



Idaho Office of Highway Safety
FFY2018 GRANT APPLICATION GUIDELINES

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NHTSA Highway Safety Funding

Introduction

The Idaho Department of Transportation’s Office of Highway Safety (OHS) funds grants addressing specific traffic safety priority areas including Impaired Driving, Aggressive Driving, Distracted Driving, Occupant Protection, Child Passenger Safety, Motorcycle Safety, Youthful Drivers and Traffic Records. Grants may be awarded for assisting the OHS in addressing traffic safety deficiencies, expansion of an ongoing activity, development of a new program, and prevention or intervention efforts. This application is for year-long grants and is not the same as the Traffic Enforcement Mobilization Agreement (TEMA) and Mini-Grant process.

National Highway Traffic Safety Administration (NHTSA) Highway Safety Funds, by law, cannot be used for highway construction, maintenance, or design. Requests for NHTSA grant funds are not appropriate for projects such as safety barriers, turning lanes, traffic signals and pavement/crosswalk markings. Additionally, funds cannot be used for facility construction or the purchase of office furniture. Because of limited funding, the OHS does not fund the purchase of vehicles.

General Information

This guide is intended to provide funding information and instructions regarding the proper completion of the grant application to OHS. Please read the document carefully and refer to it as needed. If at any time you have questions or need help filling out the application, you are encouraged to contact any of the staff members listed at the end of this document. The timeline for grant review and approval is as follows:

2018 Grant Application Process Timeline	
January 17, 2017	FFY18 Grant Application Released
February 17, 2017	Application is due to OHS by February 17, 2017 by 5:00 PM MST
March – April 2017	OHS Staff reviews Application and they are scored
May 2017	OHS will present the Highway Safety Plan (HSP) to the Idaho Traffic Safety Commission (ITSC) Board for approval Included in this plan are the potential grant awards
June 2017	Idaho Transportatin Department (ITD) Board reviews and approves the HSP.
July 2017	NHTSA reviews and approves the HSP
August 2017	New grants will be awarded and subgrantees will be notified

Selection Criteria

Grants will be reviewed and scored by a selected group representing all aspects of highway safety and NHTSA guidelines. Grants will be awarded according to their score ranking. The higher scoring projects will be awarded first. Grants will be reviewed and scored based on the following criteria:

- Has the problem/need been clearly identified?
- Is the problem supported by state or local data or documentation?
- Does the project relate to the Idaho Strategic Highway Safety Plan (SHSP)?
- If current sub-grantee, are they in good standing?
- Are goals and objectives clearly stated?
- Are tasks and deliverables clearly outlined with milestones and target completion dates?
- Can the project be evaluated using measureable accomplishments?
- Is there a sustainable plan to maintain the effort once the project is completed?
- Application and budget narrative must be complete, correct, and relevant.

Notification

The OHS will send a letter or e-mail confirming receipt of your application to the primary contact. All grant applications are reviewed and scored during the month of March. The applicant primary contact will be notified, if awarded, after August 1.

Agencies Eligible to Receive Funding

Government agencies, political “subdivisions” of the state and local government agencies, state colleges and universities, school districts, fire departments, public emergency services providers, and certain qualified non-profit organizations are eligible to receive highway safety grant funding. If you are a non-profit agency applying for funding, you must make available a copy of your tax status.

Project Funding Period

Grants are administered on a Federal fiscal year basis (October 1 – September 30). All grants are awarded on an annual basis based upon available funding and there should be no expectation of funding for more than one year. However, a grant may be funded for up to three consecutive years provided a program evaluation determines the value of the intervention or the activity is a proven countermeasure. Grant funded projects the OHS determines are statewide activities and benefit all citizens of Idaho may be funded for a longer period of time at the discretion of OHS staff.

Highway safety grants are intended to provide the “seed money” to begin new programs, much like start-up capital is to a new business. All grant-funded projects are intended to become self-sufficient when grant funding terminates and are expected to continue to operate with local or state funds. To promote self-sufficiency and project continuation, agencies are expected to provide a local hard dollar or in-kind match of 25%.

Funded Traffic Priority Areas

Alcohol (Impaired Driving) – Includes impaired driving, youth alcohol programs, and community prevention/intervention programs. Grant applications should include one or more of the following activities: specialized enforcement, education, training, and public information efforts.

Aggressive Driving – Includes speeding, aggressive driving, red light running, and other traffic enforcement activities. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts.

Distracted Driving – Includes efforts to create public awareness, enforce existing texting laws, education, and other enforcement activities. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts.

Occupant Protection – Includes safety belt use awareness, safety belt enforcement, special needs, teens, minority programs, and other education programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage and attitudinal surveys, and public information efforts.

Child Passenger Safety – Includes establishing or expanding child passenger safety inspection stations, child passenger safety awareness training, special needs training, and other child passenger safety programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage surveys, attitudinal surveys, and public information efforts.

Pedestrian and Bicycle Safety – Includes programs to increase safety awareness among pedestrians, bicyclists, and motorists sharing the roadway. Grant applications should include the following activities: education, training, enforcement, surveys, and public information efforts.

Motorcycle Safety – Includes programs to increase safety awareness and skills among motorcyclists or to increase motorists sharing the roadway. Applications should include one or more of the following activities: education, training, and public information efforts.

Youthful Drivers – Funding is provided to eliminate fatal and injury crashes by 15-19 year old drivers. Emphasis is placed on prevention through education and enforcement activities. Agencies are encouraged to work with local teen community population groups such as impaired driving offenders, student governments, and other student organizations dedicated to increasing peer-to-peer education of traffic safety issues. Proposed projects will create a change in teen driving behaviors.

Highway Safety Grant Application Guidelines

Your grant application will need to be submitted to the OHS **on or before February 17, 2017 by 1700 hrs (5:00 PM) MST** in order to be considered. Please make sure to complete all elements of the application for eligibility consideration.

APPLICATION INSTRUCTIONS

Section 1. APPLICANT IDENTIFICATION AND CERTIFICATION

Provide relevant, current and correct contact information regarding this project and the person(s) associated with it.

Section 2. PROJECT NARRATIVE

Provide a complete project narrative by completing all parts of this section. All programs and projects must support Idaho's Strategic Highway Safety Plan (SHSP). The purpose of the SHSP is to provide a data driven, system-wide, comprehensive, collaborative approach to road safety in Idaho. You can view the SHSP at <http://itd.idaho.gov/ohs/Safety/>

The following application sections must be thoroughly completed.

- A. **Problem Identification/Needs Statement** – Briefly summarize the highway safety problem in your area and identifies the need.
- a. Problem Identification - What is the problem, and what data identifies and supports this as a problem? Describe the target population affected and use data specific to the target population. Statewide data is located on our website at <http://itd.idaho.gov/ohs/safety> Local crash data is accessible on WebCars at <http://apps.itd.idaho.gov/apps/webcars/Default2.aspx> This section should be brief, concise and not exceed 3 paragraphs.
 - b. Needs Statement – Document the need for your program and explain how the problem will be improved once the need is met.
- B. **Goal(s)/Objective(s)** – Each goal/objective should be a concise statement of the project direction. A single overriding goal that is measurable is usually sufficient. Goal(s) and/or Objective(s) do not have to be immediately attainable but should be realistic, understandable and related to the Problem/Needs Statement.
- C. **Tasks and Deliverables** – This part should describe all tasks and deliverables you will use to reach the Goal(s) and Objective(s) in section B of your application. Each task must state a date when a particular milestone will be reached, be relatable to the Goal(s), be measurable and must include valid indicators of reaching the targeted milestone.
- (SEE ATTACHMENT A FOR EXAMPLES OF GOALS/OBJECTIVES AND ACTIVITIES)**
- D. **Evaluation and Performance** – This section requires you to describe what type of data (e.g. crash or citation data) you intend to collect to verify you will meet the project objectives. Be sure to clearly state the type of data being collected. You will also need to indicate how you will report on the progress of your project.
- E. **Further Funding Plan/Sustainability** – This is a description of how this program will be sustained should future funding be eliminated. Is there a plan in place in your community to continue the program beyond the current funding cycle? This section may not be applicable to every project.
- F. **Attachments** – Attach any other information you feel would be beneficial to your project. Attachments are not a required part of this application but they are encouraged if they help to explain the problem. Please keep your documentation to a minimum.

Section 3. PROJECT BUDGET NARRATIVE

In this section, please describe in detail the cost/expenses associated with the proposed project. Also identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching Funds can include salaries of individuals working on the project, office space rent, fuel, training provided, office supplies or any other in-kind or matching funds. You do not have to show match in each category but your **total match must be at least 25% of the total amount you are requesting for the project.**

(SEE ATTACHMENT B FOR AN EXAMPLE OF HOW TO COMPLETE YOUR PROJECT BUDGET)

GRANT APPLICATION SUBMITTAL

Once you have completed the grant application, please e-mail to: ohsgrants@itd.idaho.gov

Submittal deadline is 1700 hrs. (5:00 PM) MST FEBRUARY 17, 2017. If you need help with your application or have questions about the application process, you can contact any of our Grant Project Managers listed below.

JOHN TOMLINSON- Highway Safety Manager

E-mail: john.tomlinson@itd.idaho.gov Phone No. 208-334-8557

KEN CORDER – Impaired Driving Program Manager

E-mail: ken.corder@itd.idaho.gov Phone No. 208-334-8125

SHERRY JENKINS – Occupant Protection Program Manager

E-mail sherry.jenkins@itd.idaho.gov Phone No. 208-334-4460

MARGARET GOERTZ - Traffic Records and Youth Program Manager

E-Mail Margaret.goertz@itd.idaho.gov Phone No. 208-334-8104

LISA LOSNESS – Strategic Highway Safety Plan, Highway Safety Coalition, Law Enforcement Liaison Coordinator

E-mail lisa.losness@itd.idaho.gov Phone No. 208-334-8103

JOSEPHINE MIDDLETON – Distracted Driving, Aggressive Driving, Motorcycle, Bicycle and Pedestrian Program Manager

E-mail Josephine.middleton@itd.idaho.gov Phone No. 208-334-8112

ATTACHMENT A

B. Goal(s) and Objective(s) – The proposal must contain at least one measurable Goal and/or Objective that is tied to a reduction in traffic crashes, as identified in the problem statement.

Reduce impaired driving crashes in the City of Birr, Idaho by 5% during FFY18. Funding will be used to coordinate and support a minimum of three impaired driving multi-jurisdictional DUI Task Force events during FFY18. The events will be publicized, both pre and post project surveys will be conducted to determine if the level of public awareness about the risks associated with impaired driving was attained.

C. Tasks and Deliverables - List the Tasks and Deliverables you plan to use to accomplish the Goals and Objectives specified in Section B. Tasks must have a target date for completion, with milestones that will be reported in periodic progress reports. All proposals must contain at least one public awareness/education strategy.

- OHS data will be analyzed to determine areas where most impaired driving crashes occur by October 15.
- Meet with local Police Chiefs and Sheriffs to discuss need for enforcement in their areas by November 1.
- Establish a multi-jurisdictional DUI Task Force by November 15.
- Meet quarterly to coordinate upcoming Task Force events; on-going.
- Meet post event to discuss outcomes and where improvements can be made; on-going.
- Meet with SIDC to determine which agencies need to be certified/re-certified by December 1.
- Make sure trainings are scheduled through POST and SIDC by December 15.
- Determine/locate events to provide extra enforcement by December 15.
- Coordinator must attend National DRE Conference in February.
- Coordinator to conduct DRE training for Task Force officers and facilitate their training on the following areas: SFST, Intoxilyzer 5000EN, LIFELOC FC-20, or AlcoSensor III by March 31.
- Plan/schedule/publicize three (3) Task Force Events before September 30, 2018.

D. Evaluation and Performance - Describe how the Tasks and Deliverables specified in Section C, will be implemented and how will they be evaluated. Describe all measures being used to determine the success of the project. Provide details on what sources of data you will use, and describe how appropriate procedures are in place within your agency to set up and monitor the grant funded activities. *Note: If this is a STEP Grant please provide crash and citation comparison data for up to 3 years prior to the current grant funded years 1, 2 and 3.*

- This project will use data from the Idaho Crash Report and/or WebCars to determine areas where most DUI's and impaired crashes occur.
- Pre and post citation and crash data will be provided to OHS to demonstrate the project's effectiveness.
- Data from the Idaho Post Academy and the SIDC will be used to find out how many officers with in the areas being served by each member agency are certified in SFST, Intoxilyzer, 5000EN, LifLoc and AlcoSensor. The data will be used to determine which officer may need to be re-certified.
- The agency will report on a quarterly basis meetings scheduled, who attended and a summary of what was discussed and the progress of our program.

- The agency will also track training and report quarterly on what trainings were held/attended. Class Rosters will be attached along with a course description (either lesson Plan, or synopsis).
- Citation data and progress report will be provided to OHS following each event and a final summary will be provided at the end of the project.

ATTACHMENT B

Section 3. PROJECT BUDGET

PERSONNEL: List each employee/position (and their duties) you foresee will be utilized for this position. Estimate salary, hours worked and other costs associated with the position. <i>Note: Selective Traffic Enforcement Patrol (STEP) grant funded positions must be backfilled by new hires prior to beginning the STEP grant.</i>	Matching Funds: Identify how you will match funds if applicable
POSITION: DUI Task Force Coordinator DUTIES/HOURS/SALARY: Overtime hours to coordinate DUI Task Force events and meetings. 400 hrs. X \$30.00 per hour + Benefits (20%)	Will match 25% with mileage.
POSITION: DUTIES/HOURS/SALARY:	
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PERSONNEL TOTAL: \$14,400.00

TRAINING: List any courses/seminars/workshops associated with this project. This will include any training to be provided by this project or attended by personal employed with this project.	Matching Funds: Identify how you will match funds if applicable
COURSE: DRE Training AMOUNT: \$2000.00	N/A
PURPOSE: It will be important as a Drug/DUI Enforcement officer to have knowledge in the field of Drug Recognition. This money will be used for lodging, air fare and food.	
COURSE: DUI Task Force Training AMOUNT: \$1000.00	Mileage
PURPOSE: Attend the Idaho DUI Task Force Update Training. This is a 4 day training and is vital in developing a new task force. It will be located locally so money will be used for registration, motel and meals.	

TRAINING/TOTAL: \$3000.00

TRAVEL: Describe location (if known) and item (airfare, lodging, per diem, etc.) and the purpose of the travel.	Matching Funds: Identify how you will match funds if applicable
EVENT: DRE Conference AMOUNT: \$2,500	N/A
LOCATION/PURPOSE: Phoenix, AZ. Since 1995, this annual training conference has kept DREs and other health and safety professionals up-to-date on drug trends, legal issues, and innovative technology. In addition to general sessions featuring the latest research and	

initiatives, daily workshops will address a variety of topics relevant to law enforcement, toxicology, prosecutors, and other traffic safety advocates. In addition to general sessions featuring the latest research and initiatives, daily workshops will address a variety of topics relevant to law enforcement, toxicology, prosecutors, and other traffic safety advocates. Cost would be airfare, lodging, registration, and meals.	
EVENT: LOCATION/PURPOSE:	AMOUNT:
EVENT: LOCATION/PURPOSE:	AMOUNT:

TRAVEL/TOTAL: \$2,500.00

EQUIPMENT: <i>Traffic enforcement equipment necessary to accomplish the goals of the grant. All equipment with an acquisition cost of \$5,000 or more per unit must be pre-approved in writing by NHTSA, and shall be tracked by OHS for 3 years.</i>	Matching Funds: <i>Identify how you will match funds if applicable</i>
ITEM: No Equipment Requested PURPOSE/BENEFIT:	AMOUNT:
ITEM: PURPOSE/BENEFIT:	AMOUNT:

EQUIPMENT/TOTAL:

MISC.: <i>Any items not mentioned above associated with this project.</i>	Matching Funds: <i>Identify how you will match funds if applicable</i>
ITEM: No Misc. Items Requested PURPOSE/USE:	AMOUNT:
ITEM: PURPOSE/USE:	AMOUNT:

MISC/TOTAL:

PROJECT BUDGET TOTAL

- A. **TOTAL AMOUNT OF FEDERAL FUNDS REQUESTED: \$19,900.00**
- B. **TOTAL AMOUNT OF LOCAL MATCH (minimum 25%) FROM AGENCY: \$4,975.00**
(STEP Grants are funded at 25%, 50% and 75% per respective years)