



# FFY 2023 GRANT APPLICATION

Idaho Transportation Department  
Office of Highway Safety

**Instructions:**

This application consists of three sections: section 1-application information and signature, section-2 grant narrative, section-3 grant budget. Please complete each section. An incomplete application will not be considered. Submit application via mail or e-mail. Application deadline is 5:00 pm MST, Friday, February 28, 2022. Mail to: ITD Office of Highway Safety, PO Box 7129, Boise, ID 83707-1129. E-mail to: [ohsgrants@itd.idaho.gov](mailto:ohsgrants@itd.idaho.gov).

**SECTION 1 – Application Information**

Agency Name

Agency Address

Agency Type	Law Enforcement <input type="checkbox"/>
	State Agency <input type="checkbox"/>
	Non-Profit <input type="checkbox"/>
	Local Agency <input type="checkbox"/>

FEIN Tax ID Number

UEI Unique Entity Identifier

**Primary Contact (The agency contact with signing authority)**

Name and Title

Address

E-mail

Phone Number

**Grant Manager Contact (Responsible for managing the everyday activities of the grant.)**

Name and Title

Address

E-mail

Phone Number

Primary Contact Signature

Grant Manager Signature

**SECTION 2 – Grant Narrative**

**A. Project Focus**

Select a project focus area, check all of the areas that apply.

Check all areas that apply.	Impaired Driving	<input type="checkbox"/>	Aggressive Driving	<input type="checkbox"/>
	Distracted Driving	<input type="checkbox"/>	Occupant Protection	<input type="checkbox"/>
	Youthful Drivers	<input type="checkbox"/>	Child Passenger Safety	<input type="checkbox"/>
	Motorcycle	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Bicycle/Pedestrian	<input type="checkbox"/>		

**B. Agency Need Statement**

Establish your project goal. Provide data to support the goal. Describe and document the problem/need. Include the most recent data possible. You may use your agency’s data, WebCars analysis, [ITD crash data dashboard](#), the [2020 crash report](#), or contact one of the research analyst principals to help. [kelly.campbell@itd.idaho.gov](mailto:kelly.campbell@itd.idaho.gov) or [steve.rich@itd.idaho.gov](mailto:steve.rich@itd.idaho.gov).

**C. Grant Planned Activity Summary**

Summarize the scope of your project. Include how you plan to implement the grant and how the project will aid in achieving your goal(s). Be sure to include activities, events, enforcement and outreach. Provide a timeline. (Not to exceed 3 pages.)

**D. Assessment and Performance Evaluation**

Describe how you will evaluate the performance of the grant. Describe what type of data you intend to collect to verify that you will meet your goal(s). Indicate how you will report on the progress of your project and if the agency met its goal(s).

**E. Attachments**

Attach any other information that you feel may be beneficial to your project. Attachments are not required but accepted. Please keep your documentation to a minimum.

**SECTION 3 – Project Budget**

In this section, please describe in as much detail as possible the cost/expenses associated with the proposed project. Identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching Funds may include salaries of individuals working on the project, mileage incurred while working on the project, 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.**



**Grant Application BUDGET Worksheet**

Idaho Transportation Department Office of Highway Safety

Agency:

Project Title:

	BUDGET	
	Local Match	Grant Funded
<b>PERSONNEL COSTS (HS H901)</b>		
Subtotal Personnel Costs	\$0.00	\$0.00
<b>TRAVEL (HS H902)</b>		
ID state rate = .56 per mile		
Subtotal Travel	\$0.00	\$0.00
<b>CONTRACTUAL SERVICES (HS H903)</b>		
Subtotal Contractual Services	\$0.00	\$0.00
<b>CONSUMABLES (HS H904)</b>		
Subtotal Commodities	\$0.00	\$0.00
<b>DIRECT COSTS (HS H905)</b>		
Subtotal Other Direct Costs	\$0.00	\$0.00
<b>INDIRECT COSTS (HS H906)</b>		
Subtotal Indirect Costs	\$0.00	\$0.00
<b>GRANT REQUEST TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>