Office of Highway Safety

FY 2012 Grant Application Instructions

INSTRUCTIONS FOR COMPLETING THE TITLE PAGE

The title page consists of information identifying the project and the agency requesting funds. Part I is to be filled out by the project director in its entirety. All signatures must be original and complete. After approval of the project, the Office of Highway Safety will assign a Project Number.

Item 1: **Project Title:** The name given to the project should be short and should describe the highway safety initiative.

Item 2: **Duration of Project:** Already filled in for the applicant. This date reflects the funding availability for subgrantee projects.

Item 3a: **Name of Agency:** The name of the organization applying for the grant.

Address of Agency: Please provide the **mailing** address for the agency.

Item 3b: **Governmental Unit:** According to the applicant.

Item 4: **Review.** Applicant signature indicates that the project director has reviewed the conditions and accepts same.

Item 5: **Project Director Information:**

a. Name
b. Title
c. Phone Number
d. Written Signature
a. Date Signed

Item 6: **Information on Authorizing Agency Official:** (May be someone other than the Project Director) Official responsible for the authorization of this project, i.e. Mayor, Secretary of a State Agency, CEO, Director, Chief, etc.

a. Name
b. Title
c. Address
d. Written Signature
e. Date Signed
f. Telephone Number

INSTRUCTIONS FOR COMPLETING SCHEDULE A

Item 1a: Project Title: Title given to the project on first page of application.

Item 1b: Project Director: Project director as indicated on front page of the application.

Item 2: Statement of Highway Safety Problem.
The primary information source for problem identification is crash data.
This statement must contain:

a. A complete description of the identified problem.
b. Provide problem identification for each priority area for which funds are being requested.
c. Provide data analysis with complete statistical information supporting the problem.

NOTE: Quantitative data proving the problem exists is required for consideration for Federal funding.

Item 3: Project Goals: Must be clear, measurable, and realistic.

a. The goal must relate to the problem solution.
b. Please provide a minimum of one goal per priority area for which the applicant is requesting funding.

Example: Goal: To increase seatbelt usage from the current 91% to 93%.

Item 4: Problem Solution Narrative: The project action plan must be developed and discussed in clear and specific terms. The applicant must define the systematic steps involved in solving the identified problem and to achieve goals.

Item 5: Public Information/Education Efforts: The proposal must outline the public information and awareness efforts associated with obtaining the project goals. Each application must have a public information and education component which addresses specific Highway Safety priority issues.

Federal funding <u>may not</u> be used by subgrantees for the purchase of paid advertising which includes print ads, billboard space and TV/radio airtime. If it is determined that paid advertising will be utilized to get the project message out to the public, then it must be clearly documented that the **subgrantee will provide the funding** for this purpose.

Item 6: Plans for Evaluation of Efforts: The proposal must outline how the applicant plans to evaluate the effectiveness of the program.

This can include pre/post tests, observational surveys, analysis of crash data, etc.

Item 7: **Training Requirements:** Project must outline the training requirements necessary to obtain the desired project results. Training may be an essential part of the overall project success.

Item 8: **Tasks/Goals/Time Frames:** List in chronological order each task to be performed, the goals that the task will be attempting to impact (as outlined by the project director in Item 3) and the time frame in which it will be completed.

Item 9a: **Self-Sufficiency:** Office of Highway Safety funds are intended to be seed monies to assist agencies in implementing a program to improve highway safety, not to provide long-term programmatic funds. Grantee must have a written plan to become self-sustaining, programmatically and financially, within a three-year period.

Item 9b: **In Kind Match:** Applicant must provide an itemized in-kind match plan to support the grant request. In-kind costs include personnel salaries, fuel costs, utilities, overtime, office supplies, etc.

INSTRUCTIONS FOR COMPLETING SCHEDULE B

Personal Services:

Include salaries directly connected with the project, including overtime. (For example, overtime costs associated with achieving project goals.) Each personal services cost must be itemized separately as it relates to the designated priority areas.

Training and Contractual Services:

This category covers expenses for travel and any service directly connected to the project. It will also cover expenses to be incurred in paying for a service performed by any person or organization not connected directly to the requesting agency. (For example, costs associated with attending a highway safety conference, or mileage reimbursement, etc.) Each training and contractual service cost must be itemized separately as it relates to the designated priority areas.

Supplies and Materials:

Includes any materials or supplies that are acquired and used for the purpose of the particular project. (For example, public information materials and other expendable materials that may be needed during the course of the project.) Each supplies and materials cost must be itemized separately as it relates to the designated priority areas.

Equipment and Other Capital Outlay:

These items represent equipment with a per unit value of $500.00 or more, used specifically for highway safety activities associated with the project. (For example, a projector for school presentations, a lap top for data collection, a portable breath tester for DUI patrols) NOTE: All items purchased with a value in excess of $10,000.00 must be purchased in accordance with the State and Federal Bidding Laws.

Please total your grant request and indicate same on the Total Grant Request line. Please round to the nearest dollar. Please sign and date the Schedule B as well.

INSTRUCTIONS FOR COMPLETING SCHEDULE B, Part 2

Itemize each funding request indicated on the Schedule B. Please detail how you determined the request from the previous page for each priority area and spending line. For example, if the agency requests $1,000 for pedestrian safety materials, the applicant should indicate in this section that the $1,000 will purchase 6,500 brochures from Safe Kids Worldwide at .15 each.