

# State of Delaware



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## FY 2010 Procedures Manual for Applying for Office of Highway Safety Federal Funds

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# DELAWARE OFFICE OF HIGHWAY SAFETY

## Mission Statement

*The Office of Highway Safety is committed to improving safety on Delaware roadways through the administration of federal highway safety funds, the analysis of crash data to identify problem locations and priority areas, and the development and implementation of countermeasures to combat unsafe driving behaviors.*

The Office of Highway Safety, established in 1967 via Delaware Code, Title 29, Part IV, Chapter 49, §4901-4904, promotes public safety through the administration and distribution of federal highway safety funds for a variety of state and local highway safety programs and initiatives. In June 2008, Delaware's General Assembly formally established the Office of Highway Safety as a division of the Department of Safety and Homeland Security and established the administrator of the office as the Director of the Office of Highway Safety. OHS is committed to coordinating highway safety initiatives designed to impact our priority areas in accordance with National Highway Traffic Safety Administration guidelines.

As a division of the Department of Safety and Homeland Security, the Office of Highway Safety fulfills its mission through a variety of public information and enforcement efforts. OHS serves as a clearinghouse for highway safety information in the state. Office staff members are committed to further developing partnerships with agencies statewide, including state, local, and county law enforcement agencies, the Department of Transportation, the Department of Health and Social Services, the Department of Justice, the Administrative Office of the Courts, the Delaware Justice Information System (DelJIS), local Metropolitan Planning Organizations, SAFE KIDS, county EMS offices, Dover Air Force Base, hospitals, businesses, educators, and a host of other organizations. These vital statewide links are essential to the successful promotion of safe driving practices in our state.

By focusing our efforts on the state's identified highway safety priority areas, developing statewide partnerships, and increasing the public's awareness of safe driving habits, the Office of Highway Safety, under the leadership and direction of Mrs. Tricia Roberts, is striving to make Delaware's roadways the safest in the country.

Highway safety programming concentrates on public outreach and education; high-visibility enforcement; utilization of new safety technology; collaboration with safety and business organizations; and cooperation with other state agencies and local governments. Programming resources are directed to the following identified State of Delaware highway safety priority areas: Occupant Protection, Impaired Driving, Speeding, Traffic Records, Pedestrian Safety and Motorcycle Safety.

The primary functions of the Office of Highway Safety include:

- ◆ **Administration:** Includes the management of federal and state highway safety funds, distribution of federal funds to subgrantee agencies and the preparation of the Annual Highway Safety Plan and Annual Evaluation Report.

- ◆ **Problem Identification:** Includes identification of the types of crashes that are occurring, the crash locations and the primary contributing circumstances leading to these crashes, as well as the development of effective countermeasures based on the crash data.
- ◆ **Monitoring & Evaluation:** Includes monitoring legislative initiatives that impact highway safety and monitoring and evaluating the effectiveness of approved highway safety projects.
- ◆ **Public Information & Education:** Includes development and coordination of numerous media events and public awareness/outreach activities with emphasis on the identified priority areas.

# State of Delaware

## FY 2010 Highway Safety Goals

**Overall Goal – To sustain a fatality rate per 100 million vehicle miles traveled of 1.30 in 2010.\***

**1. Occupant Protection** – To increase seat belt use from 91% in 2008 to 93% in 2010. In order to achieve a 93% seat belt use rate, Delaware must convert 22% of its current non-seat belt users into seat belt users.

**2. Impaired Driving** – To reduce alcohol-related fatalities from 43% in 2008 to 38% in 2010 and to reduce the alcohol fatality rate per hundred million vehicle miles traveled from .57 in 2008 to .50 in 2010.

**3. Speeding** – To reduce fatal crashes resulting from speeding from 19% in 2008 to 17% in 2010.

**4. Traffic Records – Short-term performance goals:**

- Coordinate the planning and development of the Section 408 application and TRCC Strategic Plan with the TRCC.
- Assist the Traffic Records Coordinating Committee (TRCC) with the implementation of projects as outlined in the TRCC Strategic Plan.  
See below:
  - Support efforts by the Delaware Justice Information System to re-tool the current automated crash reporting project and incorporate into the LEISS suite of enforcement reporting tools. (e-crash)
  - Support efforts by the Division of Motor Vehicles in the creation of a DMV Data Mining Tool
  - Support efforts by the Office of Emergency Medical Services to enhance the EMS Data Information Network (EDIN)
  - Support efforts by DelDOT to create a new locator tool to support the electronic crash data system currently in development by DelJIS

**Long-range performance goal:** Continue to support TRCC partners' efforts to upgrade existing traffic records systems and efforts to implement additional resources to further aid in accurate, timely, and complete data analysis.

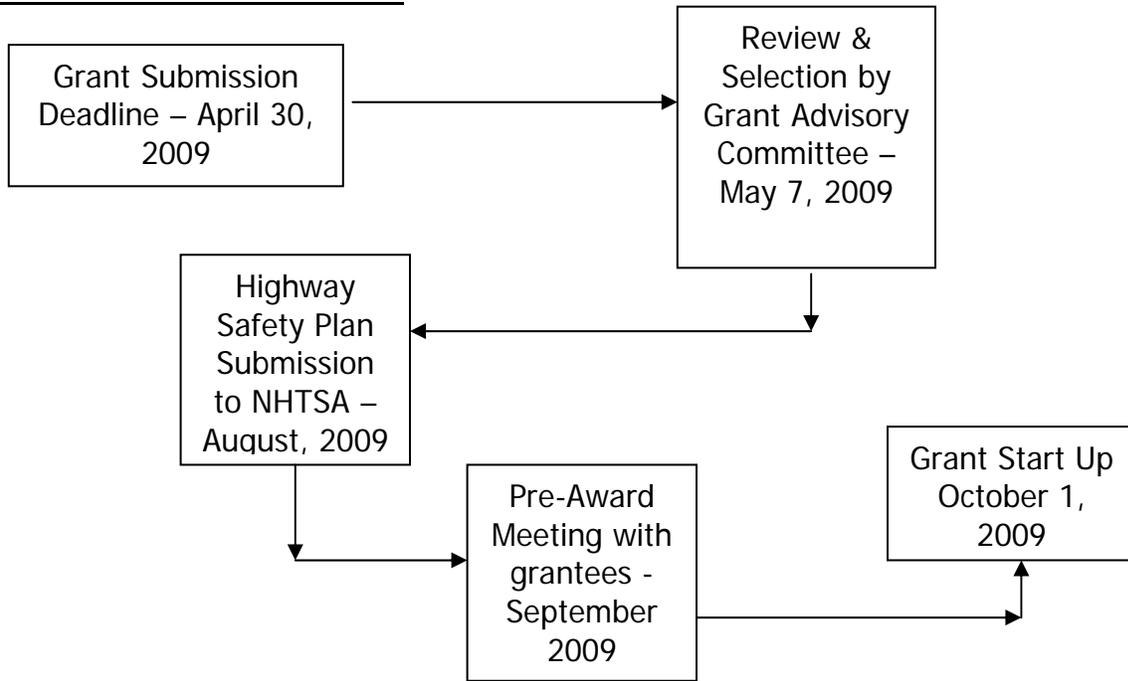
**5. Pedestrian Safety** – To reduce pedestrian fatalities from 17% in 2008 to 12% in 2010.

**6. Motorcycle Safety** – To reduce motorcycle fatalities from 14% in 2008 to 9% in 2010.

\*Estimate per DSP Planning Section

Source: DSP FAMS analysis for 2007.

## CALENDAR OF EVENTS



## WHO CAN APPLY

Any state, county or municipal government or private agency may apply for federal funding if they can establish, through the use of crash data, that a highway safety problem exists within their jurisdiction. The problem must fall within one of the top six priority areas (**Occupant Protection, Impaired Driving, Speeding, Traffic Records, Pedestrian Safety or Motorcycle Safety**), or in an area where there is documented evidence of a highway safety problem.

In FY 2005 the Office of Highway Safety made significant changes in the processes used to determine the agencies that will be awarded grant funds. OHS staff conducts extensive problem identification for each of the above mentioned priority areas. Types of data that are reviewed included:

- Crash data
- Injury Data
- Month, day, and time of week
- Alcohol use and crashes
- Primary contributing circumstances
- Demographic information
- Seatbelt use in injury and fatal crashes
- Crash location information

Using this data and location information, OHS staff is able to determine the appropriate law enforcement agencies to incorporate into the Highway Safety Plan to conduct overtime enforcement and ultimately help the Office of Highway Safety achieve the goals for each priority area. **As with the grant process over the past five years, only non-law enforcement grant applications will be considered during the FY 2010 grant review meeting in May 2009.**

## HOW TO APPLY

Once the applicant determines that an identified highway safety problem exists, a grant application must be completed in full. If the applicant plans to submit a request for funding for more than one priority area, the Office of Highway Safety requests that the agency submit one comprehensive application rather than several applications to cover each priority area. In reviewing the grant application, the Grant Advisory Committee looks for the following components:

- A clear and realistic problem statement supported by relevant data.
- A clear, measurable, and realistic goal relevant to the Office of Highway Safety goals.
- A comprehensive problem solution plan identifying the systematic steps to solve the identified problem.
- An appropriate plan for monitoring the success of the grant, including realistic timelines and a comprehensive evaluation plan.
- A realistic and specific budget request, including an in-kind and self-sufficiency plan.

Each grant application must be submitted by a project director and signed by both the project director and authorizing official for the organization. The project director is responsible for assuring that project objectives are met, expenditures are within the approved budget, and reimbursement vouchers and required reports are submitted in a timely manner. All official Office of Highway Safety correspondence is sent to the project director.

**One original and eight copies of the grant application must be submitted and received by the Office of Highway Safety by April 30<sup>th</sup> to be considered by the Grant Advisory Committee.** Grant applications may be picked up in the Office of Highway Safety or can be mailed to the applicant upon request. Grant applications can also be retrieved from the Office of Highway Safety's web site at [www.ohs.delaware.gov](http://www.ohs.delaware.gov).

For your convenience, a grant submission checklist is included below:

- Does your agency meet all of the requirements for applying for federal funds?
- Did you identify a specific and significant highway safety problem?
  - Did you use quantifiable data to support problem identification?
- Are the goals clear and measurable?
  - Have you identified a goal for each priority area for which you are applying for funds?
- Did you include public information and education components in your application to inform the public about your efforts?
- Did you include an evaluation component?
- Is the timetable clear, specific and realistic?
- Is the budget reasonable for the project?
  - Did you outline your self-sufficiency plan and in-kind match?
  - Did you itemize your budget?
- Does the grant proposal have the necessary signatures?
  - Don't forget to read and sign the "Agreement of Understanding and Compliance"!

## WHEN TO APPLY

All agencies that are requesting funds must submit a completed grant application to the Office of Highway Safety no later than 4:30pm, April 30, 2009. This will enable the Office of Highway Safety and the Grant Advisory Committee to review all applications and select projects for inclusion in the Highway Safety Plan, which is sent to National Highway Traffic Safety Administration (NHTSA) in August. The Grant Advisory Committee will meet May 7th to review applications and determine which agencies will receive funding for the grant year. The FY 2010 grant year begins October 1, 2009 and runs through September 30, 2010 pending availability of funding.

## PROJECT APPROVAL PROCESS

### A. Grant Advisory Committee (May 7, 2009)

The Office of Highway Safety and the Grant Advisory Committee review every application submitted for federal funding. Projects selected for funding are based on specific grant selection criteria, discussed below. Every agency will be notified as to whether the project application has been approved or denied no later than June 30.

### B. Criteria for Selection

#### 1. CLEAR, REALISTIC PROBLEM STATEMENT: 25 POINTS

A highway safety problem is clearly identified in brief and concise language and relates to the priority areas set forth by the Office of Highway Safety.

- a. Need for project is established by using relevant and supporting data.
- b. Program is based on local and state history/current data.
- c. Problem identified for each priority area for which funds are being requested.

#### 2. CLEAR, MEASURABLE AND REALISTIC GOALS: 15 POINTS

Goals must be relevant to the Highway Safety goals as outlined in the top 5 priority areas. Goals should be realistic and measurable.

- a. Achievement of the previous year's program goals will be a major consideration under this rating component.

#### 3. COMPREHENSIVE PROBLEM SOLUTION PLAN: 25 POINTS

A project action plan must be developed and discussed in clear and specific terms. Programs that include the community, have both public information and education elements and address several of the specified priority areas will be given major consideration when rating component.

The applicant must define:

1. the systematic steps necessary to solve the identified problem.
2. a time frame for conducting the activities involved in the action plan.
3. solutions which correlate with the identified project goals as outlined in the proposal.

#### 4. APPROPRIATENESS OF PLAN FOR MONTHLY MONITORING OF SUCCESS, INCLUDING GOALS AND TIMEFRAMES: 15 points

The project proposal must include timelines for administering and monitoring

the program in terms of activities, goal-achievement, and fiscal expenditures.

- a. Past history in relationship to timely reporting, funding allocations, and grant monitoring play a significant part in the overall rating of this component.

5. BUDGET PREPARATION - SELF-SUFFICIENCY/ MATCHING PLAN: 20 Points

Grantee must provide a budget proposal which reflects a realistic and specific funding plan related to the identified problem.

- a. Budget must be itemized as it pertains to the priority areas and must reflect costs associated with performing tasks as described.
- b. Proposal must also have a written plan for becoming self-sustaining within a three-year period.
- c. Grantee must provide an in-kind matching plan for requested federal funds. (i.e. vehicle maintenance costs, postage, supplies, etc.)

Once a project application is approved, it will be signed by the Director of the Office of Highway Safety. This signed grant application becomes a **binding contract** between the sub-grantee (agency) and the Office of Highway Safety. A copy of your grant application signed by the Office of Highway Safety Director will be provided to the project director when the grant funds are available for allocation. The grant application is used by the Office of Highway Safety to determine if the sub-grantee is spending within the approved budget limits and performing the tasks outlined in the application. If revisions are necessary to the contract, the subgrantee must complete a "Request to Revise Schedule B" to obtain approval from the Office of Highway Safety. Following OHS approval, a Revised Schedule B must then be completed and approved by the Office of Highway Safety. Each year, the subgrantee must resubmit an application for consideration for future funding.

C. Project Funding Period

The Federal government operates on a federal fiscal year, which begins on October 1 and ends on September 30. Typically, funds are not available to the states on October 1, which in the past has delayed subgrantees from starting their grants on schedule. In FY 2008, the Office of Highway Safety did approve agencies to begin their grants in advance of the availability of the funds, providing that they indicate via signature that they are aware that OHS cannot reimburse subgrantee vouchers until the funds are released by Congress. We anticipate that we will again allow subgrantees to begin their grants on October 1, 2009. Contracts will be terminated on September 30, 2010 and all unspent funds are lost to the subgrantee.

It should be noted that most projects are to be funded for a maximum of 3 years and should become **self-sufficient** when the funding terminates. The model process for attaining self-sufficiency is to decrease federal funding over the course of three years. For example, 75% funding the first year, 50% the second year and 25% the third year. This would allow for agencies to become financially self-sufficient over a three-year period.

D. Pre-award meeting

For each agency that receives federal funding, the Project Director will be required to attend a pre-award session held prior to October 1. At the session, the Project Director will be notified of the approved amount of funding and advised of their individual fiscal and administrative reporting requirements (see below).

E. Project Agreement/Reporting Requirements and OHS grant project monitoring

The project agreement/reporting requirements are established based on the individual project proposal. Project directors are required to review and sign off on the monthly reporting requirement stipulations at the pre-award meeting.

Project directors are required to submit a monthly administrative report indicating project progress. If project goals are not being achieved, the Office of Highway Safety reserves the right to terminate the project or require changes to the project action plan.

1. Administrative Reports

The project director shall, by the **fifteenth of each month**, submit an Administrative Report which outlines activities from the previous month as detailed in the reporting requirements obtained at the pre-award meeting. See reporting schedule below:

Reporting Month	Due On
October	November 15
November	December 15
December	January 15
January	February 15
February	March 15
March	April 15
April	May 15
May	June 15
June	July 15
July	August 15
August	September 15
September	October 15

2. Reimbursement Vouchers

All OHS grants are reimbursable in nature, meaning that the agency must first spend the funds and then request reimbursement from OHS. In order to be reimbursed for funds spent as part of the grant, grantees must submit a reimbursement voucher. This form indicates the amount of federal funding spent each month. **Backup documentation must be attached to the reimbursement voucher.** This documentation would include receipts, timesheets, etc. Even if the agency has no activity during the reporting month, a monthly report and voucher must be submitted.

3. Final Administrative Reports

To be submitted at the end of the project period. This report is an **in-depth cumulative** summary of the tasks performed and goals achieved during the project period. This report is due no later than November 30, 2010.

## PROJECT MONITORING

All projects are monitored by the Office of Highway Safety on a regular basis via review of the monthly reports and frequent telephone contact. Beginning in FY 2006, the Office of Highway Safety began conducting on-site monitoring of each of the subgrantees. The grants manager and fiscal analyst for the Office of Highway Safety will plan at least one on-site visit with at least 50% of the subgrantees each year. These visits may be scheduled or unscheduled and will include a review of the following:

- a. location and placement of equipment purchased with OHS funds
- b. project files, including fiscal documentation
- c. grant management, i.e. how responsibly were the grant funds managed?, are the goals being met?, are the timelines being followed?, and what is the plan for self-sufficiency in the future?

## REQUEST FOR CHANGES TO BUDGET

As referenced above, in order to standardize the process of requesting changes to the budget (see schedule B in the grant application), the Office of Highway Safety has developed a formal Request for Schedule B Modification form. This form must be submitted prior to submission of a Revised Schedule B. This form will be provided at the pre-award meeting with each subgrantee in September.

## RECORDS/AUDITS

Records are kept by the Office of Highway Safety of all transactions between the office, the Federal government, and each of the grantees.

- a. The following records are to be maintained by the grantee:
  1. Supporting documentation for reimbursement requests.
  2. Audit reports.
  3. Inventory reports.
  4. Any correspondence associated with the project.
  5. Copies of seatbelt policy, certification of a drug-free workplace, and affirmative action statement.
- b. Auditing

The subgrantee will maintain original documents and records as evidence of costs incurred. These records and/or documents will be retained and made available for a period of not less than three years after receipt of final payment of the project. Examination of these documents by either a representative of the Office of Highway Safety or the United States Government is authorized at any time. Each agency is required to submit a copy of any audit report that results from an audit conducted at the agency to include findings and corrective action.

## RECOVERY OF FUNDS

If, upon review of grantee reports or upon review of files during an on-site visit, the Office of Highway Safety discovers that an agency was reimbursed funds in error, and whether the mistake was on the Office of Highway Safety's part or the subgrantees part, the subgrantee is required to reimburse OHS within 30 days of notification that the error was located.