costs	\$ -
Indirect Costs	\$ -
Contractors / Consultants Costs	\$ -
Subawards Costs	\$ -
Travel Costs	\$ -
Equipment Costs	\$ 25,000.00
Supplies Costs	\$ -
Other Costs	\$ -
<b>Total Costs</b>	<b>\$ 25,000.00</b>
Name of Police Department	Ayer Police

Executive Office of Public Safety and Security  
Office of Grants and Research  
Edward J. Byrne Memorial Justice Assistance Grant  
Attachment A - Ayer Police

**INSTRUCTIONS:** This is a macro-enabled document. Please make sure that you read the instructions on the Opening Document tab upon opening this document to make sure that macros are enabled macros. The items marked as Example are only examples, and do not necessarily reflect items in your requested budget. Please note that the subtotals will auto-populate based on the numbers reported within each category. Your requested budget per cost category shall be entered in the rows below the Examples using the "Add" command button to add another row if needed. If you have any questions, please contact the BLAG grant manager assigned in the Availability of Grant Funds (AGF) document.

Please read the Availability of Grant Funds (AGF) document. This will outline key dates, funding criteria, allowable and unallowable costs. Cost category definitions are highlighted in the Budget Guidelines tab. Only a Police Department from a Massachusetts municipality (local unit of government) is eligible to apply for up to \$40,000. Only one (1) application per municipality is permitted for submission. OGR reserves the right to disqualify a municipality from being eligible for an award that submits more than one application for consideration of funding. Applicants may submit a budget for up to 12 months.

**PERSONNEL**

Employee Name	Pay Rate	Quantity	Description	Cash Expenditures
Example: Tracey Thomas	\$ 1,730.7700	6.0000	Please describe duties of Employee here.	\$ 10,384.62
Subtotal:				\$ -

**OVERTIME**

Employee Name	Pay Rate	Quantity	Description	Cash Expenditures
Example: Tracey Thomas	\$ 32.0000	52.0000	Please describe duties of Employee here.	\$ 1,664.00
Subtotal:				\$ -

**Attachment A - Ayer Police**

**FRINGE AND PAYROLL TAX**

Employee Name	Wages Applied to Fringe	Contract Fringe Rate	Description	Cash Expenditures
<i>Example: Tracey Thomas</i>	\$ 10,384.6200	10.0000%	<i>Per the fringe rate agreement, find the applicable cost categories to apply fringe to. In this example, the applicable cost category is "Personnel." Take Tracey Thomas' total wages reported on this worksheet under the "Personnel" section and multiply by the breakout of what rates are being charged per eligible cost. (7.5% - health insurance, 2% - life insurance, .5% - workers compensation).</i>	\$ 1,038.46
<b>Subtotal:</b>				\$ -

**INDIRECT COSTS**

Employee Name	Expenses Applied to Indirect Rate	Contract Indirect Rate	Description	Cash Expenditures
<i>Example: Tracey Thomas</i>	\$ 11,423.0800	18.0000%	<i>The federally approved rate of "18%" times allowable expenses per contract. If allowable expenses are all categories, take the sum of all categories and multiply by the federally approved rate. If allowable expenses are only Personnel and Fringe like in this example, take the approved rate and multiply by the sum of Personnel and Fringe total costs associated with Tracey Thomas. (18% * (10,384.62 + 1,038.46)).</i>	\$ 2,056.15
<b>Subtotal:</b>				\$ -

**CONTRACTORS/CONSULTANTS**

Company Name/Activity	Pay Rate	Quantity	Description	Cash Expenditures
<i>Example: JJ Contracting</i>	\$ 45.0000	210.0000	<i>Please provide the names of each Contractor and Consultant as well as duties/obligations that will be performed here.</i>	\$ 9,450.00



**Attachment A - Ayer Police**

Supplies/Company	Cost	Quantity	Description	Cash Expenditures
<i>Example: Copy Paper</i>	\$ 50,0000	4,0000	<i>Please describe purpose of Supplies here.</i>	\$ 200.00
Subtotal:				\$ -

**OTHER**

Item/Company	Cost	Quantity	Description	Cash Expenditures
<i>Example: Telephone</i>	\$ 65,0000	6,0000	<i>Please describe purpose of item/activity here.</i>	\$ 390.00
Subtotal:				\$ -
Grand Total:				\$ 25,000.00

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

**SUBRECIPIENT RISK ASSESSMENT FORM**

**SECTION A: PURPOSE**

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

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

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

**SECTION B: ACCOUNTING SYSTEM**

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

- Manual     Automated     Combination

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

Yes     No

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

Yes     No

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

Yes     No

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

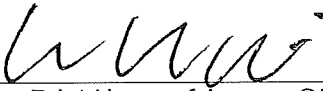
- a. Total funds available for a grant
- b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?

Yes     No

Yes     No

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

Yes     No

SECTION C: PROGRAM MANAGEMENT	
<p>1. Is the organization new to managing federal grant funds or has the organization had recent staff turnover that significantly reduces its institutional capacity to effectively manage federal funds?</p> <p>If yes, please explain: (attach a separate sheet if necessary)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. If the organization has recently (past 5 years) or currently receives federal grant funding, has the organization been out-of-compliance with reporting or other requirements?</p> <p>If yes, please explain: (attach a separate sheet if necessary)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION D: APPLICANT CERTIFICATION	
I certify that the above information is complete and correct to the best of my knowledge.	
Agency Official Signature	Title
	Chief
Type or Print Name of Agency Official	Date
Brian Gill	6/13/25
Subrecipient Organization Name, Address, and Telephone Number	
App Police Dept 54 Park St App Ms 01922	
SECTION E: FOR OGR INTERNAL USE ONLY	
<u>Subrecipients - Do not complete this section</u>	
<p>1. Does the subrecipient receiving this award have an acceptable track record of managing funds provided by EOPSS? Briefly explain.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Is the proposed program very complex, is the award above \$1million, and/or is the proposed grant-funded activity such that additional risk can be presumed? If yes, please explain.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. According to <a href="http://www.sam.gov">www.sam.gov</a>, is the subrecipient organization or any of its principals presently debarred, suspended, or voluntarily excluded from covered transactions by any Federal, State or local department or agency for non-responsible behavior (i.e. fraud, embezzlement, tax evasion, violation of antitrust statutes)? If yes, please explain.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Edward Byrne Memorial Justice Assistance, Local Law Enforcement Grant - Ayer PD


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From Garvey, Allison C. (OGR) <Allison.C.Garvey@mass.gov>

Date Mon 10/6/2025 10:08 AM

To Chief Brian Gill <bgill@ayer.ma.us>; Heather Sherry <hsherry@ayer.ma.us>; Barbara Tierney <btierney@ayer.ma.us>

Cc Flynn, Elizabeth M. (OGR) <Elizabeth.M.Flynn@mass.gov>; Stanton, Kevin (OGR) <kevin.stanton@mass.gov>

 3 attachments (744 KB)

Ayer Police Department\_BJAG Standard Contract.pdf; Ayer Police Department Gov Award Letter.pdf; Ayer Police Department OGR Award Letter.pdf;

Congratulations! We are pleased to inform you that your department has been awarded funding under the **Edward Byrne Memorial Justice Assistance Grant** program, administered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR). Your Byrne/JAG CFDA# is 16.738 and your federal award number is 15PBJA22GG00645JAGX.

*Please note, the Office of Grants and Research (OGR) respectfully requests that you do not share your award information with the general public (refrain from any local press announcement, etc.) so that the Administration can issue a statewide press release. You will be notified when the press release has been shared.*

Attached you will find your award letters and contract. During the review process, certain unallowable items may have been removed from your submitted application budget, or your request may have been reduced due to limited available funding, resulting in a final award amount lower than requested.

**PLEASE NOTE: Since your award amount in your contract differs from the amount you requested in your application budget, you must submit a revised budget reflecting the exact award amount.**

In order to accept your award, the contract and following completed and signed\* documents are to be uploaded to the online [Award Acceptance Form](#). (Please do not send any documents by email.)

Please submit the [Award Acceptance Form](#) with the signed uploaded documents listed below no later than **10/17/2025**. Forms 2-6 can be downloaded from the webpage here: [Resources for Byrne JAG Local Law Enforcement Recipients | Mass.gov](#)

1. Standard Contract (attached)-**signed by an Authorized Official as listed in the Authorized Signatory Form**
2. OGR General Subgrant Conditions - initial and sign where indicated on the form. Please select the version that corresponds to your federal award number, as listed above.
3. Authorized Signatory Form - Please read Helpful Hints to ensure signatures are properly added to this form.

4. Revised Budget Worksheet to match award amount/removing unallowable costs. To ensure compliance with federal grant guidelines and allowable costs, please review the Federal Budget Guidelines document, posted on our website.
5. Federal Funding Accountability and Transparency Act (FFATA) *\*If award is over \$30,000.*
6. Interoperability Communications Investment Proposal (ICIP) *\* required if funds are used for radios and one was not submitted with your application. Any interoperability equipment requires further approval from the Statewide Interoperability Coordinator (SWIC), and you will receive a separate notification.*

#### **Additional Resources (available on our website)**

- Federal Budget Guidelines
- Controlled Equipment Policies: If you applied for any of the following (breaching apparatus, riot batons, riot helmets, riot shields), please review the Controlled Equipment Policies document to learn about additional requirements for your subaward. Refer to pages 38-41.
- Authorized Signatory Form-Helpful Hints

#### **Additional Information:**

- The official start date of your award is the date OGR's Executive Director countersigns your contract. Once finalized, the date will be provided with a copy of your fully executed contract.
- Grant related costs incurred prior to your official start date **will not** be authorized for reimbursement.

We look forward to working with you and your staff as you implement this program. If you have any questions or need assistance, please do not hesitate to contact me.

*\* The acceptable forms of an electronic signature: (Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory's name and title, and must be accompanied by a signature date.)*



**Allison Garvey**

Program Coordinator

Office of Grants and Research

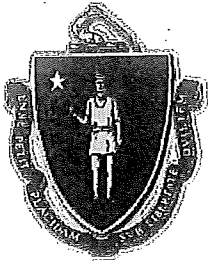
35 Braintree Hill Office Park, Suite 302

Braintree, MA 02184

781-535-0078



Sign up to be notified of grant funding opportunities from OGR.



The Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research

35 Braintree Hill Office Park

Braintree, MA 02184

Tel: (617) 725-3301

Fax: (617) 725-0260

MAURA T. HEALEY  
Governor

SUSAN TERREY  
Interim Secretary

KIMBERLEY DRISCOLL  
Lieutenant Governor

KEVIN STANTON  
Executive Director

October 6, 2025

Brian Gill, Chief of Police  
Ayer Police Department  
54 Park Street  
Ayer, MA 01432

Dear Chief Gill,

I am pleased to inform you that the **Ayer Police Department** has been awarded **\$25,000.00** in **Edward J. Byrne Memorial Justice Assistance Grant** funding from the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

Your contract period will begin on the date your returned contract is signed and dated by OGR and will terminate on August 31, 2026. Additional correspondence, including all the necessary documents required to make this award official, is included in this email.

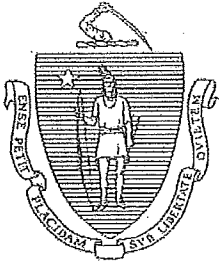
In the meantime, if you have any questions, please feel free to contact Allison Garvey, Program Manager at [allison.c.garvey@mass.gov](mailto:allison.c.garvey@mass.gov)

Congratulations on your award. I look forward to working with you and your staff on this important public safety initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Stanton", written over a horizontal line.

Kevin Stanton  
Executive Director



OFFICE OF THE GOVERNOR  
COMMONWEALTH OF MASSACHUSETTS  
STATE HOUSE BOSTON, MA 02133  
(617) 725-4000

MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

October 6, 2025

Brian Gill, Chief of Police  
Ayer Police Department  
54 Park Street  
Ayer, MA 01432

Dear Chief Gill,

Congratulations! We are pleased to notify you that the Ayer Police Department has been awarded **\$25,000.00** in **Edward J. Byrne Memorial Justice Assistance Grant Program** funding from the *Local Law Enforcement* competitive opportunity offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

Additional correspondence, including all the documents necessary to make this award official, will be forthcoming from OGR. In the meantime, if you have any questions, please feel free to contact Allison Garvey at 781-535-0083 or [allison.c.garvey@mass.gov](mailto:allison.c.garvey@mass.gov)

Once again, congratulations on this award and thank you for your commitment to public safety.

Sincerely,

A handwritten signature in cursive script that reads "M. T. Healey".

A handwritten signature in cursive script that reads "Kim Driscoll".

GOVERNOR MAURA T. HEALEY

LT. GOVERNOR KIMBERLEY DRISCOLL

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services, or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at [macomptroller.org/forms](http://macomptroller.org/forms) or [mass.gov/lists/osd-forms](http://mass.gov/lists/osd-forms).

<b>CONTRACTOR INFORMATION</b>		<b>COMMONWEALTH INFORMATION</b>	
Contractor Legal Name TOWN OF AYER - AYER POLICE DEPARTMENT		Department EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY	MMARS Code EPS
d/b/a		Contract Manager Name Steven Domings	
Legal Address As entered on Form W-9 or Form W-4 1 MAIN ST, AYER, MA 01432-1365		Business Mailing Address 35 BRAINTREE HILL OFFICE PARK, SUITE 302, BRAINTREE, MA, 02184	
Contract Manager Name Brian Gill, Chief of Police		Billing Address If Different	
Phone (978) 772-8200	Fax	Phone (781) 535-0071	Fax (617) 725-0260
Email pdchief@ayer.ma.us		Email steve.m.domings@mass.gov	
Vendor Code VC6000191709		MMARS Doc ID(s) SCEPSSFY26JAG22AYERP	
Vendor Code Address ID e.g. "AD001". AD001		RFR/Procurement or Other ID Number BD-25-1044-EPS11-JAG1-116552	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.)  <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.)  <input checked="" type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00. (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)  <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.)  <input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.)  <input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.)  <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)		Amendment Type Check one option only. Attach details of amendment changes.  <input type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.)  <input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.)  <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.)  <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
<b>TERMS AND CONDITIONS</b>			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
<input checked="" type="checkbox"/> <u>Commonwealth Terms and Conditions</u> <input type="checkbox"/> <u>Commonwealth Terms and Conditions for Human and Social Services</u> <input type="checkbox"/> <u>Commonwealth IT Terms and Conditions</u>			
<b>COMPENSATION</b>			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.			
<input type="checkbox"/> Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)			
<input checked="" type="checkbox"/> Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended): <b>\$25,000.00</b>			

**PROMPT PAYMENT DISCOUNTS (PPD)**Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

Statutory/legal     
 Ready Payments (M.G.L. c. 29, § 23A)     
 Agree to standard 45-day cycle     
 Only initial payment

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT**

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.

**Edward J. Byrne Memorial Justice Assistance Grant Program ; License plate readers ; 15PBJA22GG00645JAGX ; FJG22LEK1 ; CFDA: 16.738 ; \$25,000.00**

**SUPPLIER DIVERSITY PROGRAM (SDP) PLAN**

Does the Supplier Diversity Program apply?

YES      If YES, the Contractor's annual SDP commitment for this Contract is

NO      If NO, and the department is an Executive Department, enter the appropriate exemption: GRANTS

**ANTICIPATED START DATE (Complete ONE option only.)**

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

2. may be incurred as of \_\_\_\_\_, 20\_\_\_\_, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

3. were incurred as of \_\_\_\_\_, 20\_\_\_\_, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE**

Contract performance shall terminate as of 08/31/2026, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS**

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR**

Signature and date must be captured at time of signature.

Signature	Date
Print Name	Print Title

**AUTHORIZING SIGNATURE FOR THE DEPARTMENT**

Signature and date must be captured at time of signature.

Signature	Date
Print Name Kevin J. Stanton	Print Title Executive Director

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d/b/a		Contract Manager Name <b>Steven Domings</b>	
Legal Address As entered on Form W-9 or Form W-4 <b>1 MAIN ST, AYER, MA 01432-1365</b>		Business Mailing Address <b>35 BRAINTREE HILL OFFICE PARK, SUITE 302, BRAINTREE, MA, 02184</b>	
Contract Manager Name <b>Brian Gill, Chief of Police</b>		Billing Address <i>if different</i>	
Phone <b>(978) 772-8200</b>	Fax	Phone <b>(781) 535-0071</b>	Fax <b>(617) 725-0260</b>
Email <b>pdchief@ayer.ma.us</b>		Email <b>steve.m.domings@mass.gov</b>	
Vendor Code <b>VC6000191709</b>		MMARS Doc ID(s) <b>SCEPSSFY26JAG22AYERP</b>	
Vendor Code Address ID e.g. "AD001" <b>AD001</b>		RFR/Procurement or Other ID Number <b>BD-25-1044-EPS11-JAG1-116552</b>	
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<b>COMPENSATION</b> Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <u>815 CMR 9.00</u> .			
<input type="checkbox"/> <b>Rate Contract (No Maximum Obligation).</b> (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Total maximum obligation for total duration of this contract (or new total if contract is being amended): <b>\$25,000.00</b>			

MMARS Doc ID(s): SCEPSSFY26JAG22AYERP

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 Only initial payment

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**AUTHORIZING SIGNATURE FOR THE CONTRACTOR**

Signature and date must be captured at time of signature.

Signature: [Signature]      Date: 10/15/25

Print Name: Brian P. Gill      Print Title: Police Chief

**AUTHORIZING SIGNATURE FOR THE DEPARTMENT**

Signature and date must be captured at time of signature.

Signature: [Signature]      Date: 10/24/25

Print Name: Kevin J. Stanton      Print Title: Executive Director