



OHIO TRAFFIC SAFETY OFFICE

FFY 2017 Proposal Guideline Presentation

FFY 2017 Solicitation Package

The FFY 2017 Solicitation Package is available in PDF format online at <http://ghsogrants.dps.ohio.gov>

- On the left side, click on Traffic Safety Proposal Package
- All grants - Pages 3 – 27
- Selective Traffic Enforcement Program – Pages 28 – 41

This presentation will cover highlights of the package, review the entire package before submitting your proposal.

All 2015 data referenced in this document is preliminary.

Contact Information – District 1

County	OSP Patrol Post
Allen	Lima
Defiance	Defiance
Fulton	Toledo
Hancock	Findlay
Hardin	Findlay
Henry	Bowling Green
Lucas	Toledo
Paulding	Van Wert
Putnam	Lima
Van Wert	Van Wert
Williams	Defiance
Wood	Bowling Green

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL - Frank Arvay: 419/213-0084

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 2

County	OSP Patrol Post
Crawford	Bucyrus
Erie	Sandusky
Huron	Norwalk
Marion	Marion
Ottawa	Sandusky
Richland	Mansfield
Sandusky	Fremont
Seneca	Fremont
Wyandot	Bucyrus

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL - Frank Arvay: 419/213-0084

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 3

County	OSP Patrol Post
Ashland	Ashland
Cuyahoga	Cleveland
Holmes	Wooster
Lorain	Elyria
Medina	Medina
Stark	Canton
Summit	Canton
Wayne	Wooster

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Jack Fleming: 440/787-3848

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 4

County	OSP Patrol Post
Ashtabula	Ashtabula
Columbiana	Lisbon
Geauga	Chardon
Lake	Chardon
Mahoning	Canfield
Portage	Ravenna
Trumbull	Warren

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Jack Fleming: 440/787-3848

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 5

County	OSP Patrol Post
Auglaize	Wapakoneta
Champaign	Springfield
Clark	Springfield
Darke	Dayton
Greene	Xenia
Logan	Marysville
Mercer	Wapakoneta
Miami	Piqua
Montgomery	Dayton
Preble	Dayton
Shelby	Piqua
Union	Marysville

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL – Tim Sabransky: 513/200-0444

OSP Patrol Post:

<http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 6

County	OSP Patrol Post
Delaware	Delaware
Fairfield	Lancaster
Franklin	Columbus
Knox	Mt. Gilead
Licking	Granville
Madison	West Jefferson
Morrow	Mt. Gilead
Perry	Lancaster
Pickaway	Circleville

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL - Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 7

County	OSP Patrol Post
Belmont	St. Clairsville
Carroll	New Philadelphia
Coshocton	Zanesville
Guernsey	Cambridge
Harrison	Steubenville
Jefferson	Steubenville
Monroe	St. Clairsville
Morgan	Marietta
Muskingum	Zanesville
Noble	Cambridge
Tuscarawas	New Philadelphia
Washington	Marietta

Contact Information:

OTSO Planner - Michelle Liberati-Cobb: 614/466-3250

LEL – Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 8

County	OSP Patrol Post
Adams	Georgetown
Brown	Georgetown
Butler	Hamilton
Clermont	Batavia
Clinton	Wilmington
Fayette	Wilmington
Hamilton	Cincinnati
Highland	Wilmington
Warren	Lebanon

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL – Tim Sabransky: 513/200-0444

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information – District 9

County	OSP Patrol Post
Athens	Athens
Gallia	Gallipolis
Hocking	Athens
Jackson	Jackson
Lawrence	Ironton
Meigs	Gallipolis
Pike	Chillicothe
Ross	Chillicothe
Scioto	Portsmouth
Vinton	Jackson

Contact Information:

OTSO Planner - Jackie Stephenson: 614/466-3250

LEL - Mike Brining: 614/946-2878

OSP Patrol Post: <http://statepatrol.ohio.gov/Counties.stm>

Contact Information

- Contact information may change throughout the year, OTSO will keep sub-grantees as up to date as possible.
- These Contact Information slides will be updated as needed. Please refer back to these slides.

Traffic Safety Grant Program Overview

- The Federal Highway Safety Act of 1966 directed the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) of the U.S. Department of Transportation to jointly administer various highway safety projects. This federal grant program provides federal funds administered through the Ohio Department of Public Safety (ODPS), Ohio State Highway Patrol (OSHP)/ Ohio Traffic Safety Office (OTSO) to eligible entities to be used in part for, but not limited to, traffic safety education, enforcement and awareness.

Traffic Safety Grant Program Overview

- Funds are to be used for short-term highway safety support, with the intent that other sources of funding will sustain programs over the long term.
- The federal grant program operates on a reimbursement basis.
- OTSO will use the following criteria to determine each grant proposal's funding eligibility:
 - Met the submission deadline
 - Met the minimum proposal requirements
 - Explained how the proposal specifically helps reduce Ohio's traffic-related fatal crashes

Traffic Safety Grant Program Overview

- OTSO will award grants based on:
 - The amount of funding available to OTSO
 - The total number of proposals submitted to OTSO
 - Past performance of the sub-grantee (if applicable)
- OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals and performance.

Traffic Safety Grant Program Overview

- FFY 2017 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Sunday, May 15, 2016.
- Late proposals will not be considered for funding. OTSO is not responsible for an applicant's personal computer or internet access failure occurring at the proposal deadline. In the event that OTSO experiences an internal server malfunction, OTSO will notify Proposal Administrators of an updated submission deadline.

Competitive Grants Funding Priorities

- Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*.
- In 2014, there were 1,006 fatalities on Ohio's roads. Ohio's current fatality rate is 0.95 fatalities per 100 million vehicle miles traveled.
- Competitive grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward fatal crash reduction.
- Each proposal should focus on one or more of these issues:
 - Alcohol/drug-impaired driving
 - Occupant Protection
 - And/or Speed management

Problem Identification Process

- For FFY 2017, OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash locations for traffic safety programming. OTSO focuses the majority of its grant funding on these areas. They have been identified as locations where programming may have the most impact on a statewide level.
- The data used in this process include traffic crash data from 2013, 2014 and 2015.

Standard Proposal Guidelines for All Grants

Reimbursement Only Policy

- This federal grant program operates on a reimbursement basis. The administering agency must first incur the cost for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense.

Food

- Costs relating to food for meetings, award banquets, etc. are not allowable.

Standard Proposal Guidelines for All Grants

Eligible Entities

- To be eligible to receive funds under this federal grant program, the proposing agency must be one of the following:
 - Local unit of government or council of government (e.g., county, city, township, village, law enforcement agency, board of education, health department, metropolitan planning organization, etc.)
 - State agency
 - Non-profit organization, church, hospital, educational service center, college or university

Standard Proposal Guidelines for All Grants

Required Personnel

- Each proposal is required to have at least one of each of the following:
 - *Authorizing Official* – the authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with OTSO, should the proposal be approved for funding.
 - *Project Director* – The project director is designated as the agency's liaison with OTSO by the authorizing official. Should the proposal be approved for OTSO funding, this individual will oversee the daily activities of the grant and ensure that the scope of work and evaluation are completed as proposed. This individual will also serve as the primary contact person for the grant.
 - *Fiscal Officer* – The fiscal officer is responsible for the fiscal activities of the agency. This individual is responsible for overseeing the grant's budget, as well as submitting properly prepared claims for reimbursement to OTSO.

Standard Proposal Guidelines for All Grants

Grant Period and Project Commencement

- This federal grant period has a 12-month cycle (October 1 – September 30).
- Each approved proposal will begin grant activity based upon the assigned Authorized to Proceed Date and an executed agreement between OTSO and the administering agency.
- It will terminate at the end of the federal fiscal year (September 30, 2017), unless otherwise specified in the agreement.

Standard Proposal Guidelines for All Grants

Grant Period and Project Commencement

- No costs will be reimbursed for any activity performed prior to the designated authorized to proceed date or after the termination date of the agreement.
- Unspent funds that remain at the end of the grant period will be retained by OTSO.

Standard Proposal Guidelines for All Grants

Preparing the Grant Proposal

- Adhere to the requirements described in each section. Periodically reviewing the instructions as the proposal is prepared will ensure full compliance with the requirements.
- Help menus are also available on the GRANTS system to be used in completing the proposal.
- Submitting a proposal that does not comply with the requirements could adversely affect the consideration that the proposal receives in the review and/or award process.
- Write a clear concise grant proposal that can be easily understood. Do not include past grant award activities and/or accomplishments.

Proposal Types

- Selective Traffic Enforcement Program
- Impaired Driving Enforcement Program
- OVI Task Force
- Safe Communities
- General (for all other traffic safety activities not listed)

Traffic Safety Grant Funding Policies

- All agencies receiving grants must comply with all federal, state, and local laws and regulations, including those mentioned in this section, as well as those noted in the Terms and Conditions (pages 12 – 27 of the FFY 2017 Grant Solicitation Package).

Funding Limitations

- The basic funding eligibility factors listed in this document will apply to NHTSA grants in accordance with 23 USC Chapter 4 Section 402, 23 USC Chapter 164, and 23 USC Chapter 405. They should be implemented in conjunction with the appropriate Office of Management and Budget (OMB) circular:
 - State and Local Governments – 2 CFR Part 225
 - Educational Institutions – 2 CFR Part 220
 - Non-Profit Organizations – 2 CFR Part 230
 - Hospitals – 2 CFR Part 215

Traffic Safety Grant Funding Policies

Funding Limitations

- To be allowable, costs must be necessary and reasonable.
- If in doubt, contact OTSO to determine if a particular cost item is fundable prior to submission of the proposal.

Traffic Safety Grant Funding Policies

Auditing Requirements

- You are required to retain a copy of your most recent Audit Report, Management Letter and/or single Audit Report and provide it to OTSO upon request.

Program Income

- Program income generated through the federal grant must be accurately documented (e.g., activity generating income, amount generated, how funds will be used to support traffic safety). Program income must be reported and made available to OTSO upon request.

Terms and Conditions

- A complete list is on pages 12 - 27 of the FFY 2017 Grant Solicitation Package.
- 1) Agreement

Any inconsistencies between agreements and any attached documents shall be resolved in favor of the most current revised agreement on the online system, which shall be the controlling document.
- 6) Political Activity (Hatch Act)

The sub-grantee will comply, as applicable, with provision of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Terms and Conditions

- 14) **Supplanting**

Federal funds must not be used to supplant state or local funds, meaning that federal funds must not be used to replace routine or local expenditures for costs of activities that constitute general expenses required to carry out the overall responsibilities of the sub-grantee and/or its sub-grantees.

- 17) **Regional Meetings**

Attend regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.

Terms and Conditions

- 18) Press Release

Each sub-grantee is required to submit a press release to their local media announcing the grant award, including amount and purpose of award.

- 20) Required Personnel

Each proposal/grant is required to have, at a minimum, an authorizing official, a project director and a fiscal officer. See page 8 for a description of each. This information must be kept current. See the help menu on the GRANTS system for directions on how to update/change personnel information.

- 21) GRANTS User Accounts/Password Security

For security purposes, each person using the GRANTS system must have a separate user name and password. Each account must have its own email account. **Sub-grantee agency personnel must not share passwords with agency staff or ODPS staff.**

Terms and Conditions

- 22) Labor Costs

All work (personnel labor costs) reimbursed under this grant must be for actual paid hours worked. Labor costs based on a percentage of hours worked or hours accrued as comp time will not be accepted for reimbursement. Leave hours (e.g., sick, vacation, personal, holiday, etc.) are not reimbursable as direct labor. The employer's share of fringe benefits (e.g., retirement, Workers' Compensation, Medicare, etc.) are eligible for reimbursement. Documentation verifying fringe percentages must be available to OTSO upon request.

Terms and Conditions

- 31) Training

The cost of training personnel for traffic safety purposes may be funded when the training supports both the goals and scope of work of the approved grant program and the goals of OTSO. All training requests and purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

- 32) Request to Purchase (RTP)

All RTPs must be submitted to OTSO by August 1, 2017.

- 34) Reimbursement Claims

This agreement will operate on a reimbursement basis only. The administering agency must first incur the costs for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense. Claim schedules are set up either monthly or quarterly based on sub-grantees selection on the pre-activity form. Any changes from this schedule must be made by the sub-grantee in writing. Each sub-grantee must submit reimbursement claims by the due date assigned to the claim in the GRANTS System.

Terms and Conditions

- 36) Narrative Progress Reports

The timetable for submission of narrative progress reports will be determined by OTSO. Each sub-grantee must submit progress reports by the due date assigned to the report in the GRANTS system.

- 39) Final Report and Final Claim

A final comprehensive annual project activity report must be submitted to OTSO by November 1.

- a) Final reports not received by November 1 will result in a 10 percent penalty deduction to the final claim reimbursement.
- b) If a final project activity report is received after November 15, the final claim will not be reimbursed.

A properly documented final claim for reimbursement must be submitted to OTSO by November 1.

- a) Final claims not received by November 1 will result in a 10 percent penalty deduction in the final claim reimbursement.
- b) Final claims received after November 15 will not be reimbursed.

Terms and Conditions

- 40) Records Retention

All records relating to project activity and/or expenditures must be maintained for review by representatives of the federal or state government for at least three years following the final reimbursement payment.

- 42) Termination of Agreement

Either OTSO or the sub-grantee may terminate this Agreement for any reason by giving the other party 30 days written notice. If the Agreement is cancelled under this provision, OTSO shall reimburse the sub-grantee for approved work completed and documented to that date. Upon termination all data results, reports and other materials developed by the sub-grantee will become the property of OTSO. All of the equipment, materials and/or supplies provided to the sub-grantee for use under this agreement must be returned to OTSO upon request within 30 days of said written notice. Should any change in federal funding adversely affect OTSO's ability to complete the fiscal year's activities, OTSO has the right to revise or terminate the agreement in writing.

Terms and Conditions

- 44) **Enforcing Seat Belt Laws**

The agency will enforce all seat belt and child restraint laws on all traffic stops made under this grant.

- 47) **Mandatory Blitzes**

Funding for all OTSO identified blitzes must be used for overtime enforcement, saturations patrols and OVI checkpoints only. Directing traffic, conducting parking detail at events, crash investigations, any non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

- 48) **National Enforcement Campaigns**

All agencies utilizing overtime enforcement funds from OTSO are required to participate in the “Click It or Ticket” (CIOT) mobilization and the “Drive Sober or Get Pulled Over” (DSOGPO) alcohol crackdown.

Terms and Conditions

- 51) Monthly Enforcement Reports

Whether or not a sub-grantee conducts grant-related activity, each sub-grantee must submit an enforcement report monthly. The monthly enforcement report must be submitted online to OTSO by the 15th calendar day of the following month. Failure to submit these reports in a timely manner will cause a delay in payment of claims, may jeopardize funding for present and future projects and may result in being placed in “Sub-grantee on Notice” status.

SELECTIVE TRAFFIC ENFORCEMENT PROGRAM

Proposal Guidelines

Selective Traffic Enforcement Program

- High Visibility Enforcement (HVE) is a universal traffic safety approach designed to create deterrence and change unlawful traffic behaviors. HVE combines highly visible and proactive law enforcement targeting a specific traffic safety issue. Law enforcement efforts are combined with visibility elements and a publicity strategy to educate the public and promote voluntary compliance with the law.
- A law enforcement agency must conduct HVE activities in areas to impact their fatal crashes (e.g. occupant restraint, speed, impaired, aggressive driving, motorcycle crash reduction, failure to yield, etc.). Overtime enforcement will be considered for funding at those times and locations deemed appropriate, based on local needs and as supported by local fatal/serious injury crash problem identification.
- OTSO will allow a portion of the grant for hours/costs spent towards education efforts. These efforts can be used towards educating students, the general public at events, or officers and must be consistent with problem identification.

Selective Traffic Enforcement Program

Minimum Eligibility Requirements

- To be eligible for Selective Traffic Enforcement Program (STEP) grant funding, your agency must have an established road patrol that conducts routine traffic enforcement and satisfy all of the following requirements:
 - During 2013, 2014, and 2015, your jurisdiction experienced an average of at least 2.0 motor vehicle related fatal crashes (total of six or more fatal crashes during these three years) as reported in the Fatality Analysis Reporting System (FARS).
 - Each agency must apply for the Impaired Driving Enforcement Program (IDEP) to conduct impaired driving enforcement during mandatory blitzes, including “Drive Sober or Get Pulled Over”.
 - Submit a press release to the local media announcing the grant award.
 - Conduct all OTSO mandatory blitzes, including “Click It or Ticket”.

Selective Traffic Enforcement Program

Minimum Eligibility Requirements (cont.)

- Attempt to publicize efforts during each blitz and national enforcement campaign. Agencies will take appropriate action to contact media about the intent of the targeted enforcement activity prior to its implementation and the results of the enforcement efforts upon completion.
- All sub-grantees are required to work with other jurisdictions on common corridors to achieve the HVE concept.

If your agency agrees to meet all of these requirements, your agency is eligible for funding consideration.

Selective Traffic Enforcement Program

Jurisdiction Sizes

- OTSO will reimburse each jurisdiction based on the chart below for high visibility enforcement activities. The amount of reimbursable hours is based upon the jurisdiction's population size:

Jurisdiction Population Size	
Small	1,000 – 99,999
Medium	100,000 – 300,000
Large	Over 300,000

Maximum Number of Reimbursable Hours Per Agency	
Jurisdiction Size	STEP Hours
Small	280 hours
Medium	440 hours
Large	520 hours

Selective Traffic Enforcement Program

Mandatory Blitzes/National Enforcement Campaigns

Dates	Blitz/National Campaign
November 18 – 27, 2016	Thanksgiving
April – May 2017	Prom
May 22 – June 4, 2017	Click It or Ticket
October 2016 and/or September 2017	Homecoming

Selective Traffic Enforcement Program

Mandatory Blitzes/National Enforcement Campaigns (cont.)

- Blitz hours do not have to be evenly dispersed, hours should be dispersed based on crash problem identification.

Minimum Required Hours for CIOT	
Small	63
Medium	99
Large	117

These minimum hours are based on the agency requesting the maximum amount of hours. If requesting fewer hours, at least 22.5 percent of the total hours requested must be worked during the CIOT mobilization.

Selective Traffic Enforcement Program

Allowable Costs

- Labor Expenses (Salaries and Wages)
- Education Efforts (Based on jurisdiction size: Small-\$1500, Medium-\$2500, Large-\$3500)
- Fuel/Transportation Costs (5% of direct labor costs)

Refer to page 30 for details on each cost category.

Selective Traffic Enforcement Program

Unallowable Costs

- Vehicle Mileage
- Food
- Paid Advertising/Public Communications
- Equipment
- Certain Labor Costs
- Alcoholic Beverages
- Lobbying
- Grant Proposal Preparation and Submission

Refer to page 31 for details on each cost category.

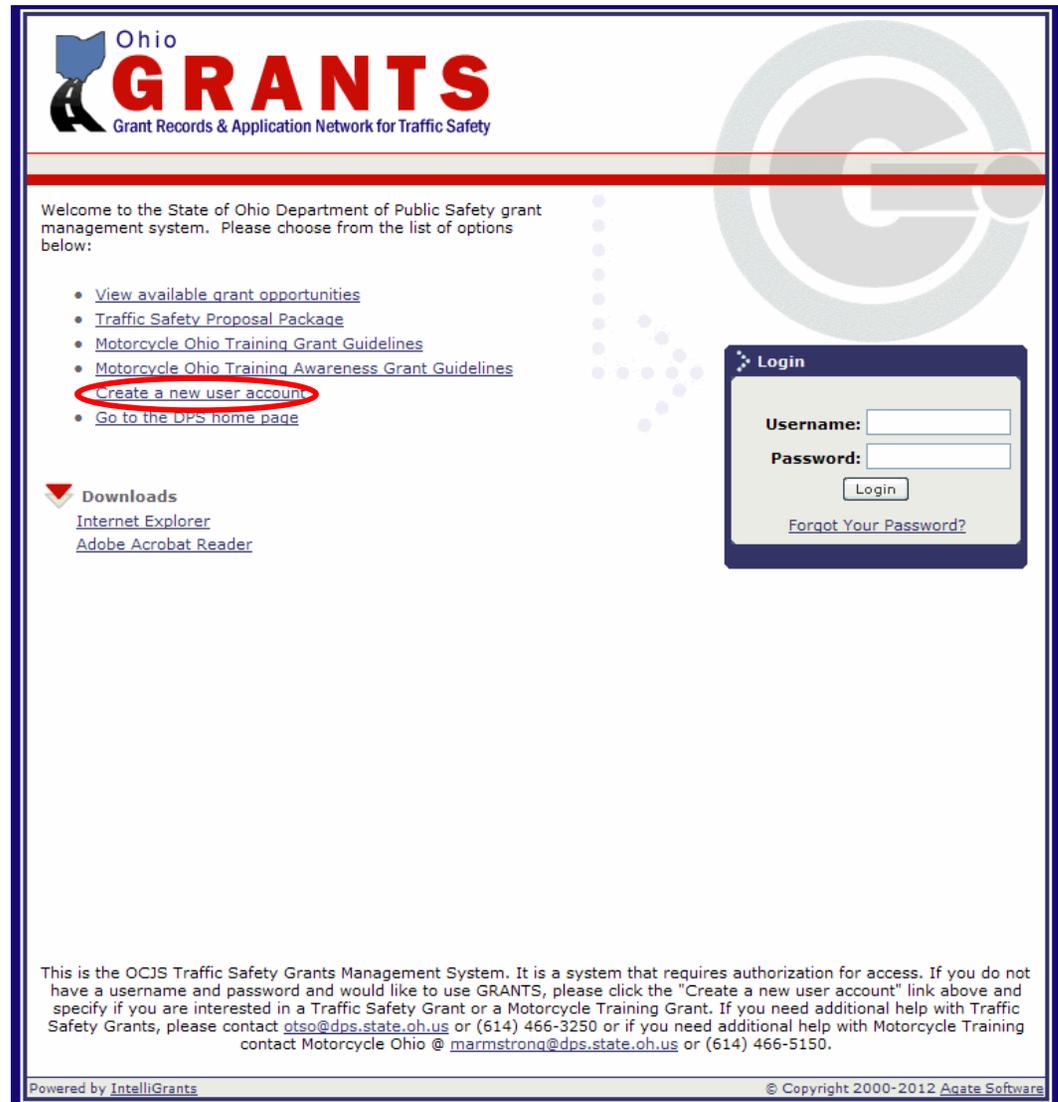
SELECTIVE TRAFFIC ENFORCEMENT PROGRAM

GRANTS System

New Users

If your agency is applying for a grant through the GRANTS System for the first time:

- Click on the “Create a new user account” link.



Ohio GRANTS
Grant Records & Application Network for Traffic Safety

Welcome to the State of Ohio Department of Public Safety grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Traffic Safety Proposal Package](#)
- [Motorcycle Ohio Training Grant Guidelines](#)
- [Motorcycle Ohio Training Awareness Grant Guidelines](#)
- [Create a new user account](#)
- [Go to the DPS home page](#)

Downloads

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)

Login

Username:

Password:

[Forgot Your Password?](#)

This is the OCJS Traffic Safety Grants Management System. It is a system that requires authorization for access. If you do not have a username and password and would like to use GRANTS, please click the "Create a new user account" link above and specify if you are interested in a Traffic Safety Grant or a Motorcycle Training Grant. If you need additional help with Traffic Safety Grants, please contact ots@dpi.state.oh.us or (614) 466-3250 or if you need additional help with Motorcycle Training contact Motorcycle Ohio @ marmstrong@dpi.state.oh.us or (614) 466-5150.

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New Users

Complete the contact information:

1. Name (First and Last are required).
2. Agency – Start typing the Agency Name (Example “Franklin” then click the “Find Agency” button. The computer will pull up a list of all agencies in the system with Franklin in the name. Select the correct agency. If the agency is not listed click “no agency found” to return to this screen and finish typing the agency’s name.
3. If you found your agency, this information will be self-populated. If your agency was not in the list, you will need to complete the address information.
4. Enter the Program Interest. For Traffic Safety Grant, enter the Type of Grant you are interested in (refer to the FFY2017 solicitation package for eligibility requirements).
5. Enter and confirm your email address.
6. Click “Register”.

The screenshot shows the 'Ohio GRANTS' interface for adding contact information. The page title is 'ADD CONTACT INFORMATION'. Below the title, there are instructions: 'Enter your contact information below. Fields marked with an asterisk must be completed. Click the Find Agency button to find your agency's name in the GRANTS Database.' The form is titled 'Register Contact' and includes a 'Find Agency' button. The form fields are: Salutation (dropdown), First Name (text), Middle Name (text), Last Name (text), Agency (text with 'Find Agency' button), Address (text), Address continued (text), City (text), State (dropdown with 'OH' selected), Zip Code (text), County (dropdown), Phone (text), Fax (text), Program Interest (text), Email (text), and Confirm Email (text). Red circles and numbers 1 through 6 are overlaid on the form to indicate the registration steps: 1. First Name, Middle Name, and Last Name fields; 2. Agency field and 'Find Agency' button; 3. City, State, and Zip Code fields; 4. Program Interest field; 5. Email and Confirm Email fields; 6. 'Register' button.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

[Back to Previous Page](#) **ADD CONTACT INFORMATION**

Instructions: Enter your contact information below. Fields marked with an asterisk must be completed. Click the **Find Agency** button to find your agency's name in the GRANTS Database.

Register Contact Register Cancel

Salutation *

First Name *

Middle Name *

Last Name *

Agency * Find Agency

Select your agency by clicking the Find Agency Button and then search for the name of your agency. If the agency does not appear to exist, then please return to this page and type your agency name here.

Address *

Address continued

City *

State OH *

Zip Code *

County *

Phone *

Fax

Program Interest (Traffic Safety Grant or Motorcycle Training Grant) *

Email *

Confirm Email *

Register Cancel

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New Users

After clicking “Register”, you will be directed to a Confirm Registration Screen.

1. Select and confirm a password.
2. Click the “Confirm” button.

Each request is processed manually by OTSO staff. In the next couple of days, you will likely receive an email from OTSO@dps.ohio.gov requesting the following:

- Tax ID number
- DUNS number
- Type of Grant (If not listed on user request).

Depending on volume of requests and the time it takes to receive the information back, it can take up to two weeks to have a fully activated account. Do not wait until the last minute to request your account!

Ohio GRANTS
Grant Records & Application Network for Traffic Safety

[Return to Previous Page](#) **CONFIRM USER REGISTRATION**

Instructions: Enter your username and password and click **Confirm** to complete your registration.

Register Contact

Salutation	
First Name	test
Middle Name	
Last Name	test
Agency	OCJS - Traffic Safety Section
Address	1970 West Broad Street, Rm 426
Address continued	
City	Columbus
State	OH
Zip Code	43223
County	Statewide
Phone	(614) 466-3250
Fax	
Program Interest (Traffic Safety Grant or Motorcycle Training Grant)	Safe Communities Grant
Email	

Confirm Registration

Username: ttest *

Password: **1**

Confirm Password: **1**

2 Confirm Cancel

Confirm Cancel

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Selective Traffic Enforcement Program – Initiate a New Proposal

To apply for a new grant:

1. Select “Selective Traffic Enforcement Program 2017” from the drop down.
2. Click the “Apply for a New Grant” Button

The screenshot displays the Ohio GRANTS web application interface. The header includes the Ohio logo, the text "GRANTS Grant Records & Application Network for Traffic Safety", and user information: "User Agency: ABC Agency", "Access Level: Agency Administrator", "User: John Smith", "Help", and "Logout".

The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** Below this, it states "You do not have any system messages."
- Initiate a Proposal** (highlighted with a red box and a red '1'): This section contains a "Select a Grant Type:" dropdown menu (highlighted with a red circle and a red '1') and a button labeled "Apply for a New Grant" (highlighted with a red oval and a red '2'). Below the button is a link for "View available Grants".
- Task List: Actions Required**: A tree view with a "Expand Entire Tree" dropdown and items for "Proposals", "Grants", and "Progress Reports".
- Quick Links**: A list of links under two categories: "Search for Agency Information" (including "View All Agency Proposals", "View All Agency Grants", and "View All Agency Reimbursement Claims") and "Maintain Your Account" (including "View Your Agency Information" and "Edit Your Contact Information").

The footer contains the text "Powered by IntelliGrants" and "© Copyright 2000-2012 Agate Software".

Selective Traffic Enforcement Program – Program Components

1. Select Program Type from Drop Down
2. Name your program
3. Click the “Save” button

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Log #: 2013-0V111-0070-00
Applicant: ABC Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu Agency Info Proposal Menu User: John Smith Help Logout

[Go to Proposal Menu](#) **PROPOSAL PROGRAM COMPONENTS**

Instructions: Please choose your program type and name your program. Once you save, click on the **Service Areas** tab. Once you have added County, Type, and Representative Districts, please return to the **Proposal Menu** to begin your Proposal.

Program Components **Service Areas**

❖ Add a program component to this Proposal:

Program Type/Sub-Type * **1**

Name * **2**

* = Required Field

Save **3** Cancel

❖ Current Proposal program components:

There are no current program components for this Proposal.

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Selective Traffic Enforcement Program – Service Areas

1. Select the Service Area Type that best describes the jurisdiction.
2. Select the County.
3. Click the “Add” button.
4. Click on the “Representative Districts” Tab.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Log #
Applicant: ABC Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu Agency Info Proposal Menu User: John Smith Help Logout

[Go to Proposal Menu](#) **PROGRAM COMPONENT SERVICE AREAS**
BENEFITING

Instructions: Please choose the county or counties that this program will benefit and click **Add**. Then click on the **Representative Districts** tab.

Program Components Service Areas

Service Area

Program Component Information

Name

Program Type/Sub-Type

The County tab is used to view/add counties where this program component is serving the WHOLE county.

Counties Representative Districts

Areas Benefiting

Service Area Type: Metro Area

County:

- 1: Adams
- 2: Allen
- 3: Ashland
- 4: Ashtabula
- 5: Athens

Add

No records found

No Records Found

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Selective Traffic Enforcement Program – Representative Districts

1. Select the appropriate Senate District(s) for the jurisdiction.
2. Select the appropriate House District(s) for the jurisdiction.
3. Select the appropriate US Congressional District(s) for the jurisdiction.
4. Click the “Add” button.
5. Click either link to return to the proposal menu.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Log : Applicant: ABC Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu Agency Info **Proposal Menu** User: John Smith Help Logout

Go to Proposal Menu 5 PROGRAM COMPONENT SERVICE AREAS
BENEFITING

Instructions: Please choose your Senate, House, and US District and click **Add**. For help locating your districts please visit www.ohiochamber.com/mx/hm.asp?id=LegislativeDirectory.

Program Components Service Areas

Service Area

Program Component I

Name

Program Type/Sub-Type

This Representative Districts tab displays the representative districts in which this program component is serving.

Counties Representative Districts

Areas Benefiting

1 **Senate Legislative District(s):** All 01 02 03 04 **Add** 4

2 **House Legislative District(s):** All 01 02 03 04

3 **US Congressional District(s):** All 01 02 03 04

No records found

No Records Found

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Selective Traffic Enforcement Program – Proposal In Process

You can save your work at any time and come back to finish. Proposal does not need to be completed all at once.

A link to your initiated proposal will be on your Start Menu under your Task List the next time you log in.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is shown, with the text "Grant Records & Application Network for Traffic Safety". The user's agency is identified as "ABC Agency" and the access level is "Agency Administrator". The user is logged in as "John Smith".

The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message stating "You do not have any system messages."
- Task List: Actions Required** A section containing a tree view of tasks. The "Proposals" folder is expanded, and the "Proposal In Process" link is circled in red. Below it, the ID "2015-STEP-0000-00" is visible. Other tasks include "Grants" and "Grant Executed".
- Initiate a Proposal** A section stating "There are no Grants currently available to you at this time."
- Quick Links** A section with two categories of links:
 - Search for Agency Information**
 - [View All Agency Proposals](#)
 - [View All Agency Grants](#)
 - [View All Agency Reimbursement Claims](#)
 - Maintain Your Account**
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)

Selective Traffic Enforcement Program – Assign Access

To assign the required
personnel:

Click on the View Applicant
Information Link.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The page title is "Selective Traffic Enforcement Program 2016", and the log number is "2016-STEP-0013-00". The applicant is listed as "ABC Agency", and the status is "Proposal In Process". The access level is "Proposal Administrator".

The navigation bar includes "Start Menu", "Admin", and "Proposal Menu". The user is identified as "Lori Genzen", and there are links for "Help", "Notes", and "Logout".

The main content area is titled "2016 Selective Traffic Enforcement Program 2016 Proposal" and includes buttons for "Submit Application" and "Delete Application". The proposal number is "2016-STEP-0013-00".

The "General Information" section shows:

- RFP Type: Known Recipients
- Proposal Project Coordinator:
- Status: Proposal In Process
- Due Date: 5/15/2015 (Fri)

The "Agency Information" section contains a link for "View Applicant Information", which is circled in red.

The "Proposal Forms" section includes a tree view with the following items:

- Collapse Entire Tree
- Overall Comments
- Applicant Assurances
- Goals/Baselines/Scopes/Evaluations
 - Project Overview - Fatal Crash
 - Project Overview - Seat Belt
- Work Plans
 - Work Plans
 - Work Plan - Regional Meetings
- Labor Cost Budget Worksheet
- Budget Overview

A legend at the bottom right indicates that a document icon represents a "Proposal Form" and a dollar sign icon represents a "Budget Page".

Selective Traffic Enforcement Program – Assign Access

Verify that the people you need to have on the proposal for Authorized Official, Project Director, and Fiscal Officer are listed on this page.

1. If not and you are the Agency Administrator, click the “Add” button and complete the user information. If you are not the Agency Administrator, have the Agency Administrator complete this step. Then proceed to Step 2.
2. If they are listed, click on either link to return to the proposal menu.

Start Menu Agency Info **Proposal Menu** User: John Smith Help Logout

Back to Previous Page 2 VIEW AGENCY INFORMATION

Instructions: This page shows agency information as well as a list of all agency contacts and their contact information. An agency must have a designated main contact before any Proposals created on behalf of the agency can be submitted. The main contact is indicated below. If any of the information contained on this page should need to be changed, please contact the agency authorized official.

Agency Information Service Areas

Agency Edit

Name ABC Agency
Legal Name ABC Agency
Type Community Organization
Category Traffic Safety Partners
Address Street 123 Main Street
Address continued
Address continued
City Anytown
State OH
Zip Code 33333
County (Location) Franklin
Phone (555) 555-5555
Extension
Fax
Main Contact [John Smith](#)
OAKS Vendor I.D. Number
Non-Profit
Muni Code
Address Code
Community Population
AuditorsDistrictCode
DUNS Number 12-345-6789

Edit

Agency Contacts 1 Add Edit Delete

First Name	Last Name	Requested Agency	Official Agency	System Security Level	Phone
John	Smith	ABC Agency	ABC Agency	Agency Administrator	(555) 555-5555

[Records 1 - 1 of 1] Add Edit Delete

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Selective Traffic Enforcement Program – Assign Access

To complete assigning access:

Click on the “Control Access to Proposal” link.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The page title is "2016 Selective Traffic Enforcement Program 2016 Proposal". The user is logged in as "User:" and has access level "Proposal Administrator".

The main content area is divided into several sections:

- Proposal #:** 2016-STEP-0013-00
- General Information:**
 - RFP Type: Known Recipients
 - Proposal
 - Project Coordinator:
 - Status: Proposal In Process
 - Due Date: 5/15/2015 (Fri)
- Agency Information:**
 - [View Applicant Information](#)
- Proposal Information:**
 - [Proposal Program Description](#)
- Contacts:**
 - [Control Access to Proposal](#) (highlighted with a red circle)
 - [Grant/STEC Review Team](#)
 - [Send Email to Proposal Contacts](#)
- Components:**
 - [Program Components](#)
 - [Service Areas](#)
- Budget Pages:**

On the right side, there is a "Proposal Forms" section with a tree view of links:

- [Overall Comments](#)
- [Applicant Assurances](#)
- [Goals/Baselines/Scopes/Evaluations](#)
 - [Project Overview - Fatal Crash](#)
 - [Project Overview - Seat Belt](#)
- [Work Plans](#)
 - [Work Plans](#)
 - [Work Plan - Regional Meetings](#)
- [Labor Cost Budget Worksheet](#)
- [Budget Overview](#)

At the bottom right, there is a "Legend:" section with a key for "Proposal Form" and "Budget Page".

Selective Traffic Enforcement Program – Assign Access

1. The person who initiated the proposal is automatically assigned as the Project Director. If this is incorrect, click the radio button next to the name, click the “Edit” button and make the necessary changes.

To add additional people:

2. Select the person’s name.
3. Select the Contact Type (Authorized Official, Fiscal Officer, etc.)
4. Select level of access.
5. Click the “Grant This User Access” button.

Repeat until all necessary people have been added.

6. Click either link to return to the Proposal Menu.

Ohio
GRANTS
Grant Records & Application Network for Traffic Safety

Log #: 2012-03-01
Applicant: ABC Agency
Status: Proposal In Process
Access Level: Proposal Administrator

Start Menu Agency Info **Proposal Menu** User: John Smith Help Logout

Back to Main Menu 6 **GIVE PEOPLE ACCESS TO THIS PROPOSAL**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this Proposal, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Add Agency Consultant** button to allow a person outside of your agency access to this Proposal.

1

Proposal Contacts Email Grant Contacts

The following people have access to this Proposal:

Name	Assigned By	Level of Access	Contact Type
<input type="radio"/> Smith, John	Smith, John	Proposal Administrator	Project Director

Edit Delete

Assign additional access to Proposal: Grant This User Access 5

To allow another person access to this Proposal:

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name 2

Contact Type 3

Level of Access 4

OR Search for an agency consultant to add as a Proposal contact.

* = Required Field

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Guidelines for the Completing the STEP Grant Proposal

Refer to pages 32 – 41 of the FFY 2017 Grant Solicitation Package for instructions on completing the Selective Traffic Enforcement Program application online.

Selective Traffic Enforcement Program - Verification

You will then receive a screen to verify that the information you have submitted is true and correct.

After you agree, you will receive a Confirmation screen and you will receive an email.

The screenshot shows the Ohio GRANTS application interface. The header includes the Ohio GRANTS logo and the text "Grant Records & Application Network for Traffic Safety". The user is identified as John Smith, and the application is for the OVI Task Force 2013 RFP. The status is "Proposal In Process".

The main content area contains the following text:

By submitting this Proposal, you are agreeing to the following statements:

I, John Smith, certify that the information submitted in this Proposal is true and correct to the best of my knowledge and I have read and understood the [Grant Terms and Conditions](#).

If you are not John Smith, you should return to the [Main Menu](#).

Buttons for "I Agree" and "Cancel" are visible.

The bottom screenshot shows the "Confirmation of Application Submission" screen. It includes the following text:

Please print a copy of this page for your records.

John Smith of ABC Agency submitted an Proposal in response to the OVI Task Force 2013 RFP on Tuesday, May 01, 2012.

GRANTS will send you an e-mail in the near future confirming their receipt of your Proposal. Please note that this Proposal will not be able to be modified in GRANTS until it has been reviewed by GRANTS. If you have any questions or concerns regarding your Proposal, please consult your GRANTS representative.

Thank you for submitting this Proposal! If you would like to continue using GRANTS, please [click here to return to your start menu](#). If you would like to leave GRANTS, please click the logout button at the top of this page.

Next Steps

- OTSO will begin proposal reviews in May/June.
- If corrections are needed in the proposal, it will be opened up for corrections. You will receive an email stating that modifications are required. Return to the GRANTS System. The proposal will be on your Task List. Click on the proposal link to open the proposal.
- Pages that need corrections will be marked with a pencil. Click on the link for that page. You will see the changes needed from “Review Team” at the top of the page.
- Make the changes, click the “Save” button. (The pencil marks will not go away, they remain on the page to let us know which pages were corrected)
- After all corrections have been made, return to the proposal menu and click “Submit Modified Application”.

Next Steps

- OTSO strives to have all approved grants executed by mid-September. In order to achieve this, proposals that have been sent back for corrections need to be returned to OTSO promptly for re-review.

Questions?

- If you have any questions, please email your questions to otso@dps.ohio.gov
- OTSO will be developing FAQ sheets, please do not hesitate to send questions to the above email address. The FAQ sheets will be developed in part from questions we receive.

Reminder

- All FFY 2017 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on **Sunday, May 15, 2016.**