

OHIO TRAFFIC SAFETY OFFICE

FFY 2021 Proposal Guideline Presentation

FFY 2021 Solicitation Package

The FFY 2021 Solicitation Package is available in PDF format online at <http://ghsogrants.dps.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
- Safe Communities Program – Pages 48 - 56

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.

Contact Information – District 1

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

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL – Jeff Anspach: 937/441-6239

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 2

County	OSP Patrol Post
Crawford	Bucyrus
Erie	Sandusky
Huron	Norwalk
Marion	Marion
Ottawa	Sandusky
Richland	Mansfield
Sandusky	Fremont
Seneca	Fremont
Wyandot	Bucyrus

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL – Jeff Anspach: 937/441-6239

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 3

County	OSP Patrol Post
Ashland	Ashland
Cuyahoga	Cleveland
Holmes	Wooster
Lorain	Elyria
Medina	Medina
Stark	Canton
Summit	Canton
Wayne	Wooster

Contact Information:

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

LEL – Colleen Petro: 440/812-6202

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 4

County	OSP Patrol Post
Ashtabula	Ashtabula
Columbiana	Lisbon
Geauga	Chardon
Lake	Chardon
Mahoning	Canfield
Portage	Ravenna
Trumbull	Warren

Contact Information:

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

LEL – Colleen Petro: 440/812-6202

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 5

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

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3250

LEL – Paul Humphries: 513/266-0639

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 6

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

Contact Information:

OTSO Planner – 614/466-3250 (to be announced)

LEL – Mike Gore: 740/646-5173

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 7

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

Contact Information:

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

LEL – Mike Gore: 740/646-5173

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 8

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

Contact Information:

OTSO Planner – 614/466-3250 (to be announced)

LEL – Paul Humphries: 513/266-0639

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information – District 9

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

Contact Information:

OTSO Planner – 614/466-3250 (to be announced)

LEL – Mike Gore: 740/646-5173

OSP Patrol Post:

<https://www.statepatrol.ohio.gov/contact.aspx>

Contact Information

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

Traffic Safety Grant Program Overview

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

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

Competitive Grants Funding Priorities

- Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*.
- In 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 the OTSO, should the proposal be approved for funding.
 - **Project Director** – The project director is designated as the agency's liaison with the OTSO by the authorizing official. Should the proposal be approved for the OTSO funding, this individual will oversee the daily activities of the grant and ensure that the scope of work and evaluation are completed as proposed. This individual will also serve as the primary contact person for the grant.
 - **Fiscal Officer** – The fiscal officer is responsible for the fiscal activities of the agency. This individual is responsible for overseeing the grant's budget, as well as submitting properly prepared claims for reimbursement to the OTSO.

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 the 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 Chapter 164, and 23 USC Chapter 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 throughout the region 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-grantee agency personnel must not share passwords with agency staff or ODPS staff.**

Terms and Conditions

- 22) Labor Costs

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

- 23) Personnel Activity Reports

Personnel Activity Reports may be required for any individual working on this federal grant program. These reports, at a minimum, must document date worked, 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-grantee may terminate this Agreement for any reason by giving the other party 30 days written notice. If the Agreement is cancelled under this provision, the OTSO shall reimburse the sub-grantee for approved work completed and documented to that date. Upon termination all data results, reports and other materials developed by the sub-grantee will become the property of the OTSO. All of the equipment, materials and/or supplies provided to the sub-grantee 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

- 63) 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. Notice of meetings must be sent to the assigned planner and LEL.

- 64) Kick-Off Events

Each Safe Communities program is required to conduct a “Click It or Ticket” and a “Drive Sober or Get Pulled Over” kick-off event. Each Safe Communities must conduct their own event in their own county. The CIOT event must be no earlier than May 17, 2021 and no later than May 28, 2021. The DSOGPO event must be no earlier than August 13, 2021 and no later than August 27, 2021. These events must include participation, at a minimum, by your coalition members, local law enforcement, community leaders, and the media. Additional participation in an adjacent county’s event will be considered on a case by case basis.

Terms and Conditions

- 65) Fatal Crash Data Review Committee

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

- 66) Reporting of Fatality Information

In order for communities to be kept informed on fatal crashes occurring in their areas, each Safe Communities program is required to report to their local media, at least quarterly, on the fatal crashes occurring in the communities. This notification will be structured similar to a template developed by the OTSO. Notification shall be sent to the media no later than the 15th of the month following the ending quarter. For example: Fatalities occurring in October, November and December must be reported by January 15th. 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.

Terms and Conditions

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

SAFE COMMUNITIES

Proposal Guidelines

Safe Communities Program

- OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash location for traffic safety programming. OTSO focuses the majority of its grant funding based on programming that will have the greatest impact on reducing fatalities statewide. The data used in this process includes traffic crash data from 2017, 2018 and preliminary 2019 data. The Safe Communities Program is a competitive grant program. Competitive grants will be directed toward those community traffic safety activities that will help Ohio achieve its goals.

Safe Communities Program

Eligibility

Three-Year Average Number of Fatal Crashes	Maximum Funding Amount
41.41 and over	\$125,000.00
31.25 – 41.40	\$ 85,000.00
20.68 – 31.24	\$ 65,000.00
15.52 – 20.67	\$ 50,000.00
10.35 – 15.51	\$ 42,000.00
6.17 – 10.34	\$ 35,000.00
0.00 – 6.16	\$ 25,000.00

Refer to pages 48 – 49 of the Grant Solicitation Package to see the list of eligible counties, 3-year fatal crash average and maximum funding level for each county. New programs must have a three year average of 6.17 or higher to be eligible.

Safe Communities Program

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

- **Data Collection and Analysis**
 - All Safe Communities programs are required to collect and update local jurisdiction data. Gather information such as demographics, assessments of high risk crash locations or situations, costs due to injury, and other pertinent data to establish clear problem identification in the county.
- **Coalition Building**
 - The Safe Communities program cannot survive solely on the efforts of the coordinator. The coordinator must seek the active participation and partnership of law enforcement, schools, government officials, engineers, service organizations, health and medical providers, businesses, media, county/community leaders and others interested in improving traffic safety in the community.

Safe Communities Program

Traffic Safety Strategies

- Programs with a 3-year fatal crash average between 0.00 and 10.34 may conduct strategies focusing on a maximum of three specific traffic safety areas.
- Programs with a 3-year fatal crash average between 10.35 and 20.67 may conduct strategies focusing on a maximum of four specific traffic safety areas.
- Programs with a 3-year fatal crash average of 20.68 and higher may conduct strategies focusing on a maximum of five specific traffic safety areas.
- These three specific traffic safety program areas must be addressed:
 - Impaired Driving/Drugged Driving
 - Seat Belt Usage/ “Click It or Ticket” initiatives
 - Motorcycle Awareness
- Additional strategies must be supported by local fatal crash problem identification.

Safe Communities Program

Safe Communities Requirements

- Form a coalition. The coalition should include but is not limited to: members from law enforcement, schools, government agencies, engineers, service organizations, health and medical fields, businesses, media, county/community leaders and others interested in improving traffic safety in the county. Safe Communities coalitions are required to meet at least four times during the grant year.
- Coordinate a Fatal Crash Data Review Committee to review each fatal crash occurring in their county. The committee must include (at a minimum) representatives from: law enforcement, engineering, health, education and the Safe Communities Coordinator.
- Submit a press release to the local media by the 15th day of each month (minimum of quarterly if the month didn't have a fatal) an update of the traffic fatalities in the county.

Safe Communities Program

Safe Communities Requirements (cont.)

- Actively participate in the following mandatory blitzes, a motorcycle campaign and three national enforcement campaigns.

Campaign	Overtime Enforcement Dates	Message/Focus
Halloween	October 23 – 31, 2020	Impaired Driving
Thanksgiving Click It or Ticket	November 16 – 29, 2020	Click It or Ticket
Winter Holiday Drive Sober or Get Pulled Over	December 18, 2020 – January 1, 2021	Drive Sober or Get Pulled Over
Super Bowl	February 7 – 8, 2021	Impaired Driving
St. Patrick's Day	March 12 – 18, 2021	Impaired Driving
Motorcycle Awareness	March – September 2021	Watch Out for Motorcycles / Motorcyclist message
Distracted Driving Month	April 2021	Distracted Driving
Prom Season	April – May 2021	Impaired / Seat Belt / Distracted
Click It or Ticket	May 24 – June 6, 2021	Click It or Ticket
4th of July	July 2 – 5, 2021	Impaired Driving
Drive Sober or Get Pulled Over	August 20 – September 6, 2021	Drive Sober or Get Pulled Over
Homecomings	October 2020 and/or September 2021	Impaired / Seat Belt / Distracted

Safe Communities Program

Safe Communities Requirements (cont.)

- Conduct a “Click It or Ticket” and a “Drive Sober or Get Pulled Over” kick-off event. Each Safe Communities must conduct its own event in its own county. The CIOT event must be no earlier than May 17, 2021 and no later than May 28, 2021. The DSOGPO event must be no earlier than August 13, 2021 and no later than August 27, 2021.
- Use the resources in its community for promotional and educational materials.

Safe Communities Program

Safe Communities Requirements (cont.)

- In addition to distributing materials and the two required kick off events, Safe Communities must take advantage of opportunities to interact with the community. See chart below for the minimum number of “events” (in addition to the kick-off events) required by grant amount. An acceptable event is where you set up a table, booth, tent, etc. and interact with the public to deliver OTSO approved traffic safety messaging to the appropriate target audience. **(i.e., going to a kid’s event to talk to parents about impaired driving is not acceptable).** These events must include activities where there is interaction beyond distributing materials. Spin wheels, corn hole, school presentations, and presentations to local groups are examples of activities that when combined with education and pre and post surveys are acceptable. Events will be reviewed to ensure all traffic safety problems are addressed in the community.

Safe Communities Program

Allowable Costs

- Personnel/Coordination Expenses (Salaries and Wages)
- Contractual Services
- Meetings and Conferences
- Vehicle Mileage
- Travel
- Supplies / Materials / Other Direct Costs
- Equipment
- Training
- Public Information and Education (PI & E)

Refer to pages 52 – 54 for details on each cost category.

Safe Communities Program

Unallowable Costs

- Phone
- Rate/Allocation Charges
- Paid Advertising/Public Communications
- Worker's Compensation
- Alcoholic Beverages
- Food
- Vehicle Fuel
- Entertainment
- Office Furnishing and Fixtures
- Lobbying
- Central Service Charges

Refer to pages 54 - 55 for details on each cost category.

FFY2021 Safe Community 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.
- Distracted Driving has been added as a mandatory blitz.
- Supplies and Materials and Other Direct Costs have been combined into one category – Supplies / Materials / Other Direct Costs.
- Previously used “County Fact Sheets” have been replaced with OTSO Statistics Portal. Once you have pulled your county's data, you will need to download the data you used in PDF format and attach it on the Miscellaneous Attachments page.

FFY2021 Safe Community Changes

Budget Worksheet – Work Plan Changes and Directions by Section

Administration

- Grant Administration Hours - enter the hours needed to administer this grant, including planning hours.
- Material Distribution Hours – enter the hours needed to distribute materials (not including distribution at events).

FFY2021 Safe Community Changes

Budget Worksheet – Work Plan Changes and Directions by Section

Meetings

- Coalition Meetings – no changes.
- Fatal Crash Data Review Meetings – no changes.
- OTSO Regional Meetings – added as required. Agree by checking the box and enter the number of hours needed.
- Additional Meetings – no changes (up to 3 additional meetings may be added).

FFY2021 Safe Community Changes

Budget Worksheet – Work Plan Changes and Directions by Section

Required Kick Off Events

- The generic description has already been entered into the system, add the number of hours needed for each kick-off event (event itself, not event planning).

FFY2021 Safe Community Changes

Budget Worksheet – Work Plan Changes and Directions by Section

Required Campaigns

- The list of required campaigns/dates/message is provided for your reference. The dates listed are the dates that law enforcement will be conducting overtime enforcement. Use this table to plan your events.

**Each Safe Communities program is required to participate in the mandatory IDEP/STEP blitzes, a motorcycle campaign and three national enforcement campaigns during FFY2021. Participation can be providing material/education support to local law enforcement and/or participation can be an event.*

FFY2021 Safe Community Changes

Budget Worksheet – Work Plan Changes and Directions by Section

Events

DEFINITION OF AN EVENT: An acceptable event is where you set up a table, booth, tent, etc. and interact with the public to deliver OTSO approved traffic safety messaging to the appropriate target audience. **(i.e., going to a kid's event to talk to parents about impaired driving is not acceptable).** These events must include activities where there is interaction beyond distributing materials. Spin wheels, corn hole, school presentations, and presentations to local groups are examples of activities that when combined with education and pre and post surveys are acceptable.

Events have been numbered in the system for easy referencing.

FFY2021 Safe Community Changes

Events Continued

Complete the following fields for each event:

- **Name of Event** – Enter the name of the event.
- **Describe the Event** – Enter a description that provides enough information to meet the definition of event listed in the Grant Solicitation package, GRANTS Plus, and the previous slide.
- **Is this event supporting one of the required campaigns?** - to answer yes, the event must match the campaign (i.e., Halloween events like haunted houses, bar events, etc. get listed as Halloween. Events that fall during the Halloween time frame, but are not Halloween do not – Fire House Open Houses take place during Halloween, but they are not Halloween events – choose “no”).
- **If yes** - select the campaign from the drop down.

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Events Continued

- **Message** – Select the appropriate message for the event.
- **Target Audience** – Enter the target audience.
- **Number of times the event will be conducted** – If this is a recurring event that you do every month at a different location, enter 12. If this is a one time event like one haunted house during Halloween, enter 1.
- **Date Range/Location:** if you entered 1, enter the date range and location. If you entered more than 1, once you enter the 1st date range and location, click “Save” and additional Date Range/Location line will appear. Continue entering until all occurrences have been listed (up to 12).
- **Number of Hours** – enter the number of hours needed for the event itself (planning hours belong under Grant Administration).
- To add additional events, click the “Check for additional planned events” box, click “Save” and repeat the above steps until all events are entered.

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Budget Worksheet – Work Plan Event tips

- **Name** – enter a name that is generic enough to cover all occurrences of the same event, but not too generic that it is not understandable. Example: Prom – then you can list all school proms by date range and location.
- **Description** – ensure that the description meets the definition of Event provided.
- **Message** – make sure that the message you select is appropriate for both the event and the target audience.
- **Date Range/Location** – do not put in an exact date for an event, list a range in case the event gets rescheduled. However, a year-long date range is not acceptable (unless you cannot narrow down a smaller range for new, unscheduled events).

FFY2021 Safe Community Changes

Budget Worksheet – Work Plan Event tips (continued)

- Before submitting the proposal, ensure that you have entered enough events to meet the requirement for your grant. If you list Prom as your event, with 5 occurrences (5 different high schools). This is ONE event. Ensure events cover **all problems** in the county as indicated by OSTATS (Applicant Assurances page). If your youthful driver problem only accounts for 10% of your problem, the youthful driver events submitted should be about 10% of the work plan.
- Hours needed for press releases, planning, activities that don't meet the definition of an event get entered under Grant Administration.

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.