****

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

**Idaho Office of Highway Safety  
GRANT APPLICATION INSTRUCTIONS**

**Introduction**  
The Idaho Transportation Department’s Office of Highway Safety (OHS) provides grant funding for efforts addressing specific behavior-related traffic safety priority areas. These include: Impaired Driving, Aggressive Driving, Distracted Driving, Occupant Protection, Bicycle, Pedestrian, Motorcycle Safety, Youthful Drivers, and Traffic Records. Grants may be awarded for assisting OHS in targeting 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, turn lanes, traffic signals, or crosswalk markings. Additionally, funds cannot be used for facility construction or for the purchase of office furniture. Due to limited funding, 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. Please read the document carefully and refer to it as needed. If at any time you have questions or need assistance filling out the application, contact any of the staff members listed at the end of this document.

# FFY 2024 Grant Application Process Timeline

|  |  |
| --- | --- |
| January 3, 2023 | Request for Applications released |
| February 28, 2023 | Grant Application is due to OHS February 28, 2023 by 5:00 p.m. MST |
| March 2023 | OHS staff reviews applications and submits them for scoring |
| May 2023 | OHS presents the Highway Safety Plan, including potential grant awards, to Idaho Traffic Safety Commission for approval. |
| June 2023 | ITD Board reviews and approves the Highway Safety Plan |
| July 2023 | NHTSA reviews and approves the Highway Safety Plan |
| August 2023 | New FFY 2024 grants will be awarded and subgrantees notified |
| October 2023 | Start of the new FFY |

**Selection Criteria**Grant applications will be reviewed and scored by a selected group representing all aspects of highway safety per NHTSA guidelines. Grants will be awarded according to their score ranking based on the following criteria:

* Is the problem/need clearly identified?
* Is the problem supported by state and/or local data or documentation?
* Are goals and performance measures clearly stated?
* Is the Grant Application and Budget complete, correct, and relevant?

**Scoring**

* Section 1 – Application Information (30 pts)
* Section 2 – Grant Narrative (50 pts)
* Section 3 – Project Budget (20 pts)

Higher scoring projects and jurisdictions with higher group fatal and serious injury rates will be given priority.

**Notification**OHS will send a letter or email 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 in August if awarded.

**Agencies Eligible to Receive Funding**Government agencies, political “subdivisions” of the state and local government agencies, state colleges and universities, school districts, and certain qualified organizations are eligible to receive highway safety grant funding. Non-profit organizations applying for funding must make a copy of 501c (3) status available.

**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, which OHS determines as statewide activities benefiting all citizens of Idaho, may be funded for a longer period of time at OHS’s discretion.

Highway safety grants are intended to provide “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, red light running, failure to yield, following too close, and other high risk aggressive driving behaviors. 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 the existing hands-free law, and other high risk distracted driving behaviors. 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 sites, child passenger safety technician 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 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 should focus on creating change in teen driving behaviors.

**Selective Traffic Enforcement Program (STEP)** –The Selective Traffic 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 that may fund up to 2,080 hours of regular duty time per year and an identified number of overtime hours. Grants are awarded on an annual basis. Using problem identification and data, agencies focus on the traffic priority areas. Please provide crash and citation comparison data for up to three years prior to the current grant funded year.

**Highway Safety Grant Application Guidelines**Grant applications must be submitted to the Office of Highway Safety **on or** **before February 28, 2023 by 5:00 p.m. MST** in order to be considered. Please make sure you have completed all sections of the application.

**APPLICATION INSTRUCTIONS**

**SECTION 1 - Application Information**

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

1. **UEI, Unique Entity Identifier** - In lieu of the DUNS number, the federal government now requires each agency to provide their UEI. To locate your UEI, you must first be registered with the System of Award Management ([SAM.gov](http://sam.gov/)). Once registered, you will be issued a UEI.

**SECTION 2 - Grant Narrative**

Provide a project description by thoroughly completing the following A – F in this section.

1. **Project Focus -** Select a project focus area. You may check more than one area if appropriate.
2. **Problem Identification -** In this section you will establish your project goal(s) with an explanation of the need for your program and the problem you are addressing. Describe the target population affected and use data specific to that population to support your goal. You may use your agency’s data, [ITD Crash Data Dashboards](https://itd.aashtowaresafety.net/itd-safety-dashboards#/), [WebCars](https://apps.itd.idaho.gov/apps/webcars/), the [2021 Traffic Crash Report](https://apps.itd.idaho.gov/Apps/OHS/Crash/21/Analysis.pdf), or other sources. If you have questions regarding data feel free to 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).
3. **Grant Implementation** - Summarize how you plan to implement the grant and how the project will aid in reaching the established goal(s).
4. **Grant Activity Summary** - Provide a list of planned activities, events, enforcement, and outreach with a timeline of anticipated start and completion dates.
5. **Assessment and Performance Evaluation** - This section requires you to describe what type of data you intend to collect to verify how you met your project goal(s). Be sure to clearly state which data will be collected and indicate how you will report on the progress of your project. **Note**: if this is an enforcement grant, all grant funded performance activity must be tracked.
6. **Attachments** – **Fill out and attach the Subrecipient Financial Risk Assessment FY24 form.** In addition, OHS will accept any other attachments that may be beneficial to your Grant Application, however, they are not required.

**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.**



**GRANT APPLICATION SUBMITTAL**

Once you have completed the Grant Application and Risk Assessment,

email to: [ohsgrants@itd.idaho.gov](mailto:ohsgrants@itd.idaho.gov)

or mail to: ITD Office of Highway Safety

PO Box 7129

Boise, ID 83707-1129

**Submittal deadline is 5:00 p.m. MST FEBRUARY 28, 2023**. If you need assistance with your application or have questions regarding the process, contact any of our Grant Project Managers listed below.

**OHS Contact Information**:

**Highway Safety Manager:** [josephine.middleton@itd.idaho.gov](mailto:josephine.middleton@itd.idaho.gov), (208) 334-8112

**Community Traffic Safety, Law Enforcement Liaison Program**: [bill.kotowski@itd.idaho.gov](mailto:bill.kotowski@itd.idaho.gov), (208) 334-8690

**Police Traffic Services, Year-Long Enforcement Grants:** [denise.dinnauer@itd.idaho.gov](mailto:denise.dinnauer@itd.idaho.gov), (208) 334-4460

**Motorcycle Safety, Bicycle/Pedestrian Grants**: [jillian.garrigues@itd.idaho.gov](mailto:jillian.garrigues@itd.idaho.gov), (208) 334-8557

**Impaired Driving, Child Passenger Safety Grants:** [lisa.losness@itd.idaho.gov](mailto:lisa.losness@itd.idaho.gov), (208) 334-8103

**Youthful Drivers, Distracted Driving, Occupant Protection Grants:** [tabitha.smith@itd.idaho.gov](mailto:tabitha.smith@itd.idaho.gov), (208) 334-8104

**SWET & Crash Data:** [kelly.campbell@itd.idaho.gov](mailto:kelly.campbell@itd.idaho.gov), (208) 334-8105

**e-Impact or Quick Crash:** [kirstin.weldin@itd.idaho.gov](mailto:kirstin.weldin@itd.idaho.gov), (208) 334-8113

**Crash Data & WebCars Username**: [steve.rich@itd.idaho.gov](mailto:steve.rich@itd.idaho.gov), (208) 334-8116

**Resources:**

[ITD Crash Data Dashboards](https://itd.aashtowaresafety.net/itd-safety-dashboards#/)

[Crash Data Dashboard Overview training video](https://www.youtube.com/watch?v=TwfOgW3fXW0&feature=youtu.be), 9 minutes

[WebCars](https://apps.itd.idaho.gov/apps/webcars/)

[2021 Traffic Crash Report](https://apps.itd.idaho.gov/Apps/OHS/Crash/21/Analysis.pdf)