

# Ohio Traffic Safety Office

## FFY 2018 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.

The OTSO is responsible for coordinating and managing the Section 402 State and Community grants, Section 405 National Priority Safety Program 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.

The 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, 57.77 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.

## Goal of the Traffic Safety Grant Program

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### **What is the OTSO trying to accomplish?**

The OTSO awards grants to local units of government (e.g., county, city, township, village, law enforcement agency, board of education, health department, metropolitan planning organization, etc.), state agencies, non-profit organizations, hospitals, educational service centers, colleges or universities to reduce the number of traffic related fatalities in Ohio.

### **How will the OTSO measure this?**

The OTSO submits annual goals, progress reports and an annual report to the National Highway Traffic Safety Administration. See the goals that have been set for FFY 2018 below.

### **How will the OTSO execute the programs to produce measurable results?**

Grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward meeting the established goals.

### **FFY 2018 Goals**

Below are Ohio's tentative FFY 2018 Traffic Safety Goals. These goals were formed using preliminary 2016 data. Refer to Ohio's FFY 2018 Highway Safety Plan (HSP) for Ohio's finalized Traffic Safety goals. The FFY 2018 HSP will be posted online fall of 2017.

- Reduce traffic fatalities 1.00 percent per year from 1,072 (2012 – 2016 average) to 1,061 by 2017 and to 1,051 by 2018.
- Reduce serious traffic injuries 1.00 percent per year from 9,216 (2012 – 2016 average) to 9,124 by 2017 and to 9,033 by 2018.
- Reduce the fatalities/VMT rate 1.00 percent per year from 0.93 (2012 – 2016 average) to 0.92 by 2017 and to 0.91 by 2018.
- Reduce the rural fatalities/VMT rate 7.05 percent from 1.51 (2012 – 2016 average) to 1.40 by 2018.
- Reduce the urban fatalities/VMT rate 1.25 percent from 0.66 (2012 – 2016 average) to 0.65 by 2018.
- Reduce unrestrained passenger vehicle occupants fatalities (all seat positions) 3.04 percent from 378 (2012 – 2016 average) to 367 by 2018.
- Reduce alcohol impaired driving fatalities 4.41 percent from 315 (2012 – 2016 average) to 301 by 2018.
- Reduce speed-related fatalities 8.12 percent from 269 (2012 -2016 average) to 247 by 2018.
- Reduce motorcyclist fatalities 1.25 percent from 159 (2012 – 2016 average) to 157 by 2018.
- Reduce un-helmeted motorcyclist fatalities 1.25 percent from 112 (2012 – 2016 average) to 111 by 2018.
- Reduce drivers age 20 and younger involved in fatal crashes 1.25 percent from 144 (2012 – 2016 average) to 142 by 2018.
- Reduce pedestrian fatalities 1.25 percent from 108 (2012 – 2016 average) to 107 by 2018.
- Reduce bicyclist fatalities 1.25 percent from 18 (2012 – 2016 average) to 17 by 2018.

- Increase observed seat belt use for passenger vehicles, front seat outboard occupants by 0.56 percent from 83.8 in 2016 to 84.3 in 2018.

### **How can my agency help the OTSO reduce traffic related fatalities?**

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. Proposals are expected to be problem identification driven.

### **How will my agency measure this?**

Based on the identified and proposed countermeasures, each grant proposal must show how the effectiveness of the proposed effort will be measured.

### **How will my agency execute our program to help Ohio achieve measurable results in reducing traffic related fatalities?**

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 listed above.

**The 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.**

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

**The 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 2018 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Monday, May 22, 2017.**

**Late proposals will not be considered for funding. The 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.**

## Competitive Grants Funding Priorities

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Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*. In 2016, there were 1,133 fatalities on Ohio's roads. Ohio's current fatality rate is 0.94 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, occupant protection, 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 2018, the 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. The 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 includes traffic crash data from 2014, 2015 and preliminary 2016.

The OTSO set a minimum eligibility requirement to apply for high visibility overtime grants (Impaired Driving Enforcement Program and Selective Traffic Enforcement Program). To be eligible, a jurisdiction had to experience an annual average of 2.0 or more fatal crashes over the three-year period of 2014, 2015 and 2016.

As a means of directing resources where the state's highest numbers of alcohol-related crashes occur, Ohio has worked to establish 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 2018, a county had to experience an annual average of 6.0 or more alcohol-related fatal crashes over the three-year period of 2014, 2015 and 2016.

In addition to analyzing crash data, the OTSO participation in Ohio's Strategic Highway Safety Plan (SHSP) Committee helped identify and prioritize problem identification. The OTSO also reviewed and evaluated recommendations from Traffic Records Coordinating Committee (TRCC) meetings, Safety Conscious Planning workshops, regional workshops, meetings with sub-recipients (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, traffic records, etc.) to identify program direction in FFY 2018. The National Highway Traffic Safety Administration (NHTSA) headquarters staff and Region 5 staff also provided guidance throughout the year.

## 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.

The 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.

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

The 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 the 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 the OTSO, should the proposal be approved for funding.

*Project Director* – The project director is designated as the agency's liaison with the OTSO by the authorizing official. Should the proposal be approved for the OTSO funding, this individual will oversee the daily activities of the grant and ensure that the scope of work and evaluation are completed as proposed. This individual will also serve as the primary contact person for the grant.

*Fiscal Officer* – The fiscal officer is responsible for the fiscal activities of the agency. This individual is responsible for overseeing the grant's budget, as well as submitting properly prepared claims for reimbursement to the OTSO.

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 the OTSO and the administering agency. It will terminate at the end of the federal fiscal year (September 30, 2018), 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 the OTSO.

### **Preparing the Grant Proposal**

Each of the following sections describes the requirements for completing the FFY 2018 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. Proposal Guideline Power Point presentations are available at: <http://ohiohighwaysafetyoffice.ohio.gov/> 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 2018:

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

### **Grant Proposal Deadline**

FFY 2018 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Monday, May 22, 2017.

Late proposals will not be considered for funding. The 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.

## 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-recipients to comply with applicable federal statutes, regulations, and policies may subject themselves to civil or criminal penalties or place the agency in sub-recipient on notice status and the 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 Section 402 (Highway Safety Act of 1966), 23 USC Section 164, and 23 USC Section 405 National Priority Programs). They should be implemented in conjunction with the appropriate Office of Management and Budget (OMB) circular:

- State and Local Governments – **2 CFR Part 225**
- Educational Institutions – **2 CFR Part 220**
- Non-Profit Organization – **2 CFR Part 230**
- Hospitals – **2 CFR Part 215**

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-recipient 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 the OTSO for necessity, appropriateness, potential benefit, and impact.** If in doubt, contact the OTSO to determine if a particular cost item is fundable prior to submission of this grant proposal.

### Supplanting

Grant 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 the 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-recipients.

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, the OTSO is required by the Office of Management and Budget (OMB) Subpart F of the Uniform Guidance 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.

## **Program Income**

Both NHTSA and the OTSO encourage sub-recipients 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 Plus System and made available to the OTSO upon request during monitoring visits.

## 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-recipient” 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. All activities conducted under this grant program must address problem ID as shown in the county profile and be data driven and evidence-based. “Countermeasures That Work” must be used to determine the work plan activities to achieve the goals of the grant.

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-recipient will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with

disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

• **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

The sub-recipient —

• Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted.

• Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;

• Agrees to comply (and require any of its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;

• Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;

• Insert in all contracts and funding agreements with other State or private entities the following clause:

During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway

safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and

- e. To insert this clause, including paragraphs a through e, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

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

The sub-recipient 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 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:
  - o The dangers of drug abuse in the workplace.
  - o The grantee's policy of maintaining a drug-free workplace.
  - o Any available drug counseling, rehabilitation, and employee assistance programs.
  - o The penalties that may be imposed upon employees for drug violations occurring in the workplace.
  - o 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 –
  - o Abide by the terms of the statement.
  - o 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)(2) 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)(2), with respect to any employee who is so convicted –
  - o Taking appropriate personnel action against such an employee, up to and including termination.
  - o Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a 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 State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items 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. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

6.) **Political Activity (Hatch Act)**

The sub-recipient will comply with provisions 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**

1. 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, an 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 modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an 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.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts,

subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients 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 not 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 (States)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. 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.
3. 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 or may pursue suspension or debarment.
4. 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.
5. The terms *covered transaction*, *debarment*, *suspension*, *ineligible*, *lower tier*, *participant*, *person*, *primary tier*, *principal*, and *voluntarily excluded*, as used in this clause, have the

meaning set out in the Definitions and coverage sections of 2 CFR Part 180. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. 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 NHTSA.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "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 and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
8. 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.
9. 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.
10. Except for transactions authorized under paragraph 6 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 transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

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

- (1) 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 (1)(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.

(2) 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

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. 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.
3. 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.
4. The terms *covered transaction*, *debarment*, *suspension*, *ineligible*, *lower tier*, *participant*, *person*, *primary tier*, *principal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. 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 NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
7. 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.

8. 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.
9. Except for transactions authorized under paragraph 5 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 transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

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

1. 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.
  2. 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.) **Prohibition On Using Grant Funds To Check For Helmet Usage**  
The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
- 11.) **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 1 (888) 221-0045 or visit its website at [www.trafficsafety.org](http://www.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 the OTSO representatives upon request.

12.) **Policy to Ban Text 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 or 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.

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 online GRANTS Plus System;
- C.) Actual costs that are incurred in accordance with OMB Circulars 2 CFR Part 200, Part 215, Part 220, Part 225, Part 230 and 45 CFR Part 74 Appendix E limited to the approved activity.

14.) **Supplanting**

Grant funds must not be used to supplant state or local funds, meaning that grant 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-recipient and/or its sub-recipients.

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. The OTSO will notify the sub-recipient 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. The Pre-Activity Form must be signed, dated and submitted to the OTSO. Changes in the project director and/or fiscal officer will require a new pre-activity.

17.) **Regional Meetings**

Sub-recipients must attend all scheduled 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-recipient 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 25 for additional requirements.

19.) **Grant Revisions**

Any changes, additions, or deletions to this agreement must be submitted online and approved by the OTSO prior to implementing proposed changes. All final revisions to this agreement (either programmatic or fiscal), must be submitted online prior to September 1, 2018. Any requests for revisions after this date will not be approved.

The 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 the 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.

21.) **GRANTS Plus User Accounts/Password Security**

For security purposes, each person using the GRANTS Plus system must have a separate user name and password. Each account must have its own email account. **Sub-recipient 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 paid hours worked. Labor costs based on a percentage of hours worked or hours accrued as comp time will not be accepted for reimbursement. Leave hours (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 detailed explanation of activity performed and the number of hours per day to be charged to this agreement. This document must be signed and dated by the individual and their 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 the 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 the OTSO on a Request to Purchase form prior to incurring the cost.

Any training courses must be submitted to and approved by the 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 the 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 the 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, Educational Materials**

All supplies, materials, 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-recipient must submit a final draft copy of all 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-recipient must be available to the ODPS/OTSO upon request.

29.) **Request for Bids**

OTSO will not reimburse for costs incurred by a sub-recipient 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 the 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 the 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 the OTSO.

All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency’s travel policy whichever is less.

A current travel policy must be submitted with the grant proposal. The 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 the OTSO on a Request to Purchase form prior to incurring the cost.

32.) **Request to Purchase (RTP)**

All RTPs must be submitted to the OTSO by August 1, 2018.

33.) **Program Income**

The NHTSA and the OTSO encourage sub-recipients to generate program income. Program income means gross income received by the grantee or sub-recipient 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 the OTSO grant monitoring visit, and this information must be reported as part of the activity report.

34.) **Reimbursement Claims/Progress Reports**

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. Reimbursement claims with accurate documentation and corresponding report information must be submitted monthly. Whether or not a sub-recipient conducts grant-related activity, each sub-recipient must submit a monthly reimbursement claim and corresponding report information monthly. If there wasn't any activity, a zero reimbursement claim/report must be submitted. The monthly reimbursement claim/report must be submitted online to the 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-Recipient on Notice" status.

35.) **Denial of Costs**

The OTSO may deny costs for non-compliance with the 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 the OTSO within 30 days after the date transmitted to the sub-recipient or the sub-recipient relinquishes all rights to the denied cost(s).

36.) **Monitoring**

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

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

Sub-Recipients that fail to meet performance standards and/or grant requirements may be placed in "Sub-Recipient on Notice" status. This designation will last until an agency satisfies agreed upon requirements.

Criteria for being placed in "Sub-Recipient on Notice" status:

- a) A pattern of untimely submissions of required reimbursement claims/activity reports (including required supporting documentation)
- b) Sub-recipient fails to perform activities according to the approved plan
- c) A pattern of utilizing funds for unapproved activities, or has attempted to as identified in the review of reimbursement claims and submission of supporting documentation.

For more information about Sub-Recipient on Notice, contact the OTSO.

38.) **Final Report and Final Claim**

A final comprehensive annual report **and** a properly documented final claim for reimbursement are due to the OTSO October 15th.

**The final reimbursement claim will not be reviewed until the annual report has been submitted.**

- If either the final reimbursement claim or the annual report are not submitted by November 1<sup>st</sup>, a 10 percent penalty will be deducted from the final reimbursement claim.
- If either the final reimbursement claim or the annual report are not submitted by November 15<sup>th</sup>, the final claim 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, the OTSO is required by the Office of Management and Budget (OMB) SubPart F of the Uniform Guidance 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 the ODPS/OTSO upon request.

41.) **Termination of Agreement**

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

**Special Conditions**

In addition to Terms and Conditions # 1 – 42, the following Special Conditions apply to OVI Task Forces (OVITF), Impaired Driving Enforcement Program (IDEP)/Selective Traffic Enforcement Program (STEP), Safe Communities (SC) and General (GG) grant awards:

**Impaired Driving Enforcement Program/Selective Traffic Enforcement Program/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-recipient's file for this agreement.

45.) **Training Certification**

The sub-recipient 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): Standardized Field Sobriety Testing (SFST)

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

46.) **Mandatory Blitzes**

Funding for all the OTSO identified blitzes must be used for overtime traffic enforcement, saturation patrols and OVI checkpoints only. Directing traffic, conducting parking detail at events, crash investigations, criminal investigations (i.e., drug investigation/enforcement, assaults, thefts, etc.), 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 the 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 21 – June 3, 2018

**DSOGPO:** August 17 – September 3, 2018

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. STEP and IDEP 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. The 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-recipient's current labor agreement or departmental policy. Part-time permanent staff members are eligible for funding, with prior approval by the 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.) **Transportation Costs**

The 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.

51.) **Education Efforts**

The OTSO will reimburse for hour/costs spent towards education efforts for IDEP/STEP and OVITF grants. These efforts can be used towards educating students, the general public at events, or officers and must be consistent with traffic safety problem identification (no interview techniques or other courses not related to traffic safety). 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 (do not include coordination costs) will be allowed towards education efforts.

**OVI Task Forces Only**

52.) **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.

53.) **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**

54.) **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.

55.) **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 CIOT event must be no earlier than May 14, 2018 and no later than May 25, 2018. The DSOGPO event must be no earlier than August 10, 2018 and no later than August 24, 2018. These events must include participation, at a minimum, by your coalition members, local law enforcement, community leaders, and the media. Each Safe Communities must complete and submit a Kick-off Event Form by the required deadline. Each form will be reviewed for content. Additional participation in an adjacent county’s event will be considered on a case by case basis.

56.) **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.

57.) **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 the 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 the OTSO.

58.) **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 detailed explanation of activity performed and the number of hours per day to be charged to this agreement. This document must be signed and dated by the individual and their immediate supervisor. It must be included as a part of the reimbursement documentation.

59.) **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**

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 detailed explanation of activity performed and the number of hours per day to be charged to this agreement. This document is to be signed and dated by the individual and their immediate supervisor. It must be included as a part of the reimbursement documentation.

## **Impaired Driving Enforcement Program / Selective Traffic Enforcement Program** *(Law Enforcement Agencies Only)*

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High Visibility Enforcement (HVE) is a universal traffic safety approach designed to create deterrence and change unlawful traffic behaviors. HVE combines highly visible and proactive law enforcement targeting a specific traffic safety issue. Law enforcement efforts are combined with visibility elements and a publicity strategy to educate the public and promote voluntary compliance with the law.

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. The 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.

### **Impaired Driving Enforcement Program (IDEP)**

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 HVE activities in areas to impact their impaired driving fatal crashes. **Overtime enforcement will be considered for funding between 6 p.m. and 6 a.m. at locations deemed appropriate, based on local needs and as supported by local fatal/serious injury crash problem identification.**

### **Selective Traffic Enforcement Program (STEP)**

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 HVE activities in areas to impact their fatal crashes (e.g. occupant protection, speed, impaired driving, 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.

The 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 (no interview techniques or other courses not related to traffic safety). Education efforts must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring any costs.

### **Minimum Eligibility Requirements**

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To be eligible for IDEP/STEP 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 2014, 2015, and 2016, your jurisdiction experienced an average of at least 2.0 motor vehicle related fatal crashes (total of six or more fatal crashes during these three years) as reported in the Fatality Analysis Reporting System (FARS).

- Each agency must request hours for both the IDEP and the STEP program to conduct enforcement during mandatory blitzes, the national “Click It or Ticket” and “Drive Sober or Get Pulled Over” enforcement campaigns and additional non-blitz hours throughout the year based on fatal/serious injury crash problem identification.
- Your agency must submit to their local media a press release announcing the grant award.
- Your agency must conduct all the OTSO mandatory blitzes listed on the following page, including the national “Click It or Ticket” and “Drive Sober or Get Pulled Over” enforcement campaigns.
- 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.** The OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.
- All sub-recipients are required to work with other jurisdictions on common corridors to achieve the HVE concept.

If your agency agrees to meet all of these requirements, your agency is eligible for funding consideration for the IDEP/STEP grant program.

### Jurisdiction Sizes

The 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

The 2010 Census figures are available at the Ohio Department of Development (ODOD) website at: [http://development.ohio.gov/reports/reports\\_census2010\\_map.htm](http://development.ohio.gov/reports/reports_census2010_map.htm) with populations for city/villages and counties.

Maximum Number of Reimbursable Hours Per Agency		
Jurisdiction Size	IDEP Hours	STEP Hours
Small	420 hours	280 hours
Medium	660 hours	440 hours
Large	780 hours	520 hours

**Note:** *This is the maximum amount of hours you can take. If your agency cannot use all the hours, you may request less. Hours must be a 60 percent (IDEP)/40 percent split (STEP). Example: If your agency can only work 300 hours of IDEP overtime, the max amount of hours you may request for STEP overtime is 200 hours.*

## Mandatory Blitzes/National Enforcement Campaigns

To qualify for Selective Traffic Enforcement Program funding, each jurisdiction must participate in the mandatory blitzes and the national enforcement campaigns listed below. Directing traffic, conducting parking detail at events, crash investigations, criminal investigations (i.e., drug investigation/enforcement, assaults, thefts, etc.), 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	Grant Program
October 27 – 31, 2017	Halloween	IDEP Only
November 17 – 26, 2017	Thanksgiving	IDEP and/or STEP
December 8, 2017 – January 2, 2018	Christmas/New Years	IDEP Only
February 4 – 5, 2018	Super Bowl	IDEP Only
March 17 – 19, 2018	St. Patrick's Day	IDEP Only
April – May 2018	Prom	IDEP and/or STEP
May 21 – June 3, 2018	Click It or Ticket	STEP Only
July 1 – 5, 2018	4 <sup>th</sup> of July	IDEP Only
August 17 – September 3, 2018	Drive Sober or Get Pulled Over	IDEP Only
October 2017 and/or September 2018	Homecoming	IDEP and/or STEP

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

Jurisdiction Size	CIOT Required Hours	DSOGPO Required Hours
Small	63	63
Medium	99	99
Large	117	117

**Note:** These minimum required hours are based on the agency requesting the maximum amount of hours available for the jurisdiction size. If requesting fewer hours, at least 22.5 percent of the STEP hours requested must be worked during the CIOT mobilization and at least 15 percent of the IDEP hours requested must be worked during the DSOGPO mobilization.

### Allowable Costs

#### Labor Expenses (Salaries and Wages)

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

Only labor and the employer's share of specific fringe benefits (i.e. Retirement, Workers' Compensation and Medicare) costs associated with the 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 or hours accrued as comp time will not be accepted 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 the 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.

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

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

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

### **STEP 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 (no interview techniques or other courses not related to traffic safety). Education efforts must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring any costs.

<b>Maximum Amount of Education</b>	
<b>Jurisdiction Size</b>	<b>Amount</b>
Small	\$1,500.00
Medium	\$2,500.00
Large	\$3,500.00

### **Transportation Costs**

The OTSO will reimburse a total of five percent (dollars) of direct labor costs for the agency to put towards 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:** Education costs are not included in the labor costs when calculating transportation.

### **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, criminal investigations (i.e., drug investigation/enforcement, assaults, thefts, etc.), any 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-recipient for providing factual information or educational services upon request from a legislative body.

### **Grant Proposal Preparation and Submission**

Costs for preparation and submission of grant proposal(s)

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**The 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.**

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

**The 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 2018 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Monday May 22, 2017. Late proposals will not be considered for funding. The 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.**

## 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 2018 OVI Task Force grant funding, an 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 2014, 2015 and 2016 (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. The 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	Lorain County
Clark County	Lucas County
Clermont County	Montgomery County
Cuyahoga County	Stark County
Franklin County	Summit County
Hamilton 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 2018:

County	Max Amount	Minimum Checkpoints	Exit Strategy
Trumbull County	\$122,805.38	12	75% of 2016 Level
Mahoning County	\$112,476.19	8	50% of 2015 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 17 – September 3, 2018.

- Alcohol-related overtime enforcement activity must be conducted in the areas and time periods of alcohol-related problems identified through a site selection process.
- The 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-recipients, 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 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 2014, 2015, and 2016 and the Ohio Investigative Unit’s data to assist in determining the jurisdiction’s alcohol-related problem area(s). The Traffic Crash Facts for 2013, 2014, and 2015 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 and dated by the individual and their 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 the 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 or hours accrued as comp time will not be accepted for reimbursement.

Costs incurred by the potential sub-recipient 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 the 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 the 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 the 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. All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency’s travel policy whichever is less. A current travel policy must be submitted with the proposal (attach electronically, fax or mail). OTSO will not reimburse for meals provided by the conference.

### **Equipment**

Alcohol-related equipment purchases are an allowable cost. The equipment must be justified, submitted to and approved by the 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 the OTSO's expectation that the potential sub-recipient 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 the 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-recipients)

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.

## **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-recipients 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 the 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 (no interview techniques or other courses not related to traffic safety). 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, criminal investigations (i.e., drug investigation/enforcement, assaults, thefts, etc.), any 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-recipient for providing factual information 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

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The 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.

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

The 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 2018 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Monday, May 22, 2017. Late proposals will not be considered for funding. The 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 2018, the 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. The 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 2014, 2015, and 2016. The Safe Communities Program is a competitive grant program. Grants will be directed toward those community traffic safety activities that will help Ohio achieve its goals. Below is the funding chart for FFY 2018. 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. New programs must have a three year average of 5.92 or higher to be eligible.

3-Year Average Number of Fatal Crashes	Maximum Funding Amount
39.62 and over	\$125,000.00
29.71 – 39.61	\$ 85,000.00
19.79 – 29.70	\$ 65,000.00
14.84 – 19.78	\$ 50,000.00
9.90 – 14.83	\$ 42,000.00
5.92 – 9.89	\$ 35,000.00
0.00 – 5.91	\$ 25,000.00

### Eligible Counties

County	3-Year Average	Maximum Amount	County	3-Year Average	Maximum Amount
Franklin	78.67	\$125,000.00	Fulton	9.33	\$ 35,000.00
Cuyahoga	63.00	\$125,000.00	Pickaway	9.00	\$ 35,000.00
Hamilton	51.67	\$125,000.00	Erie	8.67	\$ 35,000.00
Montgomery	48.33	\$125,000.00	Muskingum	8.33	\$ 35,000.00
Lucas	34.67	\$ 85,000.00	Morrow	8.33	\$ 35,000.00
Summit	31.33	\$ 85,000.00	Coshocton	8.33	\$ 35,000.00
Stark	30.00	\$ 85,000.00	Marion	8.00	\$ 35,000.00
Butler	25.67	\$ 65,000.00	Williams	7.67	\$ 35,000.00
Lorain	24.33	\$ 65,000.00	Huron	7.67	\$ 35,000.00
Licking	18.67	\$ 50,000.00	Darke	7.67	\$ 35,000.00
Mahoning	18.67	\$ 50,000.00	Preble	7.33	\$ 35,000.00
Clermont	18.00	\$ 50,000.00	Greene	7.33	\$ 35,000.00
Wood	16.67	\$ 50,000.00	Tuscarawas	7.00	\$ 35,000.00
Clark	16.00	\$ 50,000.00	Shelby	7.00	\$ 35,000.00
Trumbull	14.33	\$ 42,000.00	Fayette	7.00	\$ 35,000.00
Wayne	14.00	\$ 42,000.00	Athens	7.00	\$ 35,000.00
Portage	13.33	\$ 42,000.00	Madison	6.67	\$ 35,000.00
Geauga	13.33	\$ 42,000.00	Belmont	6.67	\$ 35,000.00
Ashtabula	13.33	\$ 42,000.00	Union	6.33	\$ 35,000.00
Delaware	13.00	\$ 42,000.00	Logan	6.33	\$ 35,000.00
Warren	13.00	\$ 42,000.00	Knox	6.33	\$ 35,000.00

Fairfield	12.67	\$ 42,000.00	Defiance	6.33	\$ 35,000.00
Lake	11.33	\$ 42,000.00	Washington	6.00	\$ 35,000.00
Hancock	11.00	\$ 42,000.00	Jefferson	6.00	\$ 35,000.00
Miami	10.67	\$ 42,000.00	Pike	5.33	\$ 25,000.00
Medina	10.67	\$ 42,000.00	Adams	4.67	\$ 25,000.00
Sandusky	10.67	\$ 42,000.00	Perry	4.33	\$ 25,000.00
Ross	10.33	\$ 42,000.00	Carroll	4.00	\$ 25,000.00
Richland	10.33	\$ 42,000.00	Holmes	3.33	\$ 25,000.00
Columbiana	10.33	\$ 42,000.00	Seneca	3.00	\$ 25,000.00
Allen	9.67	\$ 35,000.00	Wyandot	2.67	\$ 25,000.00
Scioto	9.33	\$ 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. The 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**

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**

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 the OTSO 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 3-year fatal crash average, a grant proposal must specify strategies in specific traffic safety program areas for FFY 2018.

Programs with a 3-year fatal crash average between 0.00 and 9.89 may conduct strategies focusing on a maximum of three specific traffic safety areas.

Programs with a 3-year fatal crash average between 9.90 and 19.78 may conduct strategies focusing on a maximum of four specific traffic safety areas.

Programs with a 3-year fatal crash average of 19.79 and higher may conduct strategies focusing on a maximum of five specific traffic safety areas.

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 additional program area(s) are submitted in the proposal for consideration, the program area(s) must be justified by local fatal crash problem identification. 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 the OTSO).

## **Safe Communities Requirements**

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- Each Safe Communities must form a coalition. The coalition should include but is not limited to: members from law enforcement, schools, government agencies, engineers, service organizations, health and medical fields, businesses, media, county/community leaders and others interested in improving traffic safety in the county. Safe Communities coalitions are required to meet at least four times during the grant year.
- 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, Meigs County experienced one fatal crash resulting in two deaths. Last year in Meigs County, we had no fatal crashes. As of this date, Meigs 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 2018. The campaigns/blitzes include:

Campaign	Dates
Halloween	October 27 – 31, 2017
Thanksgiving	November 17 – 26, 2017
Christmas/New Years	December 8, 2017 – January 2, 2018
Super Bowl	February 4 – 5, 2018
St. Patrick’s Day	March 17 – 19, 2018
Motorcycle Awareness	March – September 2018
Prom Season	April – May 2018
Click It or Ticket	May 21 – June 3, 2018
4th of July	July 1 – 5, 2018
Drive Sober or Get Pulled Over	August 17 – September 3, 2018
Homecomings	October 2017 and/or September 2018

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 CIOT event must be no earlier than May 14, 2018 and no later than May 25, 2018. The DSOGPO event must be no earlier than August 10, 2018 and no later than August 24, 2018. These events must include participation, at a minimum, by your coalition members, local law enforcement, community leaders, and the media. Each Safe Communities must complete and submit a Kick-off Event Form by the required deadline. Each form will be reviewed for content. Additional participation in an adjacent county’s event will be considered on a case by case basis.

- Each program should use the resources in its community for promotional and educational materials. **A maximum of 15 percent of the grant may be approved for supplies/educational materials.** Only a basic description is required in the budget. These items must be submitted to and approved by the OTSO on a Request to Purchase form (including the purpose, need, how items will be distributed and how effectiveness will be measured) prior to incurring the cost. These items should complement the program area that is addressed with each countermeasure.
- In addition to distributing materials and the two required kick off events, Safe Communities must take advantage of opportunities to interact with the community. See chart below for the minimum number of “events” (in addition to the kick-off events) required by grant amount. An acceptable event is where you set up a table, booth, tent, etc. and interact with the public to deliver the OTSO approved traffic safety messaging. These events must include activities where there is interaction beyond distributing materials. Spin wheels, corn hole, school presentations, presentations to local groups etc. are examples of activities that when combined with education and pre and post surveys that are acceptable. Events will be reviewed to ensure all traffic safety problems are addressed in the community.

Minimum Number of Events	Maximum Funding Amount
20	\$125,000.00
18	\$ 85,000.00
16	\$ 65,000.00
14	\$ 50,000.00
12	\$ 42,000.00
10	\$ 35,000.00
8	\$ 25,000.00

## 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 and dated by the individual and their 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 the 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 or hours accrued as comp time 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 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 the 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 the 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-recipient 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 (registration, hotel, per diem for conferences/workshops).

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

No international travel is fundable.

All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less. A current travel policy must be submitted with the proposal (attach electronically, e-mail, fax or mail).

The OTSO will not reimburse for meals provided by the conference.

## **Supplies and Materials/Educational Materials**

It is the OTSO's expectation that the potential sub-recipient 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.

A limited amount of activity-specific supplies may be approved. These items should complement the program areas that you are addressing with your countermeasures. Only a basic description is required in the budget.

All items must be submitted to and approved by the OTSO on a Request to Purchase form (including the purpose, need, how items will be distributed and how effectiveness will be measured) prior to incurring the cost.

The OTSO recommends that programs work within their communities to get incentive items to complement their programs. All items must be necessary to your program and must support the traffic safety initiatives that have been proposed.

A maximum of 15 percent of the total grant will approved for supplies and educational materials.

## **Equipment**

Goal-related equipment may be fundable, with conditions, for selected items. All purchases must be submitted to and approved by the 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.

**Phone**

If not already provided by the agency, the 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 the OTSO. All materials must be approved by the OTSO.

All training requests and purchases must be submitted to and approved by the 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 the 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-recipient 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 the 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-recipient for providing factual information 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.

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The 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.

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

The 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 2018 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Monday, May 22, 2017. Late proposals will not be considered for funding. The 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.**

## 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. The 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 the 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 the 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 and dated by the individual and their 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 the 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 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 the 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 the 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 the OTSO's expectation that the potential sub-recipient will provide general office supplies and expenses, exclusive of the grant as it does for any employee. Printing costs for large volume public information, and educational 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 the OTSO. All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less. 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 the OTSO on a Request to Purchase form prior to incurring any travel costs. No international travel is fundable. The OTSO will not reimburse for meals provided by the conference.

## **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.

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 the OTSO. Materials must be approved by the OTSO.

All training requests and purchases must be submitted to and approved by the 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.

## **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-recipient 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 the 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-recipient 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-recipient for providing factual information or education services upon request from a legislative body.

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