

# Ohio Traffic Safety Office

## FFY 2016 Traffic Safety Grant Proposal Overview and Guidelines



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## Ohio's Traffic Safety Grant Program Overview

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

OTSO is responsible for coordinating and managing the Section 402 State and Community grants, related National Highway Traffic safety Administration (NHTSA) awards and initiatives and contracts for traffic safety activities received on an annual basis from NHTSA. Funds are to be used for short-term highway safety support, with the intent that other sources of funding will sustain programs over the long term. The federal grant program operates on a reimbursement basis.

OTSO's competitive grant process solicits grant proposals for highway safety activities from state agencies, non-profit organizations, colleges and universities, hospitals, political subdivisions and other interested groups within Ohio based on fatal and serious injury crash problem identification. A targeted approach ensures a statewide effort that will satisfy state-level highway safety goals, with a minimum of 40 percent of federal funds allocated to local jurisdictions. Currently, 54.1 percent of federal funds are provided to local jurisdictions. Proposals submitted for funding of traffic safety activities must demonstrate cost effectiveness and the potential to positively impact the traffic-related goals both at the state and local levels.

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

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

**OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.**

**FFY 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**

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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. State agencies and local organizations must continue to work collectively to achieve zero deaths in Ohio. By submitting a grant proposal, your agency, if awarded a grant agreement, is committing to join a statewide partnership determined to reduce fatal motor vehicle crashes in Ohio.

Competitive grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward fatal crash reduction. Each proposal should focus on one or more of these issues: alcohol/drug-impaired driving, restraint use, and/or speed management. Grant proposals must show a clear correlation between the state-identified goals and the countermeasure activities that are proposed. Proposals are expected to be problem identification driven.

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

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

## **Mission Statement**

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

## **Problem Identification Process**

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For FFY 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 because they have been identified as locations where programming may have the most impact on a statewide level. The data used in this process include traffic crash data from 2012, 2013 and preliminary 2014.

OTSO set a minimum eligibility requirement to apply for a high visibility overtime grant. To be eligible, a jurisdiction had to experience an annual average of 2.0 or more fatal crashes over the three-year period of 2012, 2013 and 2014.

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 2016, a county had to experience an annual average of 6.0 or more alcohol-related fatal crashes over the three-year period of 2012, 2013 and 2014.

In addition to analyzing crash data, OTSO participation in Ohio's Strategic Highway Safety Plan (SHSP) Committee helped identify and prioritize problem identification. OTSO also reviewed and evaluated recommendations from Traffic Records Coordinating Committee (TRCC) meetings, Safety Conscious Planning workshops, regional workshops, meetings with sub-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 for children, traffic records, etc.) to identify program direction in FFY 2016. The National Highway Traffic Safety Administration (NHTSA) headquarters staff and Region 5 staff also provided guidance throughout the year.

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

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Refer to Ohio's FFY 2016 Highway Safety Plan (HSP) for Ohio's Traffic Safety goals. The FFY 2016 HSP will be posted online fall of 2015.

## Standard Proposal Guidelines for All Grants

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

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

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

OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.

### **Reimbursement Only Policy**

This federal grant program operates on a reimbursement basis. The administering agency must first incur the cost for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost.

### **Food**

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

### **Eligible Entities**

To be eligible to receive funds under this federal grant program, the proposing agency must be one of the following:

- Local unit of government or council of government (e.g., county, city, township, village, law enforcement agency, board of education, health department, metropolitan planning organization, etc.);
- State agency; or
- Non-profit organization, church, hospital, educational service center, college or university.

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

### **Required Personnel**

*Authorizing Official* – The authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with 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.

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 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.

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

### **Preparing the Grant Proposal**

Each of the following sections describes the requirements for completing the FFY 2016 Traffic Safety Grant Proposal. Agencies requesting multiple projects should complete a separate proposal for each project.

Please adhere to the requirements described in each section. Periodically reviewing the instructions as the proposal is prepared will ensure full compliance with the requirements. Help Menus are also available on the GRANTS system to be used in completing the proposal. Submitting a proposal that does not comply with the requirements could adversely affect the consideration that the proposal receives in the review and/or award process.

Write a clear concise grant proposal that can be easily understood. Do not include past grant award activities and/or accomplishments. Multiple attachments must be avoided.

### **Proposal Types**

The online system has the following types of proposals available for FFY 2016:

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

### **Grant Proposal Deadline**

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.

## 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 10)

**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 OTSO in high-risk status, which could impact future funding consideration.

### Funding Limitations

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

- State and Local Governments – OMB Circular A-87 relocated to **2 CFR Part 225**
- Educational Institutions – OMB Circular A-21 relocated to **2 CFR Part 220**
- Non-Profit Organization – OMB Circular A-122 relocated to **2 CFR Part 230**
- Hospitals – OMB Circular A-110 relocated to **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 OTSO for necessity, appropriateness, potential benefit, and impact.** If in doubt, contact OTSO to determine if a particular cost item is fundable prior to submission of this grant proposal.

### Supplanting

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

Supplanting includes replacing routine state or local expenditures with the use of federal grant funds, and/or using federal grants funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of the grantee and/or its sub-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, OTSO is required by the Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations to ensure you have met the audit requirements of the circular.

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

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

### **Program Income**

Both NHTSA and 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 System and made available to OTSO upon request.

## Terms and Conditions for All Grants

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

requirements of any other nondiscrimination statute(s) which may apply to the application.

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

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

5.) **Buy America Act**

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

Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more

than 25 percent. Clear justification for the purchase on non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

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

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

7.) **Certification Regarding Federal Lobbying**

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

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

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

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

8.) **Restriction on State Lobbying**

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

9.) **Certification Regarding Debarment and Suspension**

Instructions for Primary Certification

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

that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.

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

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

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

Instructions for Lower Tier Certification

- A.) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

- B.) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- C.) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D.) The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- E.) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- F.) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
- G.) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
- H.) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I.) Except for transactions authorized under paragraph E of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered

transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transactions, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

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

The Administering Agency certifies that an "employee seat belt usage policy" is in place that requires employees to wear seat belts while working on agency business. This policy will be made available for review by OTSO representatives upon request.

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

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when

performing any work on behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with testing while driving.

12.) **Environmental Impact**

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

13.) **Limitations**

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

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

14.) **Supplanting**

Federal funds must not be used to supplant state or local funds, meaning that federal funds must not be used to replace routine or local expenditures for costs of activities that constitute general expenses required to carry out the overall responsibilities of the sub-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. 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. Changes in the project director and/or fiscal officer will required a new pre-activity.

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.

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 23 for additional requirements.

19.) **Grant Revisions**

Any changes, additions, or deletions to this agreement must be submitted online and approved by OTSO prior to implementing proposed changes. All final revisions to this agreement (either programmatic or fiscal), must be submitted online prior to September 1, 2016. Any requests for revisions after this date will not be approved.

OTSO reserves the right to limit grant amounts at any time based on performance and/or available funding. Any changes made to the executed agreement limiting grant amounts by OTSO shall be made in writing.

20.) **Required Personnel**

Each proposal/grant is required to have, at a minimum, an authorizing official, a project director and a fiscal officer. See 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-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 activity performed and the number of hours per day to be charged to this agreement. This document must be signed by the individual and his/her immediate supervisor, maintained by the administering agency and submitted as a part of the reimbursement documentation required.

24.) **Sub-Contracts**

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

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

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

25.) **Equipment**

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

26.) **Central Services**

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

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

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

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

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

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

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

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

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

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

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

31.) **Training**

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

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

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

33.) **Program Income**

NHTSA and 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 OTSO grant monitoring visit, and this information must be reported as part of the activity report.

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-recipient's selection on the pre-activity form. Any changes from this schedule must be made by the sub-recipient in writing. Each sub-recipient must submit reimbursement claims by the due date assigned to the claim in the GRANTS System.

35.) **Denial of Costs**

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

36.) **Narrative Progress Reports**

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

37.) **Monitoring**

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

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

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

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 final claim reimbursement.
- B.) Final claims received after November 15 will not be reimbursed.

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.

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

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

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

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

42.) **Termination of Agreement**

Either 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, 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 OTSO. All of the equipment, materials and/or supplies provided to the sub-recipient 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.

43.) **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 OTSO upon request within 30 days.

## **Special Conditions**

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In addition to Terms and Conditions # 1 – 43, the following Special Conditions apply to OVI Task Forces (OVITF), Selective Traffic Enforcement Program (STEP), Impaired Driving Enforcement Program (IDEP), Safe Communities (SC) and General (GG) grant awards:

### **Selective Traffic Enforcement Program/Impaired Driving Enforcement Program/OVI Task Forces**

44.) **Enforcing Seat Belt Laws**

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

45.) **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.

46.) **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): Standard Field Sobriety Testing (SFST)

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

47.) **Mandatory Blitzes**

Funding for all 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, any non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

48.) **National Enforcement Campaigns**

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

Scheduled dates for the national enforcement campaigns are:

**CIOT:** May 23 – June 5, 2016

**DSOGPO:** August 19 – September 5, 2016

49.) **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. OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.

50.) **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 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.

51.) **Monthly Enforcement Reports**

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

52.) **Transportation Costs**

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

53.) **Education Efforts**

OTSO will reimburse for hour/costs spent towards education efforts. These efforts can be used towards educating students, the general public at events, or officers and must be consistent with problem identification. Education efforts must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any costs. A total of five percent (dollars) of direct labor costs (saturation patrol and checkpoint hours for both the lead and participating agencies) will be allowed towards education efforts. Do not include coordination costs in the labor costs.

**OVI Task Forces Only**

54.) **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.

55.) **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**

### **56.) 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.

### **57.) 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 16, 2016 and no later than May 27, 2016. The DSOGPO event must be no earlier than August 12, 2016 and no later than August 26, 2016. 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.

### **58.) 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.

### **59.) Reporting of Fatality Information**

In order for communities to be kept informed on fatal crashes occurring in their areas, each Safe Communities program is required to report to their local media, at least quarterly, on the fatal crashes occurring in the communities. This notification will be structured similar to a template developed by OTSO. Notification shall be sent to the media no later than the 15<sup>th</sup> of the month following the ending quarter. For example: Fatalities occurring in October, November and December must be reported by January 15<sup>th</sup>. Media can include: television, radio, newspapers, etc. Copies of these releases must be kept in file and will be subject to review by OTSO.

### **60.) Monthly Activity Report**

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

### **61.) Personnel Activity Reports**

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

62.) **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**

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.

## **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.

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 restraint, speed, impaired, aggressive driving, motorcycle crash reduction, failure to yield, etc.). Overtime enforcement will be considered for funding at those times and locations deemed appropriate, based on local needs and as supported by local fatal/serious injury crash problem identification.

OTSO will allow a portion of the grant for hours/costs spent towards education efforts. These efforts can be used towards educating students, the general public at events, or officers and must be consistent with problem identification. Education efforts must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any costs.

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

### **Minimum Eligibility Requirements**

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To be eligible for Selective Traffic Enforcement Program (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 2012, 2013, and 2014, your jurisdiction experienced an average of at least 2.0 motor vehicle related fatal crashes (total of six or more fatal crashes during these three years) as reported in the Fatality Analysis Reporting System (FARS).
- Each agency must apply for the Impaired Driving Enforcement Program (IDEP) to conduct impaired driving enforcement during mandatory blitzes, the national Labor Day "Drive Sober or Get Pulled Over" enforcement campaign and additional non-blitz hours throughout the year based on impaired driving problem identification.
- Your agency must submit to their local media a press release announcing the grant award.
- Your agency must conduct all OTSO mandatory blitzes listed on the following page, including the national Memorial Day "Click It or Ticket" (CIOT) enforcement campaign.
- Each agency must attempt to publicize its local efforts during each blitz and national enforcement campaign. **Agencies will take appropriate action to contact media about the intent of the targeted enforcement activity prior to its implementation**

**and the results of the enforcement efforts upon completion.** OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.

- 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 Selective Traffic Enforcement Program.

**Jurisdiction Sizes**

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

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

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	STEP Hours
Small	280 hours
Medium	440 hours
Large	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.*

**See Impaired Driving Enforcement Program for additional hours available.**

**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 campaign listed below. Directing traffic, conducting parking detail at events, crash investigations, any non-traffic safety related activities, or any activities not identified in the scope of work or work plans are not reimbursable activities.

Dates	Blitz/National Campaign
November 20 – 29, 2015	Thanksgiving
April – May 2016	Prom
May 23 – June 6, 2016	Click It or Ticket
October 2015 and/or September 2016	Homecoming

**See Impaired Driving Enforcement Program for additional Blitz/National Campaigns.**

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

Minimum Required Hours for CIOT	
Small	63
Medium	99
Large	117

**Note:** These minimum hours are based on the agency requesting the maximum amount of blitz hours available for the jurisdiction size. If requesting fewer hours, at least 22.5 percent of the total hours requested must be worked during the CIOT 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 OTSO-funded grant programs are eligible for reimbursement.

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

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

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

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

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

### Education Efforts

OTSO will reimburse for hours/costs spent towards education efforts. These efforts can be used towards educating students, the general public at events, or officers and must be consistent with problem identification. Education efforts must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring any costs.

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

## **Transportation Costs**

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, 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 formation or educational services upon request from a legislative body.

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

Costs for preparation and submission of grant proposal(s)



5. **COUNTERMEASURES THAT WORK** – Access the link to the document. This guide must be used in preparing the proposal. Review before checking the box.
6. Click the “Save” button.
7. Click the “Next” button.

### Project Overviews (Goals/Baselines/Scopes/Evaluations)

The goals for the proposed project reflect how the program will impact the community’s traffic safety problems. These goals guide the entire scope of work and evaluation of the project. The project goals must identify realistic outcome(s). The baseline establishes the current status for each goal.

#### Project Overview – Fatal Crash:

PROJECT OVERVIEW - FATAL CRASH	
<b>Goal Title:</b>	Fatal Crash Goal
<b>Goal Description:</b>	Reduce the number of traffic-related fatal crashes to no more than <input type="text" value="2"/> *
<b>Baseline:</b>	Last year, there were <input type="text" value="1"/> traffic-related fatal crashes.
<b>Scope:</b>	Through problem identification of traffic crash data, conduct high visibility enforcement in locations and at times that will have the greatest impact in reducing fatal/serious injury crashes. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Evaluation:</b>	Conduct monthly reviews comparing stats from the previous year.

Access the statistics provided in the link located in the directions on the grant page or at [ohiohighwaysafetyoffice.ohio.gov](http://ohiohighwaysafetyoffice.ohio.gov) under Grantees Information.

1. Using the statistics provided for your jurisdiction, enter the baseline.
2. Enter a goal that is reasonable.
3. Click the “Save” button.
4. Click the “Next” button.

**NOTE:** All data was pulled using ODPS data. ODPS is using preliminary 2014 data and was current at the time the proposal package was finalized. These numbers may not match your numbers. Use the numbers provided on the data sheet.

**Project Overview – Seat Belt:**

**PROJECT OVERVIEW - SEAT BELT**

◀ Back **3** Save Clear **4** Next ▶

PROJECT OVERVIEW - SEAT BELT	
<b>Goal Title:</b>	Seat Belt Goal
<b>Goal Description:</b>	Increase seat belt restraint usage to <b>2</b> % by September 30, 2016.
<b>Baseline:</b>	The current county seat belt restraint usage baseline (provided by Miami University) is <b>1</b> %.
<b>Scope:</b>	High visibility enforcement will address non-compliance of seat belt use. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Evaluation:</b>	Comparison of highest observational survey to the baseline usage provided.

**PROJECT OVERVIEW - SEAT BELT** ◀ Back Save Clear Next ▶

Access the statistics provided in the link located in the directions on the page or at [ohiohighwaysafetyoffice.ohio.gov](http://ohiohighwaysafetyoffice.ohio.gov) under Grantees Information.

1. Using the statistics provided for your jurisdiction, enter the baseline.
2. Using the chart on the grant page or the chart below, calculate the goal from your baseline.
3. Click the “Save” button.
4. Click the “Next” button.

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

Restraint Usage Goal Guidelines	
Baseline	Goal
72.0% and under	Increase baseline by 10 percentage points
72.1% - 80.0%	Increase baseline by 5 percentage points
80.1% - 89.0%	Increase baseline by 4 percentage points
89.1% or higher	Increase baseline by 3 percentage points

Example: If your baseline is 79.0%, your goal description will be: Increase seat belt restraint usage to 84.0%.

## Work Plan

WORK PLANS		◀ Back	Save	Clear	Next ▶
<b>JURISDICTION POPULATION</b>		Jurisdiction Population Size <b>1</b> ▼			
<b>OCTOBER</b>					
<b>Required Blitz - Homecoming*</b> (October 1-31, 2015)	<b>2</b> *				
*Homecoming hours are for high school/college homecoming activities only.					
<b>Non-Blitz Hours</b> (October 1-31, 2015)	<b>3</b> *				
<b>October Total</b>					
<b>NOVEMBER</b>					
<b>Required Blitz - Thanksgiving</b> (November 20-29, 2015)	<b>4</b> *				
<b>Non-Blitz Hours</b> (November 1-30, 2015)	<b>5</b> *				
<b>November Total</b>					
<b>DECEMBER</b>					
<b>Non-Blitz Hours</b> (December 1-31, 2015)	<b>6</b> *				
<b>December Total</b>					

1. Select the jurisdiction population from the dropdown. Refer to the chart on page 28 or the directions on the GRANTS System to determine if your jurisdiction is small, medium or large.
2. Enter the number of hours planned for October Homecomings. If your jurisdiction's homecomings are not in October, enter "0" (there is also a place in September to enter Homecoming hours). If your jurisdiction has Homecomings in both months, enter hours in both October Homecoming and September Homecoming. Homecoming hours are also available on the IDEP proposal for impaired driving enforcement.
3. Enter the number of non-blitz hours planned for October.
4. Enter the number of hours planned for Thanksgiving. Thanksgiving hours are also available on the IDEP proposal for impaired driving enforcement.
5. Enter the number of non-blitz hours planned for November.
6. Enter the number of non-blitz hours planned for December.

JANUARY	
Non-Blitz Hours (January 1-31, 2016)	7 *
<b>January Total</b>	
FEBRUARY	
Non-Blitz Hours (February 1-29, 2016)	8 *
<b>February Total</b>	
MARCH	
Non-Blitz Hours (March 1-31, 2016)	9 *
<b>March Total</b>	
APRIL	
Required Blitz - Prom* (April 1-30, 2016)	10 *
*Prom blitz hours are to be used for high school prom events only.	
Non-Blitz Hours (April 1-30, 2016)	11 *
<b>April Total</b>	

7. Enter the number of non-blitz hours planned for January.
8. Enter the number of non-blitz hours planned for February.
9. Enter the number of non-blitz hours planned for March.
10. Enter the number of hours planned for April Prom. If your jurisdiction's proms are not in April, enter "0" (there is also a place in May for Prom hours). If your jurisdiction has prom in both months, enter hours in both April Prom and May Prom. Prom hours are also available on the IDEP proposal for impaired driving enforcement.
11. Enter the number of non-blitz hours planned for April.

MAY	
Required Blitz - Prom* (May 1-31, 2016)	12
*Prom blitz hours are to used for high school prom events only.	
Required Blitz - Click It Or Ticket / CIOT (May 23-31, 2016)	13
Non-Blitz Hours (May 1-31, 2016)	14
<b>May Total</b>	
JUNE	
Required Blitz - Click It Or Ticket / CIOT (June 1-6, 2016)	15
Non-Blitz Hours (June 1-30, 2016)	16
<b>June Total</b>	
JULY	
Non-Blitz Hours (July 1-31, 2016)	17
<b>July Total</b>	
AUGUST	
Non-Blitz Hours (August 1-31, 2016)	18
<b>August Total</b>	

12. Enter the number of hours planned for May Prom. If your jurisdiction's proms are not in May, enter "0" (there was also a place in April for Prom hours). If your jurisdiction has prom in both months, enter hours in both April Prom and May Prom. Prom hours are also available on the IDEP proposal for impaired driving enforcement.
13. Enter the number of hours planned for May CIOT. CIOT continues in June. See chart on page 29 for the minimum number of hours required based on jurisdiction size.
14. Enter the number of non-blitz hours planned for May.
15. Enter the number of hours planned for June CIOT. CIOT began in May. See chart on page 29 for the minimum number of hours required based on jurisdiction size.
16. Enter the number of non-blitz hours planned for June.
17. Enter the number of non-blitz hours planned for July.
18. Enter the number of non-blitz hours planned for August.

SEPTEMBER	
Required Blitz - Homecoming* (September 1-30, 2016)	19 *
*Homecoming hours are for high school/college homecoming activities only.	
Non-Blitz Hours (September 1-30, 2016)	20 *
September Total	
TOTAL STEP HOURS	
Total STEP Hours	
23	
CLICK IT OR TICKET / CIOT (MAY 23 - JUNE 6, 2016)	
May CIOT Hours	22
June CIOT Hours	
CIOT Total	
WORK PLANS	
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Next"/>	

21

24

19. Enter the number of hours planned for September Homecomings. If your jurisdiction's homecomings are not in September, enter "0" (there was also a place in October to enter Homecoming hours). If your jurisdiction has Homecomings in both months, enter hours in both October Homecoming and September Homecoming. Homecoming hours are also available on the IDEP proposal for impaired driving enforcement.
20. Enter the number of non-blitz hours planned for September.
21. Click the "Save" button.
22. All monthly total fields will populate. The CIOT section will add your May and June hours to give you a total. If the total is not the minimum, make adjustments and re-save.
23. The Total STEP Hours will populate from all the monthly totals. If you have exceeded the maximum hours allowed for your jurisdiction size, make adjustments and re-save.
24. Once all hours are correct, click the "Next" button.

**The remaining required blitzes (Halloween, Christmas/New Year's, Super Bowl, St. Patrick's Day, 4<sup>th</sup> of July and Drive Sober or Get Pulled Over) are on the IDEP proposal.**

## Work Plan – Regional Meetings

**WORK PLAN - REGIONAL MEETINGS**

◀ Back **2** Save Clear **3** Next ▶

WORK PLAN - REGIONAL MEETINGS	
<b>Activity Description:</b>	Attend regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Dates of Activity Planned</b>	10/01/2015 9/30/2016
<b>Number of Meetings Planned:</b>	4
<b>Location:</b>	To Be Determined
<b>1</b> <input type="checkbox"/>	By checking this box, our agency agrees to attend the above meetings.

**WORK PLAN - REGIONAL MEETINGS**

◀ Back Save Clear Next ▶

1. Check the box.
2. Click the “Save” button.
3. Click the “Next” button.

This confirms that your agency will attend the regional meetings. Dates/Times/Locations will be announced at a later date.

## Labor Cost Budget Worksheet

**LABOR COST BUDGET WORKSHEET**

◀ Back **6** Save Clear **7** Next ▶

STEP HOURS	
Total Number of Hours	
Average Overtime Hourly Rate for Personnel	<b>1</b> *
<b>Total</b>	

EDUCATION COST	
Select <b>Yes</b> for Education Cost, other wise select <b>No</b> .	<b>2</b> *
Education Efforts Dollar Amount	

TOTAL DIRECT LABOR COST (STEP hours plus education)	
<b>Total</b>	

LABOR FRINGE BENEFITS	
Retirement	<b>3</b> %
Worker's Comp	<b>4</b> %
Medicare	1.45%
<b>Total</b>	%
<b>Total Fringe Benefit Cost</b>	

TRANSPORTATION COSTS	
Select <b>Yes</b> for Transportation Cost, otherwise select <b>No</b> .	<b>5</b> *
Transportation Amount (5% of Labor)	

**LABOR COST BUDGET WORKSHEET**

◀ Back Save Clear Next ▶

1. Enter the average hourly overtime rate (include any pay increases during the grant period) for staff working on the project.
2. Select “Yes” from the dropdown if your agency would like the educational funds. Select “No” if your agency does not want the educational funds.
3. Enter the percent for the Employer’s share of Retirement.
4. Enter the percent for the Employer’s share of Worker’s Comp.
5. Select “Yes” from the dropdown if your agency would like transportation costs. Select “No” if your agency does not want the transportation costs.
6. Click the “Save” button.

After the page has saved, the remaining fields (Total Number of Hours, labor Total, Education Efforts Dollar Amount, Total Direct Labor Cost, fringe Total, Total Fringe Benefit Cost, Transportation Amount) will self-populate.

7. Click the “Next” button.

## Budget Overview

The screenshot shows the Ohio GRANTS web application interface. The navigation bar includes 'Start Menu', 'Admin', 'RFP Menu', 'Proposal Menu' (circled in red), 'User:', 'Help', 'Notes', and 'Logout'. The main content area displays 'BUDGET OVERVIEW' with instructions to click on the Proposal hyperlink. A 'Budget Overview' window is open, showing a table with the following data:

Budget Category	Total
Direct Labor	\$13,860.00
Labor Fringe Benefits	\$415.80
Other Direct Costs	\$518.00
Sub-Total	\$14,793.80
<b>Total</b>	<b>\$14,793.80</b>

The budget overview shows the total by line item for the proposal. When all the information is complete; click on “Proposal Menu”.

## Submit Proposal

When ready to submit, click the “Submit Application” button.

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

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

**OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.**

**FFY 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.**

## **Impaired Driving Enforcement Program *(Law Enforcement Agencies Only)***

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.

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.

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

### **Minimum Eligibility Requirements**

To be eligible for Impaired Driving Enforcement Program (IDEP) 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 2012, 2013, and 2014, your jurisdiction experienced an average of at least 2.0 motor vehicle related fatal crashes (total of six or more fatal crashes during these three years) as reported in the Fatality Analysis Reporting System (FARS).
- Each agency must apply for the Selective Traffic Enforcement Program (STEP) to conduct enforcement activities other than impaired driving during mandatory blitzes, the national Memorial Day "Click It or Ticket" enforcement campaign and additional non-blitz hours throughout the year based on traffic related fatal/serious injury problem identification.
- Your agency must submit to their local media a press release announcing the grant award.
- Your agency must conduct all OTSO mandatory blitzes listed on the following page, including the national Labor Day "Drive Sober or Get Pulled Over" (DSOGPO) enforcement crackdown.
- Each agency must attempt to publicize its local efforts during each blitz and national enforcement campaign. **Agencies will take appropriate action to contact media about the intent of the targeted enforcement activity prior to its implementation and the results of the enforcement efforts upon completion.** OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.
- 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 Impaired Driving Enforcement Program.

### Jurisdiction Sizes

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

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

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
Small	420 hours
Medium	660 hours
Large	780 hours

**Note:** This is the maximum amount of hours you can take. If your agency cannot use all the hours, you may request less.

**See Selective Traffic Enforcement Program for additional hours available.**

### Mandatory Blitzes/National Enforcement Campaigns

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

Dates	Blitz/National Campaign
October 23 – 31, 2015	Halloween
November 20 – 29, 2015	Thanksgiving
December 11, 2015 – January 2, 2016	Christmas/New Years
February 7 – 8, 2016	Super Bowl
March 12 – 18, 2016	St. Patrick's Day
April – May 2016	Prom
July 1 – 5, 2016	4 <sup>th</sup> of July
August 19 – September 5, 2016	Drive Sober or Get Pulled Over
October 2015 and/or September 2016	Homecoming

**See Selective Traffic Enforcement Program for additional Blitz/National Campaigns.**

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

Minimum Required Hours for Drive Sober or Get Pulled Over	
Small	63
Medium	99
Large	117

**Note:** These minimum hours are based on the agency requesting the maximum amount of hours available for the jurisdiction size. If requesting fewer hours, at least 15 percent of the total hours must be allocated to the Drive Sober or Get Pulled Over national crackdown.

## **Allowable Costs**

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

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

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

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

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

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

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

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

### **Transportation Costs**

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.

## **Unallowable Costs**

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### **Vehicle Mileage**

Costs for vehicle mileage

### **Food**

Food related expenses

### **Advertising/Public Communications**

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

### **Equipment**

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

### **Certain Labor Costs**

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

### **Alcoholic Beverages**

Costs for alcoholic beverages

### **Lobbying**

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

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

Costs for preparation and submission of grant proposal(s)

# Guidelines for the Completing the IDEP Grant Proposal

## Applicant Assurances

The screenshot shows a web form titled "APPLICANT ASSURANCES" with a navigation bar at the top containing "Back", "Save", "Clear", and "Next" buttons. The form is divided into five sections, each with a title bar and a text area followed by a checkbox:

- FSRS FUNDING INFORMATION**: Text asks if the business received (1) 80% or more of annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements. A dropdown menu is circled in red and labeled "1".
- TERMS AND CONDITIONS**: Text asks if the agency acknowledges it has reviewed and agrees to abide by the [Terms and Conditions](#) if awarded this grant. A checkbox is circled in red and labeled "2".
- PRE-GRANT PRESENTATION**: Text asks if the agency acknowledges it has accessed and reviewed the [Pre-Grant Presentation](#) prior to applying for this grant. A checkbox is circled in red and labeled "3".
- COUNTY PROFILE**: Text asks if the agency acknowledges it has accessed and reviewed the [County Fact Sheets](#) to help with problem identification. This information must be used in preparing this grant proposal and in the workplan activities to achieve the goals of the proposal. A checkbox is circled in red and labeled "4".
- COUNTERMEASURES THAT WORK**: Text asks if the agency acknowledges it has accessed and reviewed the [Countermeasures That Work](#). All activities proposed must address problem ID as shown in the county profile and be data driven and evidence-based. This guide must be used in preparing this grant proposal and in the work plan activities to achieve the goals of the proposal. A checkbox is circled in red and labeled "5".

At the bottom of the form, the navigation bar is repeated, with the "Save" and "Next" buttons circled in red and labeled "6" and "7" respectively.

1. **FSRS** – This is a **TWO** part question. If the answer is yes to **BOTH** parts, select “yes” in the drop down. If the answer is “no” to either part, select “no”.
2. **TERMS AND CONDITIONS** – Click on the link in the paragraph to access the terms and conditions or access them in the “Traffic Safety Proposal Package” link on the log in page to the GRANTS System. Read these before checking the box.
3. **PRE-GRANT PRESENTATION** – Access the Pre-Grant Power Point by clicking the link in the paragraph. Review the Power Point for “Selective Traffic Enforcement Program” prior to completing the proposal and checking the box.
4. **COUNTY PROFILE** – Access the link to ODOT’s page in the paragraph. Once on ODOT’s page, find your county and click on the link. This data must be used in problem identification for your proposal and in planning actual activities during the grant year. Review before checking the box.

5. **COUNTERMEASURES THAT WORK** – Access the link to the document. This guide must be used in preparing the proposal. Review before checking the box.
6. Click the “Save” button.
7. Click the “Next” button.

### Project Overviews (Goals/Baselines/Scopes/Evaluations)

The goals for the proposed project reflect how the program will impact the community’s traffic safety problems. These goals guide the entire scope of work and evaluation of the project. The project goals must identify realistic outcome(s). The baseline establishes the current status for each goal.

#### Project Overview – Fatal Crash:

PROJECT OVERVIEW - FATAL CRASH	
<b>Goal Title:</b>	Fatal Crash Goal
<b>Goal Description:</b>	Reduce the number of traffic-related fatal crashes to no more than <input type="text" value="2"/> *
<b>Baseline:</b>	Last year, there were <input type="text" value="1"/> traffic-related fatal crashes.
<b>Scope:</b>	Through problem identification of traffic crash data, conduct high visibility enforcement in locations and at times that will have the greatest impact in reducing fatal/serious injury crashes. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Evaluation:</b>	Conduct monthly reviews comparing stats from the previous year.

Access the statistics provided in the link located in the directions on the grant page or at [ohiohighwaysafetyoffice.ohio.gov](http://ohiohighwaysafetyoffice.ohio.gov) under Grantees Information.

1. Using the statistics provided for your jurisdiction, enter the baseline.
2. Enter a goal that is reasonable.
3. Click the “Save” button.
4. Click the “Next” button.

**NOTE:** All data was pulled using ODPS data. ODPS is using preliminary 2014 data and was current at the time the proposal package was finalized. These numbers may not match your numbers. Use the numbers provided on the data sheet.

## Project Overview – Alcohol Goal:

**PROJECT OVERVIEW - ALCOHOL GOAL** ◀ Back Save Clear Next ▶

**GOAL TITLE**  
Alcohol Goal

**GOAL DESCRIPTION**  
Decrease the number of alcohol-related fatal and injury crashes to no more than 2.

**BASELINE**  
Last year there were 1 alcohol-related fatal and injury crashes.

**SCOPE**  
Through problem identification of traffic crash data, conduct high visibility enforcement in locations and at times that will have the greatest impact in reducing alcohol-related fatal/serious injury crashes. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.

**EVALUATION**  
Conduct monthly reviews comparing stats from the previous year.

**PROJECT OVERVIEW - ALCOHOL GOAL** ◀ Back Save Clear Next ▶

Access the statistics provided in the link located in the directions on the grant page or at [ohiohighwaysafetyoffice.ohio.gov](http://ohiohighwaysafetyoffice.ohio.gov) under Grantees Information.

1. Using the statistics provided for your jurisdiction, enter the baseline.
2. Enter a goal that is reasonable.
3. Click the “Save” button.
4. Click the “Next” button.

NOTE: All data was pulled using ODPS data. ODPS is using preliminary 2014 data and was current at the time the proposal package was finalized. These numbers may not match your numbers. Use the numbers provided on the data sheet.

## Work Plan

WORK PLANS		◀ Back	Save	Clear	Next ▶
<b>JURISDICTION POPULATION SIZE</b>					
Jurisdiction Population Size					1 ▼
<b>OCTOBER</b>					
Required Blitz - Homecoming* (October 1-31, 2015)					2 *
*Homecoming hours are for high school/ college homecoming activities only.					
Required Blitz - Halloween (October 23-31, 2015)					3 *
Non-Blitz Hours (October 1-31, 2015)					4 *
<b>October Total</b>					
<b>NOVEMBER</b>					
Required Blitz - Thanksgiving Hours (November 20 -29, 2015)					5 *
Non-Blitz Hours (November 1-30, 2015)					6 *
<b>November Total</b>					
<b>DECEMBER</b>					
Required Blitz - Christmas/ New Year's Eve (December 11-31, 2015)					7 *
Non-Blitz Hours (December 1-31, 2015)					8 *
<b>December Total</b>					

1. Select the jurisdiction population from the dropdown. Refer to the chart on page 42 or the directions on the GRANTS System to determine if your jurisdiction is small, medium or large.
2. Enter the number of hours planned for October Homecomings. If your jurisdiction's homecomings are not in October, enter "0" (there is also a place in September to enter Homecoming hours). If your jurisdiction has Homecomings in both months, enter hours in both October Homecoming and September Homecoming. Homecoming hours are also available on the STEP proposal for non-impaired driving enforcement.
3. Enter the number of hours planned for Halloween.
4. Enter the number of non-blitz hours planned for October.
5. Enter the number of hours planned for Thanksgiving. Thanksgiving hours are also available on the STEP proposal for non-impaired driving enforcement.
6. Enter the number of non-blitz hours planned for November.
7. Enter the number of hours planned for Christmas/New Year's Eve.
8. Enter the number of non-blitz hours planned for December.

JANUARY	
Required Blitz - New Year's Hours (January 1-2, 2016)	9 *
Non-Blitz Hours (January 1-31, 2016)	10 *
<b>January Total</b>	

FEBRUARY	
Required Blitz - Super Bowl (February 7-8, 2016)	11 *
Non-Blitz Hours (February 1-29, 2016)	12 *
<b>February Total</b>	

MARCH	
Required Blitz - St. Patrick's Day (March 12-18, 2016)	13 *
Non-Blitz Hours (March 1-31, 2016)	14 *
<b>March Total</b>	

APRIL	
Required Blitz - Prom* (April 1-30, 2016)	15 *
*Prom blitz hours are to be used for high school prom events only.	
Non-Blitz Hours (April 1-30, 2016)	16 *
<b>April Total</b>	

9. Enter the number of hours planned for New Year's.
10. Enter the number of non-blitz hours planned for January.
11. Enter the number of hours planned for Super Bowl.
12. Enter the number of non-blitz hours planned for February.
13. Enter the number of hours planned for St. Patrick's Day.
14. Enter the number of non-blitz hours planned for March.
15. Enter the number of hours planned for April Prom. If your jurisdiction's proms are not in April, enter "0" (there is also a place in May for Prom hours). If your jurisdiction has prom in both months, enter hours in both April Prom and May Prom. Prom hours are also available on the STEP proposal for non-impaired driving enforcement.
16. Enter the number of non-blitz hours planned for April.

MAY	
Required Blitz - Prom* (May 1-31, 2016)	17 *
*Prom blitz hours are to be used for high school prom events only.	
Non-Blitz Hours (May 1-31, 2016)	18 *
<b>May Total</b>	

JUNE	
Non-Blitz Hours (June 1-30, 2016)	19 *
<b>June Total</b>	

JULY	
Required Blitz - 4th of July (July 1-5, 2016)	20 *
Non-Blitz Hours	21 *
<b>July Total</b>	

17. Enter the number of hours planned for May Prom. If your jurisdiction's proms are not in May, enter "0" (there was also a place in April for Prom hours). If your jurisdiction has prom in both months, enter hours in both April Prom and May Prom. Prom hours are also available on the STEP proposal for non-impaired driving enforcement.
18. Enter the number of non-blitz hours planned for May.
19. Enter the number of non-blitz hours planned for June.
20. Enter the number of hours planned for 4<sup>th</sup> of July.
21. Enter the number of non-blitz hours planned for July.

AUGUST	
Required Blitz - Drive Sober Or Get Pulled Over / DSOGPO (August 19-31, 2016)	22*
	23*
<b>August Total</b>	

  

SEPTEMBER	
Required Blitz - Homecoming* (September 1-30, 2016)	24*
*Homecoming hours are for high school homecoming activities only.	
Required Blitz - September DSOGPO (September 1-5, 2016)	25*
Non-Blitz Hours (September 1-30, 2016)	26
<b>September Total</b>	

  

IDEP WORK PLAN TOTAL HOURS	
<b>Total IDEP FFY 2016 Hours</b>	29

  

DRIVE SOBER OR GET PULLED OVER TOTAL (AUGUST 19 - SEPTEMBER 5, 2016)	
August DSOGPO	28
September DSOGPO	
<b>DSOGPO Total</b>	

  

WORK PLANS	
◀ Back	Save
Clear	Next ▶

27

30

22. Enter the number of hours planned for August DSOGPO. DSOGPO continues in September. See chart on page 43 for the minimum number of hours required based on jurisdiction size.
23. Enter the number of non-blitz hours planned for August.
24. Enter the number of hours planned for September Homecomings. If your jurisdiction's homecomings are not in September, enter "0" (there was also a place in October to enter Homecoming hours). If your jurisdiction has Homecomings in both months, enter hours in both October Homecoming and September Homecoming. Homecoming hours are also available on the STEP proposal for impaired driving enforcement.
25. Enter the number of hours planned for September DSOGPO. DSOGPO began in August. See chart on page 43 for the minimum number of hours required based on jurisdiction size.
26. Enter the number of non-blitz hours planned for September.
27. Click the "Save" button.
28. All monthly total fields will populate. The DSOGPO section will add your August and September hours to give you a total. If the total is not the minimum, make adjustments and re-save.
29. The Total IDEP Hours will populate from all the monthly totals. If you have exceeded the maximum hours allowed for your jurisdiction size, make adjustments and re-save.
30. Once all hours are correct, click the "Next" button.

The remaining required blitz (CIOT) is on the STEP proposal.

### Work Plan – Regional Meetings

**WORK PLAN - REGIONAL MEETINGS**

<b>WORK PLAN - REGIONAL MEETINGS</b>	
<b>Activity Description:</b>	Attend regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Dates of Activity Planned</b>	10/01/2015      9/30/2016
<b>Number of Meetings Planned:</b>	4
<b>Location:</b>	To Be Determined
<b>1</b> <input type="checkbox"/>	By checking this box, our agency agrees to attend the above meetings.

**WORK PLAN - REGIONAL MEETINGS**

1. Check the box.
2. Click the “Save” button.
3. Click the “Next” button.

This confirms that your agency will attend the regional meetings. Dates/Times/Locations will be announced at a later date.

# Labor Cost Budget Worksheet

**5**
**6**

LABOR BUDGET COST WORKSHEET	
<span style="margin-right: 20px;">◀ Back</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Save</span> <span style="margin-left: 20px;">Clear</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Next ▶</span>	
<b>IDEP HOURS</b>	
Total Number of Hours	
Average Overtime Hourly Rate for Personnel	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> *
<b>Total Direct Labor Cost</b>	
<b>LABOR FRINGE BENEFITS</b>	
Retirement	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> *%
Worker's Comp	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span> *%
Medicare	1.45%
<b>Total</b>	
%	
<b>Total Fringe Benefit Cost</b>	
<b>TRANSPORTATION COSTS</b>	
Select <b>Yes</b> for Transportation cost, otherwise select <b>No</b> .	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">▼</span> * <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>
Transportation Amount (5% of labor)	
<span style="margin-right: 20px;">◀ Back</span> <span style="margin-left: 20px;">Save</span> <span style="margin-left: 20px;">Clear</span> <span style="margin-left: 20px;">Next ▶</span>	

1. Enter the average hourly overtime rate (include any pay increases during the grant period) for staff working on the project.
2. Enter the percent for the Employer's share of Retirement.
3. Enter the percent for the Employer's share of Worker's Comp.
4. Select "Yes" from the dropdown if your agency would like transportation costs. Select "No" if your agency does not want the transportation costs.
5. Click the "Save" button.

After the page has saved, the remaining fields (Total Number of Hours, labor Total, Education Efforts Dollar Amount, Total Direct Labor Cost, fringe Total, Total Fringe Benefit Cost, Transportation Amount) will self-populate.

6. Click the "Next" button.

## Budget Overview

Start Menu Admin RFP Menu **Proposal Menu** User: Lori Genzen Help Notes Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

**Instructions:** To view a budget, click on the Proposal hyperlink.

**Budget Overview** ◀ Back

[Impaired Driving Enforcement Program: IDEP TEST](#)

Budget Category	Total
Direct Labor	\$15,580.00
Labor Fringe Benefits	\$467.40
Other Direct Costs	\$779.00
Sub-Total	\$16,826.40
<b>Total</b>	<b>\$16,826.40</b>

◀ Back

The budget overview shows the total by line item for the proposal. When all the information is complete; click on “Proposal Menu”.

## Submit Proposal

Start Menu Admin RFP Menu **Proposal Menu** User: Lori Genzen Help Notes Logout

**2016 Impaired Driving Enforcement Program 2016 Proposal** **Submit Application**

**Proposal #: 2016-IDEP-0008-00**

**General Information**

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

**Agency Information**  
[View Applicant Information](#)

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**Proposal Information**

- [Proposal Program Description](#)

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**Contacts**

- [Control Access to Proposal](#)
- [GRANTS Review Team](#)
- [Send Email to Proposal Contacts](#)

**Proposal Forms**

▲ Collapse Entire Tree ▲

- Overall Comments
- Applicant Assurances
- Goals/Baselines/Scopes/Evaluations
  - Project Overview - Fatal Crash
  - Project Overview - Alcohol Goal
- Work Plans
  - Work Plans
  - Work Plan - Regional Meetings
- Labor Budget Cost Worksheet
- Budget Overview ←

**Legend:**

Proposal Form Budget Page

No Errors Last Page Visited

When ready to submit, click the “Submit Application” button.

---

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

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

**OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.**

**FFY 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.**

## 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 2016 OVI Task Force grant funding, an existing OVI Task Force agency must be in the top alcohol-related fatal crash counties. The top alcohol-related fatal crash counties must have an average of at least 6.0 alcohol-related motor vehicle related fatal crashes during 2012, 2013 and 2014 (total of eighteen or more alcohol-related fatal crashes during these three years). **A minimum of sixteen checkpoints must be conducted for a maximum of \$225,000.**

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

### Eligible Counties

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Butler County	Montgomery County
Cuyahoga County	Stark County
Franklin County	Summit County
Hamilton County	Trumbull County
Lucas 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 2016:

County	Max Amount	Minimum Checkpoints	Exit Strategy
Mahoning County	\$224,952.37	16	100% of 2015 Level
Medina County	\$ 83,852.51	6	50% of 2013 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 19 – September 5, 2016.

- Alcohol-related overtime enforcement activity must be conducted in the areas and time periods of alcohol-related problems identified through a site selection process.
- OTSO encourages multiple low man-power checkpoints (14 officers or less), and it will reimburse up to 20 law enforcement shift positions per checkpoint.
- A minimum of three press conference events are to be conducted with one in coordination with the Drive Sober or Get Pulled Over crackdown. Each press event must use the Drive Sober or Get Pulled Over message. These press events will be conducted by the task force and its partners.
- Implement and adhere to a “sobriety checkpoint operation policy” for the task force for all participating law enforcement agencies to follow. For first-time task force sub-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 Countywide OVI Task Force grant activities are required to collect current traffic crash data. This data is to be given to the coordinating agency to compile monthly data reports for the site selection process and justification for OVI enforcement.

Required Date, Time and Location Data:

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

This information should be compared with local crash data for 2012, 2013, and 2014 and the Ohio Investigative Unit’s data to assist in determining the jurisdiction’s alcohol-related problem area(s). The Traffic Crash Facts for 2011, 2012, and 2013 can be found on the ODPS website: [http://ohiohighwaysafetyoffice.ohio.gov/otso\\_annual\\_crash\\_facts.stm](http://ohiohighwaysafetyoffice.ohio.gov/otso_annual_crash_facts.stm)

### **Allowable Costs**

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

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

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

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

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

Costs incurred by the potential sub-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 OTSO upon request.

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

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

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

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

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

### **Meetings**

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

### **Travel**

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

### **Equipment**

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

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

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

### **Supplies and Materials**

A limited amount of activity-specific supplies and materials that are necessary to carry out the scope of work, work plan and evaluation may be allowed. It is OTSO's expectation that the potential sub-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 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 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 OTSO prior to submission. Number of coordination hours cannot exceed 20 percent of task force labor hours (checkpoints and saturations patrols).

### **Maximum Staffing**

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

### **Education Efforts**

The OTSO will reimburse for hours/costs spent towards education efforts. These efforts can be used towards educating students, the general public at events, or officers and must be consistent with problem identification. Education efforts must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring any costs. A total of five percent (dollars) of direct labor costs (saturation patrol and checkpoint hours for both the lead and participating agencies) will be allowed towards education efforts.

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

## **Unallowable Costs**

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### **Vehicle Mileage**

Costs for vehicle mileage

### **Advertising/Public Communications**

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

### **Certain Labor Costs**

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

### **Alcoholic Beverages**

Costs for alcoholic beverages

### **Food**

Food related expenses

### **Entertainment**

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

### **Lobbying**

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

### **Office Furnishings and Fixtures**

Costs for the purchase of office furnishings and fixtures

### **Central Service Charges**

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

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

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

# Guidelines for Preparing the OVI Task Force Proposal

## Applicant Assurances

**APPLICANT ASSURANCES**    ◀ Back    Save    Clear    Next ▶

**FSRS FUNDING INFORMATION**  
Select either yes or no.  
In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the specific CCR records, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **AND** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

**TERMS AND CONDITIONS**  
By checking this box, our agency acknowledges that it has reviewed and agrees to abide by the [Terms and Conditions](#) if awarded this grant.

**PRE-GRANT PRESENTATION**  
By checking this box, our agency acknowledges that it has accessed and reviewed the [Pre-Grant Presentation](#) prior to applying for this grant.

**COUNTY PROFILE**  
By checking this box, our agency acknowledges that it has accessed and reviewed the [County Fact Sheets](#) to help with problem identification. This information must be used in preparing this grant proposal and in the workplan activities to achieve the goals of the proposal.

**COUNTERMEASURES THAT WORK**  
By checking this box, our agency acknowledges that it has accessed and reviewed the [Countermeasures That Work](#). All activities proposed must address problem ID as shown in the county profile and be data driven and evidence-based. This guide must be used in preparing this grant proposal and in the work plan activities to achieve the goals of the proposal.

**APPLICANT ASSURANCES**    ◀ Back    Save    Clear    Next ▶

1  
2  
3  
4  
5  
6  
7

1. **FSRS** – This is a **TWO** part question. If the answer is yes to **BOTH** parts, select “yes” in the drop down. If the answer is “no” to either part, select “no”.
2. **TERMS AND CONDITIONS** – Click on the link in the paragraph to access the terms and conditions or access them in the “Traffic Safety Proposal Package” link on the log in page to the GRANTS System. Read these before checking the box.
3. **PRE-GRANT PRESENTATION** – Access the Pre-Grant Power Point by clicking the link in the paragraph. Review the Power Point for “Selective Traffic Enforcement Program” prior to completing the proposal and checking the box.
4. **COUNTY PROFILE** – Access the link to ODOT’s page in the paragraph. Once on ODOT’s page, find your county and click on the link. This data must be used in problem identification for your proposal and in planning actual activities during the grant year. Review before checking the box.

5. **COUNTERMEASURES THAT WORK** – Access the link to the document. This guide must be used in preparing the proposal. Review before checking the box.
6. Click the “Save” button.
7. Click the “Next” button.

### Project Overviews (Goals/Baselines/Scopes/Evaluations)

The goals for the proposed project reflect how the program will impact the community’s traffic safety problems. These goals guide the entire scope of work and evaluation of the project. The project goals must identify realistic outcome(s). The baseline establishes the current status for each goal.

### Project Overview – Alcohol Related Fatal Crash Goal

**PROJECT OVERVIEW - ALCOHOL-RELATED FATAL CRASH GOAL**

◀ Back **3** Save Clear **4** Next ▶ View PDF

**GOAL TITLE**  
Alcohol-Related Fatal Crash Goal

**GOAL DESCRIPTION**  
Reduce the number of alcohol-related fatal crashes to no more than **2**\*.

**BASELINE**  
Last year there were **1**\* alcohol-related fatal crashes.

**SCOPE**  
Through problem identification of traffic crash data, conduct checkpoints and saturation patrols in locations and at times that will have the greatest impact in reducing alcohol-related fatal/serious injury crashes. Raise public awareness through local media and personal contacts. Attend at minimum, quarterly regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.

**EVALUATION**  
Conduct monthly reviews comparing stats from previous year.

**PROJECT OVERVIEW - ALCOHOL-RELATED FATAL CRASH GOAL**

◀ Back Save Clear Next ▶ View PDF

Access the statistics provided in the link located in the directions on the grant page or at [ohiohighwaysafetyoffice.ohio.gov](http://ohiohighwaysafetyoffice.ohio.gov) under Grantees Information.

1. Using the statistics provided for your jurisdiction, enter the baseline.
2. Enter a goal that is reasonable.
3. Click the “Save” button.
4. Click the “Next” button.

**NOTE:** All data was pulled using ODPS data. ODPS is using preliminary 2014 data and was current at the time the proposal package was finalized. These numbers may not match your numbers. Use the numbers provided on the data sheet.

**Project Overview – Checkpoint Goal**

**PROJECT OVERVIEW - CHECKPOINT GOAL** ◀ Back **3** Save Clear **4** Next ▶ View PDF

**GOAL TITLE**  
Checkpoint Goal

**GOAL DESCRIPTION**  
Conduct **2**\*checkpoints. (see chart above - number of checkpoints in goal must equal number of checkpoints submitted in workplan).

**BASELINE**  
Last year, **1** checkpoints were conducted.

**SCOPE**  
Through problem identification of traffic crash data, conduct checkpoints in locations and at times that will have the greatest impact in reducing alcohol-related fatal/serious injury crashes.

**EVALUATION**  
Number of checkpoints conducted.

**PROJECT OVERVIEW - CHECKPOINT GOAL** ◀ Back Save Clear Next ▶ View PDF

1. Enter the number of checkpoints conduct last year for the baseline.
2. Using the chart on the grant page or the chart below, enter at least the minimum number of checkpoints planned for the year.
3. Click the “Save” button.
4. Click the “Next” button.

Use the following for the minimum number of checkpoints.

Minimum Checkpoints	
County	Minimum Checkpoints
Medina	6
All other counties	16

## Work Plans

### Monthly Work Plans

A work plan has been provided for each month of the grant. Complete each work plan as follows:

**9**                      **10**

OCTOBER WORK PLAN		◀ Back	Save	Clear	Next ▶	View PDF
<b>MEDIA EVENT(S)</b>						
Number of Media/Press <b>Events</b> to be held in October:					<b>1</b>	
<b>PRESS RELEASE(S)</b>						
Number of press <b>releases</b> to be issued in October:					<b>2</b>	
<b>TASK FORCE MEETING</b>						
A Task Force meeting will be held in October:					<b>3</b>	
<b>SATURATION PATROL(S)</b>						
Number of Saturation Patrol hours for October:					<b>4</b>	
<b>CHECKPOINT(S)</b>						
Low Manpower Checkpoints (14 officers or less)						
Number to be held in October:			<b>5</b>	Number of Hours:		<b>6</b>
High Manpower Checkpoints (15 officers or more)						
Number to be held in October:			<b>7</b>	Number of Hours:		<b>8</b>
Total Number of October Checkpoints:				Total Checkpoint Hours:		
OCTOBER WORK PLAN		◀ Back	Save	Clear	Next ▶	View PDF

1. Enter the number of Media/Press **events** to be held. If none are planned, enter "0".
2. Enter the number press **releases** to be issued. If none are planned, enter "0".
3. If there is a task force meeting planned for that month, select "Yes" from the dropdown. If not, select "No".
4. Enter the number of saturation patrol hours for the month. If none are planned, enter "0".
5. Enter the number of low manpower checkpoints planned for the month. If none are planned, enter "0".
6. Enter the number of hours for low manpower checkpoints. If none, enter "0".
7. Enter the number of high manpower checkpoints planned for the month. If none are planned, enter "0".
8. Enter the number of hours for high manpower checkpoints. If none, enter "0".
9. Click the "Save" button. The total number of checkpoints and total checkpoint hours will self-populate.
10. Click the "Next" button.

Complete the remaining months the same way.

## Work Plan – Regional Meetings

**WORK PLAN - REGIONAL MEETINGS**

◀ Back **Save** Clear **Next** ▶

<b>WORK PLAN - REGIONAL MEETINGS</b>	
<b>Activity Description:</b>	Attend regional meetings to coordinate and review activity including current crash data throughout the region to achieve high visibility enforcement and awareness.
<b>Dates of Activity Planned</b>	10/01/2015 9/30/2016
<b>Number of Meetings Planned:</b>	4
<b>Location:</b>	To Be Determined
<b>1</b> <input type="checkbox"/>	By checking this box, our agency agrees to attend the above meetings.

**WORK PLAN - REGIONAL MEETINGS**

◀ Back Save Clear Next ▶

1. Check the box.
2. Click the “Save” button.
3. Click the “Next” button.

This confirms that your agency will attend the regional meetings. Dates/Times/Locations will be announced at a later date.

## Participating Agencies

**PARTICIPATING AGENCIES**

◀ Back **Save** Clear **Next** ▶ View PDF

<b>PARTICIPATING AGENCIES</b>			
<b>Agency Name:</b>	<b>Fringe Rate:</b>	<b>Agency Name:</b>	<b>Fringe Rate:</b>
<b>1</b>	<b>2</b>		

1. Enter the participating agency name.
  2. Enter their highest approved rate.
- Continue entering until all participating agencies and fringe rates have been entered.
3. Click the “Save” button.
  4. Click the “Next” button.

# Budget Worksheet

BUDGET WORKSHEET			
◀ Back		Save	Clear
Next ▶		View PDF	
LABOR HOURS			
Lead Agency		Participating Agencies (Contractual)	
Total Checkpoint/Saturation Patrol Hours:	1 *	Total Checkpoint/Saturation Patrol Hours:	3 *
Average Hourly Rate:	2 *	Average Hourly Rate:	4 *
Checkpoint/Saturation Patrol Labor:		Checkpoint/Saturation Patrol Labor:	
COORDINATION HOURS			
Lead Agency		Contractual Coordination	
Number of Coordination Hours:	5	Number of Coordination Hours:	7
Hourly Rate:	6	Hourly Rate:	8 *
Coordination Labor:		Contractual Coordination Labor:	
EDUCATION EFFORTS			
Lead Agency		Participating Agencies (Contractual)	
Amount Requested for Education:	9 *	Amount Requested for Education:	10 *
LABOR SUMMARY			
Lead Agency		Participating Agencies (Contractual)	
Total Labor Eligible for Fringe:		Total Contractual Labor Eligible for Fringe (excludes Coordination):	
FRINGE BENEFITS			
Lead Agency		Participating Agencies (Contractual)	
Retirement:	11 %	Average Contractual Fringe:	13 %
Worker's Comp:	12 %	Total Contractual Fringe Benefit Cost:	
Medicare:	1.45%		
Total:	%		
Total Fringe Benefit Cost:			

1. Enter the number of checkpoint/saturation hours for the lead agency.
2. Enter the average hourly rate for the lead agency.
3. Enter the number of checkpoint/saturation hours for the participating agencies.
4. Enter the average hourly rate for the participating agencies.
5. If coordination hours will be conducted by the lead agency, enter the number of coordination hours.
6. Enter the hourly rate for lead agency coordination.
7. If coordination hours will be conducted by contractual person, enter the number of coordination hours.
8. Enter the hourly rate for contractual coordination.
9. If requesting education costs for the lead agency, enter the amount.
10. If requesting education costs for the participating agencies, enter the amount.
11. Enter the percent for the Employer's share of Retirement.
12. Enter the percent for the Employer's share of Worker's Comp.
13. Enter the average contractual fringe rate.

TRANSPORTATION COSTS	
Lead Agency	Participating Agencies (Contractual)
Amount Requested for Transportation Costs: <b>14</b>	Amount Requested for Transportation Costs: <b>15</b>
BUDGET REQUEST SUMMARY	
Total Direct Labor and Contractual Labor:	<b>17</b>
Total Allowable for Education (5% of Total Direct Labor and Contractual Labor):	
Total Requested for Education:	
Total Allowable for Transportation (5% of Total Direct Labor and Contractual Labor):	
Total Requested for Transportation:	
Total Checkpoint and Saturation Hours Requested in Work Plans:	
Total Lead Agency and Participating Agency Checkpoint and Saturation Hours in Budget:	
Total Coordination Hours Allowable (20% of Total Checkpoint and Saturation Hours):	
Total Coordination Hours Requested:	
Total Number of Checkpoints:	
Number of Media/Press Events:	
Total Contractual Services (Checkpoint/Saturation Labor, Coordination, Education and Transportation):	

**BUDGET WORKSHEET**      ◀ Back   **Save**   Clear   **Next** ▶   View PDF

14. If requesting transportation costs for the lead agency, enter the amount.
15. If requesting transportation costs for the participating agencies, enter the amount.
16. Click the “Save” button.
17. After the page has saved, the Budget Request Summary section will populate. The total Checkpoint and Saturation Hours Requested in Work Plan must match the Total Lead Agency and Participating Agency Checkpoint and Saturation Hours in budget. If they don’t either return to the work plans to make changes or make changes above in the hour boxes and re-save this page. Once hours are correct, double check Education, Transportation and Coordination hours requested against the maximum allowed. Make changes, if needed and re-save.
18. Click the “Next” button.

## General Attachment

**GENERAL ATTACHMENT**      ◀ Back   Save   Clear   Next ▶

I will/have mailed this attachment  
  I will/have faxed this attachment **1**  
  I will upload this attachment  
  I will/have e-mailed this attachment

**Browse...** **2**

**GENERAL ATTACHMENT**      ◀ Back   **Save**   Clear   **Next** ▶

**3**      **4**

This page is for any attachments (i.e. travel policy). Use this page to indicate how you are going to provide your agency’s travel policy if including travel in the grant budget.

1. Select how the attachment will be sent.
2. If using the upload option, click the “Browse” button. Select the document (PDF file names cannot contain special characters (&, #, %, etc.).
3. Once the page is complete, click the “Save” button.
4. Click the “Next” button to move to the next page.

If you are not including travel and do not have any other attachments, you do not need to complete this page. Do not attach information that is supposed to be included in the required fields of the proposal.

## Budget Overview

Start Menu
Admin
RFP Menu
Proposal Menu
User: Lori Genzen
Help
Notes
Logout

[Return to Previous Page](#)
**BUDGET OVERVIEW**

**Instructions:** To view a budget, click on the Proposal hyperlink.

**Budget Overview**
◀ Back

[OVI Task Force: Program Component](#)

Budget Category	Quantity	Amount
Direct Labor		\$7,065.00
Labor Fringe Benefits		\$918.45
Other Direct Costs		\$125.00
Contractual Services		\$4,214.00
Contractual Fringe Benefits		\$202.86
Sub-Total	0	\$12,525.31
<b>Total</b>	<b>0</b>	<b>\$12,525.31</b>

◀ Back

The Budget Overview shows only what has been entered into the worksheets. To add additional budget items (supplies and materials, travel, etc.) click on the “OVI Task Force: (name of your program)” link.

## Budget Detail

The screenshot shows the 'Add Budget Item' tab selected. The interface includes a title bar with 'OVI Task Force: Program Component' and buttons for 'View PDF', 'Edit', and 'Delete'. Below the title bar are two tables: 'Direct Labor' and 'Labor Fringe Benefits'. Both tables have columns for 'Description', 'Quantity', and 'Amount'. The 'Direct Labor' table shows an auto-calculated item with a total of \$7,065.00. The 'Labor Fringe Benefits' table shows an auto-calculated item with a total of \$918.45.

Direct Labor		
Description	Quantity	Amount
Direct Labor		
Auto-calculated item		\$7,065.00
Minor Category Sub-Total		\$7,065.00
<b>Major Category Sub-Total</b>		<b>\$7,065.00</b>

  

Labor Fringe Benefits		
Description	Quantity	Amount
Labor Fringe Benefits		
Auto-calculated item		\$918.45
Minor Category Sub-Total		\$918.45
<b>Major Category Sub-Total</b>		<b>\$918.45</b>

Select the "Add Budget Item" tab.

## Add Budget Item

The screenshot shows the 'Add Budget Item' form. It includes a title bar with 'OVI Task Force: Program Component' and buttons for 'Save' and 'Cancel'. The form contains the following fields and instructions:

- Select the appropriate Budget Category for this budget item: (1)
- Provide a short description for this budget item (should be unique to this budget): (2)
- Provide a more detailed description for this budget item: (3)
- Enter the amounts associated with the budget item (some may not be applicable):

At the bottom, there are input fields for 'Quantity' (4) and 'Amount' (5). A legend indicates that an asterisk (\*) denotes a required field. The 'Save' button is circled with a red line (6).

1. Select the appropriate budget category (see below for directions for each category).
2. Enter the short description (see below for directions for each category).
3. Enter the detailed description (see below for directions for each category).
4. Enter the quantity if applicable.
5. Enter the amount.
6. Click the "Save" button.

Continue until all items have been entered.

### **Direct Labor**

***Do not use this category to add direct labor. All direct labor is added on the Budget Worksheet.***

### **Labor Fringe Benefits**

***Do not use this category to add labor fringe benefits. All labor fringe benefits are added on the Budget Worksheet.***

### **Travel Expense**

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

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

*Short Description* - Enter a generic description of the travel. (Example: Out of State Travel)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: OTSO approved conference)

*Total* – Enter the total for the travel.

Enter a line item for each type of travel required.

### **Supplies and Materials**

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

*Short Description* - Enter a generic description of the item. (Example: checkpoint supplies)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: signs, cones, etc.)

*Total* – Enter the total for that line.

Enter a line item for each type of supplies required.

### **Equipment**

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

*Short Description* - Enter a generic description of the item. (Example: checkpoint equipment)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: generator.)

*Total* – Enter the total for that line.

Enter a line item for each type of equipment required.

### **Other Direct Costs**

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

*Short Description* - Enter a generic description of the item. (Example: printing)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: printing survey cards.)

*Total* – Enter the total for that line.

Enter a line item for each type of other direct cost required.

### **Contractual Services**

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

*Short Description* - Enter a generic description of the item. (Example: training)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: instructor for checkpoint training.)

*Total* – Enter the total for that line.

Enter a line item for each type of contractual service required.

***Do not enter items that are captured on the Budget Work Sheet (coordination, labor, fringe and transportation for participating agencies) in this category.***

### Contractual Fringe Benefits

**Do not use this category to add contractual fringe benefits. All contractual fringe benefits are added on the Budget Worksheet.**

### Claim Adjustments

**Do not use this category.**

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

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

The screenshot shows a web application interface with a navigation bar at the top containing 'Start Menu', 'Admin', 'RFP Menu', 'Proposal Menu' (circled in red), 'User: Lori Genzen', 'Help', 'Notes', and 'Logout'. Below the navigation bar, there is a 'Return to Previous Page' link and the title 'BUDGET OVERVIEW'. An instruction states: 'Instructions: To view a budget, click on the Proposal hyperlink.' The main content area features a 'Budget Overview' window with a 'Back' button. Inside this window, there is a table titled 'OVI Task Force: Program Component' with the following data:

Budget Category	Quantity	Amount
Direct Labor		\$7,065.00
Labor Fringe Benefits		\$918.45
Other Direct Costs		\$125.00
Contractual Services		\$4,214.00
Contractual Fringe Benefits		\$202.86
Sub-Total	0	\$12,525.31
<b>Total</b>	<b>0</b>	<b>\$12,525.31</b>

Once budget is complete and accurate, return to proposal menu.

## Submit Proposal

The screenshot shows a web application interface for submitting a proposal. At the top, there is a navigation bar with 'Start Menu', 'Admin', 'RFP Menu', and 'Proposal Menu'. The user is identified as 'User: Lori Genzen'. There are buttons for 'Help', 'Notes', and 'Logout'. The main heading is '2016 OVI Task Force 2016 Proposal', with a 'Submit Application' button circled in red. Below this, there is a 'Proposal Forms' section with a tree view of items to be submitted, including 'Overall Comments', 'Applicant Assurances', 'Goals/Baselines/Scopes/Evaluations', 'Project Overview - Alcohol-Related Fatal Crash Goal', 'Project Overview - Checkpoint Goal', 'Work Plans' (with sub-items for each month from October to September, plus 'Regional Meetings'), 'Participating Agencies', 'Budget Worksheet', 'General Attachment', and 'Budget Overview'. On the left side, there is a 'Proposal Information' section with a 'View Applicant Information' link, and sections for 'Contacts' and 'Components'.

When ready to submit, click the “Submit Application” button.

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

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

OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.

**FFY 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 the OTSO experiences an internal server malfunction, the OTSO will notify Proposal Administrators of an updated submission deadline.**

## Safe Communities Program

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 location for traffic safety programming. OTSO focuses the majority of its grant funding based on programming that will have the greatest impact on reducing fatalities statewide. The data used in this process includes traffic crash data from 2012, 2013, and 2014. 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 2016. Funding amounts are based upon the county's 3-year average fatal crash number. The ranges of fatal crashes will fluctuate each year based upon the state's 3-year average fatal crash number.

3-Year Average Number of Fatal Crashes	Maximum Funding Amount
37.95 and over	\$125,000.00
28.46 – 37.94	\$ 85,000.00
18.96 – 28.45	\$ 65,000.00
14.22 – 18.95	\$ 50,000.00
9.48 – 14.21	\$ 42,000.00
5.67 – 9.47	\$ 35,000.00
2.00 – 5.66	\$ 25,000.00

### Eligible Counties

County	3-Year Average	Maximum Amount	County	3-Year Average	Maximum Amount
Franklin	71.67	\$125,000.00	Morrow	7.33	\$ 35,000.00
Cuyahoga	48.67	\$125,000.00	Ashland	7.00	\$ 35,000.00
Hamilton	44.67	\$125,000.00	Clinton	7.00	\$ 35,000.00
Montgomery	43.33	\$125,000.00	Mercer	7.00	\$ 35,000.00
Lucas	35.33	\$ 85,000.00	Seneca	7.00	\$ 35,000.00
Stark	33.00	\$ 85,000.00	Shelby	7.00	\$ 35,000.00
Summit	29.00	\$ 85,000.00	Guernsey	6.67	\$ 35,000.00
Butler	22.00	\$ 65,000.00	Hancock	6.67	\$ 35,000.00
Clermont	20.33	\$ 65,000.00	Auglaize	6.33	\$ 35,000.00
Mahoning	19.67	\$ 65,000.00	Huron	6.33	\$ 35,000.00
Trumbull	19.00	\$ 50,000.00	Logan	6.33	\$ 35,000.00
Wood	16.33	\$ 50,000.00	Coshocton	6.00	\$ 35,000.00
Lorain	15.67	\$ 50,000.00	Harrison	6.00	\$ 35,000.00
Ashtabula	14.67	\$ 50,000.00	Fayette	5.67	\$ 35,000.00
Warren	14.67	\$ 50,000.00	Jackson	5.67	\$ 35,000.00
Clark	14.33	\$ 50,000.00	Madison	5.67	\$ 35,000.00
Columbiana	13.67	\$ 42,000.00	Van Wert	5.67	\$ 35,000.00
Licking	13.67	\$ 42,000.00	Washington	5.67	\$ 35,000.00
Wayne	13.67	\$ 42,000.00	Lawrence	5.33	\$ 25,000.00
Fulton	11.67	\$ 42,000.00	Union	5.33	\$ 25,000.00
Delaware	11.33	\$ 42,000.00	Williams	5.33	\$ 25,000.00

Fairfield	11.33	\$ 42,000.00	Brown	5.00	\$ 25,000.00
Pickaway	11.33	\$ 42,000.00	Crawford	5.00	\$ 25,000.00
Ross	11.33	\$ 42,000.00	Hardin	5.00	\$ 25,000.00
Portage	11.00	\$ 42,000.00	Highland	5.00	\$ 25,000.00
Lake	10.67	\$ 42,000.00	Holmes	5.00	\$ 25,000.00
Muskingum	10.67	\$ 42,000.00	Defiance	4.67	\$ 25,000.00
Richland	10.67	\$ 42,000.00	Champaign	4.33	\$ 25,000.00
Scioto	10.67	\$ 42,000.00	Adams	4.00	\$ 25,000.00
Geauga	9.33	\$ 35,000.00	Carroll	4.00	\$ 25,000.00
Belmont	9.00	\$ 35,000.00	Henry	3.67	\$ 25,000.00
Darke	9.00	\$ 35,000.00	Knox	3.67	\$ 25,000.00
Marion	9.00	\$ 35,000.00	Paulding	3.67	\$ 25,000.00
Miami	9.00	\$ 35,000.00	Jefferson	3.33	\$ 25,000.00
Tuscarawas	8.67	\$ 35,000.00	Meigs	3.33	\$ 25,000.00
Athens	8.33	\$ 35,000.00	Monroe	3.33	\$ 25,000.00
Erie	8.33	\$ 35,000.00	Perry	3.33	\$ 25,000.00
Medina	8.33	\$ 35,000.00	Vinton	3.33	\$ 25,000.00
Pike	8.00	\$ 35,000.00	Wyandot	2.67	\$ 25,000.00
Preble	8.00	\$ 35,000.00	Hocking	2.33	\$ 25,000.00
Sandusky	8.00	\$ 35,000.00	Noble	2.33	\$ 25,000.00
Allen	7.67	\$ 35,000.00	Putnam	2.33	\$ 25,000.00
Greene	7.67	\$ 35,000.00	Gallia	2.00	\$ 25,000.00
Ottawa	7.67	\$ 35,000.00	Morgan	2.00	\$ 25,000.00

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

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

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

### **Data Collection and Analysis**

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

## **Coalition Building**

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

Safe Communities programs must conduct a minimum of four coalition meetings during the grant period. Copies of signature rosters and coalition meeting agenda must be kept on file and made available upon 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 safety program areas for FFY 2016.

Programs with a 3-year fatal crash average between 2.00 and 9.47 may conduct strategies focusing on a maximum of three specific traffic safety areas.

Programs with a 3-year fatal crash average between 9.48 and 18.95 may conduct strategies focusing on a maximum of four specific traffic safety areas.

Programs with a 3-year fatal crash average of 18.96 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 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 2016. The campaigns/blitzes include:

Campaign	Dates
Halloween	October 23 – 31, 2015
Thanksgiving	November 20 – 29, 2015
Christmas/New Years	December 11, 2015 – January 2, 2016
Super Bowl	February 7 – 8, 2016
St. Patrick's Day	March 12 – 18, 2016
Motorcycle Awareness	March – September 2016
Prom Season	April – May 2016
Click It or Ticket	May 23 – June 6, 2016
4th of July	July 1 – 5, 2016
Drive Sober or Get Pulled Over	August 19 – September 5, 2016
Homecomings	October 2015 and/or September 2016

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 16, 2016 and no later than May 27, 2016. The DSOGPO event must be no earlier than August 12, 2016 and no later than August 26, 2016. 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 promotional/educational materials.** Only a basic description is required in the budget. These items must be submitted to and approved by OTSO on a Request to Purchase form (including the purpose, 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 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 by the individual and his/her immediate supervisor. It must be maintained by the administering agency and must be submitted as a part of the required reimbursement documentation.

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

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

### Contractual Services

Payment of contractual services is allowable when necessary to achieve the goals of the grant agreement. Costs are allowable for products, highway safety consultants, personal services and/or individuals for support services, provided applicable state and local procurement procedures are followed and documentation is available that describes the official contract and procurement practices. All sub-contracts and all purchases made

under a sub-contract with any one vendor in excess of a combined total of \$5,000 must be submitted to OTSO for review prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Contracts and procurements must include "Special Provisions" as provided by OTSO. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Meetings and Conferences**

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

### **Vehicle Mileage**

Costs for vehicle mileage reimbursed to an agency's employees will be reimbursed at the current rate of the agency. The potential sub-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 (conferences/workshops).

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

No international travel is fundable.

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

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

It is 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 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.

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

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

### **Equipment**

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

### **Phone**

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

### **Training**

The cost of training personnel for traffic safety purposes may be funded when the training supports both the goals and scope of work of the approved grant program and those of the OTSO. The cost to pay for an individual's salary while pursuing training or to pay the salary of the individual's replacement (except to the extent that the individual's salary is already supported with highway safety funds under an approved grant) is considered supplanting and is not allowed.

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

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

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

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

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

### **Petty Cash**

Expenses paid with petty cash accounts may be funded when the expense supports both the goals and scope of work of the approved grant program. The sub-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 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 formation or educational services upon request from a legislative body.

### **Central Service Charge**

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

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

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

# Guidelines for Preparing the Safe Communities Proposal

## Applicant Assurances

The screenshot shows a web form titled "APPLICANT ASSURANCES" with navigation buttons for Back, Save, Clear, and Next. The form is divided into five sections, each with a numbered callout:

- 1. FSRs FUNDING INFORMATON**: A question about receiving 80% or more of annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements. A red circle highlights a dropdown menu with a downward arrow and an asterisk.
- 2. TERMS AND CONDITIONS**: A statement: "By checking this box, our agency acknowledges that it has reviewed and agrees to abide by the [Terms and Conditions](#) if awarded this grant." A red circle highlights a checkbox.
- 3. PRE-GRANT PRESENTATION**: A statement: "By checking this box, our agency acknowledges that it has accessed and reviewed the [Pre-Grant Presentation](#) prior to applying for this grant." A red circle highlights a checkbox.
- 4. COUNTY PROFILE**: A statement: "By checking this box, our agency acknowledges that it has accessed and reviewed the [County Fact Sheets](#) to help with problem identification. This information must be used in preparing this grant proposal and in the workplan activiites to achieve the goals of the proposal." A red circle highlights a checkbox.
- 5. COUNTERMEASURES THAT WORK**: A statement: "By checking this box, our agency acknowledges that it has accessed and reviewed the [Countermeasures That Work](#). All activities proposed must address problem ID as shown in the county profile and be data driven and evidence-based. This guide must be used in preparing this grant proposal and in the work plan activities to achieve the goals of the proposal." A red circle highlights a checkbox.

At the bottom of the form, the "Save" and "Next" buttons are circled in red and labeled 6 and 7 respectively.

1. **FSRS** – This is a **TWO** part question. If the answer is yes to **BOTH** parts, select “yes” in the drop down. If the answer is “no” to either part, select “no”.
2. **TERMS AND CONDITIONS** – Click on the link in the paragraph to access the terms and conditions or access them in the “Traffic Safety Proposal Package” link on the log in page to the GRANTS System. Read these before checking the box.
3. **PRE-GRANT PRESENTATION** – Access the Pre-Grant Power Point by clicking the link in the paragraph. Review the Power Point for “Selective Traffic Enforcement Program” prior to completing the proposal and checking the box.
4. **COUNTY PROFILE** – Access the link to ODOT’s page in the paragraph. Once on ODOT’s page, find your county and click on the link. This data must be used in problem identification for your proposal and in planning actual activities during the grant year. Review before checking the box.

5. **COUNTERMEASURES THAT WORK** – Access the link to the document. This guide must be used in preparing the proposal. Review before checking the box.
6. Click the “Save” button.
7. Click the “Next” button.

### Project Overviews (Goals/Baselines/Scopes/Evaluations)

The goals for the proposed project reflect how the program will impact the community’s traffic safety problems. These goals guide the entire scope of work and evaluation of the project. The project goals must identify realistic outcome(s). The baseline establishes the current status for each goal.

#### Project Overview – Seat Belt Goal

The screenshot shows a web form titled "PROJECT OVERVIEW - SEAT BELT GOAL". At the top right, there are navigation buttons: "Back", "Save", "Clear", and "Next". The "Save" and "Next" buttons are circled in red and labeled with the number 4. The form contains several sections:

- GOAL TITLE:** A text box containing "Seat Belt Goal".
- GOAL DESCRIPTION:** A text box containing "Increase seat belt restraint usage to  % by September 30, 2016." The input field is circled in red and labeled with the number 2.
- BASELINE:** A text box containing "The current county seat belt restraint usage baseline (provided by Miami University) is \* %." The input field is circled in red and labeled with the number 1.
- SCOPE:** A large text area for entering a description. It is circled in red and labeled with the number 3. Below the text area, it says "00 of 750 Characters".
- EVALUATION:** A text box containing "Comparison of highest observational survey compiled to the baseline usage."

At the bottom of the form, there are navigation buttons: "Back", "Save", "Clear", and "Next".

Access the statistics provided in the link located in the directions on the page or at [ohiohighwaysafetyoffice.ohio.gov](http://ohiohighwaysafetyoffice.ohio.gov) under Grantees Information.

1. Using the statistics provided for your county, enter the baseline.
2. Using the chart on the grant page or the chart below, calculate the goal from your baseline.
3. Enter a realistic and comprehensive approach that will impact the problem.
4. Click the “Save” button.
5. Click the “Next” button.

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

Restraint Usage Goal Guidelines	
Baseline	Goal
72.0% and under	Increase baseline by 10 percentage points
72.1% - 80.0%	Increase baseline by 5 percentage points
80.1% - 89.0%	Increase baseline by 4 percentage points
89.1% or higher	Increase baseline by 3 percentage points

Example: If your baseline is 79.0%, your goal description will be: Increase seat belt restraint usage to 84.0%.

### Project Overview – Public Awareness Goal

5
6

◀ Back
Save
Clear
Next ▶

---

**GOAL TITLE**  
Public Awareness Goal

---

**GOAL DESCRIPTION**  
Increase public awareness of seat belt usage, impaired driving, distracted driving and other problem ID specific traffic safety related issues.

---

**BASELINE**

In FFY 2014, reached 1 \* people.

Distributed the following materials (number and type)

2

00 of 250 Characters

Issued 3 \* news releases.

Received 4 \* media coverage.

---

**SCOPE**  
Promote the OTSO specified traffic safety campaign messages through the use of the media planners and marketing materials, staff a space/booth during one large summer event, distribute traffic safety related materials, provide campaign specific information to local media outlets, promote the two national campaigns and serve as a traffic safety resource within the county.

---

**EVALUATION**  
Number of people reached, number and types of materials distributed, number of news releases issued and media coverage received.

---

◀ Back
Save
Clear
Next ▶

1. Enter the number of people reached in FFY 2014.
2. Enter the types and numbers of each type of material distributed.
3. Enter the number of news releases issued.
4. Enter the media coverage received.

5. Click the “Save” button.
6. Click the “Next” button to move to the next proposal form.

## Project Overview – Motorcycle Safety Goal

**PROJECT OVERVIEW - MOTORCYCLE SAFETY GOAL** ◀ Back Save Clear Next ▶

**GOAL TITLE**  
Motorcycle Safety

**GOAL DESCRIPTION**  
Increase motorcycle safety awareness among motorcyclists and motorists between March 1 and September 30, 2016.

**BASELINE**  
In FFY2014, reached  \* people.  
Distributed the following materials (number and type)  
  
00 of 250 Characters  
Issued  \* news releases.  
Received  \* media coverage.

**SCOPE**  
Promote motorcycle safety messages to motorcyclists and motorists through the use of the media planners and marketing materials.

**EVALUATION**  
Number of people reached, number and types of materials distributed, number of news releases issued and media coverage received.

**PROJECT OVERVIEW - MOTORCYCLE SAFETY GOAL** ◀ Back Save Clear Next ▶

1. Enter the number of people reached in FFY 2014.
2. Enter the types and numbers of each type of material distributed.
3. Enter the number of news releases issued.
4. Enter the media coverage received.
5. Click the “Save” button.
6. Click the “Next” button to move to the next proposal form.

## Project Overview – Coalition Meeting Goal

**PROJECT OVERVIEW - COALITION MEETING GOAL** < Back Save Clear Next >

**GOAL TITLE**  
Coalition Meeting Goal

**GOAL DESCRIPTION**  
Conduct a minimum of four coalition meetings during the grant year.

**BASELINE**  
Last year, 1 meetings were conducted.  
2\* new members joined.  
3\* members were active in activities/events.

**SCOPE**  
00 of 750 Characters

**EVALUATION**  
Number of meetings, number of new members, number of members active in participating in activities/events.

**PROJECT OVERVIEW - COALITION MEETING GOAL** < Back Save Clear Next >

1. Enter the number of meetings that were conducted last year.
2. Enter the number of new members that joined last year.
3. Enter the number of member that were active in activities and events.
4. Enter a realistic and comprehensive approach that will impact the problem.
5. Click the “Save” button.
6. Click the “Next” button to move to the next proposal form.

## Project Overview – Fatal Crash Data Review Goal

1. Enter the number of meetings that were conducted last year.
2. Enter the number of news releases that were issued.
3. Enter the number of countermeasures that were recommended.
4. Enter the number of countermeasures that were implemented.
5. Enter a realistic and comprehensive approach that will impact the problem.
6. Click the “Save” button.
7. Click the “Next” button to move to the next proposal form.

## Project Overview – Optional Goal(s)

The screenshot shows a web form titled "PROJECT OVERVIEW" with a dark blue header and footer. The header contains navigation buttons: "Back", "Save", "Clear", "Delete", and "Next". The "Save" and "Next" buttons are circled in red, with the number "6" above "Save" and "7" above "Next". The form has five main sections, each with a title bar and a text input area:

- GOAL TITLE:** A single-line text input field with a red circle labeled "1" around it.
- GOAL DESCRIPTION:** A multi-line text input field with a red circle labeled "2" around it. Below the field, it says "00 of 500 Characters".
- BASELINE:** A multi-line text input field with a red circle labeled "3" around it. Below the field, it says "00 of 500 Characters".
- SCOPE:** A multi-line text input field with a red circle labeled "4" around it. Below the field, it says "00 of 750 Characters".
- EVALUATION:** A multi-line text input field with a red circle labeled "5" around it. Below the field, it says "00 of 750 Characters".

The footer of the form contains the same navigation buttons as the header.

1. Enter a short goal title.
2. Enter the goal description (see required goals for examples of goal descriptions).
3. Enter the baseline data for the goal.
4. Enter a realistic and comprehensive approach that will impact the problem.
5. Enter the evaluation that will be used to determine if the goal was met.
6. Click the "Save" button.

To add additional goals, click "Add" and you will receive a blank Project Overview form to enter the next optional goal. Follow the steps 1 – 6 above. Continue until all optional goals are entered.

7. Click the "Next" button to move to the next proposal form.

**Goal Title**

Provide a short description that describes the goal.

**Goal Description**

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

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

**Baseline**

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

**Scope of Work**

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

**Evaluation**

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

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

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

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

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

### Work Plan – Material Distribution

---

WORK PLAN - MATERIAL DISTRIBUTION

◀ Back Save Clear Next ▶

MATERIAL DISTRIBUTION (OCTOBER 1, 2015 - SEPTEMBER 30, 3016)

Number of Hours: 1

WORK PLAN - MATERIAL DISTRIBUTION

◀ Back Save Clear Next ▶

1. Enter the number of hours needed for the grant year (October 1 – September 30) to distribute materials. This is only for dropping off/mailling materials. If you are setting up a table/tent/booth at an event and handing out materials while engaging the public in activities during a required blitz, use the Work Plan – Required Blitzes form. If you are setting up a table/tent/booth at an event and handing out materials while engaging the public in activities during other times, use the Work Plan - Event form.
2. Click “Save”.
3. Click “Next”.

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

## Work Plan – Required Blitzes

WORK PLAN - REQUIRED BLITZES		◀ Back	Save	Clear	Next ▶
<b>HOMECOMING (OCTOBER 2015 AND/OR SEPTEMBER 2016)</b>					
<b>Conduct Activity:</b> (Other than material distribution)	Yes <input type="checkbox"/>	1		No <input type="checkbox"/>	
<b>Describe Activity to be Conducted:</b>	2				
	00 of 500 Characters				
<b>Target Audience:</b>	3				
<b>Message:</b>	4				
<b>Number of Hours:</b>	5				
<b>HALLOWEEN (OCTOBER 23 - 31, 2015)</b>					
<b>Conduct Activity:</b> (Other than material distribution)	Yes <input type="checkbox"/>	6		No <input type="checkbox"/>	
<b>Describe Activity to be Conducted:</b>	7				
	00 of 500 Characters				
<b>Target Audience:</b>	8				
<b>Message:</b>	9				
<b>Number of Hours:</b>	10				

1. Homecoming is October 2015 and/or September 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 6.
2. If you checked “Yes”, describe the activity that will be conducted.
3. List the audience that the activity will target.
4. Select the message(s) that will be used at the activity.
5. Enter the number of hours planned for the activity.
6. Halloween is October 23 – 31, 2015. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 11.
7. If you checked “Yes”, describe the activity that will be conducted.
8. List the audience that the activity will target.
9. Select the message(s) that will be used at the activity.
10. Enter the number of hours planned for the activity.

THANKSGIVING (NOVEMBER 20 - 29, 2015)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> 11 No <input type="checkbox"/>
Describe Activity to be Conducted:	12 00 of 500 Characters
Target Audience:	13
Message:	14
Number of Hours:	15

CHRISTMAS/NEW YEAR'S (DECEMBER 11, 2015 - JANUARY 2, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> 16 No <input type="checkbox"/>
Describe Activity to be Conducted:	17 00 of 500 Characters
Target Audience:	18
Message:	19
Number of Hours:	20

11. Thanksgiving is November 20 – 29, 2015. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 16.
12. If you checked “Yes”, describe the activity that will be conducted.
13. List the audience that the activity will target.
14. Select the message(s) that will be used at the activity.
15. Enter the number of hours planned for the activity.
16. Christmas/New Year’s is December 11, 2015 – January 2, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 21.
17. If you checked “Yes”, describe the activity that will be conducted.
18. List the audience that the activity will target.
19. Select the message(s) that will be used at the activity.
20. Enter the number of hours planned for the activity.

SUPER BOWL (FEBRUARY 7 - 8, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> <b>21</b> No <input type="checkbox"/>
Describe Activity to be Conducted:	<b>22</b> 00 of 500 Characters
Target Audience:	<b>23</b>
Message:	<b>24</b>
Number of Hours:	<b>25</b>

MOTORCYCLE AWARENESS (MARCH - SEPTEMBER, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> <b>26</b> No <input type="checkbox"/>
Describe Activity to be Conducted:	<b>27</b> 00 of 500 Characters
Target Audience:	<b>28</b>
Message:	<b>29</b>
Number of Hours:	<b>30</b>

21. Super Bowl is February 7 – 8, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 26.
22. If you checked “Yes”, describe the activity that will be conducted.
23. List the audience that the activity will target.
24. Select the message(s) that will be used at the activity.
25. Enter the number of hours planned for the activity.
26. Motorcycle Awareness is March – September, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 31.
27. If you checked “Yes”, describe the activity that will be conducted.
28. List the audience that the activity will target.
29. Select the message(s) that will be used at the activity.
30. Enter the number of hours planned for the activity.

ST. PATRICK'S DAY (MARCH 12 - 18, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> <b>31</b> No <input type="checkbox"/>
Describe Activity to be Conducted:	<b>32</b> 00 of 500 Characters
Target Audience:	<b>33</b>
Message:	<b>34</b>
Number of Hours:	<b>35</b>
PROM SEASON (APRIL - MAY 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> <b>36</b> No <input type="checkbox"/>
Describe Activity to be Conducted:	<b>37</b> 00 of 500 Characters
Target Audience:	<b>38</b>
Message:	<b>39</b>
Number of Hours:	<b>40</b>

31. St. Patrick's Day is March 12 – 18, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check "Yes". If you are only going to distribute materials, check "No" and proceed to step 36.
32. If you checked "Yes", describe the activity that will be conducted.
33. List the audience that the activity will target.
34. Select the message(s) that will be used at the activity.
35. Enter the number of hours planned for the activity.
36. Prom Season is April - May, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check "Yes". If you are only going to distribute materials, check "No" and proceed to step 41.
37. If you checked "Yes", describe the activity that will be conducted.
38. List the audience that the activity will target.
39. Select the message(s) that will be used at the activity.
40. Enter the number of hours planned for the activity.

CLICK IT OR TICKET (MAY 23 - JUNE 6, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> 41 No <input type="checkbox"/>
Describe Activity to be Conducted:	42 00 of 500 Characters
Target Audience:	43
Message:	44
Number of Hours:	45
4TH OF JULY (JULY 1-5, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> 46 No <input type="checkbox"/>
Describe Activity to be Conducted:	47 00 of 500 Characters
Target Audience:	48
Message:	49
Number of Hours:	50

41. Click it or Ticket is May 23 – June 6, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. This work plan is for the activity for the mobilization only, not the kick-off event. If you are only going to distribute materials, check “No” and proceed to step 46.
42. If you checked “Yes”, describe the activity that will be conducted.
43. List the audience that the activity will target.
44. Select the message(s) that will be used at the activity.
45. Enter the number of hours planned for the activity.
46. 4<sup>th</sup> of July is July 1 – 5, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. If you are only going to distribute materials, check “No” and proceed to step 51.
47. If you checked “Yes”, describe the activity that will be conducted.
48. List the audience that the activity will target.
49. Select the message(s) that will be used at the activity.
50. Enter the number of hours planned for the activity.

DRIVE SOBER OR GET PULLED OVER (AUGUST 19 - SEPTEMBER 5, 2016)	
Conduct Activity: (Other than material distribution)	Yes <input type="checkbox"/> 51 No <input type="checkbox"/>
Describe Activity to be Conducted:	52 00 of 500 Characters
Target Audience:	53
Message:	54
Number of Hours:	55
TOTAL REQUIRED BLITZ HOURS	
56 57	
WORK PLAN - REQUIRED BLITZES	
◀ Back Save Clear Next ▶	

51. Drive Sober or Get Pulled Over is August 19 – September 5, 2016. If you are conducting activity other than distributing materials (these hours are captured on the Material Distribution Work Plan), check “Yes”. This work plan is for the activity for the mobilization only, not the kick-off event. If you are only going to distribute materials, check “No” and proceed to step 56.

52. If you checked “Yes”, describe the activity that will be conducted.

53. List the audience that the activity will target.

54. Select the message(s) that will be used at the activity.

55. Enter the number of hours planned for the activity.

56. Click “Save”. The Total Required Blitz Hours will self-calculate.

57. Click “Next”.

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

## Work Plan – Kick-Off Events

The screenshot shows a web-based form titled "WORK PLAN - KICK OFF EVENTS". At the top, there are navigation buttons: "Back", "Save", "Clear", and "Next". The form is divided into two main sections for event entry and a summary section at the bottom.

**Section 1: CLICK IT OR TICKET KICK OFF EVENT (MAY 16 - 27, 2016)**

- 1:** A large red oval highlights the "Event Description:" text area, which contains "00 of 500 Characters" and a red asterisk.
- 2:** A red oval highlights the "Location:" text area.
- 3:** A red oval highlights the "Number of Hours:" input field, which contains "00" and a red asterisk.

**Section 2: DRIVE SOBER OR GET PULLED OVER KICK OFF EVENT (AUGUST 12 - 26, 2016)**

- 4:** A large red oval highlights the "Event Description:" text area, which contains "00 of 500 Characters" and a red asterisk.
- 5:** A red oval highlights the "Location:" text area.
- 6:** A red oval highlights the "Number of Hours:" input field, which contains "00" and a red asterisk.

**Section 3: TOTAL KICK OFF EVENT HOURS**

At the bottom of the form, there is a summary bar with the text "TOTAL KICK OFF EVENT HOURS". Below this bar, the navigation buttons "Back", "Save", "Clear", and "Next" are repeated. Red ovals highlight the "Save" button (**7**) and the "Next" button (**8**).

1. The Click It or Ticket Kick Off Event must be conducted between May 16<sup>th</sup> and 27<sup>th</sup>, 2016. Enter a description of the event.
2. Enter the location.
3. Enter the number of hours needed for the kick off.
4. The Drive Sober or Get Pulled Over Kick Off Event must be conducted between August 12<sup>th</sup> and 26<sup>th</sup>. Enter a description of the event.
5. Enter the location.
6. Enter the number of hours needed for the kick off.
7. Click "Save". Total Kick-Off Event Hours will self-calculate.
8. Click "Next".

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

## Work Plan – Event

The screenshot shows a web form titled "WORK PLAN - EVENT". The form has a dark blue header and footer. The main content area is a table with the following fields:

EVENT	
Name of Event:	<input type="text"/>
Describe Activity to be Conducted:	<input type="text"/> 00 of 500 Characters
Date Range Of Activity:	<input type="text"/> <input type="text"/> Activity must be between 10/01/2015 and 09/30/2016)
Location(s):	<input type="text"/>
Target Audience:	<input type="text"/>
Message:	<input type="text"/>
Number of Hours:	<input type="text"/>

At the bottom of the form, there are five buttons: "Back", "Save", "Clear", "Delete", and "Next".

Red circles and numbers 1 through 9 are overlaid on the form to indicate the following steps:

1. Name of Event field
2. Describe Activity to be Conducted field
3. Start date field in Date Range Of Activity
4. Location(s) field
5. Target Audience field
6. Message field
7. Number of Hours field
8. Save button
9. Next button

1. Enter the name of the event.
2. Describe the activity that will be conducted at the event.
3. Enter the date range of the event.
4. Enter the location.
5. List the audience that the activity will target.
6. Select the message(s) that will be used at the activity.
7. Enter the number of hours planned for the activity.
8. Click "Save".

Click the "Add" button and repeat step 1 – 8 to add additional events. Refer to the chart on page 78 for the number of required events.

9. Once all events have been added, click "Next".

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

## Work Plan – Grant Administration

WORK PLAN - GRANT ADMINISTRATION

GRANT ADMINISTRATION (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)

Number of Hours: 1

WORK PLAN - GRANT ADMINISTRATION

1. Enter the number of hours needed for the grant year (October 1 – September 30) to administer this grant (programmatic and fiscal).
2. Click “Save”.
3. Click “Next”.

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

## Work Plan – Meetings

WORK PLAN - MEETINGS

COALITION MEETINGS (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)

Number of Meetings Planned: 1

Location: 2

Number of Hours: 3

FATAL CRASH DATA REVIEW MEETINGS (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)

Number of Meetings Planned: 4

Location: 5

Number of Hours: 6

1. Enter the number of Coalition Meetings planned for the year.
2. Enter the location.
3. Enter the number of hours for Coalition Meetings.
4. Enter the number of Fatal Crash Data Review Meetings planned for the year.
5. Enter the location.
6. Enter the number of hours for Fatal Crash Data Review Meetings.

REGIONAL MEETINGS (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)	
Number of Meetings Planned:	3-4
Location:	TBD
Number of Hours:	7

8

MEETING (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)	
Meeting Name:	a
Number of Meetings Planned:	b
Location:	c
Number of Hours:	d

7. Enter the number of hours for the required Regional Meetings.
8. This section is for any additional meeting (leave blank if you do not have any additional meetings).
  - a. Enter the meeting name.
  - b. Enter the number of meetings planned for the year.
  - c. Enter the location.
  - d. Enter the number of hours.

9

MEETING (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)	
Meeting Name:	a
Number of Meetings Planned:	b
Location:	c
Number of Hours:	d

10

MEETING (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)	
Meeting Name:	a
Number of Meetings Planned:	b
Location:	c
Number of Hours:	d

9. This section is for any additional meeting (leave blank if you do not have any additional meetings).
  - a. Enter the meeting name.
  - b. Enter the number of meetings planned for the year.
  - c. Enter the location.
  - d. Enter the number of hours.
10. This section is for any additional meeting (leave blank if you do not have any additional meetings).
  - a. Enter the meeting name.
  - b. Enter the number of meetings planned for the year.
  - c. Enter the location.
  - d. Enter the number of hours.

MEETING (OCTOBER 1, 2015 - SEPTEMBER 30, 2016)

Meeting Name:

Number of Meetings Planned:

Location:

Number of Hours:

TOTAL MEETING HOURS

WORK PLAN - MEETINGS

◀ Back Save Clear Next ▶

11. This section is for any additional meeting (leave blank if you do not have any additional meetings).

- a. Enter the meeting name.
- b. Enter the number of meetings planned for the year.
- c. Enter the location.
- d. Enter the number of hours.

12. Once all meetings have been entered, click "Save". Total Meeting Hours will self-calculate.

13. Click "Next".

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

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

## Budget Worksheet - Labor

EMPLOYEE INFORMATION	
Name:	1 *
Position:	2 *
% of time to be spent on this grant:	3

  

DIRECT LABOR (USE IF PERSON IS AN EMPLOYEE)	
Number of Hours:	4
Hourly Rate:	5
Total Direct Labor:	

  

CONTRACTUAL LABOR (USE IF PERSON IS A CONTRACTUAL EMPLOYEE)	
Number of Hours:	6
Hourly Rate:	7
Total Contractual Labor:	

BUDGET WORKSHEET - LABOR

◀ Back Save Clear Delete Next ▶

8 9

1. Enter the name of the person that will be working on the grant.
2. Enter the person's position.
3. Enter the percent of the person's time that will be spent on this grant.
4. If the person is an employee of the agency, enter the number of hours. If the person is not an employee of the agency, enter "0".
5. If the person is an employee of the agency, enter the hourly rate. If the person is not an employee of the agency, enter "0".
6. If the person is a contractual person, enter the number of hours. If the person is an employee of the agency and you entered the hours in step 4, enter "0".
7. If the person is a contractual person, enter the hourly rate. If the person is an employee of the agency and you entered the hourly rate in step 5, enter "0".
8. Click "Save". The Total Direct Labor and Total Contractual Labor fields will self-calculate.

If you need to add additional labor, click the "Add" button and repeat steps 1 – 8.

9. Once all employees are added, click "Next".

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

## Budget Worksheet - Other

LABOR	
<b>Total Direct Labor Cost:</b>	
<b>Total Contractual Labor Cost:</b>	
Number of Hours Requested in Budget Worksheet(s):	
Number of Hours Requested in Work Plan(s):	
The hours requested in the budget worksheet(s) must match hours requested in the work plan (s).	

  

DIRECT LABOR FRINGE BENEFIT	
Retirement	2 %
Worker's Comp	3 %
Medicare	1.45%
Fringe Type: <input type="text"/>	<input type="text"/> %
Fringe Type: <input type="text"/>	<input type="text"/> %
Fringe Type: <input type="text"/>	<input type="text"/> %
<b>Total Fringe Rate:</b>	%
<b>Total Direct Labor Fringe Benefit Cost:</b>	

  

DIRECT LABOR AND DIRECT LABOR FRINGE BENEFIT	
<b>Total Direct Labor Cost + Total Fringe Benefit Cost:</b>	

  

VEHICLE MILEAGE (PERSONAL VEHICLES ONLY)			
Number of Miles	5	X	Rate Per Mile
			6
		=	
NOTE: Mileage policy must be submitted to OTSO.			

1. All fields in this section will populate after clicking the "Save" button.
2. Enter the employer's share (%) of retirement.
3. Enter the employer's share (%) of Worker's Comp.
4. For each additional fringe, enter the fringe type (name) and employers share (%). If you enter a Fringe Type, you must enter a fringe %. If you enter a fringe %, you must enter a Fringe Type.
5. Enter the number of miles being applied for. (maximum allowable is 5,000)
6. Enter your agency's mileage rate (a current mileage policy must be submitted).
7. Click "Save". The Labor Section will self-populate and all total fields will self-calculate. Hours requested in the work plans must equal the hours requested in the budget. If these do not match, correct either the work plan hours or the budget hours and return to this page and click "Save".
8. When hours, labor, fringe and mileage are correct, click "Next".

## Mileage/Travel Policy Attachment

MILEAGE/TRAVEL POLICY ATTACHMENT

I will/have mailed this attachment  I will/have faxed this attachment  I will upload this attachment  I will/have e-mailed this attachment

MILEAGE/TRAVEL POLICY ATTACHMENT

This page is for any mileage / travel policy attachments. Use this page to indicate how you are going to provide your agency's travel policy if including travel in the grant budget.

1. Select how the attachment will be sent.
2. If using the upload option, click the "Browse" button. Select the document (PDF file names cannot contain special characters (&, #, %, etc.).
3. Once the page is complete, click the "Save" button.
4. Click the "Next" button to move to the next page.

If you are not traveling or requesting mileage, you do not need to complete this page. Do not attach information that is supposed to be included in the required fields of the proposal.

## General Attachment

GENERAL ATTACHMENT

I will/have mailed this attachment  I will/have faxed this attachment  I will upload this attachment  I will/have e-mailed this attachment

GENERAL ATTACHMENT

This page is for any additional attachments. Use this page to indicate how you are going to provide your agency's travel policy if including travel in the grant budget.

5. Select how the attachment will be sent.
6. If using the upload option, click the "Browse" button. Select the document (PDF file names cannot contain special characters (&, #, %, etc.).
7. Once the page is complete, click the "Save" button.
8. Click the "Next" button to move to the next page.

If you do not have any other attachments, you do not need to complete this page. Do not attach information that is supposed to be included in the required fields of the proposal.

## Budget Overview

Start Menu Admin RFP Menu Proposal Menu User: Lori Genzen Help Notes Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

**Instructions:** To view a budget, click on the Proposal hyperlink.

**Budget Overview**

[Safe Communities: test 2](#)

Budget Category	Quantity	Amount
Direct Labor		\$28,000.00
Labor Fringe Benefits		\$6,286.00
Vehicle Mileage		\$550.00
Contractual Services		\$42,000.00
Sub-Total	0	\$76,836.00
<b>Total</b>	<b>0</b>	<b>\$76,836.00</b>

The Budget Overview shows only what has been entered into the worksheets. To add additional budget items (supplies and materials, travel, etc.) click on the “Safe Communities: (name of your program)” link.

## Budget Detail

Budget Summary **Budget Detail** [Add Budget Item](#) View PDF Edit Delete

**Safe Communities: test 2**

**Direct Labor**

Description	Quantity	Amount
Direct Labor		
Auto-calculated item		\$28,000.00
Minor Category Sub-Total		\$28,000.00
<b>Major Category Sub-Total</b>		<b>\$28,000.00</b>

**Labor Fringe Benefits**

Description	Quantity	Amount
Labor Fringe Benefits		
Auto-calculated item		\$6,286.00
Minor Category Sub-Total		\$6,286.00
<b>Major Category Sub-Total</b>		<b>\$6,286.00</b>

**Vehicle Mileage**

Description	Quantity	Amount
Vehicle Mileage		
Auto-calculated item		\$550.00

Select the “Add Budget Item” tab.

## Add Budget Item

Budget Summary Budget Detail Add Budget Item

OVI Task Force: Program Component Save Cancel

Select the appropriate Budget Category for this budget item:

1

Provide a short description for this budget item (should be unique to this budget):

2

Provide a more detailed description for this budget item:

3

Enter the amounts associated with the budget item (some may not be applicable):

Quantity Amount

4 5

\* = Required Field Save Cancel

6

9. Select the appropriate budget category (see below for directions for each category).
10. Enter the short description (see below for directions for each category).
11. Enter the detailed description (see below for directions for each category).
12. Enter the quantity if applicable.
13. Enter the amount.
14. Click the “Save” button.

Continue until all items have been entered.

### Direct Labor

***Do not use this category to add direct labor. All direct labor is added on the Budget Worksheet.***

### Labor Fringe Benefits

***Do not use this category to add labor fringe benefits. All labor fringe benefits are added on the Budget Worksheet.***

### Travel Expense

Identify in-state travel to conferences, meetings and training activities. Transportation, meals and lodging should be estimated for each trip. Multiple trips to like events can be listed on one line item (e.g., six meetings @ \$25 each). No international travel is fundable.

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

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

*Short Description* - Enter a generic description of the travel. (Example: Out of State Travel)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: OTSO approved conference)

*Total* – Enter the total for the travel.

Enter a line item for each type of travel required.

### **Supplies and Materials**

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

*Short Description* - Enter “Supplies and Materials”

*Detailed Description* – Enter “Supplies and Materials needed to meet the deliverables of the grant”

*Total* – Enter the total for that line.

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

### **Equipment**

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

*Short Description* - Enter a generic description of the item. (Example: Equipment)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: computer.)

*Total* – Enter the total for that line.

Enter a line item for each type of equipment required.

### **Other Direct Costs**

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

*Short Description* - Enter a generic description of the item. (Example: "Other Direct Costs", "Rate Allocation Charges", "Phone")

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: "Other Direct Charges needed to meet the deliverables of the grant", "Rate Allocation Charges", "Phone Charges".)

*Total* – Enter the total for that line.

Enter a line item for each type of other direct cost required (change the short description and detailed description as noted in the examples above to match the item).

Phone and Rate Allocation charges must be listed separately.

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

### **Contractual Services**

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

*Short Description* - Enter a generic description of the item. (Example: training)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: contract for distracted driving training.)

*Total* – Enter the total for that line.

Enter a line item for each type of contractual service required.

### **Claim Adjustments**

***Do not use this category.***

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

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

Start Menu Admin RFP Menu **Proposal Menu** User: Lori Genzen Help Notes Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

**Instructions:** To view a budget, click on the Proposal hyperlink.

**Budget Overview**

[Safe Communities: test 2](#)

Budget Category	Quantity	Amount
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Contractual Services		\$42,000.00
Sub-Total	0	\$76,836.00
<b>Total</b>	<b>0</b>	<b>\$76,836.00</b>

Once budget is complete and accurate, return to proposal menu.

## Submit Proposal

Start Menu Admin **Proposal Menu** User: Lori Genzen Help Notes Logout

**2016 Safe Communities 2016 Proposal** **Submit Application** Delete Application

**Proposal #: 2016-SC-0009-00**

**General Information**

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

**Agency Information**  
[View Applicant Information](#)

**Proposal Information**

- [Proposal Program Description](#)

**Contacts**

- [Control Access to Proposal](#)
- [GRANTS Review Team](#)
- [Send Email to Proposal Contacts](#)

**Components**

- [Program Components](#)
- [Service Areas](#)

**Proposal Forms**

- [Collapse Entire Tree](#)
- [Overall Comments](#)
- [Applicant Assurances](#)
- [Goals/Baselines/Scopes/Evaluations](#)
  - [Project Overview - Seat Belt Goal](#)
  - [Project Overview - Public Awareness Goal](#)
  - [Project Overview - Motorcycle Safety Goal](#)
  - [Project Overview - Coalition Meeting Goal](#)
  - [Project Overview - Fatal Crash Data Review Goal](#)
  - [Project Overview](#)
- [Work Plans](#)
  - [Work Plan - Material Distribution](#)
  - [Work Plan - Required Blitzes](#)
  - [Work Plan - Kick Off Events](#)
  - [Work Plan - Event](#)
  - [Work Plan - Grant Administration](#)
  - [Work Plan - Meetings](#)
- [Budget Worksheet - Labor](#)
  - [Budget Worksheet - Other](#)
- [Mileage/Travel Policy Attachment](#)
- [General Attachment](#)
- [Budget Overview](#)

When ready to submit, click the "Submit Application" button.

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

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

**OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.**

**FFY 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.**

## General Grant Proposals

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

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

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

Based on fatal/serious injury traffic crash problem identification:

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

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

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

### **Allowable Costs**

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

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

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

maintained by the administering agency and must be a part of the reimbursement documentation required.

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

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

### **Contractual Services**

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

### **Meetings and Conferences**

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

### **Equipment**

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

### **Supplies and Materials**

A limited amount of activity-specific supplies may be allowed. It is OTSO's expectation that the potential sub-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 are allowable.

### **Travel**

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

## **Training**

The cost of training personnel for traffic safety purposes may be funded when the training supports both the goals and scope of work of the approved grant program and those of OTSO.

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

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

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

Costs to develop public awareness and education promotional materials are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by 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 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**

---

### **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 formation or education services upon request from a legislative body.

**Central Service Charges**

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

**Grant Proposal Preparation and Submission**

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

# Guidelines for Preparing the General Grant Proposal

## Project Overview

The screenshot shows a web form titled "PROJECT OVERVIEW" with a dark blue header and footer. The header contains navigation buttons: "Back", "Save", "Clear", "Delete", and "Next". The "Save" and "Next" buttons are circled in red, with the number "6" above "Save" and "7" above "Next". The form has five main sections, each with a title bar and a text input area:

- GOAL TITLE:** A single-line text input field with a red circle labeled "1" around it.
- GOAL DESCRIPTION:** A multi-line text input field with a red circle labeled "2" around it. Below the field, it says "00 of 500 Characters".
- BASELINE:** A multi-line text input field with a red circle labeled "3" around it. Below the field, it says "00 of 500 Characters".
- SCOPE:** A multi-line text input field with a red circle labeled "4" around it. Below the field, it says "00 of 750 Characters".
- EVALUATION:** A multi-line text input field with a red circle labeled "5" around it. Below the field, it says "00 of 750 Characters".

The footer of the form also contains the same navigation buttons: "Back", "Save", "Clear", "Delete", and "Next".

1. Enter a short goal title.
2. Enter the goal description (see required goals for examples of goal descriptions).
3. Enter the baseline data for the goal.
4. Enter a realistic and comprehensive approach that will impact the problem.
5. Enter the evaluation that will be used to determine if the goal was met.
6. Click the "Save" button.

To add additional goals, click "Add" and you will receive a blank Project Overview form to enter the next optional goal. Follow the steps 1 – 6 above. Continue until all goals are entered.

7. Click the “Next” button to move to the next proposal form.

### **Goal Title**

Provide a short description that describes the goal.

### **Goal Description**

The goals for the proposed project will reflect how it is anticipated that the program will affect the community’s traffic safety problems. These goals should guide the entire scope of work and evaluation of the project. The project goals must be clearly stated and identify realistic outcome(s) that are anticipated. A project can have one or multiple goals.

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

### **Baseline**

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

### **Scope of Work**

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

### **Evaluation**

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

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

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

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

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

## Work Plan

The screenshot shows a web form titled "WORK PLAN" with a dark blue header and footer. The header contains navigation buttons: "Back", "Save", "Clear", "Delete", and "Next". The form itself is a table with the following fields:

<b>ACTIVITY</b>	
Type of Activity:	<input type="text"/> *
Name of Activity:	<input type="text"/> *
Describe Activity to be Conducted:	<input type="text"/> * 00 of 500 Characters
Date Range Of Activity:	<input type="text"/> * (Activity must be between 10/01/2015 and 10/30/2016)
Location(s):	<input type="text"/>
Target Audience:	<input type="text"/> *
Message:	<input type="text"/> *
Number of Hours:	<input type="text"/> *

The footer contains the same navigation buttons: "Back", "Save", "Clear", "Delete", and "Next". Red circles and numbers 1 through 10 highlight the following elements:

- 1: Type of Activity dropdown
- 2: Name of Activity text box
- 3: Describe Activity text box
- 4: Date Range Of Activity text box
- 5: Location(s) text box
- 6: Target Audience text box
- 7: Message text box
- 8: Number of Hours text box
- 9: Save button
- 10: Next button

1. Select the type of activity from the dropdown.
2. Enter the name of the activity.
3. Describe the activity.
4. Enter the date or date range of the activity.
5. Enter the location.
6. List the audience that the activity will target.
7. Select the message(s) that will be used at the activity.
8. Enter the number of hours planned for the activity.
9. Click "Save".

Click the "Add" button and repeat step 1 – 9 to add additional activities/events.

10. Once all events have been added, click "Next".

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

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

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

### Budget Worksheet - Labor

The screenshot shows a web-based form titled "BUDGET WORKSHEET - LABOR". At the top right, there are navigation buttons: "Back", "Save", "Clear", "Delete", and "Next". The form is divided into three main sections:

- EMPLOYEE INFORMATION:** Contains three rows: "Name:" with a red oval labeled "1" around the input field; "Position:" with a red oval labeled "2" around the input field; and "% of time to be spent on this grant:" with a red oval labeled "3" around the input field.
- DIRECT LABOR (USE IF PERSON IS AN EMPLOYEE):** Contains three rows: "Number of Hours:" with a red oval labeled "4" around the input field; "Hourly Rate:" with a red oval labeled "5" around the input field; and "Total Direct Labor:" which is empty.
- CONTRACTUAL LABOR (USE IF PERSON IS A CONTRACTUAL EMPLOYEE):** Contains three rows: "Number of Hours:" with a red oval labeled "6" around the input field; "Hourly Rate:" with a red oval labeled "7" around the input field; and "Total Contractual Labor:" which is empty.

At the bottom of the form, there are navigation buttons: "Back", "Save" (with a red oval labeled "8" around it), "Clear", "Delete", and "Next" (with a red oval labeled "9" around it).

1. Enter the name of the person that will be working on the grant.
2. Enter the person's position.
3. Enter the percent of the person's time that will be spent on this grant.
4. If the person is an employee of the agency, enter the number of hours. If the person is not an employee of the agency, enter "0".
5. If the person is an employee of the agency, enter the hourly rate. If the person is not an employee of the agency, enter "0".
6. If the person is a contractual person, enter the number of hours. If the person is an employee of the agency and you entered the hours in step 4, enter "0".
7. If the person is a contractual person, enter the hourly rate. If the person is an employee of the agency and you entered the hourly rate in step 5, enter "0".
8. Click "Save". The Total Direct Labor and Total Contractual Labor fields will self-calculate.

If you need to add additional labor, click the "Add" button and repeat steps 1 – 8.

9. Once all employees are added, click "Next".

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

## Budget Worksheet - Other

LABOR	
<b>Total Direct Labor Cost:</b>	
<b>Total Contractual Labor Cost:</b>	
Number of Hours Requested in Budget Worksheet(s):	
Number of Hours Requested in Work Plan(s):	
The hours requested in the budget worksheet(s) must match hours requested in the work plan (s).	

  

DIRECT LABOR FRINGE BENEFIT	
Retirement	2 %
Worker's Comp	3 %
Medicare	1.45%
Fringe Type: <input type="text"/>	<input type="text"/> %
Fringe Type: <input type="text"/>	<input type="text"/> %
Fringe Type: <input type="text"/>	<input type="text"/> %
<b>Total Fringe Rate:</b>	%
<b>Total Direct Labor Fringe Benefit Cost:</b>	

  

DIRECT LABOR AND DIRECT LABOR FRINGE BENEFIT	
<b>Total Direct Labor Cost + Total Fringe Benefit Cost:</b>	

  

VEHICLE MILEAGE (PERSONAL VEHICLES ONLY)			
Number of Miles <input type="text"/>	X	Rate Per Mile <input type="text"/>	= <input type="text"/>
NOTE: Mileage policy must be submitted to OTSO.			

1. All fields in this section will populate after clicking the "Save" button.
2. Enter the employer's share (%) of retirement.
3. Enter the employer's share (%) of Worker's Comp.
4. For each additional fringe, enter the fringe type (name) and employers share (%). If you enter a Fringe Type, you must enter a fringe %. If you enter a fringe %, you must enter a Fringe Type.
5. Enter the number of miles being applied for. (maximum allowable is 5,000)
6. Enter your agency's mileage rate (a current mileage policy must be submitted).
7. Click "Save". The Labor Section will self-populate and all total fields will self-calculate. Hours requested in the work plans must equal the hours requested in the budget. If these do not match, correct either the work plan hours or the budget hours and return to this page and click "Save".
8. When hours, labor, fringe and mileage are correct, click "Next".

## Mileage/Travel Policy Attachment

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MILEAGE/TRAVEL POLICY ATTACHMENT

I will/have mailed this attachment    I will/have faxed this attachment    I will upload this attachment    I will/have e-mailed this attachment

MILEAGE/TRAVEL POLICY ATTACHMENT

This page is for any mileage / travel policy attachments. Use this page to indicate how you are going to provide your agency’s travel policy if including travel in the grant budget.

1. Select how the attachment will be sent.
2. If using the upload option, click the “Browse” button. Select the document (PDF file names cannot contain special characters (&, #, %, etc.).
3. Once the page is complete, click the “Save” button.
4. Click the “Next” button to move to the next page.

If you are not traveling or requesting mileage, you do not need to complete this page. Do not attach information that is supposed to be included in the required fields of the proposal.

## General Attachment

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GENERAL ATTACHMENT

I will/have mailed this attachment    I will/have faxed this attachment    I will upload this attachment    I will/have e-mailed this attachment

GENERAL ATTACHMENT

This page is for any additional attachments. Use this page to indicate how you are going to provide your agency’s travel policy if including travel in the grant budget.

1. Select how the attachment will be sent.
2. If using the upload option, click the “Browse” button. Select the document (PDF file names cannot contain special characters (&, #, %, etc.).
3. Once the page is complete, click the “Save” button.
4. Click the “Next” button to move to the next page.

If you do not have any other attachments, you do not need to complete this page. Do not attach information that is supposed to be included in the required fields of the proposal.

## Budget Overview

Start Menu Admin Proposal Menu User: Lori Genzen Help Notes Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

**Instructions:** To view a budget, click on the Proposal hyperlink.

**Budget Overview** ◀ Back

[General Grant: test](#)

Budget Category	Quantity	Amount
Direct Labor		\$18,750.00
Labor Fringe Benefits		\$7,565.63
Vehicle Mileage		\$1,000.00
Contractual Services		\$7,900.00
Sub-Total	0	\$35,215.63
<b>Total</b>	<b>0</b>	<b>\$35,215.63</b>

◀ Back

The Budget Overview shows only what has been entered into the worksheets. To add additional budget items (supplies and materials, travel, etc.) click on the “General Grant: (name of your program)” link.

## Budget Detail

Budget Summary **Budget Detail** [Add Budget Item](#) View PDF Edit Delete

**General Grant: test**

**Direct Labor**

Description	Quantity	Amount
Direct Labor		
Auto-calculated item		\$18,750.00
Minor Category Sub-Total		\$18,750.00
<b>Major Category Sub-Total</b>		<b>\$18,750.00</b>

**Labor Fringe Benefits**

Description	Quantity	Amount
Labor Fringe Benefits		
Auto-calculated item		\$7,565.63
Minor Category Sub-Total		\$7,565.63
<b>Major Category Sub-Total</b>		<b>\$7,565.63</b>

**Vehicle Mileage**

Description	Quantity	Amount
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Select the “Add Budget Item” tab.

## Add Budget Item

Budget Summary Budget Detail Add Budget Item

OVI Task Force: Program Component Save Cancel

Select the appropriate Budget Category for this budget item:

1

Provide a short description for this budget item (should be unique to this budget):

2

Provide a more detailed description for this budget item:

3

Enter the amounts associated with the budget item (some may not be applicable):

Quantity 4 Amount 5

\* = Required Field Save Cancel 6

1. Select the appropriate budget category (see below for directions for each category).
2. Enter the short description (see below for directions for each category).
3. Enter the detailed description (see below for directions for each category).
4. Enter the quantity if applicable.
5. Enter the amount.
6. Click the “Save” button.

Continue until all items have been entered.

### Direct Labor

***Do not use this category to add direct labor. All direct labor is added on the Budget Worksheet.***

### Labor Fringe Benefits

***Do not use this category to add labor fringe benefits. All labor fringe benefits are added on the Budget Worksheet.***

### Travel Expense

Identify in-state travel to conferences, meetings and training activities. Transportation, meals and lodging should be estimated for each trip. Multiple trips to like events can be listed on one line item (e.g., six meetings @ \$25 each). No international travel is fundable.

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

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

*Short Description* - Enter a generic description of the travel. (Example: Out of State Travel)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: OTSO approved conference)

*Total* – Enter the total for the travel.

Enter a line item for each type of travel required.

### **Supplies and Materials**

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

*Short Description* - Enter “Supplies and Materials”

*Detailed Description* – Enter “Supplies and Materials needed to meet the deliverables of the grant”

*Total* – Enter the total for that line.

### **Equipment**

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

*Short Description* - Enter a generic description of the item. (Example: Equipment)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: computer.)

*Total* – Enter the total for that line.

Enter a line item for each type of equipment required.

### **Other Direct Costs**

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

*Short Description* - Enter a generic description of the item. (Example: “Other Direct Costs”, “Rate Allocation Charges”, “Phone”)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: “Other Direct Charges needed to meet the deliverables of the grant”, “Rate Allocation Charges”, “Phone Charges”.)

*Total* – Enter the total for that line.

Enter a line item for each type of other direct cost required (change the short description and detailed description as noted in the examples above to match the item).

Phone and Rate Allocation charges must be listed separately.

### **Contractual Services**

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

*Short Description* - Enter a generic description of the item. (Example: training)

*Detailed Description* – Enter more detail, but do not enter specific names. (Example: contract for distracted driving training.)

*Total* – Enter the total for that line.

Enter a line item for each type of contractual service required.

### **Claim Adjustments**

***Do not use this category.***

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

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

Start Menu Admin **Proposal Menu** User: Lori Genzen Help Notes Logout

[Return to Previous Page](#) **BUDGET OVERVIEW**

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**Budget Overview** ◀ Back

General Grant: [test](#)

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Contractual Services		\$7,900.00
Sub-Total	0	\$35,215.63
<b>Total</b>	<b>0</b>	<b>\$35,215.63</b>

◀ Back

Once budget is complete and accurate, return to proposal menu.

## Submit Proposal

Start Menu Admin **Proposal Menu** User: Lori Genzen Help Notes Logout

**2016 General Grant 2016 Proposal** **Submit Application** Delete Application

**Proposal #: 2016-GG-0007-00**

**General Information**

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

**Agency Information**  
[View Applicant Information](#)

**Proposal Information**

- Proposal Program Description

**Contacts**

- Control Access to Proposal

**Proposal Forms**

▲ Collapse Entire Tree ▲

- Overall Comments
- ✓ Applicant Assurances ←
- ✓ Project Overview
- Work Plan
  - ✓ Work Plan
  - ✓ Work Plan
- Budget Worksheet - Direct Labor
  - ✓ Budget Worksheet - Direct Labor
- ✓ Budget Worksheet - Other
- Mileage/Travel Policy Attachment
- General Attachment
- \$ Budget Overview

When ready to submit, click the "Submit Application" button.

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

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

**OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals, and performance.**

**FFY 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.**