



**Ohio Traffic Safety Office  
FFY 2010 Competitive Grants Proposals  
Overview and Guidelines**

**Table of Contents**

**Overview of OTSO Grants**

---

- Highway Safety Grant Program Overview.....2
- Competitive Grants Funding Priorities.....3
- OTSO Mission Statement and Problem Identification Process.....4
- Ohio’s Traffic Safety Goals.....5
- Standard Proposal Guidelines for All OTSO Grants.....6
- Highway Safety Grant Funding Policies.....8
- Terms and Conditions for All OTSO Grants.....10

**Grant Proposal Sections**

---

- Countywide OVI Task Force.....20
- High Visibility Enforcement Overtime (Law Enforcement Agencies Only)...29
- Traffic Engineering.....39
- Safe Communities Program.....42
- General Grant Proposals.....53

## **Ohio's Traffic Safety Grant Program Overview**

The Federal Highway Safety Act of 1966 directed the National Highway Traffic Safety Administration (NHTSA) and 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 Traffic Safety Office (OTSO) to eligible entities to be used in part for, but not limited to, traffic safety education, enforcement and engineering projects.

The OTSO is responsible for coordinating and managing the Section 402 Federal, State, and Community Highway Safety Funds received on an annual basis from NHTSA. Funds are to be used for short-term highway safety support, with the intent that other sources of funding will sustain programs over the long term. The federal grant program operates on a reimbursement basis.

The OTSO's competitive grant process solicits grant proposals for highway safety activities from state agencies, non-profit organizations, colleges and universities, hospitals, political subdivisions and other interested groups within selected Ohio counties. A targeted approach insures a statewide effort that will satisfy state-level highway safety goals, with a minimum of 40% of federal funds allocated to local jurisdictions. The OTSO currently provides 72% of federal funds 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.

This packet has a three-fold purpose:

- 1) To provide assistance in determining whether a proposed highway safety activity is eligible for federal funding support;
- 2) To outline the specific steps to be followed in the preparation of highway safety grant proposals for funding in Federal Fiscal Year (FFY) 2010 (October 1, 2009 – September 30, 2010); and
- 3) To provide guidance in proposal submission.

**The Ohio Traffic Safety Office (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 addresses Ohio's traffic safety problems.**

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

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

**FFY2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009.**

**Late proposals will not be considered for funding. OTSO is not responsible for applicant's personal computer or internet access failure occurring at the proposal deadline. In the event that the OTSO experiences an internal server malfunction, the OTSO will notify Proposal Administrators of an updated submission deadline.**

## **Competitive Grants Funding Priorities**

Ohio has adopted the national goal of 1.0 fatality per 100 million vehicle miles traveled by 2010.

In 2008, there were 1,190 fatalities on Ohio's roads. Ohio's present fatality rate is 1.11 fatalities per 100 million vehicle miles traveled. In order to meet this aggressive goal, the fatality rate needs to be reduced to 1,071, or 119 lives. Accomplishment of this goal will only occur if state agencies, and many statewide and local organizations, work collectively to achieve the desired results.

By submitting a grant proposal, your agency, if awarded a grant agreement, is committing to this goal and agreeing 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, speed management and/or engineering studies. Grant proposals must show a clear correlation between the state-identified goals and the countermeasure activities that are proposed.

Here are several examples of projects that may qualify for funding:

- Community-Based Traffic Safety Initiatives (e.g., Safe Communities, Cultural Diversity, Faith-Based, Amish, Youthful, Mature Driver)
- Engineering Studies (intersection or corridor)
- High Visibility Enforcement Overtime (e.g., speed management, impaired driving, restraint use)
- OVI Task Force Activities (comprehensive/collaborative activities tied to specific goals)

These types of projects are expected to be problem identification driven and must have strong evaluation and documentation components.

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 effort. 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 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.

# **OTSO Mission Statement and Problem Identification**

## **Mission Statement**

---

Save lives and reduce injuries on Ohio's roads through leadership and partnership efforts with others interested in traffic safety, utilizing the most innovative and efficient methods possible of managing state and federal resources.

## **Problem Identification Process**

---

For FFY 2010, the OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash locations for traffic safety programming. The OTSO focuses the majority of its grants 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 2006, 2007 and 2008.

The OTSO set a minimum eligibility requirement to apply for a law enforcement overtime grant. To be eligible, the jurisdiction had to experience an annual average of **2.0** or more fatal crashes over the three-year period of 2006, 2007 and 2008. These priority areas are referred to as *Targeted Jurisdictions*.

As a means of directing resources where the state's worst alcohol-related crashes occur, for the last five years Ohio has worked to establish countywide OVI (operating vehicle impaired) task forces in the counties that rank in the top 10 for alcohol related fatal crashes. The top 10 counties for FFY 2010, referred to as *Targeted Alcohol Counties*, are listed below alphabetically:

<b>Butler</b>	<b>Lucas</b>
<b>Cuyahoga</b>	<b>Montgomery</b>
<b>Franklin</b>	<b>Stark</b>
<b>Hamilton</b>	<b>Summit</b>
<b>Lorain</b>	<b>Trumbull</b>

In addition to analyzing crash data, the OTSO's participation in Ohio's Comprehensive Highway Safety Plan Committee helped identify and prioritize problem identification. The OTSO also reviewed and evaluated recommendations from Traffic Records Coordinating Committee meetings, Safety Conscious Planning workshops, regional workshops, meetings with grantees (Safe Communities, OVI Task Forces and Occupant Protection Coordinators), the strategic motorcycle safety planning work group, Miami University evaluations of mobilizations and grant programs, four assessment reports (alcohol, occupant protection for children, traffic records and program impact), to identify program direction in FFY 2010. The NHTSA headquarters staff and Region V staff also provided guidance throughout the year.

# Ohio's Traffic Safety Goals

## Fatal Goal

---

- Ohio has adopted the national goal of 1.0 fatality per 100 million vehicle miles traveled by 2010.

### Performance Measurement

- The number of fatalities each year per 100 million vehicle miles traveled.

### Baseline

- Ohio's fatality rate in 2002 was 1.31 fatalities per 100 million vehicle miles traveled. (1,417 fatalities and 107,887,513,950 vehicle miles of travel)

## Impaired Driving Goal

---

- To reduce the number of alcohol-related fatal traffic crashes by 10% to no more than 379 by the end of 2010.
- To reduce the number of alcohol-related traffic fatalities by 10% to no more than 408 by the end of 2010. Thus saving 45 lives from the 2008 baseline.

### Performance Measurements

- The actual number of alcohol-related traffic crashes.
- The actual number of alcohol-related fatalities.

### Baselines

- In 2008 there were 1,098 fatal-traffic crashes in Ohio. Of these fatal crashes, 421 were alcohol-related.
- In 2008 there were 453 alcohol-related fatalities on Ohio roads.

## Seat Belt Usage Goal

---

- To increase overall seat belt usage rate in Ohio to 85% or above in FFY2010.

### Performance Measurement

- Statewide observational seat belt survey will be conducted in FFY2010.

### Baseline

- According to the Final 2008 statewide observational survey, 82.7% of Ohio motorists use seat belts.

## Motorcycle Goal

---

- To reduce the number of motorcycle fatal crashes by 10% to no more than 187 by the end of 2010.
- To reduce the number of motorcycle fatalities by 10% to no more than 192 by the end of 2010.

### Performance Measurement

- The number of motorcycle fatal crashes in 2010.
- The number of motorcycle fatalities in 2010.

### Baseline

- In 2008 there were 207 motorcycle fatal crashes.
- In 2008 there were 213 motorcycle fatalities.

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

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

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

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

### **Reimbursement Only Policy**

---

This federal grant program operates on a reimbursement basis. 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. If in doubt, contact the OTSO to determine if a particular cost item is fundable prior to incurring the cost.

### **Executive Order Regarding Food**

---

Executive Order 2007-09S was signed May 3, 2007 imposing limits on the use of public funds for the purchase of food. The OTSO is following this executive order. **Costs relating to food will not be reimbursed in FFY2010.**

### **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, they must identify the project's lead entity and project's primary fiscal officer.

### **Required Personnel**

---

**Authorizing Official** - The authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with the OTSO, should the proposal be approved for funding.

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

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

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

## **Grant Period and Project Commencement**

---

This federal grant period has a 12-month cycle (October 1 – September 30). Each approved proposal will begin grant activity based upon the assigned Authorized to Proceed Date and an executed agreement between the ODPS/OTSO and the administering agency. It will terminate at the end of the federal fiscal year (September 30, 2010), unless otherwise specified in the agreement.

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

## **Preparing the OTSO Grant Proposal**

---

Each of the following sections describes the requirements for completing the FFY 2010 Highway 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 concise grant proposal that can be easily understood. Copy and paste language when directed. Do not include past grant award activities and/or accomplishments. Multiple attachments must be avoided.

## **Proposal Types**

---

The online system has five types of proposals available for FFY 2010:

- Countywide OVI Task Force
- High Visibility Enforcement Overtime
- Roadway Safety Traffic Engineering
- Safe Communities
- General (for all other traffic safety activities not listed above)

## **Grant Proposal Deadline**

---

FFY 2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009.

Late proposals will not be considered for funding. OTSO is not responsible for 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.

## Highway Safety Grant Funding Policies

All agencies receiving grants must comply with all federal, state, and local laws and regulations, including those mentioned in this section, as well as those noted in the Terms and Conditions of the grant proposal. (See page 10)

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

### Funding Limitations

---

The basic funding eligibility factors listed in this document will apply to NHTSA field-administered grants in accordance with 23 USC Sections 402 (Highway Safety). They should be implemented in conjunction with the appropriate Office of Management and Budget (OMB) Circular:

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

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

To access Code of Federal Regulations, visit <http://www.gpoaccess.gov/cfr/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 grantee to monitor sub-awards (sub-contracts) to assure compliance with applicable federal requirements.

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

### Supplanting of Funds

---

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 the OTSO. Instead, federal funds must be used to provide the resources that otherwise would not be available for the proposed program activity.

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

Once approved for funding, the authorizing official certifies through their signature that federal funds made available by the OTSO for the proposed project will be used to increase and not to supplant federal, state, or local funds otherwise available.

## **Auditing Requirements**

---

As a pass-through agency for federal funding, the ODPS/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 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 Single Audit Report and provide to ODPS/OTSO upon request.

## **Program Income**

---

Both NHTSA and the OTSO encourage grantees to generate program income. "Program income" means 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. Such 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 such funds will be used in support of traffic safety). Such income must be reported as a part of the final comprehensive annual activity report.

## Terms and Conditions for All OTSO Grants

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 “grantee” refers to the Administering Agency of the project.

1) **Agreement**

Any inconsistencies between this agreement and any attached documents shall be resolved in favor of this agreement, which shall be the controlling document.

2) **Legislative Authority/Assurances**

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. The grantee and any subcontractors (if applicable) shall comply with the affirmative action, as required by the Ohio Department of Public Safety/Ohio Traffic Safety Office (OTSO) program policies and procedures; federal/state regulations; Title VI of the Civil Rights Act of 1964; Sections 503/504 of the Rehabilitation Act of 1973, as amended, as implemented by 49 CFR Parts 21 & 27. **NOTE: Title VI of the Civil Rights act of 1964 covers populations with limited English proficiency (LEP). See the “Limited English Proficient (LEP) Guidance” link on [www.highwaysafetyoffice.ohio.gov](http://www.highwaysafetyoffice.ohio.gov) for the U.S. Department of Transportation’s (DOT) “Policy Guidance concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” provided by NHTSA.**

3) **Seat Belt Policy**

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 and will be reviewed during a OTSO grant monitoring visit.

4) **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 accompanying the executed agreement;
- b) The scope of work, rates of participations, federal funds, special conditions, and cost category amounts as defined by the Project Plan, Budget, Addendum (as appropriate), and other attachments;
- c) Actual costs that are incurred in accordance with OMB Circulars A-87, A-21, A-122, 45 CFR Part 74 Appendix E limited to the approved activity.

This agreement is to be funded under the federal grant program that begins October 1, 2009. Funding of this agreement is dependent upon the availability of federal funds as appropriated and obligated by the US Department of Transportation for FFY 2010. Should any change in federal funding adversely affect the OTSO’s ability to implement an approved agreement, the OTSO reserves the right to revise or terminate any approved grant in writing.

5) **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 grantee and/or its sub-grantees.

6) **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.

**Certification Regarding Federal Lobbying** – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

- 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 modification 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 an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, 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 not less than \$10,000 and not more than \$100,000 for each such failure.

7) **Executive Order 2007-01S**

In accordance with Executive Order 2007-01S, the grantee, by signature on this document, certifies: (1) has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. The grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of the contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

8) **Executive Order 2007-09S**

In accordance with Executive Order 2007-09S, the grantee, by signature on this document, certifies they have reviewed and understands Executive Order 2007-09S. Costs relating to food will not be reimbursed in FFY2010.

9) **Pre-Activity Meeting**

A grant pre-activity meeting is required to discuss the agreement before any cost can be eligible for reimbursement. The OTSO will notify the grantee of the meeting prior to the "Authorized to Proceed Date" in the transmittal letter for the executed agreement. The meeting will be held with, but not limited to, the designated project director and fiscal officer. Changes in the project director and/or fiscal officer as indicated on the proposal shall require additional meetings with an OTSO representative before activity can continue.

10) **Press Release**

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

11) **Grant Revisions**

Any changes, additions, or deletions to this agreement must be submitted online and approved by the OTSO prior to implementing proposed changes. All final revisions to this agreement (either programmatic or fiscal), must be submitted online prior to September 1, 2010. Any requests for revisions after this date will not be approved.

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

12) **Required Personnel**

Each proposal/grant is required to have, at a minimum, an authorizing official, a project director and a fiscal officer. See page 6 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.

13) **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. Grantee agency personnel must not share passwords. See the help menu on the GRANTS system for directions on how to add/maintain user accounts.

14) **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 written document is to be signed by the individual and their immediate supervisor. It must be maintained by the administering agency and may be a part of the reimbursement documentation required.

15) **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 and approval prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Such contracts and procurements must include "Special Provisions" as provided by the OTSO.

All supplies, materials, incentives, promotional items, educational materials, and/or equipment that are purchased as a part of this sub-contract must be approved in writing prior to expenditure by a OTSO representative (unless otherwise notified).

Any training courses that were included in the proposal but not specifically named must be approved by the OTSO before scheduling.

16) **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. Before purchasing any equipment, the grantee must submit a written request for approval to the OTSO, if not specifically detailed in the grant.

17) **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. Operational services costs that can be documented with a transfer of funds must be charged under Supplies and Materials.

18) **Rate/Cost Allocation Charges**

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

19) **Supplies, Materials, Incentives, Promotional Items, Educational Materials**

All supplies, materials, incentives, promotional items and educational materials must be used for approved traffic safety activities throughout its useful life. Before purchasing any supplies, materials, incentives, promotional items and educational materials, the grantee must submit a written request with justification for approval to the OTSO.

Alcohol beverages – No alcohol is allowed to be purchased with funds from this grant.

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

- a) All materials shall include federal sponsorship credit and/or disclaimer clauses as directed by the OTSO. The credit line shall state: Funded by U.S. DOT/NHTSA and ODPS/OTSO.
- b) All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.

20) **Travel**

Any out-of-state travel and associated costs must be pre-approved by the OTSO prior to the trip.

Any conference/seminar/workshop that charges a registration fee that isn't specifically named in the grant must be pre-approved by the OTSO prior to registration. All conferences/seminars/workshops must be traffic safety related; an agenda must be provided to the OTSO.

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

21) **Training**

The cost of training personnel for highway 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 ODPS/OTSO.

22) **Program Income**

NHTSA and the OTSO encourage grantees/sub-grantees to generate program income. "Program income" means gross income received by the grantee or sub-grantee directly generated by a grant-supported activity or earned only as a result of the grant agreement during the grant period. Program income may be added to the funds committed to the grant agreement. Such 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 such funds were/will be used in support of traffic safety, invoices, etc.). Such income will be reviewed during a OTSO grant monitoring visit, and this information must be reported as part of the final comprehensive annual activity report.

23) **Reimbursement**

This agreement will operate on a reimbursement basis only. All work reimbursed under this grant must be for actual hours worked. 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. 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. If in doubt, contact the OTSO to determine if a particular cost item is fundable prior to incurring the cost. A claim for reimbursement shall be submitted on a monthly or quarterly basis, with detailed expenditure information and documentation as required by the OTSO. For reporting purposes, quarters are defined as ending the last day of the following months: December, March, June and September.

24) **Denial of Costs**

The OTSO may withhold reimbursement request by online notice of denial of costs for non-compliance with OTSO policies and procedures and/or federal and state regulations. A written response to all denials must be provided to the OTSO within 30 days after the date transmitted to the grantee or the grantee relinquishes all rights to the denied costs(s).

25) **Restraint Usage Survey (only Safe Communities and Law Enforcement Grants)**

The number of observational surveys to be conducted will be determined by the OTSO. Possible survey dates could include one in October to establish a baseline, one following the "Click It or Ticket" mobilization in June and/or one in September to establish the final rate for the year. Surveys must be compiled using approved OTSO methodology.

26) **Narrative Progress Reports**

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

27) **Monitoring**

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

28) **Grantee on Notice**

Grantees that fail to meet performance standards and/or grant requirements will be designated as a high risk grantee or "Grantee on Notice." This designation will last until an agency satisfies agreed upon requirements. For more information about "Grantee on Notice" contact the OTSO.

29) **Final Report and Final Claim**

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

- a) Final reports not received by November 1 will result in a 10% 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 the OTSO by November 1.

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

30) **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.

31) **Management Letter/Audit Report Submission**

As a pass-through agency for federal funding, the ODPS/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 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 Single Audit Report and provide to ODPS/OTSO upon request.

32) **Termination of Agreement**

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

## **Special Conditions**

---

In addition to Terms and Conditions #1 – 31, the following Special Conditions apply to OVI Task Forces (OVITF), High Visibility Enforcement Overtime (HVEO), Safe Communities (SC), Traffic Engineering (TE) and General (GG) grant awards:

### **OVI Task Forces**

33) **Enforcing Seat Belt Laws**

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

34) **Site Selection**

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

35) **Training Certification**

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

Alcohol-related Traffic Enforcement – Arresting Officers ONLY: Standard Field Sobriety Testing (SFST), NHTSA Alcohol Detection Apprehension Prosecution (ADAP)

Speed Management-related Traffic Enforcement – Electronic Speed Measuring Device Training (ESMD)

36) **Mandatory Blitzes**

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

37) **National Enforcement Campaigns**

All agencies utilizing overtime enforcement funds from the OTSO are required to participate in the "Click It or Ticket (CIOT) mobilization and the "Drunk Driving, Over the Limit, Under Arrest" crackdown.

Scheduled dates for the national enforcement campaigns are:

CIOT: May 24 – June 6, 2010

Drunk Driving, Over the Limit, Under Arrest: August 20 – September 6, 2010

Reporting of activity during these national enforcement campaigns is required and must be met by the specific deadlines. Failure to report activity in a timely manner may result in being placed on "Grantee on Notice" status.

38) **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.

39) **Documentation for Overtime Activity with Participating Agencies**  
A list of check numbers, that the grantee paid enforcement agencies working under the grant, must be documented. Additional documentation may be requested.

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

### **High Visibility Enforcement Overtime**

41) **Enforcing Seat Belt Laws**  
The agency will enforce all seat belt and child restraint laws on all traffic stops made under this grant.

42) **Site Selection**  
Justification for sites selected for enforcement activities must be documented and maintained as a part of the grantee’s file for this agreement.

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

Alcohol-related Traffic Enforcement – Arresting Officers ONLY: Standard Field Sobriety Testing (SFST), NHTSA Alcohol Detection Apprehension Prosecution (ADAP)

Speed Management-related Traffic Enforcement – Electronic Speed Measuring Device Training (ESMD)

44) **Mandatory Blitzes**  
Funding for all OTSO identified blitzes must be used for high visibility enforcement overtime only. Directing traffic, conducting parking detail at events, crash investigations or any non-traffic safety related activities not identified in scope of work or work plan are not reimbursable activities.

45) **National Enforcement Campaigns**  
All agencies utilizing overtime enforcement funds from the OTSO are required to participate in the “Click It or Ticket (CIOT) mobilization and the “Drunk Driving, Over the Limit, Under Arrest” crackdown.

Scheduled dates for the national enforcement campaigns are:

CIOT: May 24 – June 6, 2010

Drunk Driving, Over the Limit, Under Arrest: August 20 – September 6, 2010

Reporting of activity during these national enforcement campaigns is required and must be met by the specific deadlines. Failure to report activity in a timely manner may result in being placed on “Grantee on Notice” status.

46) **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 grantee's current labor agreement or departmental policy. Part-time permanent staff members are eligible for funding, with prior approval by the OTSO. Only one officer per patrol car will be funded as part of traffic enforcement grants. All full time officers working on the OTSO grant must be paid their actual overtime hourly rate.

47) **Monthly Enforcement Reports**

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

**Safe Communities**

48) **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.

49) **Fatal Crash Data Review Committee**

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

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

51) **Monthly Activity Report**

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

52) **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 written document is to be signed by the individual and their immediate supervisor. It must be included as a part of the reimbursement documentation.

53) **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.

## **Traffic Engineering**

### 54) **Final Study Reports**

All final study reports must include the short and long term recommendations with a cost estimate for each.

## **General Grants**

### 55) **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 written document is to be signed by the individual and their immediate supervisor. It must be included as a part of the reimbursement documentation.

## Countywide OVI Task Force

The Countywide OVI Task Force Program is a countywide initiative to conduct high visibility enforcement, public awareness, and education.

To qualify for countywide OVI Task Force grant funding, an agency must be in the top 10 counties for alcohol-related fatalities.

### Eligible Counties

---

<b>Butler</b>	<b>Lucas</b>
<b>Cuyahoga</b>	<b>Montgomery</b>
<b>Franklin</b>	<b>Stark</b>
<b>Hamilton</b>	<b>Summit</b>
<b>Lorain</b>	<b>Trumbull</b>

### Lead Agency Responsibilities

---

- 1) Each OVI Task Force is required to submit to their local media a press release announcing the grant award.
- 2) Enlist a diverse task force membership including law enforcement, prosecutors, the local safe communities program, community leaders, MADD, media, diverse media if applicable to reach LEP (Limited English Proficiency), etc. A list of all participating law enforcement agencies must be submitted with the grant proposal.
- 3) Collect current-year data on a monthly basis. This data will consist of alcohol-related fatalities and injury crashes. Driver arrests, date, time and location of alcohol-related crashes must be collected to create local problem identification. This information will assist awareness efforts and justify site selection for enforcement.
- 4) Conduct, at a minimum, twelve sobriety checkpoints (ideally, one per month) throughout the grant period in areas and time prioritized by the problem ID process. There is one mandatory sobriety checkpoint time period—the Labor Day “Drunk Driving, Over the Limit, Under Arrest” crackdown: August 20 – September 6, 2010.
- 5) Alcohol-related overtime enforcement activity must be conducted in the areas and time periods of alcohol-related problems identified through a site selection process.
- 6) The OTSO encourages multiple low man-power checkpoints, and it will not reimburse more than 25 law enforcement shift positions per checkpoint.
- 7) A minimum of three press conference events are to be conducted with one in coordination with the Labor Day alcohol mobilization. Each press event must use the “Drunk Driving, Over the Limit, Under Arrest.” campaign message. These press events will be conducted by the task force and its partners.
- 8) Per NHTSA requirements, each lead agency will collect statistical data and report to the OTSO no later than fifteen days following the end of the Labor Day alcohol mobilization. This data will be given to NHTSA and media.
- 9) Implement and adhere to a “sobriety checkpoint operations policy” for the task force for all participating law enforcement agencies to follow. For first-time task force grantees, this policy must be in effect before the first sobriety checkpoint is conducted by the task force.

- 10) Conduct monthly meetings to plan task force activities and media involvement.
- 11) Coordinate law enforcement training needed for task force members.
- 12) Promote the task force through press releases, public service announcements and other activities to increase public awareness such as media, "ride-a-longs," donated billboards space, posters, payroll stuffers, etc.
- 13) Publicize checkpoints as required by law.
- 14) Agree to adopt a zero tolerance enforcement policy with the seat belt and child restraint laws during all enforcement activities and reflect such activity in reports submitted to the OTSO.
- 15) Submit online statistical reports on a monthly basis by required deadlines. The monthly report must be submitted online to the OTSO by the 15<sup>th</sup> calendar day of the following month.
- 16) Submit at least quarterly reimbursements online by required deadlines:
 

1 <sup>st</sup> Quarter – January 15	3 <sup>rd</sup> Quarter – July 15
2 <sup>nd</sup> Quarter – April 15	4 <sup>th</sup> Quarter – October 15

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

---

All law enforcement agencies participating in a 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:**

- 1) OVI arrests
- 2) OVI crashes with injuries
- 3) OVI crashes with fatalities

This information should be compared with local crash data for 2006, 2007, and 2008 and OIU (Ohio Investigative Unit) OGRIP data to assist in determining the jurisdiction's alcohol-related problem area(s). The Traffic Crash Facts for 2006, 2007, and 2008 can be found on the Ohio Department of Public Safety (ODPS) website: [www.publicsafety.ohio.gov/crash\\_reports.asp](http://www.publicsafety.ohio.gov/crash_reports.asp)

### **Allowable Costs**

---

#### **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 written document is to be signed by the individual and their immediate supervisor. It must be maintained by the administering agency and must be submitted as a part of the required reimbursement documentation.
- Only labor and specific fringe benefits (i.e. Retirement, Workers' Compensation and Medicare) costs associated with 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.
- Costs incurred by the potential grantee for overtime enforcement pay at a set rate for “special duty” if required by a labor contract, or if documented by the jurisdiction’s auditor, are allowable. A copy of the page(s) of the labor contract that stipulates this rate and a copy of that part of the labor contract that defines “special duty” shall be submitted to the OTSO upon request.
- 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.

### **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 ODPS/OTSO. Costs are also allowable to support promotional campaigns and activities that encourage the general public to adopt highway safety practices. All public service announcements created with the aid of federal funds must contain closed-captioning for the hearing impaired.

### **Meetings**

The cost to conduct in-state meetings where the primary purpose is the dissemination of traffic safety information is allowable. An agenda must be submitted to the OTSO. Costs may include transportation, rental of meeting facilities and other meeting-related costs. **The OTSO is following Executive Order 2007-09S. Costs relating to food expenses will not be reimbursed in FFY2010.**

### **Allowable Costs with Conditions**

---

The following costs may be allowable with conditions for selected items:

#### **Equipment**

Alcohol-related equipment purchases are an allowable cost. The equipment must be justified and approved by the OTSO to assure that the equipment is on the NHTSA approved equipment list.

- Maximum amount is \$5,000.
- Equipment will be approved on a case-by-case basis.
- Definition of equipment: Value of \$1,000 per item or more and a useful life of at least one year.

**Note:** Equipment must be itemized and must not list specific brand names; “To Be Determined” is not acceptable.

#### **Supplies and Materials**

A limited amount of activity-specific supplies and materials that are necessary to carry out the scope of work and evaluation may be allowed. It is the OTSO’s expectation that the potential grantee will provide general office supplies and expenses, exclusive of the grant as it does for any employee.

- Maximum amount of \$5,000.
- Definition of supplies and materials: Value of \$999 or under per item. Examples: Traffic batons & signal light, traffic cones, traffic signs, portable breath tester, etc.

## **Training**

Appropriate alcohol-related training is an allowable cost. Justification for training is to be put in the scope of work 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:

- NHTSA Alcohol Detection And Prosecution (ADAP) Training
- Sobriety Checkpoint Training (Recommended for first year task force grantees)

The cost of training personnel for highway 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 ODPS/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 grantee must submit a copy of their agency's petty cash policy.

## **Coordination Costs**

Coordination costs are coordination hours associated with task force activities. Coordination cost must be negotiated with the OTSO prior to submission.

## **Maximum Staffing**

The OTSO will reimburse no more than 25 law enforcement shift positions per sobriety checkpoint. Low man-power sobriety checkpoints are encouraged.

## **Education Efforts**

The OTSO will reimburse for hours spent towards education efforts. These efforts can be used towards educating students, the general public at events, etc and must be consistent with problem identification. A written request must be submitted in writing to the OTSO for approval prior to the event. A total of 5% (dollars) of all direct labor costs (saturation patrol and checkpoint hours) will be allowed towards education efforts.

## **Fuel/Transportation Costs**

The OTSO will reimburse a total of 5% (dollars) of all direct labor costs (saturation patrol and checkpoint hours) for the agency to put towards fuel/transportation costs. Mileage logs, receipts, etc. are not required to be submitted with reimbursement claims, but must be maintained by the agency for auditing purposes.

## **Part Time and Auxiliary Officers 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 cost based on a percentage of hours worked will not be accepted for reimbursement.
- Part time and auxiliary officers, unless specified in the section below, 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.

- Costs incurred by the potential grantee for regular or overtime enforcement pay for part time or auxiliary law enforcement officers at a set rate for “special duty” if required by a labor contract, or if documented by the jurisdiction’s auditor, are allowable. A copy of the page(s) of the labor contract that stipulates this rate and a copy of that part of the labor contract that defines “special duty” or a copy of the auditor’s opinion on this issue shall be submitted to the OTSO upon request.
- Regular and overtime labor costs are only allowable for those Part Time and Auxiliary law enforcement officers certified to work in the area for which overtime enforcement activity is being conducted.

## **Unallowable Costs**

---

### **Vehicle Mileage**

Costs for vehicle mileage are unallowable.

### **Advertising/Public Communications**

Costs to purchase paid media are unallowable. This includes, but is not limited to, the purchase of television, radio, print, outdoor or Internet.

### **Certain Labor Costs**

Clerical support, dispatch services and costs associated with court appearances are not allowable.

### **Alcoholic Beverages**

The purchase of alcoholic beverages is unallowable.

### **Food**

Food related expenses are unallowable. See Executive Order 2007-09S.

### **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.), are unallowable.

### **Office Furnishings and Fixtures**

Costs for the purchase of office furnishings and fixtures are unallowable.

### **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. Operational services costs that can be documented with a transfer of funds must be charged under Supplies and Materials.

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

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

# **Guidelines for Preparing the Countywide OVI Task Force Proposal**

## **Goals and Baselines**

---

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

Required Goals/Baselines/Evaluations are listed below. To reduce processing time, **copy and paste this information into your online grant proposal**. This information is also located in the Help Menu on the GRANTS System. Complete the blanks.

### **Required Goals:**

#### **Fatality Goal**

**Goal Number:** 1

**Goal Title:** Fatal Goal

**Goal Description:** Reduce the number of traffic-related fatal crashes to no more than \_\_\_\_.

**Baseline:** Last year there were \_\_\_\_ traffic-related fatal crashes.

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

#### **Alcohol Goal**

**Goal Number:** 2

**Goal Title:** Alcohol Goal

**Goal Description:** Decrease the number of alcohol-related crashes to no more than \_\_\_\_.

**Baseline:** Last year there were \_\_\_\_ alcohol-related crashes.

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

#### **Seat Belt Goal**

**Goal Number:** 3

**Goal Title:** Seat Belt Goal

**Goal Description:** Increase seat belt restraint usage to \_\_\_\_\_% by September 30, 2010.

**Baseline:** The current county seat belt restraint usage baseline (provided by Miami University) is \_\_\_\_%.

**Evaluation:** Comparison of highest observational survey compiled using approved OTSO methodology to the baseline usage provided.

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

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

### **Scope of Work**

---

Based on the identified impaired driving problems in the county, 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 and attach a work plan for when activities will occur. Identify training needs and show justification. Describe media and other partners' involvement in the task force. Items listed in the budget must correspond to the scope of work.

### **Work Plan**

---

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

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

Work plan must include activity specific to the "Click it or Ticket" mobilization on May 24 – June 6, 2010 and activity specific to the "Over the Limit. Under Arrest." on August 20 – September 6, 2010.

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

The number of hours requested in the budget for checkpoints must equal the number of hours listed for checkpoints in the work plan. The number of hours requested in the budget for saturation patrol must equal the number of hours listed for saturation patrol in the work plan.

**Minimum** acceptable information in work plan is:

*Main Activity* – Required - choose selection from drop down

*Sub Activity* – **Not** required

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

*Activity Description* – **Not** required – however, if you think we need additional information other than the activity name, or if you think we will question the activity without additional details, you can enter an activity description here.

*Approximate Date(s)* – Required – Minimum required is a month date range; however if you know the date of the activity, you may enter the date.

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

*# of Staff Involved* – **Not** required

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

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

## **OVI Task Force Program Budget**

---

### **Direct Labor**

#### **Labor Worksheet**

Complete the Labor Worksheet to ensure direct labor costs are calculated correctly. This worksheet is for the lead agencies hours only. Please add hours for participating agencies on the Contractual Services Worksheet. If the coordinator is not the lead agency's employee, please add the coordination hours on the Contractual Services Worksheet.

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

If educational efforts are going to be conducted by the lead agency's employees, enter the dollar amount on the Labor Worksheet. Total for educational efforts cannot exceed 5% of direct labor costs (direct labor for checkpoint and saturation patrols).

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

#### **Contractual Services Worksheet**

Complete the OVI Task Force Budget Worksheet to ensure direct labor costs are calculated correctly. This worksheet is for the participating agencies hours only. Please add hours for the lead agency on the Contractual Services Labor Worksheet. If the Coordinator is not an employee of the lead agency, please add their hours here. If the Coordinator is an employee of the lead agency, add their hours on the Labor Budget Worksheet.

If educational efforts are going to be conducted by the participating agency's employees, enter the dollar amount on the Contractual Services Labor Worksheet. Total for educational efforts cannot exceed 5% of direct labor costs (direct labor for checkpoint and saturation patrols).

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

### **Supplies and Materials**

---

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

**Note:** New this year – Only a basic description is required in the proposal budget, an itemized cost is **NOT** required. A Purchase Request form will be required to be filled out, submitted and approved by the OTSO prior to actual purchase.

## **Equipment**

Equipment that will be purchased to carry out the scope of work must be itemized 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.

## **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. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

**Note:** New this year – Only a basic description is required in the proposal budget, an itemized cost is **NOT** required. A Purchase Request form will be required to be filled out, submitted and approved by the OTSO prior to actual purchase.

## **Contractual Services**

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

**NOTE:** Please verify that all items listed in the budget correspond to the project's scope of work, evaluation and/or work plan.

---

The Ohio Traffic Safety Office (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 addresses Ohio's traffic safety problems.

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

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

**FFY2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009. Late proposals will not be considered for funding. OTSO is not responsible for 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.**

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

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

A law enforcement agency must conduct occupant restraint and alcohol-related enforcement activity to impact their fatal crashes. Agencies may conduct other high risk traffic safety enforcement (e.g., motorcycle crash reduction, failure to yield.) Overtime enforcement will be considered for funding at those times and locations deemed appropriate, based on local needs and as supported by local problem identification.

The OTSO will reimburse for hours spent towards education efforts. These efforts can be used towards educating students, the general public at events, etc and must be consistent with problem identification. A written request must be submitted in writing to the OTSO for approval prior to the event.

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

### **Minimum Eligibility Requirements**

---

To be eligible for law enforcement overtime 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:

- 1) During 2006, 2007, and 2008, your jurisdiction experienced an average of at least **2.0** motor vehicle related fatal crashes during this three-year period (total of **six** or more fatal crashes during these three years) as reports in Fatality Analysis Reporting System (FARS).
- 2) Your agency must submit to their local media a press release announcing the grant award.
- 3) Your agency must conduct all the OTSO mandated blitzes in FFY 2010 including the two national enforcement campaigns— the Memorial Day “Click It or Ticket” (CIOT) mobilization and the Labor Day – “Drunk Driving, Over the Limit, Under Arrest.” crackdown. See following pages for more details.
- 4) Your agency agrees to enforce all seat belt and child restraint laws during all grant-related activities.
- 5) Whether or not your agency conducts grant-related activity, your agency must submit online enforcement reports each month. The monthly report must be submitted online to the OTSO by the 15<sup>th</sup> calendar day of the following month.
- 6) The number of observational surveys to be conducted will be determined by the OTSO. Possible survey dates could include one in October to establish a baseline, one following the “Click It or Ticket” mobilization in June and/or one in September to establish the final rate for the year. Surveys must be compiled using approved OTSO methodology.

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

## Jurisdiction Sizes

---

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

### Jurisdiction Population Size For County Sheriff Offices and Police Departments

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

To determine the jurisdiction's population, please see 2000 Census figures at the Ohio Department of Development's web site at: [www.odod.state.oh.us/osr/cen2000.htm](http://www.odod.state.oh.us/osr/cen2000.htm) or contact the OTSO.

### Maximum Number of Reimbursable Hours Per Agency Based on Jurisdiction Population Size

<u>Jurisdiction</u>	<u>OTSO Mandatory Blitzes</u>		<u>High Visibility Enforcement Overtime</u>		<u>Total OT Hours</u>
Small	420 hours	+	280 hours	=	<b>700 hours</b>
Medium	660 hours	+	440 hours	=	<b>1,100 hours</b>
Large	780 hours	+	520 hours	=	<b>1,300 hours</b>

### Mandatory OTSO Mandatory Blitzes/National Enforcement Campaigns

---

To qualify for high visibility enforcement overtime funding, each jurisdiction must participate in the mandatory OTSO blitzes and both national enforcement campaigns. Directing traffic, conducting parking detail at events, crash investigations or any non-traffic safety related activities not identified in scope of work or work plan are not reimbursable activities.

### OTSO Blitzes/Enforcement Campaigns

<u>Dates</u>	<u>Blitz</u>	<u>Days</u>
1) October 23 – November 1, 2009	Halloween	Friday – Sunday
2) November 20 – November 29, 2009	Thanksgiving	Friday – Sunday
3) December 4, 2009 – January 3, 2010	Christmas/New Years	Fridays – Thursdays
4) February 5 – February 7, 2010	Super Bowl	Friday – Sunday
5) March 17 – March 21, 2010	St. Patrick's Day	Wednesday – Sunday
6) April – May 2010	Prom Season	Fridays – Saturdays
7) May 24 – June 6, 2010	Click It or Ticket	
8) July 2 – July 5, 2010	4 <sup>th</sup> of July	Friday – Monday
9) August 20 – September 6, 2010	Over the Limit. Under Arrest.	
10) September 2010	Homecomings*	Fridays - Saturdays

\* If your Homecoming is not in September 2010, or if you would like to do more than the traditional football Homecoming (Basketball), add additional work plan entries with the correct dates.

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

**Minimum required hours for National Enforcement Campaigns (Click It or Ticket and Over the Limit. Under Arrest.):**

<u>Jurisdiction</u>	<u>Hours</u>
Small	126 (63 estimated each enforcement campaign)
Medium	198 (99 estimated each enforcement campaign)
Large	234 (117 estimated each enforcement campaign)

**Any local blitz(es) and educational efforts should be included in the regular high visibility overtime hours (Non-Blitz).**

These enforcement blitzes are designed to promote seat belt use, remove impaired drivers from the highways and reduce other high risk traffic safety crashes (e.g., motorcycle, failure to yield). The national enforcement campaigns focus on either seat belts (“Click It or Ticket”) or impaired driving (“Over the Limit. Under Arrest.”).

Requirements for each blitz and national enforcement campaign:

- 1) The OTSO will reimburse for overtime traffic enforcement costs for activities listed in the work plan for these blitzes and national enforcement campaigns.
- 2) Each agency must attempt to publicize its local efforts during each blitz and national enforcement campaign. Agencies will take appropriate action to contact media about the intent of the targeted enforcement activity prior to its implementation and the results of the enforcement efforts upon completion. The OTSO will provide media toolkits for the blitzes and enforcement campaigns to assist with these efforts.

**Mobilization Incentives**

All law enforcement agencies (potential grantees and non-grantees) will be eligible for incentives based on their efforts during the two national campaigns (CIOT and Over the Limit. Under Arrest.) and submitting both activity reporting forms by the required deadlines.

As an incentive to participate, agencies that meet all eligibility criteria will be eligible to receive traffic safety related incentives. The OTSO will announce the types of incentives and eligibility criteria.

**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 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 cost based on a percentage of hours worked will not be accepted for reimbursement.
- Costs incurred for overtime enforcement pay at a set rate for “special duty” if required by a labor contract, or if documented by the jurisdiction’s auditor, are allowable. A copy of the page(s) of the labor contract that stipulates this rate and a copy of that part of the labor contract that defines “special duty” or a copy of the auditor’s opinion on this issue shall be submitted to the OTSO upon request.
- 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.

## **Allowable Costs with Conditions**

---

### **Part Time and Auxiliary Officers 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 cost based on a percentage of hours worked will not be accepted for reimbursement.
- Part time and auxiliary officers, unless specified in the section below, 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.
- Costs incurred for regular or overtime enforcement pay for part time or auxiliary law enforcement officers at a set rate for “special duty” if required by a labor contract, or if documented by the jurisdiction’s auditor, are allowable. A copy of the page(s) of the labor contract that stipulates this rate and a copy of that part of the labor contract that defines “special duty” or a copy of the auditor’s opinion on this issue shall be submitted to the OTSO upon request.
- Regular and overtime labor costs are only allowable for those part time and auxiliary law enforcement officers certified to work in the area for which overtime enforcement activity is being conducted.

### **Fuel/Transportation Costs**

The OTSO will reimburse a total of 5% (dollars) of all direct labor costs (saturation patrol and checkpoint hours) for the agency to put towards fuel/transportation costs. Mileage logs, receipts, etc. are not required to be submitted with reimbursement claims, but must be maintained by the agency for auditing purposes.

## **Unallowable Costs**

---

### **Vehicle Mileage**

Costs for vehicle mileage are unallowable.

**Food**

Food related expenses are unallowable. See Executive Order 2007-09S.

**Advertising/Public Communications**

The purchase of paid media is unallowable.

**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 or any non-traffic safety related activities not identified in scope of work or work plan are not reimbursable activities.

**Alcoholic Beverages**

The purchase of alcoholic beverages is unallowable.

**Grant Proposal Preparation and Submission**

Costs for preparation and submission of grant proposal(s) are unallowable.

# **Guidelines for the High Visibility Enforcement Overtime Grant Proposal**

## **Goals/Baselines/Evaluations**

---

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

Required Goals/Baselines/Evaluations are listed below. To reduce processing time, **copy and paste this information into your online grant proposal**. This information is also located in the Help Menu on the GRANTS System. Complete the blanks.

### **Required Goals:**

#### **Fatality Goal**

**Goal Number:** 1

**Goal Title:** Fatal Goal

**Goal Description:** Reduce the number of traffic-related fatal crashes to no more than \_\_\_\_ .

**Baseline:** Last year there were \_\_\_\_ traffic-related fatal crashes.

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

#### **Alcohol Goal**

**Goal Number:** 2

**Goal Title:** Alcohol Goal

**Goal Description:** Decrease the number of alcohol-related crashes to no more than \_\_\_\_ .

**Baseline:** Last year there were \_\_\_\_ alcohol-related crashes.

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

#### **Seat Belt Goal**

**Goal Number:** 3

**Goal Title:** Seat Belt Goal

**Goal Description:** Increase seat belt restraint usage to \_\_\_\_\_% by September 30, 2010.

**Baseline:** The current county seat belt restraint usage baseline (provided by Miami University) is \_\_\_\_%.

**Evaluation:** Comparison of highest observational survey compiled using approved OTSO methodology to the baseline usage provided.

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

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

**Examples of Optional Goals:**

**Speed Management Goal**

**Goal Number:** 4

**Goal Title:** Speed Management Goal

**Goal Description:** Decrease the number of speed-related crashes to no more than \_\_\_\_ along State Route \_\_\_\_\_.

**Baseline:** Last year, there were \_\_\_\_\_ speed-related crashes.

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

**Note:** List each location as a separate goal. Do not combine multiple locations in one goal.

**Motorcycle Crash Reduction Goal**

**Goal Number:** 4

**Goal Title:** Motorcycle Crash Reduction Goal

**Goal Description:** Decrease the number of motorcycle crashes to no more than \_\_\_\_.

**Baseline:** Last year, there were \_\_\_\_\_ motorcycle crashes.

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

**Failure to Yield Goal**

**Goal Number:** 4

**Goal Title:** Failure to Yield Goal

**Goal Description:** Decrease the number of failure to yield crashes to no more than \_\_\_\_ at the intersection of \_\_\_\_\_ and \_\_\_\_\_.

**Baseline:** Last year, there were \_\_\_\_\_ failure to yield crashes.

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

**Note:** List each location as a separate goal. Do not combine multiple locations in one goal.

### **Scope of Work**

---

Based on the identified traffic safety problems in the community served by the agency, describe a realistic and comprehensive approach that will impact the problem. Identify the project's relevant tasks and activities. Each grantee is required to take appropriate action to ensure that the media is aware of the intent of the targeted enforcement activity prior to its implementation and the results of the enforcement efforts upon completion. Items listed in the budget must correspond to the scope of work and/or work plan.

### **Work Plan - Blitz**

---

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

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

The work plan **must** include all of the required OTSO blitzes and the two National Enforcement Campaigns.

Work plan must include activity specific to the "Click it or Ticket" mobilization on May 24 – June 6, 2010 and activity specific to the "Over the Limit. Under Arrest." on August 20 – September 6, 2010. Each agency must sign up for the mobilization online using the GRANTS system. First claims will not be paid until sign-up is completed. System will be open for mobilization sign up October 1, 2009.

**Minimum** acceptable information in work plan is:

*Main Activity* – Required - choose selection from drop down.

*Sub Activity* – **Not** required.

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

*Activity Description* – **Not** required – however, if you think we need additional information other than the activity name, or if you think we will question the activity without additional details, you can enter an activity description here.

*Approximate Date(s)* – Required – Dates do not have to be the entire date range listed for the blitz on page 31, however dates must be within those date ranges.

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

*# of Staff Involved* – **Not** required

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

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

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

## **Work Plan – Non-Blitz**

---

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

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

Hours requested in the budget for regular overtime enforcement (non-blitz) must equal hours listed in the non-blitz work plan.

**Minimum** acceptable information in work plan is:

*Main Activity* – Required - choose selection from drop down.

*Sub Activity* – **Not** required.

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

*Activity Description* – **Not** required – however, if you think we need additional information other than the activity name, or if you think we will question the activity without additional details, you can enter an activity description here.

*Approximate Date(s)* – Required – Minimum required is a month date range; however if you know the date of the activity, you may enter the date. **Do not list a year long date range.**

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

*# of Staff Involved* – **Not** required

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

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

If using education efforts, include activity on work plan non-blitz.

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

## **Law Enforcement Budget**

---

### **Direct Labor**

The computer will calculate the total number of hours for the OTSO designated blitzes and national enforcement campaigns from the data entered on the work plan-blitz activities. Calculate the average hourly overtime rate (include any pay increases during the grant period) for staff working on the project. Calculate the total number of hours that will be worked on grant activities under regular high visibility enforcement (non-blitz) not including the OTSO designated blitzes.

### **Labor Fringe Benefits**

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

### **Other Direct Costs**

The OTSO will reimburse a total of 5% (dollars) of all direct labor costs (saturation patrol and checkpoint hours) for the agency to put towards fuel/transportation costs. Mileage logs, receipts, etc. are not required to be submitted with reimbursement claims, but must be maintained by the agency for auditing purposes.

---

The Ohio Traffic Safety Office (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 addresses Ohio's traffic safety problems.

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

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

**FFY2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009. Late proposals will not be considered for funding. OTSO is not responsible for applicant's personal computer or internet access failure occurring at the proposal deadline. In the event that the OTSO experiences an internal server malfunction, the OTSO will notify Proposal Administrators of an updated submission deadline.**

## **Traffic Engineering**

The OTSO will fund roadway safety projects that support roadway analysis by focusing on intersection studies in FFY 2010. Funds will be provided to perform a safety engineering study at high-risk intersections in the jurisdiction as outlined in the Traffic Engineering Manual. Given the expanded scope of work requirements for the study this year projects up to \$20,000 will be considered.

Since FFY 2005, the OTSO has partnered with ODOT's Systems Planning and Program Management Office to coordinate and conduct Safety Conscious Planning Workshops in cooperation with the Metropolitan Planning Organizations (MPOs) across the state. Intersection studies associated with the regional safety work plans developed through a MPO's Safety Conscious Planning effort will be given first consideration for funding.

### **Allowable Costs**

---

#### **Contractual Services**

Costs are allowable for highway safety consultants; the consultant must be on the Ohio Department of Transportation's approved consultant list. All contracts for consultation services with any one vendor in excess of a combined total of \$5,000 must be submitted to the OTSO for review and approval prior to their execution and are subject to the same laws, regulations, and policies that govern this potential agreement. Such contracts must include "Special Provisions" as provided by the OTSO.

For safety studies performed by consultants that will be used to apply for funding through the Ohio Department of Transportation (ODOT) Safety Program, the consultant must be pre-qualified by attending and successfully completing the ODOT Traffic Academy Safety Study.

The ultimate goal of the safety study course work and testing is to ensure qualified consultants are hired to perform studies and design services for ODOT's transportation projects.

### **Unallowable Costs**

---

#### **Consultation Services**

Consultation services may not be performed by the grantee agencies employees, to conduct the study.

#### **Equipment**

Will not be funded.

#### **Supplies and Materials**

Will not be funded.

#### **Facilities and Construction**

Costs associated with construction or re-construction are unallowable.

#### **Office Furnishings and Fixtures**

Costs for the purchase of office furnishings and fixtures are unallowable.

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

Costs for preparation and submission of grant proposal(s) are unallowable. This includes costs associated with any pre-grant or pre-activity meeting associated with grant(s).

# **Guidelines for Preparing the Traffic Safety Engineering Grant Proposal**

## **Goals/Baselines/Scope/Evaluation**

---

Required Goals/Baselines/Evaluations are listed below. To reduce processing time, **copy and paste this information into your online grant proposal**. This information is also located in the Help Menu on the GRANTS System. Complete the blanks.

List a separate goal for each intersection study proposed.

**Goal Number:** 1

**Goal Title:** Intersection Study

**Goal Description:** Conduct intersection study at \_\_\_\_\_(name of intersection) in \_\_\_\_\_  
(city/township).

**Baseline:** The most recent calendar year for which crash data are available is 20\_\_ (year). The top 10 crash intersections based on the three years of crashes from \_\_\_\_ (year) to \_\_\_\_ (year) in \_\_\_\_\_ (name of jurisdiction) are listed in the General Attachment. (List intersections from 1 – 10, with 1 having the most fatal/injury crashes). The intersection identified in the goal description was selected because \_\_\_\_\_ (provide justification).

**Scope:** Consultant will perform intersection study to include but not limited to:  
Review OH-1 reports  
Identify existing conditions with condition diagram, roadway features, physical conditions  
Collect Average Daily Traffic including manual turning movement counts (7-10am, 11am-2pm, 3-6pm)  
Signal warrants and current signal timings  
Crash Analysis with collision diagrams for 2006– 2008  
Conduct capacity analysis  
Evaluation of geometrics at signalized intersection  
Rate of Return Calculation for suggested improvements  
Photos at 200', 600', and 1000' distance from intersections and cross corner sight distance  
At least 2 meetings with the entity to kick off the study and present findings  
Conclusions and list of recommended improvements  
Prepare report

**Evaluation:** Submit report per Traffic Engineering Manual guidelines including the above information, an executive summary including statement of purpose, background, possible causes, **recommended short, medium and long term countermeasures** and the associated cost.

## **Engineering Budget**

---

### **Contractual Services**

The cost of contractual services associated with the project must be itemized in this section. Contractual services can include fees for engineering services. Do not list specific contractors or consultants by name, only services to be provided. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

---

The Ohio Traffic Safety Office (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 addresses Ohio's traffic safety problems.

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

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

**FFY2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009. Late proposals will not be considered for funding. OTSO is not responsible for 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 2010, the OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash locations for traffic safety programming. The OTSO focuses the majority of its grants funding based on programming that will have the greatest impact on reducing fatalities statewide. The data used in this process include traffic crash data from 2006, 2007 and 2008. The Safe Communities Program is a competitive grant program. Competitive grants will be directed toward those community traffic safety activities that will achieve this goal. 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 committing to this goal and agreeing to join a statewide partnership determined to reduce fatal motor vehicle crashes in Ohio.

For FFY 2010, all Safe Communities grant-related activities must be conducted under the following guidelines. The OTSO reserves the right to require funding adjustments as deemed appropriate based on the proposal's scope of work and funding availability.

### 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 a clear problem identification in the county. The data and information should be analyzed to determine the most severe problems in the county. This information can be used to determine how the problems will be addressed.

### Coalition Building

---

The Safe Communities program can not survive solely on the efforts of the coordinator. The Safe Communities coordinator should seek the active participation and partnership of law enforcement agencies, schools, government officials, engineers, service organizations, health and medical providers, businesses, media, concerned citizens, 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 the coalition meeting agenda must be kept on file and made available during an OTSO grant monitoring visit. **The OTSO is following Executive Order 2007-09S. Costs relating to food expenses will not be reimbursed in FFY2010.**

### Traffic Safety Strategies

---

Based on a jurisdiction's population, a grant proposal must specify strategies in specific safety program areas for FFY 2010. Outreach efforts should be made and materials should be provided to reach the county's ethnic/non English speaking populations (materials can be requested from the OTSO).

- Programs with a population under 400,000 (based on 2000 census) may conduct strategies focusing on a maximum of four specific traffic safety areas.

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

To determine the jurisdictions' population, please see 2000 Census figures at the Ohio Department of Development's web site at: [www.odod.state.oh.us/osr/cen2000.htm](http://www.odod.state.oh.us/osr/cen2000.htm)

These three specific traffic safety program areas must be addressed:

- 1) Impaired Driving/Alcohol-related fatal crashes
- 2) Seat Belt Usage "Click It or Ticket/What's Holding You Back?" initiatives
- 3) Motorcycle Awareness

If another program area can be justified by local fatal crash problem identification, it could be submitted in the proposal for consideration.

### **FFY 2010 Safe Communities Requirements**

---

- 1) 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) a representative from Law Enforcement, a representative from Engineering, a representative from Health, a representative from Education and the Safe Communities Coordinator. The committee will review each fatal crash, looking at elements which include the who, what, when, where and why the fatality occurred and to determine if certain trends or patterns can be identified from the reviews. The committee will make recommendations to the coalition on how this fatal crash might have been avoided and report any trends or patterns. The committee must meet in any quarter that a fatality has been reported in the jurisdiction. The reviews of the fatal crash data will be included each quarter and submitted to the OTSO along with any trends or patterns identified.
- 2) Each Safe Communities will be required to submit to their local media a press release by the 15<sup>th</sup> day of each month an update on the traffic fatalities in their county compared to the traffic fatalities for the previous year. For example: In February, Adams County experienced one fatal crash resulting in two deaths. Last year in Adams County, we had no fatal crashes. As of this date, Adams County has experienced two fatal crashes resulting in three deaths.
- 3) Each Safe Communities work plan must conduct restraint usage surveys. The number of observational surveys to be conducted will be determined by the OTSO. Possible survey dates could include one following the "Click It or Ticket" mobilization in June and one in September to establish the final rate for the year. Surveys must be compiled using approved OTSO methodology. A maximum of **50** hours per survey is allowed.
- 4) Each Safe Communities program will be required to actively participate in the following mandatory OTSO blitzes, a summer motorcycle campaign and two national enforcement campaigns during FFY 2010. These campaigns/blitzes include:
  - Halloween
  - Thanksgiving
  - Christmas/New Years
  - Super Bowl
  - St. Patrick's Day
  - Prom Season

- 4<sup>th</sup> of July
- Homecomings
- Motorcycle Awareness (March – September)
- Click it or Ticket (May – June)
- Over the Limit. Under Arrest. (August – September)

Additionally each Safe Communities program will be required to coordinate a “Click it or Ticket” kickoff event in May and an “Over the Limit. Under Arrest” media event in August. These events must include participation, at a minimum, by your coalition members, local law enforcement and community leaders.

- 5) Each Safe Communities program must participate in their county fair or one other summer event. Participation must include at a minimum:
  - Have a booth to promote your message.
  - Increase public awareness about use of seat belts.
  - Increase public awareness about impaired driving.
  - Increase public awareness about motorcycle safety issues.
  - Increase public awareness of your coalition and your efforts within the community.
- 6) Each program should use the resources in their communities for promotional and educational materials. A minimal amount for promotional/educational materials may be approved in the grant. These items must be specifically identified as to the purpose and need for these items along with estimates of cost included in the budget. These items should compliment the program area that is addressed with each countermeasure.

## **Allowable Costs**

---

### **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 date worked, actual activity performed and the number of hours per day to be charged to this agreement. This written document is to be signed by the individual and their immediate supervisor. It must be maintained by the administering agency and must be submitted as a part of the required reimbursement documentation.
- Only labor and specific fringe benefits (i.e. Retirement, Workers’ Compensation, 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 the OTSO for review and approval prior to their execution and are subject to the same laws, regulations, and policies that govern this agreement. Such contracts and procurements must include "Special Provisions" as provided by the OTSO. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Meetings and Conferences**

The cost to conduct in-state meetings and/or conferences where the primary purpose is the dissemination of traffic safety information is allowable. An agenda must be submitted to the OTSO. Costs may include transportation, rental of meeting facilities and other meeting-related costs. **The OTSO is following Executive Order 2007-09S. Costs relating to food expenses will not be reimbursed in FFY2010.**

### **Allowable Costs with Conditions**

---

#### **Vehicle Mileage**

Costs for vehicle mileage reimbursed to an agency's employees will be reimbursed at the current rate of the agency. The potential grantee must submit a copy the agency's vehicle mileage rate policy to the OTSO 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 under 400,000 in population may claim up to 4,000 miles per year.

Programs with populations of 400,000 or more may claim up to 5,000 miles per year.

#### **Travel**

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

Each program shall apply for \$1,500 for an OTSO approved conference.

No international travel is fundable.

#### **Promotional Materials**

Educational and promotional materials must be specifically identified as to the purpose and need for these items along with estimates of cost included in the budget. These items should compliment the program areas that you are addressing with your countermeasures. All educational and promotional materials must be pre-approved in writing by the OTSO before they are purchased.

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

#### **Equipment**

Goal-related equipment may be fundable, with conditions, for selected items. Each equipment request will be analyzed for its necessity, appropriateness, potential benefit and impact.

#### **Supplies and Materials**

A limited amount of activity-specific supplies may be approved. It is the OTSO's expectation that the potential grantee will provide general office supplies and expenses, exclusive of the grant as it

does for any employee. Printing costs for large volume public information, educational and promotional materials may be allowable.

### **Phone**

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

### **Training**

Costs to develop new training curricula are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by the ODPS/OTSO. The cost of training personnel for highway 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 ODPS/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.

### **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 ODPS/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.

### **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 grantee must submit a copy of their agency's petty cash policy.

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

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

### **Unallowable Costs**

---

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

Costs to purchase paid media are unallowable. This includes, but is not limited to, the purchase of television, radio, print, outdoor or Internet.

#### **Alcoholic Beverages**

The purchase of alcoholic beverages is unallowable.

#### **Food**

Food related expenses are unallowable. See Executive Order 2007-09S.

#### **Vehicle Fuel**

Costs for vehicle fuel are unallowable.

**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 are unallowable.

**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 grantee for providing factual formation or educational 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. Operational services costs that can be documented with a transfer of funds must be charged under the Supplies and Materials.

**Grant Proposal Preparation and Submission**

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

# Guidelines for Preparing the Safe Communities Proposal

## Goals/Baselines/Evaluations

---

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

Required Goals/Baselines/Evaluations are listed below. To reduce processing time, **copy and paste this information into your online grant proposal**. This information is also located in the Help Menu on the GRANTS System. Complete the blanks.

### Required Goals:

#### Seat Belt Goal

**Goal Number:** 1

**Goal Title:** Seat Belt Goal

**Goal Description:** Increase seat belt restraint usage to \_\_\_\_\_% by September 30, 2010.

**Baseline:** The current county seat belt restraint usage baseline (provided by Miami University) is \_\_\_\_\_%.

**Evaluation:** Comparison of highest observational survey compiled using approved OTSO methodology to the baseline usage.

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

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

#### Public Awareness Goal

**Goal Number:** 2

**Goal Title:** Public Awareness Goal

**Goal Description:** Increase public awareness of seat belt usage and impaired driving in \_\_\_\_\_ County.

**Baseline:** \_\_\_\_\_ people reached, \_\_\_\_\_ materials distributed (# and type), \_\_\_\_\_ news releases issued and \_\_\_\_\_ media coverage received in FFY 2008.

**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, distribute and display yard signs and banners throughout the county to promote the two national mobilizations 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.

**Motorcycle Safety Goal**

**Goal Number:** 3

**Goal Title:** Motorcycle Safety

**Goal Description:** Increase motorcycle safety awareness among motorcyclists and motorists in \_\_\_\_\_ County between March 1, 2010 and September 30, 2010.

**Baseline:** \_\_\_\_ people reached, \_\_\_\_ materials distributed (# and type), \_\_\_\_ news releases issued and \_\_\_\_ media coverage received in FFY 2008.

**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

**Coalition Building Goal**

**Goal Number:** 4

**Goal Title:** Coalition Meeting Goal

**Goal Description:** Conduct a minimum of four coalition meetings during the grant year.

**Baseline:** Last year, \_\_\_\_ meetings were conducted.

**Evaluation:** Number of meetings, number of new members, number of members active in participating in activities/events, number of representative of ethnic/non English speaking communities.

**Fatal Crash Data Review Committee Goal**

**Goal Number:** 5

**Goal Title:** Fatal Crash Data Review Goal

**Goal Description:** Conduct a Fatal Data Review Committee meeting in any quarter that a fatality is reported in the jurisdiction to review fatal crash reports to identify patterns or trends that could increase impact of traffic safety countermeasures.

**Baseline:** Last year, \_\_\_\_\_ meetings were conducted, \_\_\_\_\_ news releases were issued, \_\_\_\_\_ countermeasures were recommended and \_\_\_\_\_ countermeasures were implemented.

**Evaluation:** Number of meetings, number of news releases issued and media coverage received, countermeasures recommended and/or implemented.

## **Scope of Work**

---

Based on the identified traffic safety problems in the community served by the agency, describe a realistic and comprehensive approach that will impact the problem. Document which agencies and individuals will be involved in the project and what they will contribute to the project. Identify the project's relevant tasks and activities and attach a work plan for when activities will occur. 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.

## **Work Plan**

---

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

Work plan must include activity specific to each OTSO blitz, the summer motorcycle campaign, the county fair or other summer event and both national mobilizations ("Click it or Ticket" mobilization on May 24 – June 6, 2010 and "Over the Limit. Under Arrest." on August 20 – September 6, 2010).

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.

Add a work plan activity to allow for administration hours. The number of hours requested in the budget must equal the number of hours submitted in the work plan.

A maximum of **50** hours is allowed per OTSO observational survey.

**Minimum** acceptable information in work plan is:

*Main Activity* – Required - choose selection from drop down.

*Sub Activity* – **Not** required.

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

*Activity Description* – **Not** required – however, if you think we need additional information other than the activity name, or if you think we will question the activity without additional details, you can enter an activity description here.

*Approximate Date(s)* – Required – Minimum required is a month date range; however if you know the date of the activity, you may enter the date.

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

*# of Staff Involved* – **Not** required

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

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

## **Safe Communities Budget**

---

### **Direct Labor**

Identify the employee (if known), position, number of hours and hourly rate for each position that will be funded through the grant. The number of hours requested in the budget must equal the number of hours submitted in the work plan.

### **Labor Fringe Benefit**

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

### **Vehicle Mileage**

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

### **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 (e.g., six meetings @ \$25 each). No international travel is fundable. Out of state travel shall not be submitted in the grant proposal, but may be included at a later date as determined by the OTSO. All claims for travel reimbursement must be accompanied by a Conference/Workshop Report form.

### **Supplies and Materials**

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

**Note:** New this year – Only a basic description is required in the proposal budget, an itemized cost is NOT required. A Purchase Request form will be required to be filled out, submitted and approved by the OTSO prior to actual purchase.

### **Equipment**

Equipment that will be purchased to carry out the scope of work must be itemized 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.

### **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. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

**Note:** New this year – Only a basic description is required in the proposal budget, an itemized cost is **NOT** required. A Purchase Request form will be required to be filled out, submitted and approved by the OTSO prior to actual purchase.

### **Contractual Services**

The cost of contractual services associated with the project must be itemized in this section. Do not list specific contractors by name, only services to be purchased. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

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

---

The Ohio Traffic Safety Office (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 addresses Ohio's traffic safety problems.

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

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

**FFY2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009. Late proposals will not be considered for funding. OTSO is not responsible for applicant's personal computer or internet access failure occurring at the proposal deadline. In the event that the OTSO experiences an internal server malfunction, the OTSO will notify Proposal Administrators of an updated submission deadline.**

## General Grant Proposals

This proposal is **NOT** to be used by Law Enforcement Agencies for law enforcement activities.

By submitting a grant proposal, your agency, if awarded a grant agreement, is committing to this goal and agreeing to join a statewide partnership determined to reduce fatal motor vehicle crashes in Ohio.

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

### Typical Criteria used in Selecting General Projects:

- Why is the project needed?
- What is the purpose of the project and what does it intend to accomplish?
- How does the proposed project reduce the overall number of traffic related fatalities in Ohio?
- Does the project address the needs of Ohio's ethnic/non English speaking populations?
- Who is being served by the proposed project and how does this relate to identified high risk groups in the State?
- Where will the project be undertaken and how does it relate to identified high risk areas in the State?
- Who is proposing the project and what has been the working relationship between the potential partners and the OTSO?

### 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 problems identified by the OTSO problem identification process
- Are of poor quality
- 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)
- Support the general operations of an organization or agency
- Fund staff positions that do not relate to the proposed project

### Allowable Costs

---

#### 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 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 written document is to be signed by the individual and their immediate supervisor. It must be

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

- Only labor and specific fringe benefits (i.e. Retirement, Workers' Compensation and 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 hours.

### **Contractual Services**

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

### **Meetings and Conferences**

The cost to conduct in-state meetings and/or conferences where the primary purpose is the dissemination of traffic safety information is allowable. An agenda must be submitted to the OTSO. Costs may include transportation, rental of meeting facilities and other meeting-related costs. **The OTSO is following Executive Order 2007-09S. Costs relating to food expenses will not be reimbursed in FFY2010.**

### **Allowable Costs with Conditions**

---

The following costs may be allowable with conditions for selected items:

#### **Equipment**

Goal-related equipment may be fundable with conditions. Each equipment request will be analyzed for its necessity, appropriateness, potential benefit and impact.

#### **Supplies and Materials**

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

#### **Travel**

Costs may be fundable for travel-related expenses when such expenses are for specific services benefiting both the goals of the approved grant program and those of the ODPS/OTSO. All travel-related costs not approved in the original grant agreement must be approved by the OTSO prior to incurring such travel costs. No international travel is fundable.

## **Training**

Costs to develop new training curricula are allowable if they do not duplicate materials already developed for similar purposes by the U.S. DOT/NHTSA or by the ODPS/OTSO. The cost of training personnel for highway 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 ODPS/OTSO.

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

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

## **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 grantee must submit a copy of their agency's petty cash policy.

## **Rate/Cost Allocation Charges**

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

## **Vehicle Mileage**

Costs for vehicle mileage reimbursed to an agency's employees will be reimbursed at the current rate of the agency. The potential grantee must submit a copy the agency's vehicle mileage rate policy to the OTSO 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 are unallowable. This includes, but is not limited to, the purchase of television, radio, print, outdoor or Internet.

### **Equipment**

Non-goal/traffic related equipment is an unallowable expenditure for funding under this grant program.

### **Certain Labor Costs**

Clerical support, dispatch services and costs associated with court appearances are not allowable.

**Alcoholic Beverages**

The purchase of alcoholic beverages is unallowable.

**Food**

Food related expenses are unallowable. See Executive Order 2007-09S.

**Vehicle Fuel**

Costs for vehicle fuel are unallowable.

**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.

**Facilities and Construction**

Costs associated with the construction or re-construction of the following items are unallowable:

- Highway Construction, Maintenance, Redesign
- Construction or Reconstruction 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 are unallowable.

**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 grantee for providing factual formation or educational 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. Operational services costs that can be documented with a transfer of funds must be charged under the Supplies and Materials.

**Grant Proposal Preparation and Submission**

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

# **Guidelines for the General Grant Proposal**

## **Goals and Baselines**

---

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

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

In addition, a baseline must be reported for each project goal. This baseline establishes the current status of the goal and implies the amount of impact / change the project has been designed to create.

## **Scope of Work**

---

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

## **Program Impact/Evaluation**

---

This section describes how the project's impact on the stated goals will be measured. The 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 and determining if it has been reached.

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

## **Work Plan**

---

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

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

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

**Minimum** acceptable information in work plan is:

*Main Activity* – Required - choose selection from drop down.

*Sub Activity* – **Not** required.

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

*Activity Description* – **Not** required – however, if you think we need additional information other than the activity name, or if you think we will question the activity without additional details, you can enter an activity description here.

*Approximate Date(s)* – Required – Minimum required is a month date range; however if you know the date of the activity, you may enter the date.

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

*# of Staff Involved* – **Not** required

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

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

## **Budget**

---

### **Direct Labor**

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

### **Labor Fringe Benefit**

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

### **Vehicle Mileage**

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

### **Travel Expense**

Identify in-state and out-of-state travel to conferences, meetings and training activities. Transportation, meals and lodging should be estimated for each trip. Multiple travels to like events can be listed on one line (e.g., six meetings @ \$25 each). No additional OTSO approvals for out-of-state travel will be required if such travel is clearly specified in the grant proposal and is

approved as a part of an executed agreement. All claims for travel reimbursement must be accompanied by a Conference/Workshop Report form.

### **Supplies and Materials**

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

**Note:** New this year – Only a basic description is required in the proposal budget, an itemized cost is **NOT** required. A Purchase Request form will be required to be filled out, submitted and approved by the OTSO prior to actual purchase.

### **Equipment**

Equipment that will be purchased to carry out the scope of work must be itemized 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. The OTSO will not consider grant proposals requesting the purchase of equipment as the sole project activity. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

### **Other Direct Costs**

Other direct costs associated with the project must be listed in this section. These may include layout and design costs for printed pieces, printing costs, postage, etc. Each request will be analyzed for its necessity, appropriateness, potential benefit and impact.

**Note:** New this year – Only a basic description is required in the proposal budget, an itemized cost is **NOT** required. A Purchase Request form will be required to be filled out, submitted and approved by the OTSO prior to actual purchase.

### **Contractual Services**

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

**NOTE:** Please verify that all items listed in the budget correspond to the project’s scope of work, evaluation and/or the work plan.

---

**The Ohio Traffic Safety Office (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; (3) explained how the proposal specifically impacts Ohio’s traffic safety problems; and (4) necessity, appropriateness potential benefit and impact.**

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

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

**FFY2010 Highway Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Wednesday, July 1, 2009. Late proposals will not be considered for funding. OTSO is not responsible for 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.**