



Idaho Office of Highway Safety
GRANT APPLICATION INSTRUCTIONS

PO Box 7129
Boise, ID 83707-1129
Phone: (208)334-8100
Fax No. (208)334-4430

Introduction

The Idaho Department of Transportation Office of Highway Safety funds grants which address specific behavior related traffic safety priority areas that include Impaired Driving, Aggressive Driving, Distracted Driving, Occupant Protection, Bicycle, Pedestrian, Motorcycle Safety, Youthful Drivers and Traffic Records. Grants may be awarded for assisting the Idaho Office of Highway Safety in addressing traffic safety deficiencies, expansion of an ongoing activity, or development of a new program or intervention. This application is for year-long grants and is not the same as the Traffic Enforcement Grant Program Agreement (TEGPA) or mini-grants.

The 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 for the purchase of office furniture. Because of limited funding, the Office of Highway Safety 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 Idaho's Office of Highway Safety. 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, contact any of the staff members listed at the end of this document. The timeline for grant review and approval is as follows:

2021 Grant Application Process Timeline

January 11, 2021	Request for Applications Released
February 26, 2021	Grant Application is due to OHS by February 26, 2021 by 5:00 PM MST
March 2021	OHS Staff reviews applications and submits them for scoring
April 2021	OHS will present the Highway Safety Plan (HSP) to the ITSC Board for approval Included in this plan are the potential grant awards
June 2021	ITD Board reviews and approves the HSP
July 2021	NHTSA reviews and approves the HSP
August 2021	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 on the following criteria:

- Has the problem/need been clearly identified?
- Is the problem supported by State or local data or documentation?
- If current sub-grantee, are they in good standing.
- Are Goals, objectives and performance measures clearly stated?
- Grant Application and Budget Narrative are complete, correct and relevant.

Notification

The Office of Highway Safety 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 after July of an award.

Agencies Eligible to Receive Funding

Government agencies, political “subdivisions” of the state and local government agencies, state colleges and state 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 501c (3) status.

Project Funding Period

Grants are administered on a Federal fiscal year basis (October 1 – September 30). All grants are awarded annually based upon available funding. Grant funded projects the OHS determines as statewide activities and benefit all citizens of Idaho, may be funded for a longer period of time at the OHS’s discretion.

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 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

Impaired Driving – Includes impaired driving (alcohol/drugs), 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 seat belt use awareness, seat 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 and skills 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 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.

Selective Traffic Enforcement Program (STEP) –The selective traffic safety enforcement program (STEP) combats traffic crashes resulting in fatal and serious injuries through dedicated and sustained traffic enforcement. The Idaho STEP program is a year-long grant program. The grant program may fund up to 2080 hours per year and an agreed upon number of overtime hours. The grants are awarded on an annual basis. Using problem identification, the agencies focus on the traffic safety issues. Provide crash and citation comparison data for up to 3 years prior to the current grant funded years. The focused efforts include impaired driving, aggressive driving, seat belt use and texting.

Highway Safety Grant Application Guidelines

Your grant application will need to be submitted to the Office of Highway Safety **on or before February 26, 2021 by 5:00 PM MST** in order to be considered. Please make sure that you have completed all elements of the application in order to be considered.

APPLICATION INSTRUCTIONS

SECTION 1 - Application Information

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

- A. **NEW THIS YEAR** - UEI, Unique Entity Identifier, in lieu of the DUNS number, the federal government now requires each agency provide their UEI. To find your UEI, you must first be registered with the System of Award Management (SAM.gov). When you register, you will receive an UEI.

SECTION 2 - Grant Narrative

Provide a complete project narrative by completing all parts of this section. The following application sections must be thoroughly completed.

- A. **Project Focus** - Select a project focus area. You may check more than one area if appropriate.
- B. **Agency Need Statement** – In this section you will establish your project goal(s). Be sure to provide data to support the goal(s). Describe and document the need for your program and explain the problem. What is the problem, and what data identifies and supports this as a problem? You may use your agency's data, [Numetric](#), [WebCars](#), [ITD Crash reports](#), or any source to support the goal. Describe the target population affected and use data specific to the target population. If you have questions regarding data feel free to contact one of the research analyst principals to help. Kelly.campbell@itd.idaho.gov or 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 reaching the established goal(s). How will the project be implemented? Be sure to include activities, events, enforcement, outreach and a timeline.
- D. **Assessment and Performance Evaluation** – This section requires you to describe what type of data you intend to collect to verify that you will meet your project goal(s). Be sure to clearly state which data will be collected. You will also need to indicate how you will report on the progress of your project. **Note**, if this is an enforcement grant, all grant funded citation performance must be tracked.
- E. **Attachments** – Attach any other information that would be beneficial to your project. Attachments are not a required part of this application. 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. 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, 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.**



SAMPLE - Grant Application BUDGET Worksheet

Idaho Transportation Department Office of Highway Safety

Agency: Any County Sheriff's Office	Project Title: Impaired High Visibility Enforcement		
	BUDGET		
	State/Local Match	Grant Funded	
PERSONNEL COSTS (HS H901)			Personnel costs include wages and may include the benefits paid against the wage.
Officer OT including benefits = 35/hr x 500 hrs.		\$17,500.00	
Admin to process claims and reports = 16.5/hr x 25 hrs.	\$412.50		
Officer hrs. during DRE Sem = 40 hrs x \$30	\$1,200.00		
Subtotal Personnel Costs	\$1,612.50	\$17,500.00	
TRAVEL (HS H902)			Travel costs include mileage, airfare, per-diem, and lodging. Does not include conference fees.
Mileage traveled during OT = .58/mi. x 6500	\$3,944.00		
DRE Seminar (airfare, hotel, per-diem)		\$2,200.00	
Subtotal Travel	\$3,944.00	\$2,200.00	
CONTRACTUAL SERVICES (HS H903)			Contractual services may include services required to carry out the grant activities by a third party contractor, i.e. trainer, event coordinator, media, etc...
Subtotal Contractual Services	\$0.00	\$0.00	
CONSUMABLES (HS H904)			Consumable are equipment or items used to support the activities of the grant.
Handheld FC20 Breathalyzer		\$2,000.00	
Subtotal Commodities	\$0.00	\$2,000.00	
DIRECT COSTS (HS H905)			Direct costs include items that support the success of the grant activities, i.e. conference fees and training.
Advanced DRE Seminar Fee		\$2,000.00	
Subtotal Other Direct Costs	\$0.00	\$0.00	
INDIRECT COSTS (HS H906)			Before using, a rate must be substantiated by the grantee. CFR2 Part 200.414
Subtotal Indirect Costs	\$0.00	\$0.00	
GRANT REQUEST TOTAL	\$5,556.50	\$21,700.00	

GRANT APPLICATION SUBMITTAL

Once you have completed the grant application,
 e-mail to: ohsgrants@itd.idaho.gov
 mail to: ITD Office of Highway Safety
 PO Box 7129
 Boise, ID 83702.

Submittal deadline is 5:00 PM MST FEBRUARY 26, 2021. If you need help with your application or have questions about the application process contact any of our Grant Project Managers listed below.

JOSEPHINE MIDDLETON – Aggressive Driving and Mobilization/Mini-grant Program Manager
E-mail Josephine.middleton@itd.idaho.gov Phone No. 208-334-8112

DENISE DINNAUER – Year-long and Bicycle/Pedestrian Program Manager
E-mail denise.dinnauer@itd.idaho.gov Phone No. 208-884-4460

LISA LOSNESS – Impaired Driving and Program Manager
E-mail lisa.losness@itd.idaho.gov Phone No. 208-334-8103

TABITHA SMITH – Occupant Protection, Motorcycle and Alive at 25 Program Manager
E-mail Tabitha.smith@itd.idaho.gov Phone No. 208-334-8104

BILL KOTOWSKI – Highway Safety Communication and Outreach Program Manager
E-mail bill.kotowski@itd.idaho.gov Phone No. 208-334-8125

Resources:

[Numetric](#) Crash dashboards

Numetric [Crash Data Dashboard Overview training video](#), 9 min.

[WebCars](#)

[ITD Crash reports](#)