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Operations & Safety Bureau
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Agency of Transportation

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Re: 2020 Highway Safety Plan RFP

March 19, 2019

To All Highway Safety Advocates,

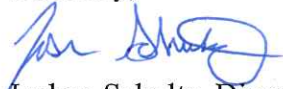
The Agency of Transportation (VTrans) is pleased to offer the following Requests for Proposals (RFP) for Federal Fiscal Year 2020. This RFP is presented in a new format, however, the process for submission of responses remains the same. You will notice that the yearly grant schedule reflects a more aggressive timeline for various markers throughout the year. The purpose of this new schedule is to avoid having to utilize Advance Notice to Proceeds and thus reduce the administrative burdens on both the Agency and its grant recipients.

Additionally, I would like to take this opportunity to briefly describe an organizational change that occurred here at Vtrans. The former "Governor's Highway Safety Program" is now located within the VTrans Operations and Safety Bureau (OSB). With the Highway Safety Office being part of the OSB, it was an appropriate time to change the name of the "Governor's Highway Safety Program" to the "Behavioral Safety Unit". This organizational change was meant to bring the safety related programs within VTrans under one umbrella and to bring the various data sources that exist within those safety related platforms together. This will help us better use all available data so we can improve our data driven approach to addressing Vermont's highway safety needs. With limited National Highway Traffic Safety Administration (NHTSA) funds, it is important that we do all we can to be as productive and efficient as possible.

Recognizing that there are limited grant funds available it is important for our grantees to understand that past disbursing practices will be modified. Although the Highway Safety Program has emphasized for years its commitment to a data-based approach to solving highway safety issues, that commitment is being elevated to higher level beginning this upcoming Federal Fiscal Year. What that means to grantees is this; some may receive more funding than what they have received in the past based on a demonstrated need; conversely, some may receive less funding than in the past or even no funding as a result of the data either demonstrating a reduced problem or no recognizable problem.

Lastly, as we re-dedicate our resources to making our roadways safer, the staff at VTrans looks forward to working with all our partners as we strive toward obtaining our common goal of "zero deaths." As always if you have any questions relating to this RFP or any other questions about the Office of Highway Safety please contact any of the Behavioral Safety Unit staff.

Sincerely,



Joshua Schultz, Director
Operations & Safety Bureau





**FEDERAL FISCAL YEAR 2020
NHSTA GRANT PROPOSAL GUIDE**

Vermont Agency of Transportation

Phillip B. Scott

GOVERNOR

Joe Flynn

Secretary of the Agency of Transportation

Request for Proposals FFY2020

INTRODUCTION:

The Vermont Agency of Transportation (VTrans), by and through its Secretary, Joe Flynn, is pleased to announce this request for proposals for National Highway Traffic Safety Administration (NHTSA) program funding grants. NHTSA provides grants to fund local, county, state and not-for-profit entities for projects to improve highway safety, reduce deaths and serious injuries due to crashes. Grants are used to mitigate traffic safety program deficiencies, expand on-going activities, and/or developing new programs relating to highway safety.

PROGRAM DESCRIPTION AND AUTHORITY:

In accordance with authorities listed below VTrans is requesting project proposals to support the targets and strategies of its highway safety program to reduce the number of motor vehicle related crashes, injuries, and fatalities in Vermont. These targets and strategies form the basis for the Federal Fiscal Year 2020 (FY 2020) Vermont Highway Safety Plan (HSP), which is submitted to NHTSA for approval and funding. The highway safety programs' goals and objectives are defined and approved each year in the Highway Safety Plan (HSP) and align with the State's Strategic Highway Safety Plan (SHSP). Each year VTrans makes this request for Vermont HSP projects.

VTrans awards these federal highway safety grant funds to improve highway safety and reduce deaths and serious injuries due to crashes.

The FY 2020 project period is October 1, 2019 – September 30, 2020.

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 405b, § 405c, § 405d, § 405f, § 405h, §1906 and subsequent amendments; Fixing America's Surface Transportation (FAST) Act; Moving Ahead for Progress in the 21st Century (MAP-21); Vermont Statutes; Vermont Statutes Annotated, Title 23 et al.; and Administrative Orders issued by the Federal Highway Administration (FHWA), the National Highway Traffic Safety Administration (NHTSA), VTrans, Vermont Department of Finance and Management, and the Vermont Office of Highway Safety (SOHS).

NHTSA funds grant projects under the Highway Safety Act. Federal funds are authorized under the Act to assist state and political subdivisions in conducting highway safety programs approved by the respective governor and the U. S. Secretary of Transportation.

VTrans prepared this guide to provide guidance in conformance with the authorities listed above and all federal fiscal and technical requirements. All governmental and non-profit agencies are encouraged to take an active part in Vermont's Highway Safety Program. Please contact the State Office of Highway Safety (SOHS) when you need information or assistance.

If any proposal submitted by an agency is then funded by another source, the submitting agency must notify SOHS in writing immediately. Failure to make this notification may result in supplanting, which is a direct violation of Federal rules, or may adversely affect future funding opportunities. See 2 CFR 200.444

Federal Award Information—Required

The estimated total funding for project will be:

- 402 Education and Support Projects – \$345,000**
- 402 Support Equipment Projects - \$200,000**
- 402PT Speed/Aggressive Driving/Crash Recon Projects - \$225,000**
- 402PT Work Zone (WZ) Safety Projects- \$25,000**
- 402 Occupant Protection Enforcement Projects - \$750,000**
- 402 Motorcycle Safety Projects - \$40,000**
- 405B Occupant Protection Education Projects - \$200,000**
- 405C Traffic Records Coordinating Committee Projects –\$468,000**
- 405D Education, Enforcement, DRE and Support Projects - \$1,025,000**
- 164AL Driving Under the Influence (DUI) Enforcement - \$725,000**
- 164AL DUI Support Equipment Projects - \$50,000**
- 405F Motorcycle Safety Projects - \$35,000**
- 1906 Racial Profiling Data Collection- \$185,000**

This is the only announcement for NHTSA grants for the performance period beginning October 1, 2019 and ending September 30, 2020.

RFPs must be received by SHSO no later than 2:00 P.M. on Friday, April 19, 2019.

Award amounts will vary depending on the number and quality of applications.

Applicants must cite the highway safety data that justifies the need for an award.

An agreement will be provided to agencies that are selected for award.

NHTSA Funding is made available under Section 402 State and Community Highway Safety Funding; Section 405B, 405C, 405D, 405E, 405F, and 405H National Priority Safety Programs; Section 164AL Minimum Penalties for Repeat Offenders for DWI; 1906 Grant Programs to Prohibit Racial Profiling and State Traffic Safety Information System Improvements Grant.

CFDAs: 20.600; 20.616; 20.601; 20.608; 20.610; 20.611 Eligible Applicants—Required. We are soliciting grant proposals from state agencies, non-profit organizations, local and municipal police agencies, county sheriff departments (CSD), schools, colleges and universities, hospitals and other interested organizations within Vermont.

Regional Enforcement Strategies

Applications for new regional enforcement strategies are not being sought after for FFY2020. The only applications that will be entertained are for those in the existing regional coverage areas.

GENERAL REQUIREMENTS:

All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). Mail a copy of the most recent independent audit of your agency to:

Vermont Agency of
Transportation
Audit Division
One National Life Drive
Montpelier, VT 05633

Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.

Highway Safety Act funds may be used for conducting inventories, need studies, engineering studies, systems development, program implementation, or for purchasing equipment. (Program implementation can include putting new programs into use and the training required for their use)

Buy America Act

In accordance with the Buy America Act (49 U.S.C. 5323(j)):

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Effective July 30, 2015, the National Highway Traffic Safety Administration (NHTSA) published a Buy America Act public interest waiver. The waiver allows States to purchase any manufactured product with a purchase price of \$5,000.00 or less, excluding a motor vehicle when the purchased product is using Federal grant funds administered under Chapter 4 of Title 23 of the United States Code. (Reference Federal Register Vol. 80, No. 125, published June 30, 2015.)

Data Universal Numbering System

The Data Universal Numbering System (DUNS) is a unique nine-digit number recognized as the universal standard for identifying and tracking businesses worldwide. The Federal Spending Transparency Directive and the previous Federal Funding Accountability and Transparency Act (FFATA) require that grantees and subgrantees have a DUNS number. Please confirm your organization's DUNS compliance. To obtain a DUNS number, see the Dun & Bradstreet website at <http://fedgov.dnd.com/webform>.

FUNDING CRITERIA GUIDELINES:

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program. Agencies that are tax-based and non-profit agencies may apply to SOHS for federal grant funds.

Federal grants are funded in the form of reimbursable contract expenditures. SOHS reimburses funds on the basis of a written claim made by the applicant agency each time funds are expended.

GENERAL PROPOSAL APPLICATION INSTRUCTIONS:

How to Apply

<https://egrants.vermont.gov/Login2.aspx?APPTHEME=VTACCD>

FEDERAL FISCAL YEAR 2020:

SOHS grant funding is based on the Federal fiscal year calendar which begins on October 1, 2019 and ends on September 30, 2020. Grants for the 2020 Federal fiscal year are awarded for a one-year period.

If selected, SOHS staff will assist your agency in finalizing the contractual grant agreement. Development of the grant agreement will begin at SOHS in June 2019; however, **grants are not considered approved until fully executed by the Secretary of VTrans**. Therefore, it is incumbent upon the agency to be prepared to initiate the grant timelines by the October 1, 2019 start date.

Upon written notification from SOHS that your proposed grant agreement has been selected, it is imperative that your agency Project Administrator research the procurement processes for obtaining grant funded items (equipment bids, etc.) in order to complete the project in a timely manner. However, **do not incur any costs prior to the contract execution**.

If you have any questions when preparing your proposal, please contact your Project Coordinator at SOHS for assistance.

PROPOSAL REVIEW:

Proposals will be reviewed by SOHS staff to determine:

- Whether the crash and activity data covering the three preceding years indicates a significant problem;
- Past performance of the agency (performance in submitting statistics and fiscal compliance, past grant awards, etc.);

- Whether the proposed goals and objectives address the problem; and
- Whether the agency intends to continue the program following the termination of Federal funding support.

SOHS Funded Programs Descriptions:

Important Contract Exclusions:

Unallowable Costs

In addition to the unallowable costs outlined in the applicable Federal Cost Principles, State Regulations and Local Government rules, there are some costs that must be authorized in advance or are prohibited.

- **Advertising**-Only for special circumstances can federal funds be used to purchase television and radio time for highway safety public service messages. Such expenditures must be approved in advance. Projects to purchase television and radio time (or any other type of media) are not being accepted through this RFP.
- **Supplanting**- Federal funds cannot supplant (replace or serve as a substitute for) funds from any other sources. Definition: The use of Federal funds to support personnel or an activity already supported by local or state funds. Supplanting is prohibited.
- **Office Furnishings**-Grant funds cannot be used to purchase office furnishings.
- **Out-of-State Travel** - Out-of-state travel requires prior written approval.
- **Equipment over \$5,000.00**- Equipment with a unit acquisition cost of \$5,000.00 or greater is prohibited without prior written approval from VTrans.
- **Gratuities**- Tips and/or gratuities are unallowable.
- **Lobbying**- Federal grant funds cannot be used for lobbying activities.
- **Promotional Items**- T-shirts, uniforms, polo shirts, caps, etc. cannot be purchased with NHTSA funds.
- **Alcoholic Beverages**- Funds cannot be used to purchase alcoholic beverages.

Entertainment costs including amusement, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.

Proposals in the following areas are being requested:

Education Projects –

The Safe Communities Educational Programs provide a necessary link between NHTSA programs and local communities. Vermont's demographics and local diversity, as well as distance between locations make it difficult to administer a centralized program. The programs have defined tasks, such as participation in NHTSA national safety campaigns. The projects are required to provide and manage education and outreach activities that address all the Critical Emphasis Areas (CEAs) based on local data and need as established and included in the Strategic Highway Safety Plan (SHSP). Projects must address critical safety needs incorporating an analysis of crash data as the principle basis for programs. Data analysis and problem identification are the foundation for each project and will determine the structure and accuracy of the goals, activities, measures, and evaluation efforts for the duration of the project. Analysis might include, but are not limited to, years of crash, injury, and fatality data; license, registration, and conviction data; and other data from various sources. Data included in agreements will identify safety problems and support the subsequent development of targets and countermeasures. Of interest are programs that are designed to modify behaviors and attitudes that focus on drivers, passengers and vulnerable users to include: pedestrians, bicyclists and motorcyclists.

Traffic Records Coordinating Committee (TRCC) Projects –

Vermont continues to work diligently to improve upon efficient and accurate traffic records systems. The Traffic Records Coordinating Committee (TRCC) is tasked with making improvements to timeliness, accuracy, completeness, and accessibility of the traffic records data to improve and enhance the six traffic records systems: Crash, roadway, vehicle, driver, citation/adjudication, and injury surveillance. The TRCC provides guidance in developing, prioritizing and supporting the traffic records strategic plan developed to implement recommendations noted during the 2016 Traffic Records assessment.

The Vermont TRCC engages in programs to:

- Demonstrate quantifiable, measurable improvements in the accuracy, completeness, timeliness, uniformity, accessibility and integration of data into the highway safety database.
- Improve the core data gathering capabilities of the highway safety database and enhance the highway safety data gathering capabilities.
- Identify and rank high crash locations, crash causation and roadway characteristics.
- Identify safety corridors with data-driven support for infrastructure safety improvements.
- Address recommendations noted in the 2016 Traffic Records Assessment to improve data in the traffic records systems for timeliness, completeness, accuracy, accessibility, uniformity and integration.
- Identify a minimum set of motor vehicle crash data elements and their attributes that Vermont should consider collecting and including in its State crash data systems.

Drug Recognition Expert Projects –

Vermont's Drug Recognition Expert (DRE) program, established in 2005, provides statewide coverage. The DRE program will actively recruit and selectively choose DRE candidates. Vermont has hosted several in-state DRE Schools since 2011 and this practice will continue, with all classes being open to candidates from the other five New England states. Vermont has implemented the Advanced Roadside Impaired Driving Enforcement (ARIDE) training and is currently hosting several courses per year. It is now a requirement of the Vermont Police Academy that graduates of the VPA must receive ARIDE training within three years of graduation. The legalization of marijuana presents a plethora of new and yet to be identified issues for policy makers and law enforcement.

Only qualified LEAs with certified DREs are eligible for funding.

Impaired Driving Programs –

Reduce traffic safety problems that result from individuals driving motor vehicles on a public highway while intoxicated; or, under the influence of alcoholic beverage. The terms "driving while intoxicated" and "driving under the influence" mean driving or being in actual physical control of a motor vehicle while having an alcohol concentration above the per se limit established by each State.

Driving under the influence of alcohol remains a major contributing factor in many of the state's fatal crashes. With many small law enforcement agencies (LEAs) in Vermont, there are limited resources to pay for law enforcement activity and the equipment necessary to assist officers engaged in impaired driving enforcement. Approximately 80% of the state's LEAs employ fewer than 24 full-time officers, and low staffing levels frequently impact an agency's ability to participate in High Visibility Enforcement (HVE) mobilizations and ongoing sustained enforcement. This project supports LEAs with the opportunity to increase enforcement on the roadways, and to upgrade equipment that is used in HVE campaigns and ongoing sustained enforcement.

Participating LEAs must agree to work cooperatively with nearby agencies to conduct at least three of four joint sobriety checkpoints during national mobilizations such as the Drive Sober or Get Pulled Over campaign. These participating LEAs are also encouraged to team up with neighboring agencies to work multi-agency saturation patrols. In addition, LEAs use their grant funds for ongoing DUI enforcement and directed patrols within their respective areas of responsibility. Lastly, there are regional DUI Task Force teams, modeled after the Click It or Ticket task force, that utilize teams of selected officers work together to target geographic areas across the state. These officers are recruited from LEAs throughout the state and must demonstrate proficiency in all phases of DUI enforcement. These target areas are identified using crash and DUI arrest data provided by the State Highway Safety Office.

This increased enforcement model is especially useful during holidays and other special days that historically have seen increased rates of impaired driving crashes, such as St Patrick's Day, Super Bowl Sunday, and other local high-profile community events.

LEAs that have demonstrated active participation in national and state-initiated impaired driving enforcement campaigns, are afforded the opportunity to apply for traffic safety equipment items that are directly related to improving the efficiency and effectiveness of their DUI enforcement activities. This equipment includes but is not limited to; portable breath testing equipment and related supplies, checkpoint lighting and sign packages, traffic cones/flares, reflective traffic vests, and high visibility rechargeable flashlights.

Occupant Protection Enforcement/Support Equipment Projects –

- carry out a program to support high-visibility enforcement mobilizations, including paid media that emphasizes publicity for the program, and law enforcement;
- carry out a program to train occupant protection safety professionals, police officers, fire and emergency medical personnel, educators, and parents concerning all aspects of the use of child restraints and occupant protection;
- carry out a program to educate the public concerning the proper use and installation of child restraints, including related equipment and information systems;
- carry out a program to provide community child passenger safety services, including programs about proper seating positions for children and how to reduce the improper use of child restraints;
- purchase and distribute child restraints to low-income families, provided that not more than 5 percent of the funds received in a fiscal year are used for such purpose; and
- establish and maintain information systems containing data concerning occupant protection, including the collection and administration of child passenger safety and occupant protection surveys.

1906 Racial Profiling Data Collection-

Pursuant to 20 V.S.A. 2366 et seq all law enforcement agencies are required to collect stop data. However, this statute does not require an analysis of that gathered information. This grant is focused on evaluating the results of the collected data and to provide technical assistance to all LEAs to improve the data collection process by standardizing the data fields as well as the format of the report. The awardee(s) will work in partnership with the Department of Public Safety and SEARCH to evaluate options for convenient and efficient methods for automated submissions through the Vermont Justice Information Sharing System (VJISS) and into the analytical Data System (ADS) for extracting the data in an analyzable format.

GRANT PROPOSAL TRAINING INFORMATION:

Federal Fiscal Year 2020 grant request must be made via the Grant Electronic Application and Reimbursement System (GEARS).

Questions or Comments

If your Agency has questions or comments on the submittal process or the application itself, please contact a SHOS Grant Coordinator:

Jim Baraw

Program Coordinator – Law Enforcement Grants / Traffic Records

(802) 760-9222

James.Baraw@Vermont.gov

Susan McAvoy

Program Coordinator – Impaired Driving & Education Grants / Media Contracts

(802) 522-4582

Susan.Mcavoy@Vermont.Gov

Rachel Noyes

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802-595-4222

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