

# OHIO TRAFFIC SAFETY OFFICE

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FFY 2016 Pre-Grant Presentation

# FFY 2016 Solicitation Package

The FFY 2016 Solicitation Package is available in PDF format online at <http://ghsogrants.dps.ohio.gov>

- On the left side, click on Traffic Safety Proposal Package
- All grants - Pages 3 – 26
- General Grant – Pages 111 – 126

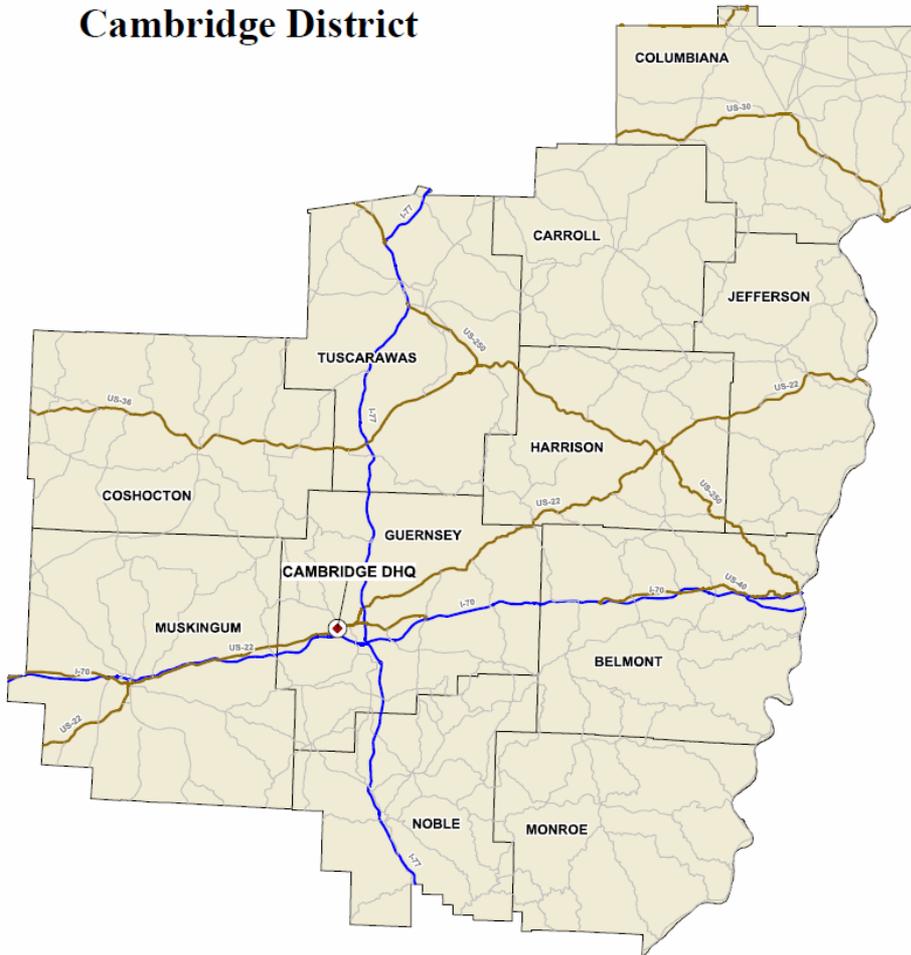
This presentation will cover highlights of the package, review the entire package before submitting your proposal.

**All 2014 data referenced in this document is preliminary.**



# Contact Information – Cambridge District

## Cambridge District



### Contact Information:

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

**LEL – Jack Fleming:** 440/787-3848

### OSP Patrol Post:

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

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

# Contact Information – Cleveland District

## Contact Information:

**OTSO Planner - Michelle Liberati-Cobb:**

614/466-3250

**LEL – Jack Fleming:** 440/787-3848

**OSP Patrol Post:**

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

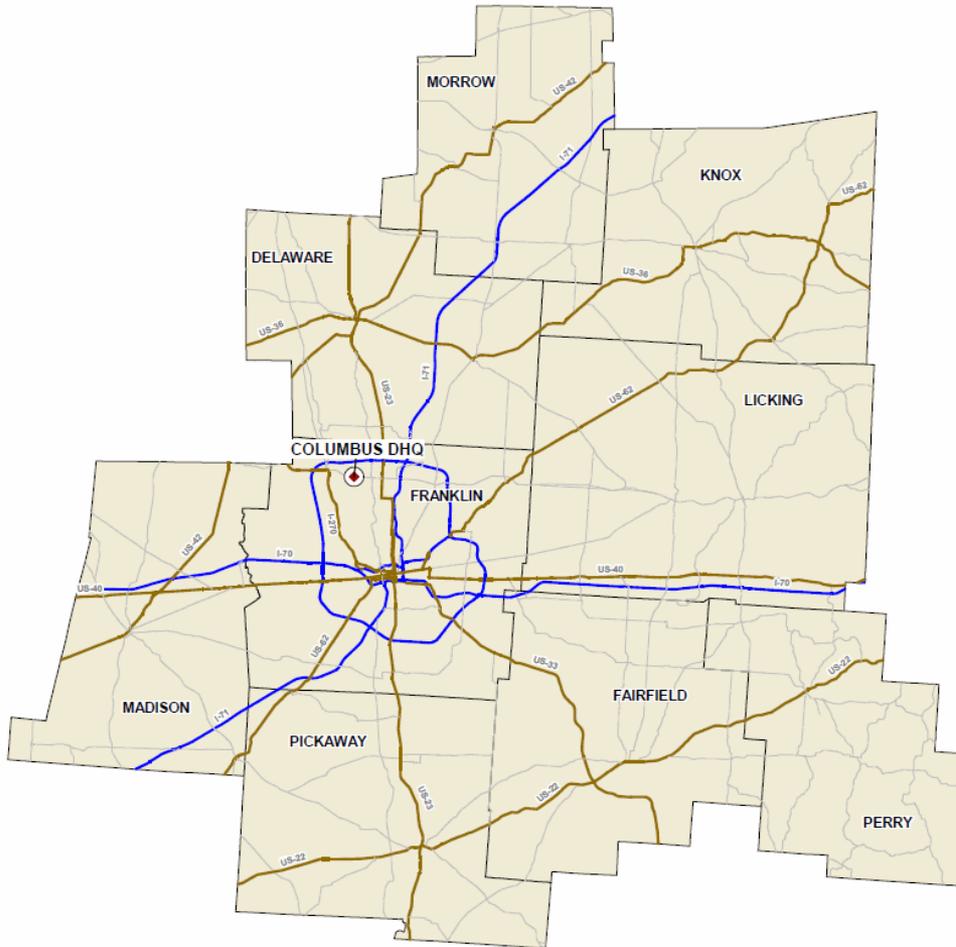
County	OSP Patrol Post
Ashtabula	Ashtabula
Cuyahoga	Cleveland
Geauga	Chardon
Lake	Chardon
Mahoning	Canfield
Medina	Medina
Portage	Ravenna
Stark	Canton
Summit	Canton
Trumbull	Warren

## Cleveland District



# Contact Information – Columbus District

## Columbus District



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

### Contact Information:

**OTSO Planner - Jackie Stephenson:**  
614/466-3250

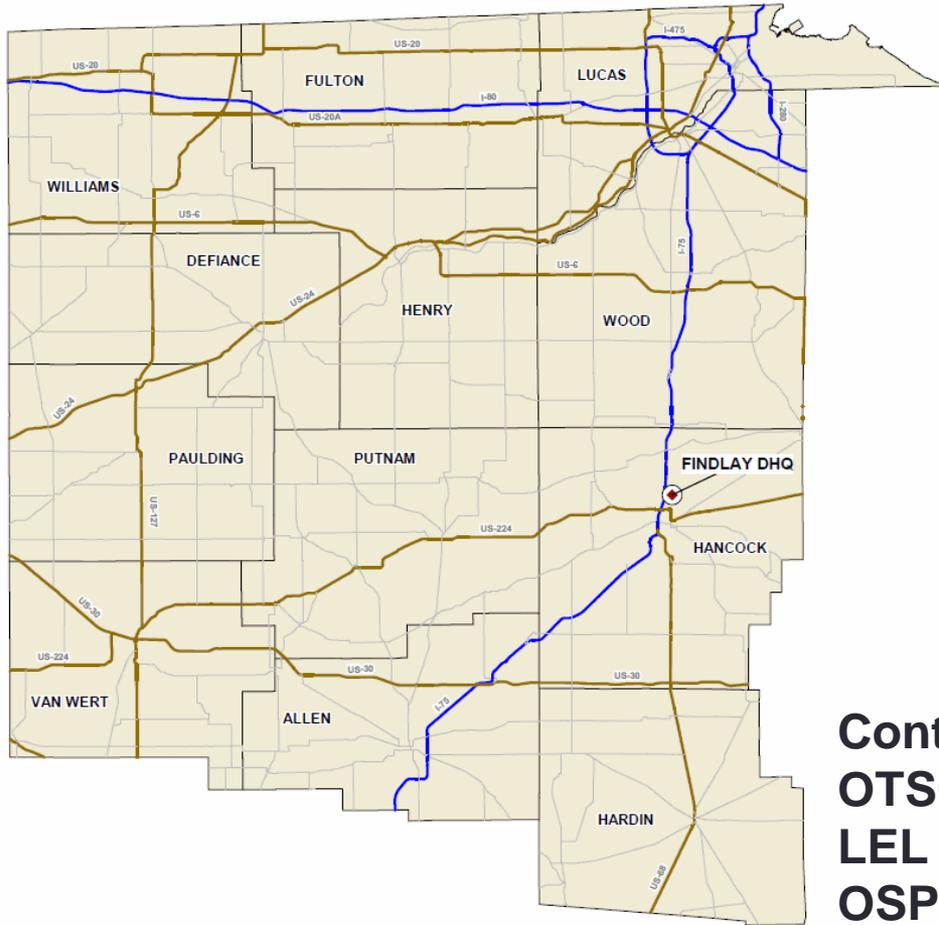
**LEL - Mike Brining:** 614/946-2878

**OSP Patrol Post:**

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

# Contact Information – Findlay District

## Findlay District



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

### Contact Information:

**OTSO Planner - Kelvin Williams:** 614/466-3250

**LEL - Frank Arvay:** 419/213-0084

### OSP Patrol Post:

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

# Contact Information – Jackson District

## Jackson District



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

### Contact Information:

**OTSO Planner - Jackie Stephenson:**

614/466-3250

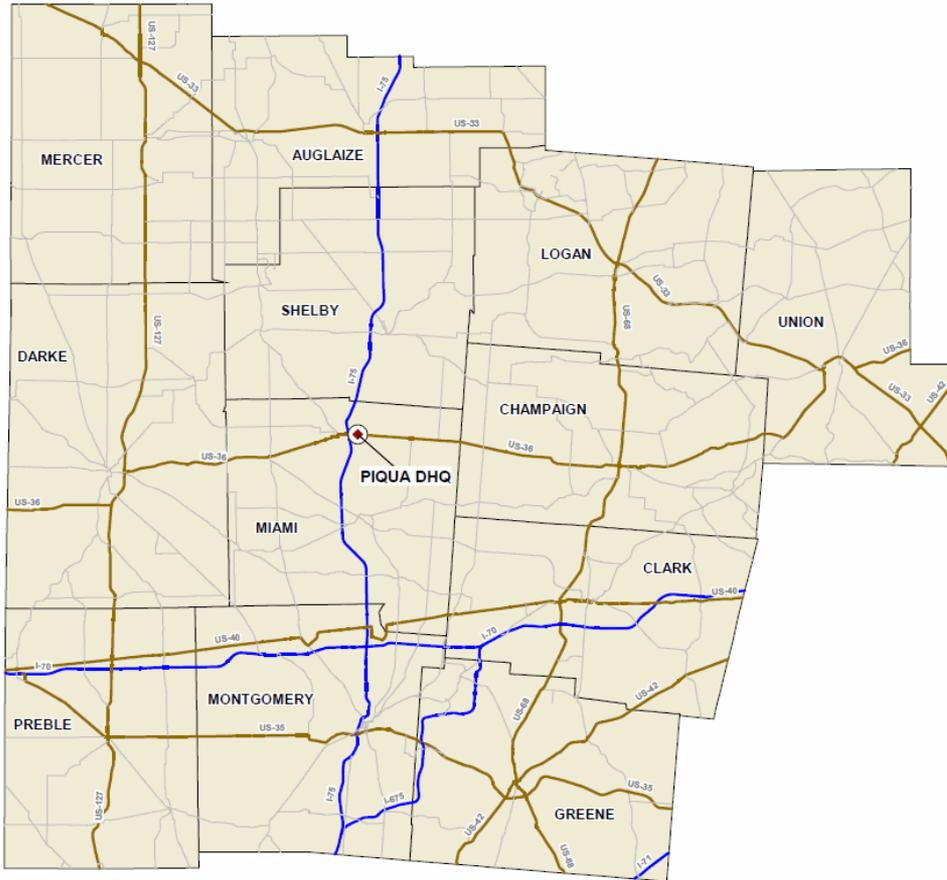
**LEL - Mike Brining:** 614/946-2878

**OSP Patrol Post:**

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

# Contact Information – Piqua District

## Piqua District



### Contact Information:

**OTSO Planner - Kelvin Williams:**  
614/466-3250

**LEL - Chris Robertson:** 513/518-8548

### OSP Patrol Post:

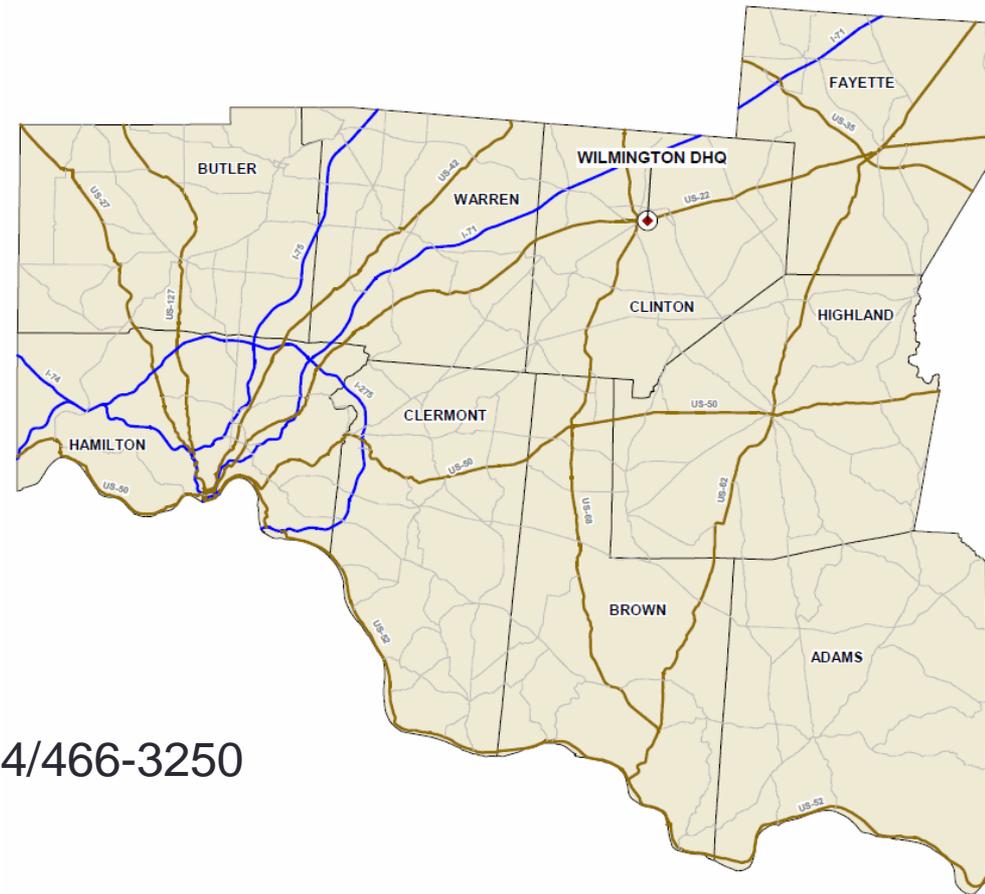
<http://statepatrol.ohio.gov/Counties.stm>

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

# Contact Information – Wilmington District

## Wilmington District

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



### Contact Information:

**OTSO Planner** - Jackie Stephenson: 614/466-3250

**LEL** - Chris Robertson: 513/518-8548

### OSP Patrol Post:

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

# Contact Information

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

# Traffic Safety Grant Program Overview

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

# Traffic Safety Grant Program Overview

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

# Traffic Safety Grant Program Overview

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

# Traffic Safety Grant Program Overview

- FFY 2016 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Friday, May 15, 2015.
- Late proposals will not be considered for funding. OTSO is not responsible for an applicant's personal computer or internet access failure occurring at the proposal deadline. In the event that OTSO experiences an internal server malfunction, OTSO will notify Proposal Administrators of an updated submission deadline.

# Competitive Grants Funding Priorities

- Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*.
- In 2013, there were 990 fatalities on Ohio's roads. Ohio's current fatality rate is 0.88 fatalities per 100 million vehicle miles traveled.
- Competitive grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward fatal crash reduction.
- Each proposal should focus on one or more of these issues:
  - Alcohol/drug-impaired driving
  - Restraint use
  - And/or Speed management

# Problem Identification Process

- For FFY 2016, OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash locations for traffic safety programming. OTSO focuses the majority of its grant funding on these areas. They have been identified as locations where programming may have the most impact on a statewide level.
- The data used in this process include traffic crash data from 2012, 2013 and 2014.

# Standard Proposal Guidelines for All Grants

## Reimbursement Only Policy

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

## Food

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

# Standard Proposal Guidelines for All Grants

## Eligible Entities

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

# Standard Proposal Guidelines for All Grants

## Required Personnel

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

# Standard Proposal Guidelines for All Grants

## Grant Period and Project Commencement

- This federal grant period has a 12-month cycle (October 1 – September 30).
- Each approved proposal will begin grant activity based upon the assigned Authorized to Proceed Date and an executed agreement between OTSO and the administering agency.
- It will terminate at the end of the federal fiscal year (September 30, 2016), unless otherwise specified in the agreement.

# Standard Proposal Guidelines for All Grants

## Grant Period and Project Commencement

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

# Standard Proposal Guidelines for All Grants

## Preparing the Grant Proposal

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

# Proposal Types

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

# Traffic Safety Grant Funding Policies

- All agencies receiving grants must comply with all federal, state, and local laws and regulations, including those mentioned in this section, as well as those noted in the Terms and Conditions (pages 10 – 26 of the FFY 2016 Grant Solicitation Package).

## Funding Limitations

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

# Traffic Safety Grant Funding Policies

## Funding Limitations

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

# Traffic Safety Grant Funding Policies

## Auditing Requirements

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

## Program Income

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

# Terms and Conditions

The complete Terms and Conditions is on pages 10 – 26 of the FFY 2016 Grant Solicitation Package.

- 1) Agreement

Any inconsistencies between agreements and any attached documents shall be resolved in favor of the most current revised agreement on the online system, which shall be the controlling document.

- 6) Political Activity (Hatch Act)

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

- 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.

# Terms and Conditions

- 14) **Supplanting**

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

- 17) **Regional Meetings**

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

# Terms and Conditions

- 18) Press Release

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

- 20) Required Personnel

Each proposal/grant is required to have, at a minimum, an authorizing official, a project director and a fiscal officer. See pages 6-7 for a description of each. This information must be kept current. See the help menu on the GRANTS system for directions on how to update/change personnel information.

- 21) GRANTS User Accounts/Password Security

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

# Terms and Conditions

- 22) Labor Costs

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

- 23) Personnel Activity Reports

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

# Terms and Conditions

- 28) Supplies, materials, Incentives, Promotion Items, Educational Materials

All supplies, materials, incentives, promotional items and educational materials must be used for approved traffic safety activities throughout its useful life. All purchases must be submitted to and approved by 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 ethnic and/or limited English speaking populations.

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

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

- a) All materials shall include federal sponsorship credit and/or disclaimer clauses as directed by OTSO.
- b) All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.
- c) All data results, reports, equipment, supplies and other materials (including but not limited to electronic versions) developed by the sub-grantee must be available to OTSO upon request.

# Terms and Conditions

- 30) Travel

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

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

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

# Terms and Conditions

- 31) Training

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

- 32) Request to Purchase (RTP)

All RTPs must be submitted to OTSO by August 1, 2016.

- 34) Reimbursement Claims

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

# Terms and Conditions

- 36) Narrative Progress Reports

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

- 39) Final Report and Final Claim

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

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

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

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

# Terms and Conditions

- 40) Records Retention

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

- 42) Termination of Agreement

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

# Terms and Conditions

- 63) Personnel Activity Reports

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

# GENERAL GRANT

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Proposal Guidelines

# General Grant Proposals

- 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.
- Criteria used in selecting general projects:
  - 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?

# General Grant Proposals

- 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.

# General Grant Proposals

## Allowable Costs

- Personnel/Coordination Expenses (Salaries and Wages)
- Contractual Services
- Meetings and Conferences
- Equipment
- Supplies and Materials
- Travel
- Training
- Public Information and Education (PI & E)
- Rate/Cost Allocation Charges
- Vehicle Mileage

Refer to pages 111 – 113 for details on each cost category.

# General Grant Proposals

## Unallowable Costs

- Paid Advertising/Public Communications
- Equipment
- Certain Labor Costs
- Alcoholic Beverages
- Food
- Vehicle Fuel
- Entertainment
- Facilities and Construction
- Office Furnishings and Fixtures
- Lobbying

# General Grant Proposals

## Unallowable Costs (cont.)

- Central Service Charges

Refer to pages 113 – 114 for details on each cost category.

# GENERAL GRANTS

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GRANTS System

# New Users

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

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



**Ohio GRANTS**  
Grant Records & Application Network for Traffic Safety

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

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

**Downloads**  
[Internet Explorer](#)  
[Adobe Acrobat Reader](#)

**Login**

Username:

Password:

[Forgot Your Password?](#)

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

Powered by [IntelliGrants](#) © Copyright 2000-2012 [Aqate Software](#)

# New Users

Complete the contact information:

1. Name (First and Last are required).
2. Agency – Start typing the Agency Name (Example “Franklin” then click the “Find Agency” button. The computer will pull up a list of all agencies in the system with Franklin in the name. Select the correct agency. If the agency is not listed click “no agency found” to return to this screen and finish typing the agency’s name.
3. If you found your agency, this information will be self-populated. If your agency was not in the list, you will need to complete the address information.
4. Enter the Program Interest. For Traffic Safety Grant, enter the Type of Grant you are interested in (refer to the FFY2016 solicitation package for eligibility requirements).
5. Enter and confirm your email address.
6. Click “Register”.

The screenshot shows the 'ADD CONTACT INFORMATION' form in the Ohio GRANTS system. The form is titled 'Register Contact' and includes a 'Find Agency' button. Red circles and numbers 1 through 6 highlight specific fields and actions: 1. First Name field; 2. Agency field with the 'Find Agency' button; 3. City field; 4. Program Interest field; 5. Email field; 6. Register button. The form also includes fields for Salutation, Middle Name, Last Name, Address, Address continued, State, Zip Code, County, Phone, Fax, and Confirm Email. A note below the Agency field reads: 'Select your agency by clicking the Find Agency Button and then search for the name of your agency. If the agency does not appear to exist, then please return to this page and type your agency name here.'

Ohio  
**GRANTS**  
Grant Records & Application Network for Traffic Safety

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

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

**Register Contact**      Register      Cancel

Salutation      [v]

First Name      [ ] \*

Middle Name      [ ]

Last Name      [ ] \*

Agency      [ ] \*      Find Agency

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

Address      [ ] \*

Address continued      [ ]

City      [ ] \*

State      OH [v] \*

Zip Code      [ ] \*

County      [v] \*

Phone      [ ] \*

Fax      [ ]

Program Interest  
(Traffic Safety Grant or Motorcycle Training Grant)      [ ] \*

Email      [ ]

Confirm Email      [ ]

Register      Cancel

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# New Users

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

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

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

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

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

**Ohio GRANTS**  
Grant Records & Application Network for Traffic Safety

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

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

**Register Contact**

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

**Confirm Registration**

Username: ttest \*

Password: [Redacted]

Confirm Password: [Redacted]

Buttons: Confirm, Cancel

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# General Grant – Initiate a New Proposal

To apply for a new grant:

1. Select General Grant 2016 from the Drop Down
2. Click the “Apply for a New Grant” Button

The screenshot displays the Ohio GRANTS web application interface. The header includes the logo and text: "Ohio GRANTS Grant Records & Application Network for Traffic Safety". User information is shown as "User Agency: ABC Agency" and "Access Level: Agency Administrator". The navigation bar contains "Start Menu", "Agency Info", "User: John Smith", "Help", and "Logout".

The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** A message box stating "You do not have any system messages."
- Initiate a Proposal** (Annotated with a red circle and the number 1):
  - A "Select a Grant Type:" dropdown menu.
  - An "Apply for a New Grant" button (Annotated with a red circle and the number 2).
  - A "View available Grants" link.
- Task List: Actions Required**
  - Expand Entire Tree (dropdown)
  - Proposals
  - Grants
  - Progress Reports
- Quick Links**
  - Search for Agency Information**
    - View All Agency Proposals
    - View All Agency Grants
    - View All Agency Reimbursement Claims
  - Maintain Your Account**
    - View Your Agency Information
    - Edit Your Contact Information

At the bottom, the footer reads "Powered by IntelliGrants" and "© Copyright 2000-2012 Aqate Software".

# General Grant – Program Components

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

Ohio  
**GRANTS**  
Grant Records & Application Network for Traffic Safety

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

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

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

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

Program Components Service Areas

◆ Add a program component to this Proposal: Save Cancel

Program Type/Sub-Type \* 1

Name \* 2

\* = Required Field Save Cancel

◆ Current Proposal program components:

There are no current program components for this Proposal.

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# General Grant – Service Areas

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

The screenshot displays the 'Ohio GRANTS' web application interface. The header includes the logo, 'Grant Records & Application Network for Traffic Safety', and user information: 'Log #', 'Applicant: ABC Agency', 'Status: Proposal In Process', and 'Access Level: Proposal Administrator'. A navigation bar contains 'Start Menu', 'Agency Info', 'Proposal Menu', 'User: John Smith', 'Help', and 'Logout'.

The main content area is titled 'PROGRAM COMPONENT SERVICE AREAS BENEFITING'. It includes a 'Go to Proposal Menu' link and instructions: 'Instructions: Please choose the county or counties that this program will benefit and click **Add**. Then click on the **Representative Districts** tab.'

The interface has two tabs: 'Program Components' and 'Service Areas'. The 'Service Areas' tab is active, showing 'Program Component Information' with fields for 'Name' and 'Program Type/Sub-Type'. Below this is a note: 'The County tab is used to view/add counties where this program component is serving the WHOLE county.'

Below the information section are two tabs: 'Counties' and 'Representative Districts'. The 'Representative Districts' tab is selected and circled in red with a red '4'. Below it is the 'Areas Benefiting' section, which contains a 'Service Area Type' dropdown menu (set to 'Metro Area') and a 'County' list. The 'County' list is circled in red with a red '2' and contains the following items: 1: Adams, 2: Allen, 3: Ashland, 4: Ashtabula, 5: Athens. An 'Add' button is circled in red with a red '3'. A red '1' is placed above the 'Add' button. At the bottom of the 'Areas Benefiting' section, it says 'No records found' and 'No Records Found'.

At the bottom of the page, it says 'Powered by IntelliGrants' and '© Copyright 2000-2012 Aqate Software'.

# General Grant – Representative Districts

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

Ohio  
**GRANTS**  
Grant Records & Application Network for Traffic Safety

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

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

**Go to Proposal Menu** 5 PROGRAM COMPONENT SERVICE AREAS BENEFITING

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

Program Components Service Areas

Service Area

Program Component I

Name

Program Type/Sub-Type OVI Task Force

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

Counties Representative Districts

Areas Benefiting

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

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

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

No records found

No Records Found

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# General Grant – Proposal In Process

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

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

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

The main content area is divided into several sections:

- Welcome to the Grant Records and Application Network for Traffic Safety.** This section includes a "System Messages" section with a reminder: "REMINDER: FFY2010 Highway Safety Grant Prop...".
- Initiate a Proposal** This section contains a "Select a Grant Type:" dropdown menu, an "Apply for a New Grant" button, and a link to "View available Grants".
- Task List: Actions Required** This section features a tree view with the following items:
  - Proposals
    - Proposal In Process
      - 2010-HVEO-0076-00** (highlighted with a red circle)
  - Grants
    - Grant Executed
      - GG-2010-25-00-00-00617-00

- Quick Links** This section provides links for "Search for Agency Information" (including "View All Agency Proposals", "View All Agency Grants", and "View All Agency Reimbursement Claims") and "Maintain Your Account" (including "View Your Agency Information" and "Edit Your Contact Information").

# General Grant – Assign Access

To assign the required personnel:

1. Click on the View Applicant Information Link.

The screenshot displays the Ohio GRANTS web application interface. The header includes the logo and text: "Ohio GRANTS Grant Records & Application Network for Traffic Safety". On the right side of the header, it shows: "General Grant 2015", "Log #: 2015-GG-0012-00", "Applicant: ABC Agency", "Status: Proposal In Process", and "Access Level: Proposal Administrator". Below the header is a navigation bar with "Start Menu", "Agency Info", and "Proposal Menu" (which is selected). The user is identified as "User: John Smith" with "Help" and "Logout" links.

The main content area is titled "2015 General Grant 2015 Proposal" and includes "Submit Application" and "Delete Application" buttons. The "Proposal #:" is "2015-GG-0012-00".

The "General Information" section lists:  
RFP Type: Known Recipients  
Proposal Project Coordinator:  
Status: Proposal In Process  
Due Date: 5/15/2014 (Thu)

The "Agency Information" section contains the link "View Applicant Information", which is circled in red with a red number "1" next to it.

Other sections include:  
- "Proposal Information" with a link to "Proposal Program Description".  
- "Contacts" with links to "Control Access to Proposal" and "Send Email to Proposal Contacts".  
- "Components" with links to "Program Components" and "Service Areas".  
- "Budget Pages" with a link to "Budget Overview".

The "Proposal Forms" section on the right lists various forms: "Overall Comments", "Applicant Assurances", "Project Overview", "Work Plan", "Budget Worksheet - Direct Labor", "Budget Worksheet - Other", "Mileage/Travel Policy Attachment", "General Attachment", and "Budget Overview". A "Legend" box at the bottom right explains the icons: a document icon for "Proposal Form", a dollar sign for "Budget Page", and a left arrow for "Last Page Visited".

# General Grant – Assign Access

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

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

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

**back to Previous Page** **2** VIEW AGENCY INFORMATION

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

**Agency Information** Service Areas

**Agency** Edit

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

Edit

**Agency Contacts** **1** Add Edit Delete

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

[Records 1 - 1 of 1] Add Edit Delete

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# General Grant – Assign Access

To complete assigning access:

1. Click on the “Control Access to Proposal” link.

The screenshot displays the Ohio GRANTS web application interface. At the top, the logo for Ohio GRANTS is visible, along with the text "Grant Records & Application Network for Traffic Safety". The user is logged in as "John Smith" and has the role of "Proposal Administrator". The main content area is titled "2015 General Grant 2015 Proposal" and includes a "Submit Application" and "Delete Application" button. The "Proposal #:" is 2015-GG-0012-00. The "General Information" section shows the RFP Type as "Known Recipients", the Project Coordinator, Status as "Proposal In Process", and Due Date as "5/15/2014 (Thu)". The "Agency Information" section has a link to "View Applicant Information". The "Proposal Information" section includes a link to "Proposal Program Description". The "Contacts" section has a link to "Control Access to Proposal" which is circled in red and labeled with a red "1", and a link to "Send Email to Proposal Contacts". The "Components" section includes links to "Program Components" and "Service Areas". The "Budget Pages" section is also visible. On the right side, there is a "Proposal Forms" section with a "Collapse Entire Tree" button and a list of links: "Overall Comments", "Applicant Assurances", "Project Overview", "Work Plan", "Budget Worksheet - Direct Labor", "Budget Worksheet - Other", "Mileage/Travel Policy Attachment", "General Attachment", and "Budget Overview". A legend at the bottom right explains the icons: a document icon for "Proposal Form", a dollar sign icon for "Budget Page", and a left arrow icon for "Last Page Visited".

# General Grant – Assign Access

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

## To add additional people:

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

*Repeat until all necessary people have been added.*

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

Ohio  
**GRANTS**  
Grant Records & Application Network for Traffic Safety

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

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

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

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

1

**Proposal Contacts** Email Grant Contacts

The following people have access to this Proposal: Edit Delete

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

Edit Delete

**Assign additional access to Proposal:** Grant This User Access 5

To allow another person access to this Proposal:

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

Name  2

Contact Type  3

Level of Access  4

OR [Search for an agency consultant](#) to add as a Proposal contact.

\* = Required Field

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# Guidelines for Preparing the General Grant Proposal

Refer to pages 115 – 126 of the FFY 2016 Grant Solicitation Package for instructions on completing the General Grant application online.

# General Grant Verification

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

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

The screenshot shows the Ohio GRANTS interface. At the top left is the logo with the text "Ohio GRANTS" and "Grant Records & Application Network for Traffic Safety". On the top right, it displays "Log #:", "Applicant: ABC Agency", "Status: Proposal In Process", and "Access Level: Proposal Administrator". Below this is a navigation bar with "Start Menu", "Agency Info", and "Proposal Menu" on the left, and "User: John Smith", "Help", and "Logout" on the right. The main content area contains the following text: "By submitting this Proposal, you are agreeing to the following statements:", "I, John Smith, certify that the information submitted in this Proposal is true and correct to the best of my knowledge and I have read and understood the [Grant Terms and Conditions](#).", "If you are not John Smith, you should return to the [Main Menu](#).", and two buttons: "I Agree" and "Cancel".

The screenshot shows the Ohio GRANTS interface. At the top left is the logo with the text "Ohio GRANTS" and "Grant Records & Application Network for Traffic Safety". On the top right, it displays "Log #:", "Applicant: ABC Agency", "Status: Proposal Submitted", and "Access Level: Proposal Administrator". Below this is a navigation bar with "Start Menu", "Agency Info", and "Proposal Menu" on the left, and "User: John Smith", "Help", and "Logout" on the right. The main content area features a heading "Confirmation of Application Submission" with a blue arrow icon. Below the heading, it says "Please print a copy of this page for your records." followed by "John Smith of ABC Agency submitted an Proposal in response to the OVI Task Force 2013 RFP on Tuesday, May 01, 2012." The text continues: "GRANTS will send you an e-mail in the near future confirming their receipt of your Proposal. Please note that this Proposal will not be able to be modified in GRANTS until it has been reviewed by GRANTS. If you have any questions or concerns regarding your Proposal, please consult your GRANTS representative." and ends with "Thank you for submitting this Proposal! If you would like to continue using GRANTS, please [click here to return to your start menu](#). If you would like to leave GRANTS, please click the logout button at the top of this page."

# Next Steps

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

# Next Steps

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

# Questions?

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

# Reminder

- All FFY 2016 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on **Friday, May 15, 2015.**