



**FEDERAL FISCAL YEAR 2023
NHSTA GRANT PROPOSAL GUIDE**

Vermont Agency of Transportation

Philip B. Scott

GOVERNOR

Joe Flynn

Secretary of the Agency of Transportation

Funding Opportunity Announcement FFY2023

INTRODUCTION:

The Vermont Agency of Transportation (VTrans), by and through its Secretary, Joe Flynn, is pleased to announce this Notice of Funding Opportunity (NOFO) 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 develop new programs related 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 crashes and related injuries and fatalities in Vermont. These targets and strategies form the basis for the Federal Fiscal Year 2023 (FFY 2023) 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 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 FFY 2023 performance period is October 1, 2022 – September 30, 2023.

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, 405e, 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 Annotated; 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 State Highway Safety Office (SHSO).

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 SHSO when you need information or assistance.

If any proposal submitted by an agency is then funded by another source, the submitting agency must notify SHSO 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—

The estimated total funding for projects will be:

- 402 Education Projects – \$675,000**
- 402PT Speed/Aggressive Driving/Crash Recon Projects - \$162,000**
- 402 Occupant Protection Enforcement Projects - \$850,000**
- 405B Occupant Protection Education Projects - \$200,000**
- 405C Traffic Records Coordinating Committee Projects – \$275,000**
- 405D Impaired Driving Education, Enforcement, DRE and Support Projects - \$1,200,000**
- 405E Comprehensive Distracted Driving Enforcement - \$1,200,000**
- 405E Comprehensive Distracted Driving (Flexed – LEA Support Equipment) - \$450,000**
- 164AL Driving Under the Influence (DUI) Enforcement - \$750,000**
- 405F Motorcycle Safety Projects - \$40,000**
- 1906 Racial Profiling Prohibition Data Collection- \$375,000**

This is the only announcement for NHTSA grants for the performance period beginning October 1, 2022 and ending September 30, 2023.

Grant Applications are now open and must be submitted by your Authorizing Official in GEARS no later than 3:00 P.M. on Monday, May 16th, 2022. A representative from your agency is required to attend a grant application training as outlined in this document.

Late applications are discouraged and will only be accepted with approval of the SHSO Administrator and/or designee. While applications may be accepted year-round, funding is limited, and timely application submissions during this NOFO are strongly encouraged.

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; Sections 405B, 405C, 405D, 405E, and 405F 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 projects are not being sought for FFY2023. The only regional applications that will be considered are those in the existing regional coverage areas in FFY2022.

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 Barre City Place
219 North Main Street
Barre, VT 05641

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.)

Unique Entity Identifier Update (Formerly Known as a Data Universal Numbering System (DUNS Number))

Government Transition from DUNS Number to New Unique Entity Identifier Occurred on April 4, 2022

By **April of 2022**, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

The Integrated Award Environment (IAE) manages several systems including SAM.gov, FPDS, eSRS, FSRS, CPARS and FAPIIS. Current SAM.gov registrants have already been assigned their Unique Entity Identifier (SAM) and can view it within SAM.gov. To learn more about this transition, please see the information below. Join and follow our community on Interact to be notified about the latest news and information about the upcoming Unique Entity Identifier (SAM) changes happening at IAE.

For more information please visit: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

There is NO charge to register or maintain your entity registration record in SAM. <https://www.sam.gov/SAM/>

FUNDING CRITERIA GUIDELINES:

Federal funds allocated to finance state and local government highway safety behavior change 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 SHSO for federal grant funds.

Project Activity to the SHSO must be submitted monthly through the Grants Electronic Application and Reporting system (GEARS). Subrecipient must submit reports within the month following the month of activity unless the Subrecipient specifically requests and receives approval from a Highway Safety Program Coordinator in writing.

Exceptions to Terms and Conditions: The proposer must state in the business proposal any exceptions taken to the terms and conditions in this NOFO. For each exception, the proposer shall identify the term or condition, state the reason for the exception, and provide any other information concerning the exception. Such exceptions, deviations or conditional assumptions may, however, result in rejection of the proposal as unresponsive. Failure to note exceptions when responding to the NOFO will be deemed to be acceptance of the State agreement terms and conditions. If exceptions are not noted in the response to this NOFO but raised during grant negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State.

SHSO Funded Program 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 by the SHSO in advance. Projects to purchase television and radio time (or any other type of media) are not being accepted through this RFP. The Drive Well VT brand/Logo in new messaging may not be used without written pre-approval from VTrans.
 - **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 or fixtures.
 - **Out-of-State Travel** - Out-of-state travel requires prior written approval by the SHSO and the travel must be in the approved grant Scope of Work/Budget.
 - ***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 and NHTSA.
 - **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.
- *Equipment is allowable provided there is pre-approval from both VTrans and NHTSA; the Equipment must also be in the grant budget.

Proposals in the following areas are being requested:

Education Projects –

The safe communities educational program provides a necessary link between NHTSA programs and local communities. Vermont's demographics and local diversity, as well as distance between locations requires multiple projects to assist the SHSO achieve its mission. The projects have defined tasks, such as participation in NHTSA national safety campaigns.

Projects must address critical safety needs incorporating an analysis of crash data as the principal 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.

- 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.
- Establish and maintain information systems containing data concerning occupant protection, including the collection and administration of child passenger safety and occupant protection surveys.
- 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.

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 Vermont's 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.
- 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 (DRE) Projects –

The Drug Evaluation and Classification Program, also referred to as the Drug Recognition Expert (DRE) program was established in 2005 and 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 other 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 many new and yet to be identified issues for policy makers and law enforcement. Only qualified law enforcement agencies with certified DREs are eligible for funding.

Impaired Driving Programs –

Impaired Driving programs reduce traffic safety problems that result from individuals driving motor vehicles on a public highway while under the influence of alcohol, drugs, or both. The terms "driving while intoxicated" and "driving under the influence" mean driving or being in actual physical control of a motor vehicle on a public highway while having an alcohol concentration above the per se limit established by each State, when under the influence of alcohol, or when the person is under the influence of any other drug or under the combined influence of alcohol and any other drug.

Impaired driving 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 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 that utilize teams of selected officers working 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 SHSO.

This increased enforcement model is especially useful during holiday periods 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 can articulate need and demonstrate that they are active participants 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/Speed Enforcement and Support Equipment Projects -

Occupant Protection and Speed both remain major contributing factors 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. 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.

LEAs that can articulate need and demonstrate that they are active participants in national and state-initiated occupant protection 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 OP 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, e-citation printers and scanners; and high visibility rechargeable flashlights.

1906 Racial Profiling Data Collection-

Pursuant to Title 20 V.S.A. §§ 2366 et seq, all Vermont law enforcement agencies are required to collect traffic 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 Criminal Justice Training Council, 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 REQUIRED TRAINING INFORMATION:

The SHSO will be offering the following required trainings where staff will guide applicants in starting the application, guidance on performance measures and problem statements. If you have a laptop, please bring it to the in-person session. Sign up for one training through Signup Genius below:

[Vermont State Highway Safety Office: 2022 SHSO Grant Application Trainings \(signupgenius.com\)](https://signupgenius.com)

Date	Time	Address
04/26 (Tues)	10:00 AM - Noon	Dill (25 Seat Conf Room) 2178 Airport Road Berlin
04/27 (Wed)	10:00 AM - Noon	Dill (75 Seat Conf Room) 2178 Airport Road Berlin
04/28 (Thurs)	10:00 AM – Noon	Remote Option – MS Teams
05/02 (Mon)	10:00 AM – Noon (Session 1) 1:30 PM – 3:30 PM (Session 2)	Essex Police Department 145 Maple Street
05/03 (Tues)	1:00 PM – 3:00 PM	Rutland VSP 124 State Place

GENERAL APPLICATION INSTRUCTIONS:

How to Apply: New users/applicants are required to create an account in GEARS. Existing/returning applicants may log in using their existing username/password.

Federal Fiscal Year 2023 grant requests must be made via the Grant Electronic Application and Reporting System (GEARS): <https://egrants.vermont.gov/Login2.aspx?APPTHEME=VTACCD>

PROPOSAL REVIEW:

Proposals will be reviewed by SHSO staff to determine:

- The magnitude of the highway safety problem in the applicant's jurisdiction and justification for whether the crash and activity data covering the five (2016-2020) preceding years indicates a significant problem;
- Past performance of the applicant to include: (performance in submitting statistics and fiscal compliance, past grant awards, etc.);

- Does the proposed strategies and planned activities address the problem?
- Whether or not the Education/Traffic Records Coordinating Committee (TRCC) applicant intends to continue the program following the termination of NHTSA support.

Questions, Comments, Data Assistance:

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Data Requests

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Public Query Tool
<http://apps.vtrans.vermont.gov/CrashPublicQueryTool/>