

# Ohio Traffic Safety Office

## FFY 2014 Traffic Safety Grant Proposal Overview and Guidelines



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## Ohio's Traffic Safety Grant Program Overview

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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.

OTSO is responsible for coordinating and managing the Section 402 State and Community grants, related National Highway Traffic safety Administration (NHTSA) awards and initiatives and contracts for traffic safety activities received on an annual basis from NHTSA. 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's competitive grant process solicits grant proposals for highway safety activities from state agencies, non-profit organizations, colleges and universities, hospitals, political subdivisions and other interested groups within Ohio based on fatal and serious injury crash problem identification. A targeted approach ensures a statewide effort that will satisfy state-level highway safety goals, with a minimum of 40 percent of federal funds allocated to local jurisdictions. Currently, 54 percent of federal funds are provided to local jurisdictions. Proposals submitted for funding of traffic safety activities must demonstrate cost effectiveness and the potential to positively impact the traffic-related goals both at the state and local levels.

**OTSO will use the following criteria to determine each grant proposal's funding eligibility: (1) met the submission deadline; (2) met the minimum proposal requirements; and (3) explained how the proposal specifically helps reduce Ohio's traffic-related fatal crashes.**

**OTSO will award grants based on: (1) the amount of funding available to OTSO; (2) the total number of proposals submitted to OTSO; and (3) 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.**

**FFY 2014 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, May 15, 2013.**

**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

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Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*. In 2011, there were 1,016 fatalities on Ohio's roads. Ohio's current fatality rate is .90 fatalities per 100 million vehicle miles traveled. State agencies and local organizations must continue to work collectively to achieve zero deaths in Ohio. By submitting a grant proposal, your agency, if awarded a grant agreement, is committing to join a statewide partnership determined to reduce fatal motor vehicle crashes in Ohio.

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, restraint use, and/or speed management. Grant proposals must show a clear correlation between the state-identified goals and the countermeasure activities that are proposed. Proposals are expected to be problem identification driven.

It is the responsibility of the proposing agency to show how its proposed programming can impact local and state statistics which, in turn, will help to achieve the state's goals as outlined within this grant package.

Partnerships are critical to the long-term success of a project. Applicants are encouraged to develop broad-based support and commitment by local officials and constituent groups toward addressing localized traffic safety concerns. In addition, competitive grant proposals must also include an evaluation strategy designed to assess the impact of the proposed activity on the selected priority area(s). Based on the identified and proposed countermeasures, each grant proposal must show how the effectiveness of the proposed effort will be measured.

## Mission Statement

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The Ohio Traffic Safety Office mission is to save lives and reduce injuries on Ohio's roads through leadership and partnering efforts with others interested in traffic safety, utilizing the most innovative and efficient methods possible of managing state and federal resources.

## Problem Identification Process

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For FFY 2014, 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 because 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 2010, 2011 and preliminary 2012.

OTSO set a minimum eligibility requirement to apply for a high visibility overtime grant. To be eligible, a jurisdiction had to experience an annual average of 2.0 or more fatal crashes over the three-year period of 2010, 2011 and 2012.

As a means of directing resources where the state's highest numbers of alcohol-related crashes occur, Ohio has worked to establish countywide OVI (operating vehicle impaired) task forces in the counties that rank among the top counties for alcohol-related fatal crashes. To be eligible for funding in FFY 2014, a county had to experience an annual average of 6.0 or more alcohol-related fatal crashes over the three-year period of 2010, 2011 and 2012.

In addition to analyzing crash data, OTSO participation in Ohio's Strategic Highway Safety Plan (SHSP) Committee helped identify and prioritize problem identification. OTSO also reviewed and evaluated recommendations from Traffic Records Coordinating Committee (TRCC) meetings, Safety Conscious Planning workshops, regional workshops, meetings with sub-grantees (Safe Communities and OVI Task Forces), the strategic motorcycle planning work group, Miami University evaluations of mobilizations, evaluations of grant programs, assessment reports (i.e., impaired driving, occupant protection for children, traffic records, etc.) to identify program direction in FFY 2014. The National Highway Traffic Safety Administration (NHTSA) headquarters staff and Region V staff also provided guidance throughout the year.

## **Ohio's Traffic Safety Goals**

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All goals are based on factors remaining relatively the same in the future. If factors change (i.e., vehicle miles traveled, price of gasoline, Ohio passing a primary belt law, a helmet law, etc.) goals will be monitored and revised.

### **Fatal/Serious Injury Goals**

To decrease traffic fatalities 5.41 percent from the 2009 – 2011 calendar base year average of 1,039 to a 2010 – 2012 year average of 983 by December 31, 2013 and to a 2012 – 2014 year average of 879 by December 31, 2015.

To decrease serious traffic injuries 1.81 percent from the 2009 – 2011 calendar base year average of 9,871 to a 2010 – 2012 year average of 9,696 by December 31, 2013 and to a 2012 – 2014 year average of 9,345 by December 31, 2015.

To decrease the mileage death rate 5.82 percent from the 2009 – 2011 calendar base year average of .93 to a 2010 – 2012 year average of .88 by December 31, 2013 and to a 2012 – 2014 year average of .78 by December 31, 2015.

### **Impaired Driving Goals**

To decrease alcohol impaired driving fatalities (blood alcohol concentration of .08 g/dL or higher) 4.46 percent from the 2009 – 2011 calendar base year average of 327 to a 2010 – 2012 year average of 312 by December 31, 2013 and to a 2012 – 2014 year average of 285 by December 31, 2015.

To decrease alcohol related fatal crashes (any impairment level where alcohol was a factor) 6.19 percent from the 2009 – 2011 calendar base year average of 360 to a 2010 –

2012 year average of 338 by December 31, 2013 and to a 2012 – 2014 year average of 291 by December 31, 2015.

To decrease the number of alcohol related fatal crashes from the 2009 – 2011 calendar base year average of 36.03 percent of all fatal crashes to a 2010 – 2012 average of no more than 35.26 percent of all fatal crashes by December 31, 2013 and to a 2012 – 2014 year average of no more than 33.77 percent by December 31, 2015.

### **Occupant Protection Goals**

To decrease unrestrained passenger vehicle occupant fatalities (all seat positions) 7.58 percent from the 2009 – 2011 calendar base year average of 387 to a 2010 – 2012 year average of 358 by December 31, 2013 and to a 2012 – 2014 year average of 306 by December 31, 2015.

To decrease the number of unrestrained passenger vehicle occupant fatalities from the 2009 – 2011 calendar base year average of 37.23 percent of all traffic fatalities to a 2010 – 2012 average of no more than 36.38 percent of all traffic fatalities by December 31, 2013 and to a 2012 – 2014 average of no more than 34.74 percent of all traffic fatalities by December 31, 2015.

To increase statewide seat belt compliance .48 percent from the 2012 calendar base year usage rate of 82.0 percent to 82.4 percent by December 31, 2013 and to 83.2 percent by December 31, 2015.

### **Speed Management Goals**

To decrease speed-related fatalities 2.27 percent from the 2009 – 2011 calendar base year average of 298 to a 2010 – 2012 year average of 291 by December 31, 2013 and to a 2012 – 2014 year average of 278 by December 31, 2015.

To decrease the number of speed-related fatalities from the 2009 – 2011 calendar base year average of 28.6 percent of all traffic fatalities to a 2010 – 2012 average of no more than 25.86 percent of all traffic fatalities by December 31, 2013 and to a 2012 – 2014 average of no more than 21.14 percent of all traffic fatalities by December 31, 2015.

### **Motorcycle Safety Goals**

To decrease motorcyclist fatalities 3.55 percent from the 2009 – 2011 calendar base year average of 167 to a 2010 – 2012 year average of 161 and to a 2012 – 2014 year average of 150 by December 31, 2015.

To decrease un-helmeted motorcyclist fatalities .87 percent from the 2009 – 2011 calendar base year average of 125 to a 2010 – 2012 year average of 124 by December 31, 2013 and to a 2012 – 2014 year average of 122 by December 31, 2015.

To decrease the number of motorcycle fatalities from the 2009 – 2011 calendar base year average of 16.07 percent of all traffic fatalities to a 2010 – 2012 average of no more than 15.5 percent of all traffic fatalities by December 31, 2013 and to a 2012 – 2014 average of no more than 14.42 percent of all traffic fatalities by December 31, 2015.

## **Youthful Driver Goals**

To decrease drivers age 20 or younger involved in fatal crashes 8.3 percent from the 2009 – 2011 calendar base year average of 165 to a 2010 – 2012 year average of 151 by December 31, 2013 and to a 2012 – 2014 year average of 127 by December 31, 2015.

To decrease the number of youth (age 20 or under) fatalities from the 2009 – 2011 calendar base year average of 16.37 percent of all traffic fatalities to a 2010 – 2012 average of no more than 16.24 percent of all traffic fatalities by December 31, 2013 and to a 2012 – 2014 average of no more than 15.98 percent of all traffic fatalities by December 31, 2015.

## **Pedestrian Safety Goals**

To decrease pedestrian fatalities 2.32 percent from the 2009 – 2011 calendar base year average of 94 to a 2010 – 2012 average of 92 by December 31, 2013 and to a 2012 – 2014 year average of 83 by December 31, 2015.

To decrease the number of pedestrian fatalities from the 2009 – 2011 calendar base year average of 9.05 percent of all fatalities to a 2010 – 2012 average of no more than 8.84 percent of all fatalities by December 31, 2013 and to a 2012 – 2014 average of no more than 8.43 percent by December 31, 2015.

## **Standard Proposal Guidelines for All Grants**

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The traffic safety programs operate under a standard set of guidelines, which are applicable to any agreement that results from a grant proposal.

OTSO will evaluate each grant proposal to determine its funding eligibility based on the following criteria: (1) met the submission deadline; (2) met the minimum proposal requirements; and (3) explained how the proposal specifically helps reduce Ohio's traffic related fatal crashes.

OTSO will award grants based on: (1) the amount of funding available to OTSO; (2) the total number of proposals submitted to OTSO; and (3) 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.

## **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. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

## **Food**

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

## **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; or
- Non-profit organization, church, hospital, educational service center, college or university.

If two or more entities partner to implement the grant, the submitting agency will be the project's lead entity and project's primary fiscal officer.

## **Required Personnel**

*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 OCJS, should the proposal be approved for funding.

*Project Director* – The project director is designated as the agency's liaison with OCJS by the authorizing official. Should the proposal be approved for OCJS 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 OCJS.

Each proposal must have at least the above personnel assigned to the proposal electronically. See the help menu on the GRANTS System for directions.

## **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 OCJS and the administering agency. It will terminate at the end of the federal fiscal year (September 30, 2014), unless otherwise specified in the agreement.

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.

## **Preparing the Grant Proposal**

Each of the following sections describes the requirements for completing the FFY 2014 Traffic Safety Grant Proposal. Agencies requesting multiple projects should complete a separate proposal for each project.

Please 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. Multiple attachments must be avoided.

### **Proposal Types**

The online system has the following types of proposals available for FFY 2014:

- High Visibility Enforcement Overtime (HVEO)
- OVI Task Force
- Safe Communities
- General (for all other traffic safety activities not listed above)

### **Grant Proposal Deadline**

FFY 2014 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, May 15, 2013.

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.

## **Traffic Safety Grant Funding Policies**

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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 of the grant proposal. (See page 12)

**NOTE:** The proposed program or project must not violate federal, state, or local laws and regulations. Failure of potential sub-grantees to comply with applicable federal statutes, regulations, and policies may subject themselves to civil or criminal penalties or place the agency in sub-grantee on notice status and OTSO in high-risk status, which could impact future funding consideration.

## **Funding Limitations**

The basic funding eligibility factors listed in this document will apply to the National Highway Traffic Safety Administration (NHTSA) field-administered grants in accordance with 23 USC Chapter 4 Section 402 (Highway Safety Act of 1966). They should be implemented in conjunction with the appropriate Office of Management and Budget (OMB) circular:

- State and Local Governments – OMB Circular A-87
- Educational Institutions – OMB Circular A-21
- Non-Profit Organization – OMB Circular A-122
- Hospitals – 45CFR Part 74 Appendix E

To access Circulars, visit <http://www.whitehouse.gov/omb/circulars/index.html>

To be allowable, costs must be necessary and reasonable. Federal funds must be used in accordance with the appropriate statute and implementing grant regulations. Grant management rules require the potential sub-grantee to monitor sub-awards (sub-contracts) to assure compliance with applicable federal requirements.

With certain exceptions, most costs necessary to conduct a program are fundable. **However, all costs will be carefully analyzed by OTSO for necessity, appropriateness, potential benefit, and impact.** If in doubt, contact OTSO to determine if a particular cost item is fundable prior to submission of this grant proposal.

## **Supplanting**

Federal guidelines clearly stipulate that federal funds must not be used to supplant federal, state, or local funds. Supplanting is defined as taking the place of or serving as a substitute for existing funding of a current or routine program. Other state and local funds may not be decreased as a result of additional federal funds made available through OTSO. Instead, federal funds must be used to provide the resources that otherwise would not be available for the proposed program activity.

Supplanting includes replacing routine state or local expenditures with the use of federal grant funds, and/or using federal grants funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of the grantee and/or its sub-grantees.

By submitting a proposal, the applicant certifies through their electronic signature that the proposed project will be used to increase and not to supplant federal, state, or local funds otherwise available.

## **Auditing Requirements**

As a pass-through agency for federal funding, OTSO is required by the Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations to ensure you have met the audit requirements of the circular.

To access the Circular, visit <http://www.whitehouse.gov/omb/circulars/index.html>

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

### **Program Income**

Both NHTSA and OTSO encourage sub-grantees to generate program income. Program income is gross income received directly generated by a grant-supported activity or earned only as a result of the grant agreement during the grant period. During the grant period is the time between the authorized to proceed date of the award and the ending date of the award reflected in the transmittal letter. Program income may be added to the funds committed to the grant agreement. Program income shall be used for traffic safety purposes only.

Program income generated through the federal grant agreement must be accurately documented (e.g., specify activity generating income, amount generated, how funds will be used in support of traffic safety). Program income must be reported as requested in any reports on the online GRANTS System and made available to OTSO upon request.

## Terms and Conditions for All Grants

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The following terms and conditions must be met in order to obtain and conduct a federally-funded traffic safety program. Upon approval of this grant award, these terms and conditions will become a part of the executed agreement. The term “sub-grantee” refers to the Administering Agency of the project.

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.

2.) **Legislative Authority**

The Authorizing Official shall obtain the legal legislative authority necessary to implement the activity, to make expenditures and to receive funds, as set forth by this agreement.

3.) **Nondiscrimination**

The sub-grantee and any sub-contractors (if applicable) shall comply with affirmative action as required by the Ohio Department of Public Safety/Ohio State Highway Patrol (OSHP) program policies and procedures and federal/state regulations. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 – 1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

4.) **The Drug-Free Workplace Act of 1988 (41 U.S.C. 8103)**

The sub-grantee will provide a drug-free workplace by:

- A.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the sub-grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B.) Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace.
  - b. The sub-grantee's policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation, and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
  - e. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- C.) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement.
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- D.) Notifying the agency within ten days after receiving notice under subparagraph (C) (b) from an employee or otherwise receiving actual notice of such conviction.
- E.) Taking one of the following actions, within 30 days of receiving notice under subparagraph (C)(b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination.
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.
- F.) Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

5.) **Buy America Act**

The sub-grantee will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase on non-domestic items must be

in the form of a waiver request submitted to and approved by the Secretary of Transportation.

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.

7.) **Certification Regarding Federal Lobbying**

A.) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modifications of any federal contract, grant, loan, or cooperative agreement.

B.) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C.) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and not more than \$100,000 for each such failure.

8.) **Restriction on State Lobbying**

None of the funds under this program will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even

if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

9.) **Certification Regarding Debarment and Suspension**  
Instructions for Primary Certification

- A.) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- B.) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- C.) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- D.) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- E.) The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- F.) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- G.) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- H.) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
- I.) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- J.) Except for transactions authorized under paragraph F of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transactions, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters-  
Primary Covered Transactions:*

- A.) The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)( b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

- B.) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Certification

- A.) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- B.) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- C.) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D.) The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- E.) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- F.) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
- G.) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

- H.) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I.) Except for transactions authorized under paragraph E of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transactions, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:*

- A.) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- B.) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

10.) **Policy on Seat Belt Use**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 9 (888) 221-0045 or visit its website at [222.trafficsafety.org](http://222.trafficsafety.org).

The Administering Agency certifies that an "employee seat belt usage policy" is in place that requires employees to wear seat belts while working on agency business.

This policy will be made available for review by OTSO representatives upon request.

11.) **Policy to Ban Texting Messaging While Driving**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

12.) **Environmental Impact**

The Governor's Representative for Highway Safety reviews the state's fiscal year highway safety planning document (which includes all individual approved grants) and declares that no significant environmental impact will result from implementing projects listed in the Highway Safety Plan. If, under a future revision, this grant will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

13.) **Limitations**

This agreement is a commitment to perform the work identified herein and this authorization is limited to:

- A.) The scope of work performed after the "Authorized to Proceed" and before the "Agreement Termination" dates, as specified in the transmittal letter.
- B.) The scope of work, rates of participations, federal funds, special conditions, and cost category amounts as defined by the Project Plan, Budget, Addendum (as appropriate), and other attachments;
- C.) Actual costs that are incurred in accordance with OMB Circulars A-87, A-21, A-122, 45 CFR Part 74 Appendix E limited to the approved activity.

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.

- 15.) **Food**  
Costs relating to food for meetings, award banquets, etc. are not allowable.
- 16.) **Pre-Activity**  
A grant pre-activity is required before any costs can be eligible for reimbursement. OTSO will notify the sub-grantee of the availability of the pre-activity prior to the "Authorized to Proceed Date" in the transmittal letter for the executed agreement. The pre-activity must be reviewed by, but not limited to, the designated project director and fiscal officer. Changes in the project director and/or fiscal officer will require a new pre-activity.
- 17.) **Quarterly Regional Meetings**  
Attend at minimum quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
- 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. Additional press releases are required depending on grant type; see Special Conditions beginning on page 24 for additional requirements.
- 19.) **Grant Revisions**  
Any changes, additions, or deletions to this agreement must be submitted online and approved by OTSO prior to implementing proposed changes. All final revisions to this agreement (either programmatic or fiscal), must be submitted online prior to September 1, 2014. Any requests for revisions after this date will not be approved.
- OTSO reserves the right to limit grant amounts at any time based on performance and/or available funding. Any changes made to the executed agreement limiting grant amounts by OTSO shall be made in writing.
- 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.**

22.) **Labor Costs**

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

23.) **Personnel Activity Reports**

Personnel activity reports may be required for any individual working on this federal grant program. These reports, at a minimum, must document date worked, actual activity performed and the number of hours per day to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor, maintained by the administering agency and submitted as a part of the reimbursement documentation required.

24.) **Sub-Contracts**

All sub-contracts and all purchases made under a sub-contract with any one vendor in excess of a combined total of \$5,000 must be submitted to the OTSO for review prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Contracts and procurements must include "Special Provisions" as provided by OTSO. Do not include a specific contractor's name/vendor's name in the proposal/grant.

All supplies, materials, incentives, promotional items, education materials, and/or equipment that are purchased as a part of this sub-contract must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

Any training courses must be submitted to and approved by OTSO on a Request to Purchase form prior to scheduling.

25.) **Equipment**

All non-expendable equipment (i.e., having a useful life of one year or more and cost \$1,000 or more) shall be entered into the OTSO equipment inventory system. All purchased equipment must be used for approved traffic safety activities throughout its useful life. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

26.) **Central Services**

Costs for certain operational services provided to an agency on a centralized basis are unallowable. To be eligible for a reimbursement, a cost must be documented with an actual transfer of funds.

27.) **Rate/Cost Allocation Charges**

Costs that cannot be charged as an actual cost and are charged to a program on a percentage basis (e.g., phone, copies, postage, etc.) can be reimbursed based on a rate/cost allocation plan. Any agency wanting to claim these costs must submit to OTSO a copy of their agency's rate/cost allocation plan showing the following: the list of programs/grants the costs are being distributed between, the percentage being charged to each program/grant, the list of costs being charged (with explanation if not clear), the dollar amount being charged for those costs, and the grand total being charged to the programs/grants. If the rate/cost allocation plan shows more costs than you want to claim on your grant, mark which costs you are claiming on the grant.

28.) **Supplies, Materials, Incentives, Promotion Items, Educational Materials**

All supplies, materials, incentives, promotional items and educational materials must be used for approved traffic safety activities throughout its useful life. All purchases must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring the cost. Outreach efforts should be made and materials should be provided to reach the county's ethnic and/or limited English speaking populations.

Alcohol is not allowed to be purchased with funds from this grant.

The sub-grantee must submit a final draft copy of all promotional materials to the OTSO for approval prior to production. In addition:

- A.) All materials shall include federal sponsorship credit and/or disclaimer clauses as directed by the OTSO. The credit line shall state: Funded by U.S. DOT/NHTSA and ODPS.
- B.) All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.
- C.) All data results, reports, equipment, supplies and other materials (including but not limited to electronic versions) developed by the sub-grantee must be available to the ODPS/OTSO upon request.

29.) **Request for Bids**

OTSO will not reimburse for costs incurred by a sub-grantee for "requests for bids" for any services or purchases.

30.) **Travel**

Any request for travel and associated costs must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any travel related costs.

Attendance at any conference/seminar/workshop that charges a registration fee must be submitted to and approved by OTSO on a Request to Purchase form prior to registration. All conferences/seminars/workshops must be traffic safety related; an agenda must be provided to OTSO.

A current travel policy must be submitted with the grant proposal. OTSO will not reimburse for meals provided by the conference. Alcohol is not allowed to be purchased with funds from this grant.

All claims for travel reimbursement must be accompanied by a Conference Workshop Reporting form.

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 the 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.) **Program Income**

NHTSA and OTSO encourage grantees/sub-grantees to generate program income. Program income means gross income received by the grantee or sub-grantee directly generated by a grant-supported activity or earned only as a result of the grant agreement during the grant period. Program income may be added to the funds committed to the grant agreement. Program income shall be used to further the objectives of the program area under which it was generated. Program income generated through the federal grant agreement must be properly and accurately documented (e.g., activity generating income, amount generated, how funds were/will be used in support of traffic safety, invoices, etc.). Income will be reviewed during an OTSO grant monitoring visit, and this information must be reported as part of the activity report.

33.) **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.

34.) **Denial of Costs**

OTSS may deny costs for non-compliance with OTSO policies and procedures, terms and conditions and/or federal and state regulations by requesting the cost(s) be removed from the online claim. A written response to all denials must be provided to OTSO within 30 days after the date transmitted to the sub-grantee or the sub-grantee relinquishes all rights to the denied cost(s).

35.) **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.

36.) **Monitoring**

Programmatic and fiscal monitoring of grants shall be conducted in accordance with U.S. DOT/NHTSA and OTSO guidelines. Programmatic and fiscal monitoring may include representatives from the federal and/or state government.

37.) **Sub-Grantee on Notice**

Sub-Grantees that fail to meet performance standards and/or grant requirements may be placed in "Sub-Grantee on Notice" status. This designation will last until an agency satisfies agreed upon requirements. For more information about Sub-Grantee on Notice, contact OTSO.

38.) **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 final claim reimbursement.

B.) Final claims received after November 15 will not be reimbursed.

39.) **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.

40.) **Management Letter/Audit Report Submission**

As a pass-through agency for federal funding, OTSO is required by the Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations to ensure you have met the audit requirements of the circular.

To access the Circular, visit: <http://www.whitehouse.gov/omb/circulars/index.html>

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

41.) **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.

42.) **End of Grant**

If a subsequent grant is not awarded after the end of the grant period, all data results, reports, equipment, supplies and other materials developed by the sub-grantee must be returned to OTSO upon request within 30 days.

**Special Conditions**

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In addition to Terms and Conditions # 1 – 42, the following Special Conditions apply to OVI Task Forces (OVITF), High Visibility Enforcement Overtime (HVEO), Safe Communities (SC) and General (GG) grant awards:

**High Visibility Enforcement Overtime/OVI Task Forces**

43.) **Enforcing Seat Belt Laws**

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

44.) **Site Selection**

Justification for sites selected for enforcement activities must be documented and maintained as a part of the sub-grantee's file for this agreement.

45.) **Training Certification**

The sub-grantee must assure that all enforcement personnel involved in approved overtime enforcement-related activities are certified in the following type(s) of training, as appropriate:

**Alcohol-related traffic enforcement** – (Arresting officer only): Standard Field Sobriety Testing (SFST)

**Speed management-related traffic enforcement** – Electronic Speed Measuring Device Training (ESMD)

46.) **Mandatory Blitzes**

Funding for all OTSO identified blitzes must be used for saturation 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.

47.) **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.

Scheduled dates for the national enforcement campaigns are:

**CIOT:** May 19 – June 1, 2014

**DSOGPO:** August 15 – September 1, 2014

48.) **Press Releases**

In addition to the grant award press release, OVI Task Forces are required to conduct three press conference events (one in coordination with the Drive Sober or Get Pulled Over alcohol crackdown), promote the task force through press releases and publicize checkpoints as required by law. HVEO must attempt to publicize its local efforts during each blitz and national enforcement campaign prior to the enforcement activity and again with the results of the enforcement effort. OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.

49.) **Enforcement Hours Eligibility**

Direct labor hours expended in traffic safety enforcement programs must be over and above the normal active pay status work week as defined in the sub-grantee’s current labor agreement or departmental policy. Part-time permanent staff members are eligible for funding, with prior approval by OTSO. Only one officer per patrol car will be funded as part of traffic enforcement grants. All full time officers working on the OTSO grant must be paid their actual overtime hourly rate.

50.) **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 15<sup>th</sup> 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.

51.) **Fuel/Transportation Costs**

OTSO will reimburse a maximum of five percent (dollars) of direct labor costs (saturation patrol and checkpoint hours for both the lead and participating agencies) for the agency to put towards fuel/transportation costs. Do not include coordination or education costs in the labor costs. Mileage logs, receipts, etc. are not required to be submitted with reimbursement claims, but must be maintained by the agency for auditing purposes.

52.) **Education Efforts**

OTSO will reimburse for hour/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. Education efforts must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any costs. A total of five percent (dollars) of direct labor costs (saturation patrol and checkpoint hours for both the lead and participating agencies) will be allowed towards education efforts. Do not include coordination costs in the labor costs.

**OVI Task Forces Only**

53.) **Participating Law Enforcement Agencies**

Participating law enforcement agencies performing activity under this grant must be paid for activity performed before reimbursement will be paid to the lead agency.

54.) **Documentation for Overtime Activity with Participating Agencies**

Documentation (check numbers, EFT, or DD) that the lead agency paid participating agencies working under the grant must be provided. Additional information may be requested.

**Safe Communities**

55.) **Coalition Meetings**

Safe Communities programs must conduct a minimum of four coalition meetings during the grant period. Copies of signature rosters and the coalition meeting agenda must be kept on file and made available during an OTSO grant monitoring visit.

56.) **Kick-Off Events**

Each Safe Communities program is required to conduct a "Click It or Ticket" and a "Drive Sober or Get Pulled Over" kick-off event. Each Safe Communities must conduct their own event in their own county. The event must be no earlier than the week prior to and no later than the first week of the mobilization/crackdown. These events must include participation, at a minimum, by your coalition members, local law enforcement, community leaders, and the media. Additional participation in an adjacent county's event will be considered on a case by case basis.

57.) **Fatal Crash Data Review Committee**

A Fatal Data Review Committee will meet in any quarter that a fatality has been reported in the county to review fatal crash reports to identify patterns or trends that could increase impact of traffic safety countermeasures.

58.) **Reporting of Fatality Information**

In order for communities to be kept informed on fatal crashes occurring in their areas, each Safe Communities program is required to report to their local media, at least quarterly, on the fatal crashes occurring in the communities. This notification

will be structured similar to a template developed by OTSO. Notification shall be sent to the media no later than the 15<sup>th</sup> of the month following the ending quarter. For example: Fatalities occurring in October, November and December must be reported by January 15<sup>th</sup>. Media can include: television, radio, newspapers, etc. Copies of these releases must be kept in file and will be subject to review by OTSO.

59.) **Monthly Activity Report**

Each sub-grantee must submit online monthly reports by the 15<sup>th</sup> calendar day of the following month.

60.) **Personnel Activity Reports**

Personnel activity reports are required for all individuals working on this federal grant program. These reports, at a minimum, must document date worked, actual activity performed and the number of hours per day to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor. It must be included as a part of the reimbursement documentation.

61.) **Self-sufficiency**

All Safe Communities programs must work towards self-sufficiency. Efforts to work towards this goal should be reported in activity reports, but as a minimum in the final comprehensive annual activity report.

## **General Grants**

62.) **Personnel Activity Reports**

Personnel activity reports are required for all individuals working on this federal grant program. These reports, at a minimum, must document date worked, actual activity performed and the number of hours per day to be charged to this agreement. This document is to be signed by the individual and his/her immediate supervisor. It must be included as a part of the reimbursement documentation.

## **High Visibility Enforcement Overtime *(Law Enforcement Agencies Only)***

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The intent of this program is to increase the public perception about traffic laws throughout the year by conducting highly visible enforcement activities. Enforcement activities may take a number of formats, such as national mobilizations, local blitz periods and overtime enforcement programs based on local needs and as supported by local problem identification.

A law enforcement agency must conduct occupant restraint and alcohol-related enforcement activity to impact their fatal crashes. Agencies may conduct other high risk traffic safety enforcement (e.g., speed, 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. Education efforts must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any costs.

By submitting a grant proposal, your agency, if awarded a grant agreement, is agreeing to join a statewide partnership with the common goal of reducing fatal motor vehicle crashes in Ohio. OTSO reserves the right to require funding adjustments as deemed appropriate based on the proposal's scope of work and funding availability. All grant-related law enforcement activities must be conducted under the following guidelines.

### **Minimum Eligibility Requirements**

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To be eligible for High Visibility Enforcement Overtime (HVEO) grant funding, your agency (county sheriff's office or police department) must have an established road patrol that conducts routine traffic enforcement and satisfy all of the following requirements:

- During 2010, 2011, and 2012, 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).
- Your agency must submit to their local media a press release announcing the grant award.
- Your agency must conduct all OTSO mandatory blitzes in FFY 2014, including the two national enforcement campaigns – the Memorial Day “Click It or Ticket” (CIOT) mobilization and the Labor Day “Drive Sober or Get Pulled Over” crackdown.
- Each agency must attempt to publicize its local 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. OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.

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

### 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

To determine the jurisdiction's population, please see 2010 Census figures at the Ohio Department of Development website at: <http://development.ohio.gov/research/Census2010> or contact OTSO.

Maximum Number of Reimbursable Hours Per Agency			
Jurisdiction Size	Mandatory Blitzes	High Visibility Enforcement Overtime	Total Hours
Small	420 hours	280 hours	700 hours
Medium	660 hours	440 hours	1,100 hours
Large	780 hours	520 hours	1,300 hours

### Mandatory Blitzes/National Enforcement Campaigns

To qualify for High Visibility Enforcement Overtime funding, each jurisdiction must participate in the mandatory blitzes and both national enforcement campaigns listed below. Directing traffic, conducting parking detail at events, crash investigations, any non-traffic safety related activities, or any activities not identified in the scope of work or work plans are not reimbursable activities.

Dates	Blitz/National Campaign
October 25 – November 1, 2013	Halloween
November 22 – December 1, 2013	Thanksgiving
December 13, 2013 – January 2, 2014	Christmas/New Years
January 30 – February 3, 2014	Super Bowl
March 14 – March 18, 2014	St. Patrick's Day
April – May 2014	Prom
May 19 – June 1, 2014	Click It or Ticket
July 2 – July 6, 2014	4 <sup>th</sup> of July
August 15 – September 1, 2014	Drive Sober or Get Pulled Over
September 2014	Homecoming*

\*If your Homecoming is not in September 2014, or if you would like to do more than the traditional football Homecoming (Basketball), add additional work plan entries with the correct dates.

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

Minimum Required Hours for National Enforcement Campaigns (CIOT and Drive Sober or Get Pulled Over)	
Jurisdiction Size	Hours for Each Campaign
Small	63
Medium	99
Large	117

**Note:** These minimum hours are based on the agency requesting the maximum amount of blitz hours available for the jurisdiction size. If requesting fewer hours, at least 60 percent of the total hours requested must be blitz hours and 15 percent of the blitz hours must be allocated to each national enforcement campaign.

Any local blitz(es) should be included in the regular high visibility overtime hours (non-blitz).

These enforcement blitzes are designed to promote seat belt use, remove impaired drivers from the highways and reduce other high risk traffic safety behaviors (e.g., speed, aggressive driving, motorcycle crash reduction, failure to yield, etc.). The national enforcement campaigns focus on either seat belts (CIOT) or impaired driving (Drive Sober or Get Pulled Over).

## **Allowable Costs**

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### **Labor Expenses (Salaries and Wages)**

Payment of personnel costs is allowable when necessary to achieve the goals of the grant agreement.

Only labor and specific fringe benefits (i.e. Retirement, Workers' Compensation and Medicare) costs associated with OTSO-funded grant programs are eligible for reimbursement.

Only reimbursements for personnel (labor) costs based on actual hours worked are allowable. Labor costs based on a percentage of hours worked will not be approved for reimbursement.

Costs incurred for overtime enforcement pay at a set rate for "special duty" if required by a labor contract, or if documented by the jurisdiction's auditor, are allowable. A copy of the page(s) of the labor contract that stipulates this rate and a copy of that part of the labor contract that defines "special duty" or a copy of the auditor's opinion on this issue shall be submitted to OTSO upon request.

Part time and auxiliary officers, unless specified in the section above, shall receive regular hourly pay above their normally scheduled hours up to 40 hours in a work week. Hours

above 40 hours in a work week shall be compensated at 1.5 hours of pay for every one hour worked above 40 hours.

Regular and overtime labor costs are only allowable for those law enforcement officers certified to work in the area for which overtime activity is being conducted.

Only one officer per patrol car will be funded as part of traffic enforcement grants.

### **Education Efforts**

OTSO will reimburse 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. Education efforts must be submitted to and approved by OCJS on a Request to Purchase form prior to incurring any costs. A total of five percent (dollars) of direct labor costs will be allowed towards education efforts.

### **Fuel/Transportation Costs**

OTSO will reimburse a total of five percent (dollars) of direct labor costs for the agency to put towards fuel/transportation costs. Mileage logs, receipts, etc. are not required to be submitted with reimbursement claims, but must be maintained by the agency for auditing purposes.

**Note:** Do not include education costs in the labor costs.

### **Unallowable Costs**

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#### **Vehicle Mileage**

Costs for vehicle mileage

#### **Food**

Food related expenses

#### **Advertising/Public Communications**

Costs to purchase paid media (including, but not limited to, television, radio, print, outdoor or Internet)

#### **Equipment**

Equipment will not be awarded through high visibility enforcement overtime grant agreements.

#### **Certain Labor Costs**

Clerical support, dispatch services and costs associated with court appearances are unallowable. Directing traffic, conducting parking detail at events, crash investigations, non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

#### **Alcoholic Beverages**

Costs for alcoholic beverages

## Lobbying

The costs of influencing U.S. Congress, federal agency officials and/or state agency officials/staff for activities associated with obtaining grants, contracts, cooperative agreements or loans is unallowable. The use of federal funds for reimbursing expenses for lobbying activities is also not allowable. However, federal regulations do not restrict reimbursement of a potential sub-grantee for providing factual formation or educational services upon request from a legislative body.

## Grant Proposal Preparation and Submission

Costs for preparation and submission of grant proposal(s)

## Guidelines for the High Visibility Enforcement Overtime Grant Proposal

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### Goals/Baselines/Scopes/Evaluations

The goals for the proposed project reflect how the program will impact the community's traffic safety problems. These goals guide the entire scope of work and evaluation of the project. The project goals must be clearly stated and identify the realistic outcome(s). The baseline establishes the current status for each goal. The evaluation describes how the project's impact on the stated goals will be measured. OTSO does not expect extensive evaluation components; however, the evaluation must be completed in a manner that reflects the impact of the program.

Required Goals/Baselines/Scopes/Evaluations are listed below. This information has already been entered into the online GRANTS system. Use the following link: [http://ohiohighwaysafetyoffice.ohio.gov/otso\\_grantee\\_info](http://ohiohighwaysafetyoffice.ohio.gov/otso_grantee_info) and click on High-Visibility Enforcement Overtime Statistics for FFY 2014 Proposal to find crash the crash information to complete the blanks. The sheet with the crash information is also available on the GRANTS system on the goal page in the Help Menu.

### Required Goals:

Fatal Goal	
<b>Goal Number:</b>	1
<b>Goal Title:</b>	Fatal Goal
<b>Goal Description:</b>	Reduce the number of traffic-related fatal crashes to no more than ____.
<b>Baseline:</b>	Last year there were ____ traffic-related fatal crashes.
<b>Scope:</b>	Through problem identification of traffic crash data, conduct high visibility enforcement in locations and at times that will have the greatest impact in reducing fatal/serious injury crashes. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.

<b>Evaluation:</b>	Conduct monthly reviews comparing stats from previous year.
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Seat Belt Goal	
<b>Goal Number:</b>	2
<b>Goal Title:</b>	Seat Belt Goal
<b>Goal Description:</b>	Increase seat belt restraint usage to ____% by September 30, 2014.
<b>Baseline:</b>	The current county seat belt restraint usage baseline (provided by Miami University) is ____%.
<b>Scope:</b>	High visibility enforcement will address non-compliance of seat belt use. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness
<b>Evaluation:</b>	Comparison of highest observational survey to the baseline usage provided.

Use the following table to establish the required restraint usage goal.

Restraint Usage Goal Guidelines	
Baseline	Goal
65% and under	Increase baseline by 10 percentage points
66% - 72%	Increase baseline by 7 percentage points
73% - 80%	Increase baseline by 5 percentage points
81% or higher	Increase baseline by 4 percentage points

Alcohol Goal	
<b>Goal Number:</b>	3
<b>Goal Title:</b>	Alcohol Goal
<b>Goal Description:</b>	Decrease the number of alcohol-related fatal and serious injury crashes to no more than _____.
<b>Baseline:</b>	Last year there were ____ alcohol-related fatal and serious injury crashes.
<b>Scope:</b>	Through problem identification of traffic crash data, conduct high visibility enforcement in locations and at times that will have the greatest impact in reducing alcohol-related fatal/serious injury crashes. Raise public awareness through local media and personal

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

**Evaluation:** Conduct monthly reviews comparing stats from previous year.

Use the following table to establish the required restraint usage goal.

Restraint Usage Goal Guidelines	
Baseline	Goal
65% and under	Increase baseline by 10 percentage points
66% - 72%	Increase baseline by 7 percentage points
73% - 80%	Increase baseline by 5 percentage points
81% or higher	Increase baseline by 4 percentage points

**Work Plan – Blitz**

Each required blitz and national mobilization has been listed already in the GRANTS system including Activity Name, Primary Activity Focus, Secondary Activity Focus and Dates. Homecoming has been listed with the ability to enter dates and add additional Homecoming entries if you would like to do more than the traditional football homecoming.

The work plan must identify specific locations on all work plan activities where the greatest impact is most likely to occur. Locations, dates and time need to be identified based on injury/fatal problem identification.

Minimum acceptable information in the work plan is:

*Location* – Required – Specific locations (Street, Route, Etc.) must be listed

*Number of Overtime Hours* – Required – Enter the number of hours for the activity (not per person) – see Note.

**Note:** The computer will total blitz hours on the Labor Cost Budget Worksheet.

Proposals missing these items will be returned for correction which could possibly delay process and approval times.

**Work Plan – Non-Blitz**

All activities proposed in the work plan must support proposed goals and further define scope of work.

The work plan must identify specific locations on all work plan activities where the greatest impact is most likely to occur. Locations, dates and times need to be identified based on injury/fatal problem identification.

OTSO strongly encourages agencies to conduct High Visibility Enforcement monthly throughout the grant.

Minimum acceptable information in the work plan is:

*Activity Focus*– Required – Select one or more boxes to indicate which activity you will be focusing on.

*Location* – Required – Specific locations (Street, Route, Etc.) must be listed

*Number of Overtime Hours* – Required – Enter the estimated number of hours for the activity (not per person) – see Note.

A work plan has been provided for each month in GRANTS. If you do not choose to schedule hours for a particular month, simply do the following:

*Activity Focus* – leave blank

*Location* – Enter “N/A”

*Number of Overtime Hours* – Enter “0”

**Note:** The computer will total non-blitz hours on the Labor Cost Budget Worksheet.

### **Work Plan – Regional Meetings**

The work plan for the regional meetings has been provided in GRANTS. A minimum of four regional meetings will be scheduled in the grant year. Dates/Times/Locations will be announced at a later date.

### **High Visibility Enforcement Overtime Budget**

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#### **Direct Labor**

The computer will calculate the total number of hours for the mandatory blitzes and the national enforcement campaigns from the data entered on the work plan – blitz activities. Calculate the average hourly overtime rate (include any pay increases during the grant period) for staff working on the project. The computer will calculate the total number of hours that will be worked on grant activities under regular high visibility enforcement (non-blitz) from the data entered on the work plan non-blitz activities. Enter the average hourly overtime rate.

If educational efforts are going to be conducted by the agency’s employees, enter the dollar amount on the Labor Worksheet. The total for educational efforts cannot exceed five percent of direct labor costs. The computer will verify that the amounts requested for education and fuel/transportation costs do not exceed five percent of the direct labor.

#### **Labor Fringe Benefits**

Itemize the agency’s fringe rates. Only the employer’s share is eligible. The computer will total all of the agency’s fringe rates to calculate a total fringe percentage and will calculate the total labor fringe benefit cost.

#### **Other Direct Costs**

OTSO will reimburse a total of five percent (dollars) of direct labor costs (not including education efforts) for the agency to put towards fuel/transportation costs. Mileage logs,

receipts, etc. are not required to be submitted with reimbursement claims, but must be maintained by the agency for auditing purposes.

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**OTSO will use the following criteria to determine each grant proposal's funding eligibility: (1) met the submission deadline; (2) met the minimum proposal requirements; and (3) explained how the proposal specifically helps reduce Ohio's traffic related fatal crashes.**

**OTSO will award grants based on: (1) the amount of funding available to OTSO; (2) the total number of proposals submitted to OTSO; and (3) 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.**

**FFY 2014 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday May 15, 2013. 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.**

## OVI Task Force

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The OVI Task Force Program is an initiative to conduct sobriety checkpoints, impaired driving saturation patrols, public awareness, and education.

To qualify for FFY 2014 OVI Task Force grant funding, an existing OVI Task Force agency must be in the top alcohol-related fatal crash counties. The top alcohol-related fatal crash counties must have an average of at least 6.0 alcohol-related motor vehicle related fatal crashes during 2010, 2011 and 2012 (total of eighteen or more alcohol-related fatal crashes during these three years). **A minimum of sixteen checkpoints must be conducted for a maximum of \$225,000.**

By submitting a grant proposal, your agency, if awarded a grant agreement, is agreeing to join a statewide partnership with the common goal of reducing fatal motor vehicle crashes in Ohio. OTSO reserves the right to require funding adjustments as deemed appropriate based on the proposal's scope of work and funding availability. All grant-related law enforcement activities must be conducted under the following guidelines.

### Eligible Counties

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Butler County	Mahoning County
Cuyahoga County	Montgomery County
Franklin County	Stark County
Hamilton County	Summit County
Lucas County	Trumbull County

### Exit Strategy

When an existing OVI Task Force no longer meets the above requirements, they will be eligible for one more year at the existing funding level. The following year will be at 75 percent of that funding level and the following year at 50 percent. The following counties are eligible for funding under the Exit Strategy eligibility criteria in FFY 2014:

County	Max Amount	Minimum Checkpoints	Exit Strategy
Medina County	\$167,705.02	12	2013 Level
Clark County	\$122,562.88	9	75% of 2012 Level

### Lead Agency Responsibilities

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- Each OVI Task Force is required to submit to its local media a press release announcing the grant award.
- Enlist a diverse task force membership such as law enforcement, prosecutors, the local Safe Communities program, community leaders, MADD, media, diverse media to reach LEP (Limited English Proficiency), etc. A list of all participating law enforcement agencies must be submitted with the grant proposal.
- Conduct, at a minimum, **sixteen** sobriety checkpoints (ideally, sustained throughout the grant year) in areas and times prioritized by the problem ID process. Two checkpoints

are required during the national Drive Sober or Get Pulled Over crackdown: August 15 – September 1, 2014.

- Alcohol-related overtime enforcement activity must be conducted in the areas and time periods of alcohol-related problems identified through a site selection process.
- OTSO encourages multiple low man-power checkpoints (14 officers or less), and it will reimburse up to 20 law enforcement shift positions per checkpoint.
- A minimum of three press conference events are to be conducted with one in coordination with the Drive Sober or Get Pulled Over crackdown. Each press event must use the Drive Sober or Get Pulled Over message. These press events will be conducted by the task force and its partners.
- Implement and adhere to a “sobriety checkpoint operation policy” for the task force for all participating law enforcement agencies to follow. For first-time task force sub-grantees, this policy must be in effect before the first sobriety checkpoint is conducted by the task force.
- Conduct monthly meetings to plan task force activities and media involvement.
- Coordinate law enforcement training needed for task force members.
- Promote the task force through press releases, public service announcements, TV/radio interviews, “ride-a-longs”, donated billboard space, posters, payroll stuffers, etc.

### **Data Collection and Analysis for Enforcement Site Selection**

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All law enforcement agencies participating in Countywide OVI Task Force grant activities are required to collect current traffic crash data. This data is to be given to the coordinating agency to compile monthly data reports for the site selection process and justification for OVI enforcement.

Required Date, Time and Location Data:

- OVI arrests
- OVI crashes with injuries
- OVI crashes with fatalities

This information should be compared with local crash data for 2010, 2011, and 2012 and the Ohio Investigative Unit’s data to assist in determining the jurisdiction’s alcohol-related problem area(s). The Traffic Crash Facts for 2009, 2010, and 2011 can be found on the ODPS website: [http://ohiohighwaysafetyoffice.ohio.gov/otso\\_annual\\_crash\\_facts.stm](http://ohiohighwaysafetyoffice.ohio.gov/otso_annual_crash_facts.stm)

### **Allowable Costs**

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#### **Personnel/Coordination Expenses (Salaries and Wages)**

Payment of personnel costs is allowable when necessary to achieve the goals of the grant agreement.

Personnel activity reports are required for any individual working coordination hours on this federal grant program. These reports, at a minimum, must document date worked, actual

activity performed and the number of hours per day to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor. It must be maintained by the administering agency and must be submitted as a part of the required reimbursement documentation.

Only labor and specific fringe benefits (i.e. Retirement, Workers' Compensation, and Medicare) costs associated with OTSO funded grant programs are eligible for reimbursement.

Only reimbursements for personnel (labor) costs based on actual hours worked are allowable. Labor costs based on a percentage of hours worked will not be accepted for reimbursement.

Costs incurred by the potential sub-grantee for overtime enforcement pay at a set rate for "special duty" if required by a labor contract, or if documented by the jurisdiction's auditor, are allowable. A copy of the page(s) of the labor contract that stipulates this rate and a copy of that part of the labor contract that defines "special duty" shall be submitted to OTSO upon request.

Part time and auxiliary officers, unless specified in the section above, shall receive regular hourly pay above their normally scheduled hours up to 40 hours in a work week. Hours above 40 hours in a work week shall be compensated at 1.5 hours of pay for every one hour worked above 40 hours.

Overtime labor costs are only allowable for those law enforcement officers certified to work in the area for which overtime enforcement activity is being conducted.

Only one officer per patrol car will be funded as part of traffic enforcement grants.

### **Public Information and Education (PI&E)**

Costs to develop public awareness and educational/promotional materials are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by OTSO. Costs are also allowable to support promotional campaigns and activities that encourage the general public to adopt highway safety practices. All public service announcements created with the aid of federal funds must contain closed-captioning for the hearing impaired.

### **Meetings**

The cost to conduct in-state meetings where the primary purpose is the dissemination of traffic safety information is allowable. An agenda must be submitted to OTSO. Costs may include transportation, rental of meeting facilities and other meeting-related costs. Costs relating to food for meetings, award banquets, etc. are not allowable.

### **Travel**

Each program may apply for \$2,000 for an OTSO approved conference. A current travel policy must be submitted with the proposal (attach electronically, fax or mail).

## **Equipment**

Alcohol-related equipment purchases are an allowable cost. The equipment must be justified, submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost to assure that the equipment is on the NHTSA approved equipment list. Equipment will be approved on a case-by-case basis.

Equipment is defined as any tangible item having value of \$1,000 or more per item and a useful life of at least one year.

**Note:** Equipment must be listed in the proposal, but do not list specific brand names.

## **Supplies and Materials**

A limited amount of activity-specific supplies and materials that are necessary to carry out the scope of work, work plan and evaluation may be allowed. It is OTSO's expectation that the potential sub-grantee will provide general office supplies and expenses, exclusive of the grant as it does for any employee. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

Supplies and materials are defined as items having value of \$999 or under per item. Examples: traffic batons and signal lights, traffic cones, traffic signs, preliminary breath tester, etc.

## **Training**

Appropriate alcohol-related training is an allowable cost. Justification for training is to be put in the work plan of the grant proposal. All law enforcement personnel to be involved in approved enforcement-related activity must be certified in the appropriate type of training.

Examples of some training courses are:

SFST/ARIDE

Sobriety Checkpoint Training (Recommended for first year task force sub-grantees)

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 those of OTSO.

## **Petty Cash**

Expenses paid with petty cash accounts may be funded when the expense supports both the goals and scope of work of the approved grant program. The potential sub-grantee must submit a copy of their agency's petty cash policy.

## **Coordination Costs**

Coordination costs are coordination hours associated with task force activities. Coordination costs must be negotiated with OTSO prior to submission. Number of coordination hours cannot exceed 20 percent of task force labor hours (checkpoints and saturations patrols).

## **Maximum Staffing**

The OTSO will reimburse up to 20 law enforcement shift positions per sobriety checkpoint. Low man-power sobriety checkpoints (14 officers or less) are encouraged.

## **Education Efforts**

The OTSO will reimburse 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. Education efforts must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring any costs. A total of five percent (dollars) of direct labor costs (saturation patrol and checkpoint hours for both the lead and participating agencies) will be allowed towards education efforts.

**Note:** Do not include coordination costs in the labor costs.

## **Unallowable Costs**

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### **Vehicle Mileage**

Costs for vehicle mileage

### **Advertising/Public Communications**

Costs to purchase paid media (includes, but not limited to, television, radio, print, outdoor or Internet)

### **Certain Labor Costs**

Dispatch services and costs associated with court appearances are not allowable. Directing traffic, conducting parking detail at events, crash investigations, non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

### **Alcoholic Beverages**

Costs for alcoholic beverages

### **Food**

Food related expenses

### **Entertainment**

Costs of entertainment, including amusement, diversion and social activities, and any costs directly associated with such costs (e.g., tickets to movies, shows or sports events; meals; lodging; rentals; transportation; gratuities; etc.)

### **Lobbying**

The costs of influencing U.S. Congress, federal agency officials and/or state agency officials/staff for activities associated with obtaining grants, contracts, cooperative agreements or loans is unallowable. The use of federal funds for reimbursing expenses for lobbying activities is also not allowable. However, federal regulations do not restrict reimbursement of a potential sub-grantee for providing factual formation or educational services upon request from a legislative body.

## Office Furnishings and Fixtures

Costs for the purchase of office furnishings and fixtures

## Central Service Charges

Costs for certain operational services provided to an agency on a centralized basis are not eligible for reimbursement. To be eligible for reimbursement, a cost must be documented with an actual transfer of funds.

## Grant Proposal Preparation and Submission

Costs for preparation and submission of grant proposal(s) other than traffic safety related grants

## Guidelines for Preparing the Countywide OVI Task Force Proposal

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### Goals/Baselines/Scopes/Evaluations

The goals for the proposed project will reflect how it is anticipated that the program will affect the impaired driving problems. These goals should guide the entire scope of work and evaluation of the project. The project goals must be clearly stated and identify the realistic outcome(s) that are anticipated. The baseline establishes the current status of the problem within the county and implies the amount of impact / change the project has been designed to create. OCJS does not expect extensive evaluation components; however, the evaluation must be completed in a manner that reflects the impact of the program.

Required Goals/Baselines/Evaluations are listed below. This information has already been entered into the online GRANTS system. Use the following link: [http://ohiohighwaysafetyoffice.ohio.gov/otso\\_grantee\\_info](http://ohiohighwaysafetyoffice.ohio.gov/otso_grantee_info) and click on OVI Task Force Statistics for FFY 2014 Proposal to find the crash information to complete the blanks. The sheet with the crash information is also available on the GRANTS system on the goal page in the Help Menu.

### Required Goals:

Alcohol – Related Fatal Crash Goal	
<b>Goal Number:</b>	1
<b>Goal Title:</b>	Alcohol-Related Fatal Crash Goal
<b>Goal Description:</b>	Reduce the number of alcohol-related fatal crashes to no more than ____.
<b>Baseline:</b>	Last year there were ____ alcohol-related fatal crashes.
<b>Scope:</b>	Through problem identification of traffic crash data, conduct checkpoints and saturation patrols in locations and at times that will have the greatest impact in reducing alcohol-related fatal/serious injury crashes. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to

	coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Evaluation:</b>	Conduct monthly reviews comparing stats from previous year.

Use the following for the minimum number of checkpoints.

Minimum Checkpoints	
County	Minimum Checkpoints
Clark	9
Medina	12
All other counties	16

Checkpoint Goal	
<b>Goal Number:</b>	2
<b>Goal Title:</b>	Checkpoint Goal
<b>Goal Description:</b>	Conduct ____ checkpoints. (See chart above – number of checkpoints in goal must equal number of checkpoints submitted in work plan).
<b>Baseline:</b>	Last year, ____ checkpoints were conducted.
<b>Scope:</b>	Through problem identification of traffic crash data, conduct checkpoints in locations and at times that will have the greatest impact in reducing alcohol-related fatal/serious injury crashes.
<b>Evaluation:</b>	Number of checkpoints conducted.

**Work Plan – Press Event**

All activities proposed in the work plan must support proposed goals and further define scope of work.

A minimum of three press events are required. One must be during the Drive Sober or Get Pulled Over crackdown. All three events must use the Drive Sober or Get Pulled Over campaign message. Minimum acceptable information in the work plan is:

*Activity Name* – Required – Provide a brief clear name of the activity

*Date Range of Activity* – Required – Minimum required is a month date range

*Location* – Required – Minimum required is county; however if you know additional location information (jurisdiction, etc.), you may enter it

*# of Media Contacts Planned* – Required – Enter the number of media contacts you plan to invite/notify of the event (we don't expect you to guarantee them to cover the event/activity)

*Number of Hours* – Required – Enter the number of hours for the activity (not per person).

Proposals missing these items will be returned for correction which could possibly delay process and approval times.

### **Work Plan – Media Release**

All activities proposed in the work plan must support proposed goals and further define scope of work.

A minimum of the press release announcing the award of the grant must be included in the work plan. Minimum acceptable information in the work plan is:

*Activity Name* – Required – Provide a brief clear name of the activity

*Date Range of Activity* – Required – Minimum required is a month date range

*# of Media Contacts Planned* – Required – Enter the number of media contacts you plan to invite/notify of the event (we don't expect you to guarantee them to cover the event/activity)

*Number of Hours* – Required – Enter the number of hours for the activity (not per person).

Proposals missing these items will be returned for correction which could possibly delay process and approval times.

### **Work Plan – Drive Sober or Get Pulled Over Crackdown Checkpoints**

All activities proposed in the work plan must support proposed goals and further define scope of work.

All work plan activities must be held where the greatest impact is most likely to occur. Locations, dates and times need to be selected based on injury/fatal problem identification.

A minimum of two checkpoints are required during the Drive Sober or Get Pulled Over crackdown.

Minimum acceptable information in the work plan is:

*Main Activity* – Required – Choose selection from drop down

*Location* – Required – Minimum required is county; however if you know additional location information (jurisdiction, etc.), you may enter it

*Number of Hours* – Required – Enter the number of hours for the activity (not per person). See Note.

Proposals missing these items will be returned for corrections which could possibly delay process and approval times.

### **Work Plan – Checkpoint**

All activities proposed in the work plan must support proposed goals and further define scope of work.

All work plan activities must be held where the greatest impact is most likely to occur. Locations, dates and time need to be selected based on injury/fatal problem identification.

A minimum of sixteen checkpoints are required during the year for fully eligible task forces, two during the Drive Sober or Get Pulled Over crackdown. See Work Plan – Drive Sober or Get Pulled Over Checkpoints. If your task force is being funded under the Exit Strategy, see the Exit Strategy section on page 37 for the minimum required checkpoints for your task force.

Minimum acceptable information in the work plan is:

*Main Activity* – Required – Choose selection from drop down

*Activity Name* – Required – Provide a brief clear name of the activity

*Date Range of Activity* – Required – Enter a month long date range (Ex. 5/1/2014 to 5/31/2014)

*Location* – Required – Minimum required is county; however if you know additional location information (jurisdiction, etc.), you may enter it

*Number of Hours* – Required – Enter the number of hours for the activity (not per person). See Note.

Proposals missing these items will be returned for corrections which could possibly delay process and approval times.

**Note:** The number of hours requested in the budget for checkpoints (combined hours during the Drive Sober or Get Pulled Over crackdown and during the rest of the grant year) must equal the number of hours listed for checkpoints in the work plan. The Worksheet Totals page will calculate the hours from the work plans and the hours from the budget.

### **Work Plan – Saturation Patrol**

All activities proposed in the work plan must support proposed goals and further define scope of work.

All work plan activities must be held where the greatest impact is most likely to occur. Locations, dates and times need to be selected based on injury/fatal problem identification.

Minimum acceptable information in the work plan is:

*Activity Name* – Required – Provide a brief clear name of the activity

*Date Range of Activity* – Required – Minimum required is a month date range

*Location* – Required – Minimum required is county; however if you know additional location information (jurisdiction, etc.), you may enter it

*Number of Hours* – Required – Enter the number of hours for the activity (not per person). See Note.

Proposals missing these items will be returned for correction which could possibly delay process and approval time.

**Note:** The number of hours requested in the budget for saturation patrol must equal the number of hours listed for saturation patrol in the work plans. The Worksheet Totals page will calculate the hours from the work plans and the hours from the budget.

## **Work Plan – Other Activities**

All activities proposed in the work plan must support proposed goals and further define scope of work.

All work plan activities must be held where the greatest impact is most likely to occur. Locations, dates and times need to be selected based on injury/fatal problem identification.

Regular monthly/quarterly meetings should be combined into one work plan activity. Each occurrence of the same meeting does not need to be added separately.

Identify training needs and show justification.

Minimum acceptable information in work plan is:

*Main Activity* – Required – Choose selection from drop down

*Activity Name* – Required – Provide a brief clear name of the activity

*Activity Description* – Required – Provide a clear description/justification of the activity

*Date Range of Activity* – Required – Minimum required is a month date range

*Location* – Required – Minimum required is county; however if you know additional location information (jurisdiction, etc.), you may enter it

*Number of Hours* – Required – Enter the number of hours for the activity (not per person)

Proposals missing these items will be returned for correction which could possibly delay process and approval times.

## **OVI Task Force Program Budget**

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### **Direct Labor**

#### **Labor Worksheet**

Complete the Labor Worksheet to ensure direct labor costs are calculated correctly. This worksheet is for the lead agency's hours only. Add hours for participating agencies on the Contractual Services Worksheet. If coordination hours are not to be completed by the lead agency's employee(s), add the coordination hours on the Contractual Services Worksheet.

Calculate the average hourly rate for staff in each position (include any pay increases anticipated during the grant period). This may have to be calculated separately if employees from several different pay ranges will be working on the project and/or working different hours on the project. Coordination costs (if any) should be calculated using the same method as described above.

If educational efforts are going to be conducted by the lead agency's employees, enter the dollar amount on the Labor Worksheet. Total for educational efforts cannot exceed five percent of direct labor costs (direct labor for checkpoint and saturation patrols).

**Note:** Do not include coordination costs in the labor costs.

Itemize the agency's fringe rates. Only the employer's share is eligible for reimbursement. The computer will total all of the agency's fringe rates to calculate a total fringe percentage and will calculate the total labor fringe benefit cost.

### **Contractual Service Worksheet**

Complete the OVI Task Force Budget Worksheet to ensure direct labor costs are calculated correctly. This worksheet is for the participating agencies hours only. Add hours for the lead agency on the Labor Budget Worksheet. If coordination hours are not to be completed by an employee(s) of the lead agency, add the hours here. If coordination hours are to be completed by employee(s) of the lead agency, add the hours on the Labor Budget Worksheet.

If education efforts are going to be conducted by the participating agency's employees, enter the dollar amount on the Contractual Services Labor Worksheet. Total for educational efforts cannot exceed five percent of direct labor costs (direct labor for checkpoint and saturation patrols).

**Note:** Do not include coordination costs in the labor costs.

List each participating agency individually with their fringe rate at the top of the page. Average all of the agency's fringe rates to calculate an average fringe percentage.

### **Worksheet Totals**

Enter the number of checkpoints planned for the year and hit save. The computer will calculate all the hours (checkpoint, saturation patrol and coordination) to make sure the hours requested in the budget match the hours requested in the work plans. It will also verify the amount requested for education and fuel/transportation costs are five percent or less of the checkpoint and saturation patrol hours.

### **Supplies and Materials**

Supplies and materials associated with the project must be listed in this section. Supplies and materials are items with a cost of \$999 or less per item. Reminder: Costs for certain operational services provided to an agency on a centralized basis are unallowable. To be eligible for reimbursement, a cost must be documented with an actual transfer of funds.

**Note:** Only a basic description is required in the proposal budget; an itemized list of items and costs is not required. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Equipment**

Equipment that will be purchased to carry out the scope of work must be listed in this section. Equipment is defined as an item purchased – not rented, leased or licensed – which has a total cost of \$1,000 or more per item and a useful life of at least one year. Do not list specific manufacturers by name, only the type of equipment to be purchased.

**Note:** All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Other Direct Costs**

Other direct costs associated with the project must be listed in this section. These may include layout and design costs for printed pieces, printing costs, postage, etc.

**Note:** Only a basic description is required in the proposal budget; an itemized list of items and costs is not required. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Travel Expense**

Identify in-state travel to conferences, meetings and training activities. Transportation, meals and lodging should be estimated for each trip. Multiple trips to like events can be listed on one line item (e.g., six meetings @ \$25 each). No international travel is fundable. All claims for travel reimbursement must be accompanied by a Conference/Workshop Report form.

A current travel policy must be submitted with the proposal (attach electronically, fax or mail).

**Note:** Only a basic description is required in the proposal budget, an itemized cost is not required. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Contractual Services**

The cost of contractual services associated with the project must be listed in this section. Contractual services can include instructor training fees, facility usage fees, etc. Do not list specific contractors by name, only services to be purchased.

**Note:** All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

Verify that all items listed in the budget correspond to the project's scope of work, evaluation and/or work plan.

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**OTSO will use the following criteria to determine each grant proposal's funding eligibility: (1) met the submission deadline; (2) met the minimum proposal requirements; and (3) explained how the proposal specifically helps reduce Ohio's traffic related fatal crashes.**

**OTSO will award grants based on: (1) the amount of funding available to OTSO; (2) the total number of proposals submitted to OTSO; and (3) 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.**

**FFY 2014 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, May 15, 2013. 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 the OTSO experiences an internal server malfunction, the OTSO will notify Proposal Administrators of an updated submission deadline.**

## Safe Communities Program

For FFY 2014, OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash location for traffic safety programming. OTSO focuses the majority of its grant funding based on programming that will have the greatest impact on reducing fatalities statewide. The data used in this process includes traffic crash data from 2010, 2011, and 2012. The Safe Communities Program is a competitive grant program. Competitive grants will be directed toward those community traffic safety activities that will help Ohio achieve its goals. Below is the funding chart for FFY 2013. Funding amounts are based upon the county's 3-year average fatal crash number. The ranges of fatal crashes will fluctuate each year based upon the state's 3-year average fatal crash number.

3-Year Average Number of Fatal Crashes	Maximum Funding Amount
38.72 and over	\$125,000.00
29.05 – 38.71	\$ 85,000.00
19.35 – 29.04	\$ 65,000.00
14.51 – 19.34	\$ 50,000.00
9.67 – 14.50	\$ 42,000.00
5.80 – 9.66	\$ 35,000.00
2.00 – 5.79	\$ 25,000.00

### Eligible Counties

County	3-Year Average	Maximum Amount	County	3-Year Average	Maximum Amount
Franklin	75.00	\$125,000.00	Coshocton	7.00	\$ 35,000.00
Cuyahoga	50.67	\$125,000.00	Geauga	7.00	\$ 35,000.00
Hamilton	45.00	\$125,000.00	Knox	7.00	\$ 35,000.00
Montgomery	42.33	\$125,000.00	Preble	7.00	\$ 35,000.00
Stark	29.67	\$ 85,000.00	Seneca	6.67	\$ 35,000.00
Summit	29.67	\$ 85,000.00	Pike	6.33	\$ 35,000.00
Lucas	29.00	\$ 65,000.00	Sandusky	6.33	\$ 35,000.00
Trumbull	25.33	\$ 65,000.00	Shelby	6.33	\$ 35,000.00
Butler	23.00	\$ 65,000.00	Guernsey	6.00	\$ 35,000.00
Lorain	23.00	\$ 65,000.00	Huron	6.00	\$ 35,000.00
Mahoning	22.00	\$ 65,000.00	Madison	6.00	\$ 35,000.00
Licking	18.33	\$ 50,000.00	Adams	5.67	\$ 25,000.00
Clermont	17.00	\$ 50,000.00	Auglaize	5.67	\$ 25,000.00
Clark	15.33	\$ 50,000.00	Henry	5.67	\$ 25,000.00
Warren	15.33	\$ 50,000.00	Lawrence	5.67	\$ 25,000.00
Wood	14.67	\$ 50,000.00	Morrow	5.67	\$ 25,000.00
Portage	14.00	\$ 42,000.00	Athens	5.33	\$ 25,000.00
Ross	14.00	\$ 42,000.00	Champaign	5.33	\$ 25,000.00
Ashtabula	13.67	\$ 42,000.00	Crawford	5.33	\$ 25,000.00
Delaware	13.33	\$ 42,000.00	Highland	5.33	\$ 25,000.00

Medina	13.33	\$ 42,000.00	Jackson	5.33	\$ 25,000.00
Scioto	12.67	\$ 42,000.00	Washington	5.33	\$ 25,000.00
Fairfield	12.33	\$ 42,000.00	Williams	5.33	\$ 25,000.00
Columbiana	11.33	\$ 42,000.00	Hardin	5.00	\$ 25,000.00
Greene	11.33	\$ 42,000.00	Holmes	5.00	\$ 25,000.00
Wayne	11.33	\$ 42,000.00	Harrison	4.67	\$ 25,000.00
Lake	10.67	\$ 42,000.00	Perry	4.67	\$ 25,000.00
Logan	10.33	\$ 42,000.00	Union	4.67	\$ 25,000.00
Richland	10.33	\$ 42,000.00	Wyandot	4.67	\$ 25,000.00
Muskingum	10.00	\$ 42,000.00	Defiance	4.00	\$ 25,000.00
Ashland	9.67	\$ 42,000.00	Brown	3.67	\$ 25,000.00
Pickaway	9.33	\$ 35,000.00	Carroll	3.67	\$ 25,000.00
Belmont	9.00	\$ 35,000.00	Jefferson	3.67	\$ 25,000.00
Darke	9.00	\$ 35,000.00	Putnam	3.67	\$ 25,000.00
Tuscarawas	9.00	\$ 35,000.00	Fayette	3.33	\$ 25,000.00
Miami	8.67	\$ 35,000.00	Hocking	3.33	\$ 25,000.00
Fulton	8.33	\$ 35,000.00	Van Wert	3.33	\$ 25,000.00
Ottawa	8.33	\$ 35,000.00	Meigs	3.00	\$ 25,000.00
Erie	8.00	\$ 35,000.00	Paulding	3.00	\$ 25,000.00
Marion	8.00	\$ 35,000.00	Morgan	2.67	\$ 25,000.00
Allen	7.67	\$ 35,000.00	Vinton	2.67	\$ 25,000.00
Clinton	7.67	\$ 35,000.00	Noble	2.33	\$ 25,000.00
Hancock	7.67	\$ 35,000.00	Gallia	2.00	\$ 25,000.00
Mercer	7.33	\$ 35,000.00			

Grant proposals must show a clear correlation between the state-identified goals and the countermeasure activities that are proposed. It is the responsibility of the proposing agency to show how its proposed programming can impact local and state statistics which, in turn, will help to achieve the state's goals as outlined within this grant package.

By submitting a grant proposal, your agency, if awarded a grant agreement, is agreeing to join a statewide partnership with the common goal of reducing fatal motor vehicle crashes in Ohio. OTSO reserves the right to require funding adjustments as deemed appropriate based on the proposal's scope of work and funding availability.

All Safe Communities grant-related activities must be conducted under the following guidelines.

### **Data Collection and Analysis**

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All Safe Communities programs are required to collect and update local jurisdiction data. Gather information such as demographics, assessments of high risk crash locations or situations, costs due to injury, and other pertinent data to establish clear problem identification in the county. The data and information should be analyzed to determine the most severe problems in the county. This information must be used to determine how the problems will be addressed.

## **Coalition Building**

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The Safe Communities program cannot survive solely on the efforts of the coordinator. The Safe Communities coordinator must seek the active participation and partnership of law enforcement agencies, schools, government officials, engineers, service organizations, health and medical providers, businesses, media, county/community leaders and others interested in improving traffic safety in the community. The coalition should reflect the ethnic/non English speaking diversity of the county. The coalition should strive to establish community ownership and support for traffic safety related programs.

Safe Communities programs must conduct a minimum of four coalition meetings during the grant period. Copies of signature rosters and coalition meeting agenda must be kept on file and made available upon OTSS request. Costs relating to food for meetings, award banquets, etc. are not allowable.

## **Traffic Safety Strategies**

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Based on a county's population, a grant proposal must specify strategies in specific safety program areas for FFY 2014.

Programs with a population under 400,000 may conduct strategies focusing on a maximum of four specific traffic safety areas.

Programs with a population of 400,000 and higher may conduct strategies focusing on a maximum of five specific traffic safety areas.

To determine a jurisdiction's population, see 2010 Census figures at the Ohio Department of Development's web site at [http://development.ohio.gov/reports/reports\\_census2010\\_map.htm](http://development.ohio.gov/reports/reports_census2010_map.htm)

These three specific traffic safety program areas must be addressed:

- 1) Impaired Driving/Alcohol-related fatal crashes
- 2) Seat Belt Usage/"Click It or Ticket" initiatives
- 3) Motorcycle Awareness

If another program area can be justified by local fatal crash problem identification, it could be submitted in the proposal for consideration. Outreach efforts should be made and materials should be provided to reach the county's ethnic and/or limited English speaking populations (materials can be requested from OTSO).

## **Safe Communities Requirements**

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- Each Safe Communities Coalition must coordinate a Fatal Crash Data Review Committee to review each fatal crash occurring in their county. The committee must include (at a minimum) representatives from: law enforcement, engineering, health, education and the Safe Communities Coordinator. The committee will review each fatal crash, looking at elements to determine if certain trends or patterns can be identified from the reviews. The committee will report to the coalition any trends or

patterns and how these trends will affect future programming. The committee must meet in any quarter that a fatality has been reported in the jurisdiction. Any identified trends or patterns will be reported in the monthly report.

- Each Safe Communities is required to submit to their local media a press release by the 15<sup>th</sup> day of each month (minimum of quarterly if the month didn't have a fatal) an update on the traffic fatalities in their county compared to the traffic fatalities for the previous year. For example: In February, Adams County experienced one fatal crash resulting in two deaths. Last year in Adams County, we had no fatal crashes. As of this date, Adams County has experienced two fatal crashes resulting in three deaths.
- Each Safe Communities program is required to actively participate in the following mandatory blitzes, a motorcycle campaign and two national enforcement campaigns during FFY 2014. The campaigns/blitzes include:

Halloween	4th of July
Thanksgiving	Homecomings
Christmas/New Years	Motorcycle Awareness (March – September)
Super Bowl	Click It or Ticket (May – June)
St. Patrick's Day	Drive Sober or Get Pulled Over (August – September)
Prom Season	

Additionally, each Safe Communities program is required to conduct a "Click It or Ticket" and a "Drive Sober or Get Pulled Over" kick-off event. Each Safe Communities must conduct its own event in its own county. The event must be no earlier than the week prior to and no later than the first week of the mobilization/crackdown. These events must include participation, at a minimum, by your coalition members, local law enforcement, community leaders, and the media. Additional participation in an adjacent county's event will be considered on a case by case basis.

- Each Safe Communities program must participate in at least one major countywide summer event to include at a minimum:

A booth to promote your message
Increase public awareness about use of seat belts
Increase public awareness about impaired driving
Increase public awareness about motorcycle safety issues
Increase public awareness of your coalition and your efforts within the community

- Each program should use the resource in its community for promotional and educational materials. A minimal amount of funding for promotional/educational materials may be approved in the grant. Only a basic description is required in the budget. These items must be submitted to and approved by OTSO on a Request to Purchase form (including the purpose and need for these items) prior to incurring the cost. These items should complement the program area that is addressed with each countermeasure.

## **Allowable Costs**

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### **Personnel/Coordination Expenses (Salaries and Wages)**

Payment of personnel costs is allowable when necessary to achieve the goals of the grant agreement.

Personnel activity reports are required for all individuals working on this federal grant program. These reports, at a minimum, must document the date worked, actual activity performed and the number of hours per day to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor. It must be maintained by the administering agency and must be submitted as a part of the required reimbursement documentation.

Only labor and specific fringe benefit (i.e. Retirement, Workers' Compensation, Medicare, etc.) costs associated with OTSO-funded grant programs are eligible for reimbursement.

Only reimbursements for personnel (labor) costs based on actual hours worked are allowable. Labor cost based on a percentage of hours worked will not be accepted for reimbursement. Leave hours (i.e., sick, vacation, personal, holiday, etc.) are not reimbursable as direct labor.

### **Contractual Services**

Payment of contractual services is allowable when necessary to achieve the goals of the grant agreement. Costs are allowable for products, highway safety consultants, personal services and/or individuals for support services, provided applicable state and local procurement procedures are followed and documentation is available that describes the official contract and procurement practices. All sub-contracts and all purchases made under a sub-contract with any one vendor in excess of a combined total of \$5,000 must be submitted to OTSO for review prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Contracts and procurements must include "Special Provisions" as provided by OTSO. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Meetings and Conferences**

The cost to conduct in-state meetings and/or conferences where the primary purpose is the dissemination of traffic safety information is allowable. An agenda must be submitted to OTSO. Costs may include transportation, rental of meeting facilities and other meeting-related costs. Costs relating to food for meetings, award banquets, etc. are not allowable.

### **Vehicle Mileage**

Costs for vehicle mileage reimbursed to an agency's employees will be reimbursed at the current rate of the agency. The potential sub-grantee must submit a copy of the agency's vehicle mileage rate policy with the proposal.

Vehicle mileage will not be reimbursed when using the agency's vehicle.

Vehicle mileage to and from an employee's place of residence is not an allowable cost for reimbursement.

Programs may apply for up to 5,000 miles per year.

### **Travel**

Each program may apply for up to \$300 for in-state travel (conferences/workshops).

Each program may apply for up to \$2,000 for an OTSO approved conference.

No international travel is fundable.

A current travel policy must be submitted with the proposal (attach electronically, fax or mail).

### **Promotional Materials**

These items should complement the program areas that you are addressing with your countermeasures. Only a basic description is required in the budget. All educational and promotional items must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

Incentive items will be reviewed on a case by case basis. OTSO recommends that programs work within their communities to get incentive items to complement their programs. All educational, promotional and incentive items must be necessary to your program and must support the traffic safety initiatives that have been proposed.

### **Equipment**

Goal-related equipment may be fundable, with conditions, for selected items. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Supplies and Materials**

A limited amount of activity-specific supplies may be approved. It is OTSO's expectation that the potential sub-grantee will provide general office supplies and expenses, exclusive of the grant as it does for any employee. Printing costs for large volume public information, educational and promotional materials may be allowable. All supply and material requests must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

### **Phone**

If not already provided by the agency, OTSO will reimburse up to \$30.00 per month for cell phone and/or long distance usage. An invoice must be submitted for reimbursement.

### **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 those of the OTSO. The cost to pay for an individual's salary while pursuing training or to pay the

salary of the individual's replacement (except to the extent that the individual's salary is already supported with highway safety funds under an approved grant) is considered supplanting and is not allowed.

Costs to develop new training curricula are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by OTSO. All materials must be approved by 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.

### **Public Information and Education (PI & E)**

Costs to develop public awareness and education promotional materials are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by the OTSO. Costs are also allowable to support promotional campaigns and activities that encourage the general public to adopt traffic safety practices. All public service announcements created with the aid of federal funds must contain closed-captioning for the hearing impaired.

All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

### **Petty Cash**

Expenses paid with petty cash accounts may be funded when the expense supports both the goals and scope of work of the approved grant program. The sub-grantee must submit a copy of their agency's petty cash policy.

### **Rate/Cost Allocation Charges**

Costs that cannot be charged as an actual cost and are charged to a program on a percentage basis (e.g., phone, copies, postage, etc.) can be reimbursed based on a rate/cost allocation plan. Any agency wanting to claim these costs must submit to OTSO a copy of their agency's rate/cost allocation plan showing the following: the list of programs/grants the costs are being distributed between, the percentage being charged to each program/grant, the list of costs being charged (with explanation if not clear), dollar amount being charged for that cost, and grand total being charged to the programs/grants. If the rate/cost allocation plan shows more costs than you want to claim on your grant, mark which costs you are claiming on the grant.

### **Unallowable Costs**

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#### **Advertising/Public Communications**

Costs to purchase paid media (including, but not limited to, television, radio, print, outdoor, or Internet)

#### **Alcoholic Beverages**

Costs for alcoholic beverages

**Food**

Food related expenses

**Vehicle Fuel**

Costs for vehicle fuel

**Entertainment**

Costs of entertainment, including amusement, diversion and social activities, and any costs directly associated with such costs (e.g., movies, shows, sports events, meals, lodging, rentals, transportation, gratuities, etc.) are unallowable.

**Office Furnishings and Fixtures**

Costs for the purchase of office furnishings and fixtures

**Lobbying**

The costs of influencing U.S. Congress, federal agency officials and/or state agency officials/staff for activities associated with obtaining grants, contracts, cooperative agreements or loans is unallowable. The use of federal funds for reimbursing expenses for lobbying activities is also not allowable. However, federal regulations do not restrict reimbursement of a potential sub-grantee for providing factual formation or educational services upon request from a legislative body.

**Central Service Charge**

Costs for certain operational services provided to an agency on a centralized basis are not eligible for reimbursement. To be eligible for a reimbursement, a cost must be documented with an actual transfer of funds.

**Grant Proposal Preparation and Submission**

Costs for preparation and submission of grant proposal(s) other than traffic safety related grants

## Guidelines for Preparing the Safe Communities Proposal

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### Goals/Baselines/Evaluations

The goals for the proposed project reflect how the program will impact the community's traffic safety problems. These goals guide the entire scope of work and evaluation of the project. The project goals must be clearly stated and identify the realistic outcome(s). The baseline establishes the current status for each goal. The evaluation describes how the project's impact on the stated goals will be measured. The OTSO does not expect extensive evaluation components; however, the evaluation must be completed in a manner that reflects the impact of the program.

Required Goals/Baselines/Evaluations are listed below. This information has already been entered into the online GRANTS system. Use the following link: [http://ohiohighwaysafetyoffice.ohio.gov/otso\\_grantee\\_info](http://ohiohighwaysafetyoffice.ohio.gov/otso_grantee_info) and click on Safe Communities Statistics for FFY 2014 Proposal to find the information to complete the blanks and provide a scope (see Scope of Work section page 61) as required.

### Required Goals:

Seat Belt Goal	
<b>Goal Number:</b>	1
<b>Goal Title:</b>	Seat Belt Goal
<b>Goal Description:</b>	Increase seat belt restraint usage to ____% by September 30, 2014.
<b>Baseline:</b>	The current county seat belt restraint usage baseline (provided by Miami University) is ____%.
<b>Evaluation:</b>	Comparison of highest observational survey to the baseline usage provided.

Use the following table to establish the required restraint usage goal.

Restraint Usage Goal Guidelines	
Baseline	Goal
65% and under	Increase baseline by 10 percentage points
66% - 72%	Increase baseline by 7 percentage points
73% - 80%	Increase baseline by 5 percentage points
81% or higher	Increase baseline by 4 percentage points

Public Awareness Goal	
<b>Goal Number:</b>	2
<b>Goal Title:</b>	Public Awareness Goal
<b>Goal Description:</b>	Increase public awareness of seat belt usage, impaired driving, distracted driving and other problem ID traffic safety related issues in _____ County.
<b>Baseline:</b>	In FFY 2012, reached ____ people. Distributed _____ materials (number and type). Issued ____ news releases. Received _____ media coverage.
<b>Scope:</b>	Promote the OTSO specified traffic safety campaign messages through the use of the media planners and marketing materials, staff a space/booth during one major countywide summer event, distribute traffic safety related materials, provide campaign specific information to local media outlets, promote the two national mobilizations and serve as a traffic safety resource within the county.
<b>Evaluation:</b>	Number of people reached, number and types of materials distributed, number of news releases and media coverage received.

Motorcycle Safety Awareness Goal	
<b>Goal Number:</b>	3
<b>Goal Title:</b>	Motorcycle Safety Awareness Goal
<b>Goal Description:</b>	Increase motorcycle safety awareness among motorcyclists and motorists in _____ County between March 1, 2014 and September 30, 2014.
<b>Baseline:</b>	In FFY 2012, reached ____ people. Distributed _____ materials (number and type). Issued ____ news releases. Received _____ media coverage.
<b>Scope:</b>	Promote motorcycle safety messages to motorcyclists and motorists through the use of the media planners and marketing materials.
<b>Evaluation:</b>	Number of people reached, number and types of materials distributed, number of news releases and media coverage received.

Coalition Building Goal	
<b>Goal Number:</b>	4
<b>Goal Title:</b>	Coalition Meeting Goal
<b>Goal Description:</b>	Conduct a minimum of four coalition meetings during the grant year.
<b>Baseline:</b>	Last year, ____ meetings were conducted, ____ new members joined, ____ members were active in activities/events, ____ new members were representative of ethnic and/or limited English speaking communities.
<b>Evaluation:</b>	Number of meetings, number of new members, number of members active in activities/events, number of representative of ethnic and/or limited English speaking communities.

Fatal Crash Data Review Goal	
<b>Goal Number:</b>	5
<b>Goal Title:</b>	Fatal Crash Data Review Goal
<b>Goal Description:</b>	Conduct a Fatal Data Review Committee meeting in any quarter that a fatality is reported in the jurisdiction to review fatal crash reports to identify patterns or trends that could increase impact of traffic safety countermeasures.
<b>Baseline:</b>	Last year, ____ meetings were conducted, ____ news releases were issued, ____ countermeasures were recommended and ____ countermeasures were implemented.
<b>Evaluation:</b>	Number of meetings, number of new releases issued and media coverage received, counter measures recommended and/or implemented.

### Scope of Work

Based on the identified traffic safety problems in the community served by the agency, describe a realistic and comprehensive approach that will impact the problem. Document which agencies and individuals will be involved in the project and what they will contribute to the project. Identify the project's relevant tasks and activities. Activity details (i.e. dates, locations, etc.) will be included in the work plan. If media is to be a part of the project, describe their anticipated involvement. Items listed in the budget must correspond to the scope of work and/or work plan.

### **Work Plan – Activities/Events**

All required activities (mandatory blitzes, national mobilizations, kick-off events, etc.) have been entered into the online GRANTS system. After the required information has been entered, hit save. If you wish to enter another activity for the same event, hit the add button. A generic Work Plan – Activity/Event form has been provided for events that have not been pre-entered into the GRANTS system.

Minimum acceptable information in the work plan is:

*Activity Description* – Required – Provide a clear description/justification of the activity

*Date Range of Activity* – Required – Enter a date range that will encompass all activities for that event/activities – Do not enter a year-long date range.

*Location* – Not Required – This field is not required; however, if known, you may enter the location

*Estimated Number of Staff Hours Per Activity* – Required – Enter the estimated number of hours for the activity (not per person) – see Note.

**Note:** The number of hours requested in the budget must equal the number of hours submitted in the work plan.

Add a work plan activity to allow for administration hours.

All activities proposed in the work plan must support proposed goals and further define scope of work.

### **Work Plan – Meetings**

The required coalition and fatal crash data review meetings have been entered into the online GRANTS System. A generic work plan – meeting form has been provided for meetings that have not been pre-entered into the GRANTS system.

Minimum acceptable information in the work plan is:

*Date Range of Activity* – Required – Enter a date range that will encompass all activities for that event/activities – Do not enter a year-long date range.

*Number of Meetings Planned* – Required – Enter the number of meetings planned for the year

*Location* – Not Required – This field is not required; however, if known, you may enter the location

*Number of Hours* – Required – Enter the estimated number of hours for the activity (not per person) – see note below

**Note:** The number of hours requested in the budget must equal the number of hours submitted in the work plan.

All activities proposed in the work plan must support proposed goals and further define scope of work.

## **Work Plan – Seat Belt Surveys**

A generic work plan – seat belt survey form has been provided if needed for seat belt surveys.

Minimum acceptable information in the work plan is:

*Activity Name* – Required – Provide a short name for the activity

*Activity Description* – Required – Provide a clear description/justification of the activity

*Date Range of Activity* – Required – Enter a date range that will encompass all activities for that event/activities – Do not enter a year-long date range.

*Location* – Not Required – This field is not required; however, if known, you may enter the location

*Number of Hours* – Required – Enter the number of hours for the activity (not per person) – see Note.

**Note:** The number of hours requested in the budget must equal the number of hours submitted in the work plan.

## **Safe Communities Budget**

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### **Direct Labor**

Identify the employee, position, number of hours and hourly rate for each position that will be funded through the grant. If the person is an employee of the agency, list the number of hours and the hourly rate under the Direct Labor Section. If the person working on the grant is not an employee of the sub-grantee agency, add the number of hours and hourly rate under the Contractual Labor Section. The computer will add the number of hours listed in the work plan activities and the hours listed on the budget worksheets. The number of hours requested in the budget must equal the number of hours submitted in the work plan.

### **Labor Fringe Benefit**

Itemize the agency's fringe rate. Only the employer's share is eligible. The computer will total all of the agency's fringe rates to calculate a total fringe percentage and will calculate the total labor fringe benefit cost. Documentation verifying fringe percentages must be available to OTSO upon request.

### **Vehicle Mileage**

Itemize mileage necessary for direct employees to conduct the activities of the grant in this section. Costs for vehicle mileage reimbursed to an agency will be reimbursed at the current rate of the agency. A current copy of the agency's mileage policy must be submitted with the proposal. Vehicle mileage will not be reimbursed when using the agency's vehicle. Vehicle mileage to and from an employee's place of residence is not an allowable cost for reimbursement. Costs for fuel are unallowable. All claims for mileage must be accompanied by mileage logs.

## **Travel Expense**

Identify in-state travel to conferences, meetings and training activities. Transportation, meals and lodging should be estimated for each trip. Multiple trips to like events can be listed on one line item (e.g., six meetings @ \$25 each). No international travel is fundable. All claims for travel reimbursement must be accompanied by a Conference/Workshop Report form.

A current travel policy must be submitted with the proposal (attach electronically, fax or mail).

**Note:** Only a basic description is required in the proposal budget, an itemized cost is NOT required. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

## **Supplies and Materials**

Supplies and materials associated with the projected must be listed in this section. Supplies and materials are items with a cost of \$999 or less per item. Reminder: costs for certain operational services provided to an agency on a centralized basis are unallowable.

**Note:** Only a basic description is required in the proposal budget, an itemized list of items and costs is not required. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

## **Equipment**

Equipment that will be purchased to carry out the scope of work must be listed in this section. Equipment is defined as an item purchased – not rented, leased or licensed – which has a total cost of \$1,000 or more per item and a useful life of at least one year. Do not list specific manufacturers by name, only the type of equipment to be purchased.

**Note:** All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

## **Other Direct Costs**

Other direct costs associated with the project must be listed in this section. These may include layout and design costs for printed pieces, printing costs, postage, etc.

**Note:** Only a basic description is required in the proposal budget; an itemized list of items and costs is not required. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

## **Contractual Services**

The cost of contractual services associated with the project must be listed in this section. Do not list specific contractors by name, only services to be purchased.

**Note:** All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

**Note:** Verify that all items listed in the budget correspond to the project's scope of work, evaluation, or work plan.

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**OTSO will use the following criteria to determine each grant proposal's funding eligibility: (1) met the submission deadline; (2) met the minimum proposal requirements; and (3) explained how the proposal specifically helps reduce Ohio's traffic related fatal crashes.**

**OTSO will award grants based on: (1) the amount of funding available to OTSO; (2) the total number of proposals submitted to OTSO; and (3) past performance of the sub-grantee (if applicable).**

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## General Grant Proposals

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By submitting a grant proposal, your agency, if awarded a grant agreement, is agreeing to join a statewide partnership with the common goal of reducing fatal motor vehicle crashes in Ohio. OTSO reserves the right to require funding adjustments as deemed appropriate based on the proposal's scope of work and funding availability.

General traffic safety grant proposals must demonstrate cost effectiveness, measurable results, and the potential to positively impact the traffic-related goals both at the state and local levels. If it is appropriate for the grant activity, outreach efforts should be made and materials should be provided to reach the jurisdiction's ethnic/non English speaking populations (materials can be requested from OTSO).

### **Criteria used in selecting general projects:**

Based on fatal/serious injury traffic crash problem identification:

- Who is being served?
- What is the purpose and what is the intended outcome?
- Where will the project be undertaken?
- Why is the project needed?
- When will the project take place and when will the results be accomplished?
- How does the project relate to identified high risk areas? How will the results be measured? How will the project reduce the overall number of traffic related fatalities in Ohio?

### **Examples of why proposals get turned down. Proposals that:**

- Are not performance-based and data-driven or will have little impact on reducing traffic related fatalities ("feel-good" projects).
- Do not relate to the traffic safety problems identified by OTSO problem identification process.
- Are of poor quality.
- Are submitted by organizations or agencies that have had a poor performance record in managing projects.
- Use federal funding to replace existing state or local funding instead of funding a new or expanded effort ("supplanting" is prohibited by federal regulation).
- Fund staff positions that do not relate to the proposed project.

### **Allowable Costs**

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#### **Personnel/Coordination Expenses (Salaries and Wages)**

Payment of personnel costs is allowable when necessary to achieve the goals of the grant agreement.

Personnel activity reports are required for any individual working on this federal grant program. These reports, at a minimum, must document date worked, actual activity

performed and the number of hours per day to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor. It must be maintained by the administering agency and must be a part of the reimbursement documentation required.

Only labor and specific fringe benefit (i.e., Retirement, Workers' Compensation and Medicare, etc.) costs associated with OTSO-funded grant programs are eligible for reimbursement.

Only reimbursement for personnel (labor) costs based on actual hours worked are allowable. Labor cost based on a percentage of hours worked will not be accepted for reimbursement. Leave hours (i.e., sick, vacation, personal, holiday, etc.) are not reimbursable as direct labor hours.

### **Contractual Services**

Payment of contractual services is allowable when necessary to achieve the goals of the grant agreement. Costs are allowable for products, highway safety consultants, personal services and/or individuals for support services, provided applicable state and local procurement procedures are followed and documentation is available that describes the official contract and procurement practices. All sub-contracts and all purchases made under a sub-contract with any one vendor in excess of a combined total of \$5,000 must be submitted to OTSO for review prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Contracts and procurements must include "Special Provisions" as provided by OTSO.

### **Meetings and Conferences**

The cost to conduct in-state meetings and/or conferences where the primary purpose is the dissemination of traffic safety information is allowable. An agenda must be submitted to OTSO. Costs may include transportation, rental of meeting facilities and other meeting-related costs. Costs relating to food for meetings, award banquets, etc. are not allowable.

### **Equipment**

Goal-related equipment may be fundable with conditions. Equipment that will be purchased to carry out the scope of work must be listed in this section. Equipment is defined as an item purchased – not rented, leased or licensed – which has a total cost of \$1,000 or more per item and a useful life of at least one year. Do not list specific manufacturers by name, only the type of equipment to be purchased.

### **Supplies and Materials**

A limited amount of activity-specific supplies may be allowed. It is OTSO's expectation that the potential sub-grantee will provide general office supplies and expenses, exclusive of the grant as it does for any employee. Printing costs for large volume public information, educational and promotional materials are allowable.

## **Travel**

Costs may be fundable for travel-related expenses when expenses are for specific services benefiting both the goals of the approved grant program and those of OTSO. A current copy of the agency's travel policy must be submitted with proposal. All travel-related costs must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any travel costs. No international travel is fundable.

## **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 those of OTSO.

Costs to develop new training curricula are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by OTSO. Materials must be approved by OTSO.

## **Public Information and Education (PI&E)**

Costs to develop public awareness and education promotional materials are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by OTSO. Costs are also allowable to support promotional campaigns and activities that encourage the general public to adopt traffic safety practices. All public service announcements created with the aid of federal funds must contain closed-captioning for the hearing impaired.

## **Petty Cash**

Expenses paid with petty cash accounts may be funded when the expense supports both the goals and scope of work of the approved grant program. The potential sub-grantee must submit a copy of their agency's petty cash policy.

## **Rate/Cost Allocation Charges**

Costs that cannot be charged as actual costs and are charged to a program on a percentage basis (e.g., phone, copies, postage, etc.) can be reimbursed based on a rate/cost allocation plan. Any agency wanting to claim these costs must submit to OTSO a copy of their agency's rate/cost allocation plan showing the following: the list of programs/grants the costs are being distributed between, the percentage being charged to each program/grant, the list of costs being charged (with explanation if not clear), the dollar amounts being charged for that cost, and the grand total being charged to the programs/grants. If the rate/costs allocation plan shows more costs than you want to claim on your grant, mark which costs you are claiming on the grant.

## **Vehicle Mileage**

Costs for vehicle mileage reimbursed to an agency's employees will be reimbursed at the current rate of the agency. The potential sub-grantee must submit a copy of the agency's vehicle mileage rate policy with the proposal.

Vehicle mileage will not be reimbursed when using the agency's vehicle. Vehicle mileage to and from an employee's place of residence is not an allowable cost for reimbursement.

## **Unallowable Costs**

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### **Advertising/Public Communications**

Costs to purchase paid media (including, but not limited to, television, radio, print, outdoor or Internet)

### **Equipment**

Non-goal/traffic related equipment

### **Certain Labor Costs**

Dispatch services and costs associated with court appearances

### **Alcoholic Beverages**

Costs for alcoholic beverages

### **Food**

Food related expenses

### **Vehicle Fuel**

Costs for vehicle fuel

### **Entertainment**

Costs of entertainment, including amusement, diversion and social activities, and any costs directly associated with such costs (e.g., movies, shows, sport events, meals, lodging, rentals, transportation, gratuities, etc.)

### **Facilities and Construction**

Costs associated with the construction or reconstruction of the following items:

- Highway construction, maintenance, re-design
- Construction or re-construction of driving ranges, towers, skid pads
- "Rails for Trails" and bicycle trails
- Highway Safety Appurtenances (longitudinal barriers, sign and luminary supports, utility poles)
- Construction, rehabilitation, or remodeling for any building or structure
- Other infrastructures
- Cost of land

### **Office Furnishings and Fixtures**

Costs for the purchase of office furnishings and fixtures

### **Lobbying**

The cost of influencing U.S. Congress, federal agency officials and/or state agency officials/staff for activities associated with obtaining grants, contracts, cooperative agreements or loans is unallowable. The use of federal funds for reimbursing expenses for lobbying activities is also not allowable. However, federal regulations do not restrict reimbursement of a potential sub-grantee for providing factual formation or education services upon request from a legislative body.

## **Central Service Charges**

Costs for certain operational services provided to an agency on a centralized basis are unallowable. To be eligible for a reimbursement, a cost must be documented with an actual transfer of funds.

## **Grant Proposal Preparation and Submission**

Costs for preparation and submission of grant proposal(s) other than traffic safety related grants

## **Guidelines for Preparing the General Grant Proposal**

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### **Goals**

The goals for the proposed project will reflect how it is anticipated that the program will affect the community's traffic safety problems. These goals should guide the entire scope of work and evaluation of the project. The project goals must be clearly stated and identify realistic outcome(s) that are anticipated. A project can have one or multiple goals. If multiple goals are listed, they should be numbered (e.g., 1, 2, 3, etc.).

Goal statements include what results are sought (e.g., decrease fatalities, increase seat belt usage, decrease alcohol-related crashes). When appropriate, quantify the change that will occur as a result of the proposed activity (e.g., reduce crash frequency, increase usage rates, reduce speed related crashes, increase perceived risk of crash involvement, complete database development, increase membership on a task force, etc.). Provide a timeframe for when the change will occur.

### **Baselines**

In addition, a baseline must be reported for each project goal. This baseline establishes the current status of the goal.

### **Scope of Work**

Based on the identified traffic safety problems in the community served by the agency, describe a realistic and comprehensive approach that will impact the problem. Identify the project's relevant tasks and activities. If media is to be a part of the project, describe their anticipated involvement. Items listed in the budget must correspond to the scope of work and/or work plan. If appropriate, identify and quantify the target audience that will be reached by this goal.

### **Program Impact/Evaluation**

The section describes how the project's impact on the stated goals will be measured. OTSO does not expect extensive evaluation components; however, the evaluation should be completed in a manner that reflects the impact of the program and provides the agency useful information about the program's progress.

The data used for the evaluation strategy should be specific to the jurisdiction and should be collected by the agency conducting the program or another agency in the jurisdiction. Attempt to demonstrate that the project activity impacted the problem (i.e., that behavior, attitudes, and/or knowledge changed as a result of the program).

In some cases, it is not appropriate to conduct an impact evaluation of the traffic safety program. In these cases, an administrative evaluation should be completed detailing the activity that was required to administer the program (e.g., number of pamphlets produced, number distributed, meetings held, attendees at meetings, etc.). All tasks that pertain to the evaluation of the program should be described in the work plan that is to be submitted with the proposal.

When developing an evaluation, build each component from the established goals. That is, for each goal, there must be some way proposed of evaluating it and determining if it has been reached.

For more information on writing the goals/baselines, scopes and/or the evaluation, contact OTSO.

### **Work Plan**

All activities proposed in the work plan must support proposed goals and further define scope of work.

Regular monthly/quarterly meetings should be added as one work plan activity. Each occurrence of the same meeting does not need to be added separately.

Minimum acceptable information in work plan is:

*Activity* – Required – Choose selection from the drop down

*Activity Name* – Required – Provide a brief clear activity name

*Activity Description* – Required – Provide a clear description/justification of the activity

*Date Range of Activity* – Required – Enter a date range that will encompass all activities for that event/activities – Do not enter a year-long date range.

*Location* – Not Required – This field is not required; however, if known, you may enter the location

*Number of Staff Hours* – Required – Enter the estimated number of hours for the activity (not per person) – see Note.

**Note:** The number of hours requested in the budget must match the number of hours listed in the work plan.

### **Budget**

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#### **Direct Labor**

Identify the employee, position, number of hours and hourly rate for each position that will be funded through the grant. The number of hours requested in the budget needs to match the number of hours submitted in the work plan.

#### **Labor Fringe Benefit**

Itemize the agency's fringe rates. Only the employer's share is eligible. The computer will total all the agency's fringe rates to calculate a total fringe percentage and will calculate

the total labor fringe benefit cost. Documentation verifying fringe percentages must be available to OTSO upon request.

### **Vehicle Mileage**

Itemize mileage necessary to conduct the activities of the grant in this section. Cost for vehicle mileage reimbursed to an agency will be at the current rate of the agency. Vehicle mileage will not be reimbursed when using the agency's vehicle. Vehicle mileage to and from an employee's place of residence is not an allowable cost for reimbursement. Costs for fuel are unallowable. A current mileage policy must be submitted to OTSO.

### **Travel Expense**

Identify in-state and out-of-state travel to conferences, meetings and training activities. Transportation, meals and lodging should be estimated for each trip. Multiple travels to like events can be listed on one line (e.g., six meetings @ \$25 each). A current travel policy must be submitted to OTSO. All claims for travel reimbursement must be accompanied by a Conference/Workshop Report form.

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### **Other Direct Costs**

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