

OHIO TRAFFIC SAFETY OFFICE

FFY 2021 Proposal Guidelines Presentation

FFY 2021 Solicitation Package

The FFY 2021 Solicitation Package is available in PDF format online at <http://ohiohighwaysafetyoffice.ohio.gov>

On the left side, click on “Grant/Federal Programs”. Under FFY 2021 Grants, click on “Grant Solicitation Package”.

- All grants - Pages 3 – 28
- OSHP High Visibility Enforcement Periods – Pages 38 - 41

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

All 2019 data referenced in this document is preliminary.

Traffic Safety Grant Program Overview

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

Traffic Safety Grant Program Overview

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

Traffic Safety Grant Program Overview

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

Traffic Safety Grant Program Overview

- FFY 2021 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Monday, May 25, 2020.
- The due date is subject to change based on the current environment.
- Late proposals will not be considered for funding. OTSO is not responsible for an applicant's personal computer or internet access failure occurring at the proposal deadline. In the event OTSO experiences an internal server malfunction, OTSO will notify Proposal Administrators of an updated submission deadline.

Competitive Grants Funding Priorities

- Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*.
- In 2019, there were 1,155 fatalities on Ohio's roads. Ohio's current fatality rate is 1.02 fatalities per 100 million vehicle miles traveled.
- Competitive grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward fatal crash reduction.
- Each proposal should focus on one or more of these issues:
 - Alcohol/drug-impaired driving
 - Occupant protection
 - And/or Speed management

Problem Identification Process

- For FFY 2021, OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash locations for traffic safety programming. OTSO focuses the majority of its grant funding on these areas. They have been identified as locations where programming may have the most impact on a statewide level.
- The data used in this process include traffic crash data from 2017, 2018 and 2019.

Standard Proposal Guidelines for All Grants

Reimbursement Only Policy

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

Food

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

Standard Proposal Guidelines for All Grants

Eligible Entities

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

Standard Proposal Guidelines for All Grants

Required Personnel

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

Standard Proposal Guidelines for All Grants

Grant Period and Project Commencement

- This federal grant period has a 12-month cycle (October 1 – September 30).
- Each approved proposal will begin grant activity based upon the assigned Authorized to Proceed Date and an executed agreement between OTSO and the administering agency.
- It will terminate at the end of the federal fiscal year (September 30, 2021), unless otherwise specified in the agreement.

Standard Proposal Guidelines for All Grants

Grant Period and Project Commencement

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

Standard Proposal Guidelines for All Grants

Preparing the Grant Proposal

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

Proposal Types

- Impaired Driving Enforcement Program/Selective Traffic Enforcement Program
- Drugged Driving Enforcement Program
- Ohio State Highway Patrol High Visibility Enforcement Program
- OVI Task Force
- Safe Communities
- General (for all other traffic safety activities not listed)

Traffic Safety Grant Funding Policies

- All agencies receiving grants must comply with all federal, state, and local laws and regulations, including those mentioned in this section, as well as those noted in the Terms and Conditions (pages 11 – 28 of the FFY 2021 Grant Solicitation Package).

Funding Limitations

- The basic funding eligibility factors listed in this document will apply to NHTSA grants in accordance with 23 USC Chapter 4 Section 402, 23 USC Section 164, and 23 USC Section 405. They should be implemented in conjunction with the appropriate Office of Management and Budget (OMB) circular:
 - State and Local Governments – 2 CFR Part 225
 - Educational Institutions – 2 CFR Part 220
 - Non-Profit Organizations – 2 CFR Part 230
 - Hospitals – 2 CFR Part 215

Traffic Safety Grant Funding Policies

Funding Limitations

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

Auditing Requirements

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

Terms and Conditions

The complete Terms and Conditions is on pages 11 – 28 of the FFY2021 Grant Solicitation Package.

- 1) Agreement

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

- 6) Political Activity (Hatch Act)

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

- 8) Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities.

Terms and Conditions

- 14) **Supplanting**

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

- 17) **OTSO/Sub-recipient Meetings**

Sub-recipients must attend all scheduled OTSO/Sub-recipient meetings to coordinate and review activity including current crash data to achieve high visibility enforcement and awareness.

Terms and Conditions

- 18) Press Release

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

- 20) Required Personnel

Each proposal/grant is required to have, at a minimum, an authorizing official, a project director and a fiscal officer. See page 8 of the Grant Solicitation Package for a description of each. This information must be kept current.

- 21) GRANTS User Accounts/Password Security

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

Terms and Conditions

- 22) Labor Costs

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

- 23) Personnel Activity Reports

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

Terms and Conditions

- 27) Supplies / Materials / Other Direct Costs

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

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

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

A.) All materials shall include federal sponsorship credit and/or disclaimer clauses as directed by OTSO. The credit line shall state: Funded by U.S. DOT/NHTSA and ODPS.

B.) All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.

C.) All data results, reports, equipment, supplies and other materials (including but not limited to electronic versions) developed by the sub-recipient must be available to ODPS/OTSO upon request.

Terms and Conditions

- 29) Travel

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

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

All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less. A current travel policy must be submitted with the grant proposal. The OTSO will not reimburse for meals provided by the conference. Dietary restrictions need to be worked out with the conference organizer. Alcohol is not allowed to be purchased with funds from this grant.

Terms and Conditions

- 30) Training

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

- 31) Request to Purchase (RTP)

All RTPs must be submitted to OTSO by August 1, 2021.

Terms and Conditions

- 32) Expenditure Reports

This agreement will operate on a reimbursement basis only. The administering agency must first incur the costs for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense.

Expenditure Reports with accurate documentation and corresponding report information must be submitted monthly. If there wasn't any activity, a zero expenditure report must be submitted. The expenditure report must be submitted online to the OTSO by the 15th calendar day of the following month. Failure to submit these reports in a timely manner will cause a delay in payment of claims, may jeopardize funding for present and future projects and may result in being placed in "Sub-Recipient on Notice" status.

Terms and Conditions

- 36) Final Report and Final Expenditure Report

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

The final expenditure report will not be reviewed until the annual report has been submitted.

- a) If either the final expenditure report or the annual report are not submitted by November 1st, a 10 percent penalty may be deducted from the final expenditure report.
- b) If either the final expenditure report or the annual report are not submitted by November 15th, the final expenditure report will not be reimbursed.

The previous year's final expense report and/or annual report will be completed during the current federal fiscal year with a reasonable amount of hours.

Terms and Conditions

- 37) 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.

- 39) Termination of Agreement

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

Terms and Conditions

- 41) **Enforcing Seat Belt Laws**

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

- 43) **Mandatory Blitzes**

Funding for all the OTSO identified blitzes must be used for overtime traffic enforcement, saturations patrols and OVI checkpoints only. Directing traffic, conducting parking detail at events, crash investigations, criminal investigations (i.e., drug investigation/enforcement, assaults, thefts, etc.), any non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

Terms and Conditions

- **44.) National Enforcement Campaigns**

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

Scheduled dates for the national enforcement campaigns are:

Thanksgiving CIOT: November 16 – 29, 2020

Winter Holiday DSOGPO: December 18, 2020 – January 1, 2021

CIOT: May 24 – June 6, 2021

DSOGPO: August 20 – September 6, 2021

OSHP HIGH VISIBILITY ENFORCEMENT PERIODS

Proposal Guidelines

OSHP High Visibility Enforcement Periods

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

OSHP High Visibility Enforcement Periods

Distracted Driving Enforcement

Conduct high visibility distracted driving enforcement in locations and at times that will have the greatest impact in reducing distracted driving fatal crashes. Enforcement must be conducted during National Distracted Driving Month and throughout the year based on local problem identification.

OSHP High Visibility Enforcement Periods

Drugged Driving Enforcement

Conduct high visibility drugged driving enforcement in locations and at times that will have the greatest impact in reducing drugged driving fatal crashes. Enforcement must be conducted throughout the year based on local problem identification.

OSHP High Visibility Enforcement Periods

Impaired Driving Enforcement

Conduct high visibility impaired driving enforcement in locations and at times that will have the greatest impact in reducing impaired driving fatal crashes. Enforcement must be conducted during the mandatory blitz periods listed below and throughout the year based on local problem identification. Enforcement must be conducted between 6:00 pm and 6:00 am.

Dates	Blitz/National Campaign
October 23 – 31, 2020	Halloween
December 18 – 31, 2020	Winter Holiday Drive Sober or Get Pulled Over
January 1, 2021	Winter Holiday Drive Sober or Get Pulled Over
February 7 – 8, 2021	Super Bowl
March 12 – 18, 2021	St. Patrick's Day
July 2 – 5, 2021	4 th of July
August 20 – September 6, 2021	Drive Sober or Get Pulled Over

OSHP High Visibility Enforcement Periods

Seat Belt Enforcement

Conduct high visibility seat belt enforcement in locations and at times that will have the greatest impact in reducing unbelted fatal crashes. Enforcement must be conducted during the two national mobilization periods listed below. Enforcement must be conducted between 6:00 am and 6:00 pm.

Dates	Blitz/National Campaign
November 1 – 30, 2020	Thanksgiving Click It or Ticket
Mid-April – Mid-June 2021	Click It or Ticket

OSHP High Visibility Enforcement Periods

Speed Enforcement

Conduct high visibility speed enforcement in locations and at times that will have the greatest impact in reducing speed related fatal crashes. Enforcement must be conducted throughout the year based on local problem identification.

OSHP High Visibility Enforcement Periods

Allowable Costs

- Labor Expenses (Salaries and Wages)

Refer to pages 39 - 40 for details on each cost category.

OSHP High Visibility Enforcement Periods

Unallowable Costs

- Vehicle Mileage
- Food
- Paid Advertising/Public Communications
- Equipment
- Certain Labor Costs
- Worker's Compensation
- Alcoholic Beverages
- Lobbying
- Grant Proposal Preparation and Submission

Refer to page 40 for details on each cost category.

FFY2021 OHVEP Changes

- Thanksgiving Click It or Ticket has been added to align with the federal calendar (May CIOT 2020 – rescheduled).
- Christmas/New Year's Blitz has been renamed “Winter Holiday Drive Sober or Get Pulled Over” to align with the federal calendar.

Next Steps

- OTSO will begin proposal reviews in June.
- If corrections are needed in the proposal, it will be opened up for corrections. You will receive an email stating that modifications are required. Return to the GRANTS Plus System. The proposal will be on your Task List. Click on the proposal link to open the proposal.
- After all corrections have been made, return to the proposal menu and click “Submit Modified Application”.

Next Steps

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

Questions?

- If you have any questions, please email your questions to otso@dps.ohio.gov

Reminder

- All FFY2021 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on **Monday, May 25, 2020.**
- The due date is subject to change based on the current environment.