



**State Highway Safety Office**

**Notice of Funding Opportunity**

**FEDERAL FISCAL YEAR 2025**

**Joe Flynn**

Secretary of the Agency of Transportation



# Funding Opportunity Announcement FFY2025

## 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 the State with grants to fund local, county, state and not-for-profit entities for projects to improve highway safety and 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. VTrans encourages new partners to participate, as well as existing highway safety partners. The SHSO website can be [found here](#).

*The information contained in this NOFO is for general guidance on matters of interest only. The application and impact of laws can vary widely based on the facts involved. While we have made every attempt to ensure the information contained in this NOFO is correct, the State Highway Safety Office (SHSO) is not responsible for any errors or omissions. Given the changing nature of laws, rules and regulations, there may be omissions or inaccuracies. Before making any decisions or acting, you should contact the SHSO.*

## PROGRAM DESCRIPTION AND AUTHORITY:

In accordance with authorizations 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 VT. These targets and strategies form the basis for the [Federal Fiscal Year 2024-26 \(FFY 2024-26\) VT Triennial Highway Safety Plan \(3HSP\)](#), which is submitted to NHTSA for approval and funding. The highway safety programs' goals and objectives are defined and approved every three years. Each year, the SHSO will submit an Annual Project Application (APA) with detailed projects. The 3HSP will align with the [State's Strategic Highway Safety Plan](#) (SHSP). Each year, VTrans makes this request to write VT's APA to approve projects.

### **The FFY 2025 project period is October 1, 2024 – September 30, 2025.**

The procedures outlined in this document 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, Bipartisan Infrastructure Law (BIL), Infrastructure Investment and Jobs Act, (IIJA) Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), VT Statutes Annotated, and Administrative Orders issued by the Federal Highway Administration (FHWA), the National Highway Traffic Safety Administration (NHTSA), VTrans, and the VT Department of Finance and Management.

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 document 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 VT's Highway Safety Program. Please contact the SHSO for additional 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 a violation to the General Cost of Government and may adversely affect future funding opportunities. *See 2 CFR 200.444*

## Federal Award Information

The estimated funding for all projects will be:

**402 Education Projects (LE and Non-Profit) – \$1,100,000**

**402AI Crash Recon Projects - \$100,000**

**402 Occupant Protection Enforcement Projects - \$1,200,000**

**402 LE Support Equipment Projects - \$550,000**

**405\*E\* Emergency Management Projects Post Crash Care - \$250,000**

**405B Occupant Protection Education Projects - \$250,000**

**405C Traffic Records Coordinating Committee Projects – \$550,000**

**405D Impaired Driving Education, Enforcement, DRE and Support Projects - \$1,800,000**

**405E Comprehensive Distracted Driving Enforcement - \$1,200,000**

**164AL Driving Under the Influence (DUI) Enforcement - \$900,000**

**405F Motorcycle Safety Projects - \$40,000**

This is the only announcement for NHTSA grants for the performance period.

Late applications will only be accepted with approval by the SHSO Administrator or their designee. While exceptions for allowing applications may be accepted year-round, funding is limited, therefore not guaranteed. Timely and complete application submissions are encouraged.

Award amounts will vary depending on the number and quality of applications and the inclusion of data to support the request.

Applicants must cite the highway safety and demographic data that justifies the need for an award. A grant agreement will be provided to agencies that are selected for an award.

NHTSA Funding is made available under Section 402 (State and Community Highway Safety Funding); Section 405 (National Priority Safety Programs); and Section 164 (Minimum Penalties for Repeat DWI Offenders).

**CFDAs:** 20.600; 20.616; 20.601; 20.608; 20.610; Eligible Applicants —Required. VTrans is soliciting grant proposals from state agencies, non- profit organizations, local and municipal police agencies, county sheriffs' departments (CSD), schools, colleges and universities, hospitals, and other interested organizations within VT.

## Regional Enforcement Strategies

Applications for new regional enforcement strategies are not being sought for FFY2025. The only regional applications that will be considered for funding are those in the existing regional coverage areas.

Regional Enforcement Projects must include a community collaboration plan to be performed in the areas identified in the Triennial Highway Safety Plan. Project Directors should work with the SHSO for more information on this federal regulation.

## Eligibility Information

1. Eligible Applicants - This program is limited to nonprofit organizations subject to 26 U.S.C. 501(c)(3) of the U.S. tax code. Native American tribal organizations are eligible to apply. Documentation supporting eligibility determination (e.g. proof of 501(c)(3)) status as determined by the Internal Revenue Service or an authorizing tribal resolution is required.
2. Matching – Required: Only County Sheriffs' Departments, State Agencies and State Departments will provide 20% match.
3. There is no limit to the number of applications an agency may submit. Not all requests will be funded.

Requests that are not funded will receive a denial request no later than September 2024 via email.

4. Some agencies will not receive their full request and should work with their program coordinator and continuously monitor GEARS IGX in the Fall of 2024 for estimated approved budgets.

## 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:

VTrans Audit Division  
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

The subrecipient will comply with the Buy America requirement ([23 U.S.C. 13](#)) when purchasing items with federal funds. Buy America requires subrecipients to purchase with federal funds only steel, iron and manufactured products produced in the United States, unless the U.S. Secretary of Transportation determines that such domestically produced items would be inconsistent with public interest, that such materials are not reasonably available and of satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25%. In order to use Federal funds to purchase foreign products, the State (VTrans) must submit a waiver request that provides adequate basis and justification for approval by the U.S. 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.)

## 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.

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

## APPLICATION AND SUBMISSION INFORMATION

### General Proposal Application Instructions:

Application Package: All users this year are considered to be "new users," as we are updating our software system. All users and applicants are required to create a new account in the Grant Electronic Application and Reporting System (GEARS) IGX system. Applicants must have an identified Project Director, Financial Officer, and Authorizing Official.

**The application must be initiated and submitted through GEARS IGX. The new GEARS web address will be announced and provided at the in-person trainings. The FFY2025 application may not be started in GEARS until your organization attends one of the trainings.**

#### 1. Content and Forms Application Submission

- Pre-applications and white papers are not required.
- Electronic submission is required, including electronic signatures submitted via GEARS IGX.
- Ink signatures are not required, only electronic signatures.

#### 2. Unique entity identifier (UEI) and System for Award Management (SAM)

- Applicant must have a UEI registered in SAM before submitting the application.
- Applicant must provide a valid UEI in their application.
- Applicant must continue to maintain an active SAM registration with current UEI information during which the applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency.

For more information on UEI, visit [SAM](https://www.sam.gov/SAM/). There is NO charge to register or maintain your UEI in SAM.

<https://www.sam.gov/SAM/>

## Application Submission Date and Time

Applications must be submitted by the applicant's Authorizing Official in GEARS no later than **2:00 P.M. on Wednesday, May 15th, 2024.**

Other Submission Requirements:

- Only electronic submissions through GEARS will be accepted.
- Insurance Certificates are required for Sheriff's Departments and non-profits. Municipalities that are insured through the Vermont League of Cities and Towns and State agencies are not required to upload an insurance certificate.

## FEDERAL FISCAL YEAR 2025:

SHSO grant funding is based on the Federal fiscal year, which begins on October 1, 2024 and ends on September 30, 2025. Grants for FFY 2025 are awarded for a one-year performance period.

Funding Restrictions – This Federal Award will not allow for the reimbursement of pre-award costs incurred prior to 10/1/24. Advance notices to proceed (ANTP) may be issued with the approval from the awarding and state agency. The project may not begin before the performance period begins on 10/01/24 and the applicant must have an executed agreement and/or executed ANTP. Purchase orders may also not take place prior to 10/1/24 for the FFY25 grant cycle as that would be considered a pre-award cost. The SHSO staff will assist awarded agencies in finalizing the grant agreement. Development of the grant agreement will begin at the SHSO in June; however, **grants are not considered executed until signed by the VTrans Secretary of Transportation.** Therefore, it is incumbent upon the grantee to be prepared to initiate the grant activities on the October 1, 2024 start date.

Upon written notification from VTrans, either through an Advanced Notice to Proceed or signature for the grant agreement required through GEARS IGX, it is imperative that your agencies Project Director research the procurement processes for obtaining grant funded items (equipment bids, etc.) in order to complete the project in a timely manner.

If you have any questions when preparing your application, please contact your Program Coordinator or the SHSO for assistance. Contact information for Program Coordinators can be found at the end of this document.

## Application Review Information:

1. Review Criteria – The SHSO staff will review applications for the following:

- Problem Identification using crash and activity data covering five preceding years indicating a significant problem.
- Determination of equitable distribution and outreach.
- Review of the Local Expenditure letter of support (non-profits only).
- Alignment of VTrans' 3HSP and Strategic Highway Safety Plan.
- Past performance of the applicant and timeliness in submitting statistics and fiscal compliance, past grant awards, past participation in required campaigns and enforcement mobilizations, progress reports and final reporting, etc., if applicable.
- Proposed program evaluation and performance measures.
- Alignment of projects with the identified goals and objectives.
- Whether the applicant intends to continue the program following the termination of federal funding support.
- Need-based justifications for equipment must support the project and are now available in GEARS IGX for you to select with one option to add a need-based justification if the ones provided are not appropriate.

## 2. Review and Selection Process:

- The SHSO grant review team scores each application and notes any modifications needed by the applicant. Any member of the SHSO staff with a conflict of interest or perceived COI will abstain from scoring.
- If modifications to an application are required, the applicant must provide a response in accordance with the SHSO program coordinator's correspondence.
- After all applications have been scored, the SHSO will recommend to the VTrans Secretary of Transportation the funding amounts, fund source determination and projects for the 3HSP.
- The VTrans Secretary of Transportation approves all projects in the 3HSP by signing the Certifications and Assurances by the July 1<sup>st</sup> submission and by the August 1<sup>st</sup> Annual Granting Plan submission from the SHSO.
- NHTSA reviews the VT 3HSP and AGA then determine if projects will be approved, denied, or approved with conditions.
- Any project that is "denied/not funded" or "approved with conditions" will receive notification from the SHSO Administrator or Deputy Administrator.
- Any project approved by NHTSA will either receive an ANTP (Advance Notice to Proceed) and/or grant agreement through GEARS.
- VTrans conducts a required risk assessment on every approved applicant's agency. If the findings for this review determine the applicant agency is high risk, sanctions may apply, including reversal of the funding decision. Additional language and requirements will be included within the grant agreement and the administration of that agreement as well.



### 3. Reporting Requirements for Successful Applicants:

- Monthly financial invoices with all supporting documentation are submitted through GEARS.
- Detailed Quarterly Progress Reports that include data are submitted in GEARS.
- Final Progress Report summarizing the performance period activity including program evaluation, data, and performance measures submitted in GEARS.
- High Visibility Enforcement Campaign Recaps (for LE Agencies).
- All materials, documents, social media, advertising, reports, research etc. created using NHTSA funding becomes 23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended.
- The SHSO will host a required financial training for all approved agencies in the Fall of 2024 before the performance period begins.

### 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. However, there are free Drive Well VT media assets available for sharing, which can be found at <https://drivewell.VT.gov/>.
- **Contract Rates** (also known as Vendor or Supplier pay rates) - these are highway safety grant programs and not contracts for services; the SHSO provides grant funding to assist your department's highway safety goals and objectives. The SHSO is not an outside employer; when your officers are working grant-funded enforcement hours, they are still working for your agency – they are not working for the SHSO. Therefore, when submitting invoices for reimbursement, we should not be treated as outside employment, contracted work, or anything of that nature. The purpose of our grant funding is to supplement the enforcement work already being conducted by your staff, working for your agency, to achieve our mutual goals of reducing crashes and saving lives.
- **General costs of government** - (Supplanting) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475).
- **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. Not all out-of-state travel

requests will be approved.

- **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.
- **Food and Beverage** – There are restrictions and documentation requirements on food and beverages. Please refer to our application training for those restrictions.
- **Clothing** – most clothing items may not be purchased with NHTSA funding – an example of an exception would be high visibility safety vests

**SHSO Funded Program Descriptions: Proposals in the following areas are being requested:**

### **Education Projects –**

The Safe Roadways Communities Educational Programs provide a necessary link between NHTSA programs and local communities. The SHSO asks our education applicants to identify affected and potentially affected communities, including particular emphasis on underserved communities and communities overrepresented in the data, and a description of how those communities were identified. The steps the applicant plans to take to reach and engage those communities, including outreach efforts and conducting engagement opportunities, should be included. Please also include how the affected communities' comments and views will be incorporated into your project.

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 Critical Emphasis Areas (CEAs) based on local data and need as established and included in the SHSP and 3HSP. 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 (including children), and vulnerable users to include: pedestrians, bicyclists and motorcyclists. Grants may also be issued for statewide: laboratory support, Traffic Safety Resource Prosecutors, impaired driving training programs, driver education training, younger driver training, mature driver training, and Distracted Driving education, etc.

## Traffic Records Coordinating Committee (TRCC) Projects –

VT 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 VT's 2021 Traffic Records assessment.

The VT 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 2021 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 VT 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. VT has hosted several in-state DRE schools since 2011 and this practice will continue, with all classes being open to candidates from other states. This program funds supplemental salaries, benefits and mileage related to the following DRE callouts, training of DREs and recertifications, equipment and supplies needed for DRE specific evaluations and follow up.

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 VT, there are limited resources to pay for law enforcement activity and the equipment necessary to assist officers engaged in impaired driving enforcement. This project supports LEAs with the opportunity to increase enforcement on the roadways, and to upgrade equipment that is used in High Visibility Enforcement (HVE) campaigns and ongoing sustained enforcement.

Participating LEAs must agree to work cooperatively with other agencies to conduct sobriety checkpoints during national mobilizations, such as the "Drive Sober or Get Pulled Over" campaigns. Subrecipients will conduct a minimum of sixteen (16) hours of enforcement during the Labor Day mobilization and a minimum of sixteen (16) hours of enforcement during the Winter holiday mobilization. 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.

This increased enforcement model is especially useful during holiday periods and other identified 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 such as Prom.

LEAs that can articulate need and demonstrate that they are active participants in national and state-initiated impaired driving enforcement campaigns, amongst other criteria, 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: preliminary breath testing equipment and related supplies, checkpoint lighting and sign packages, traffic cones/flare, e-citation printers, bar code scanners, cables, installation and mobile/cell boosters, reflective traffic vests, and high visibility rechargeable flashlights, etc.

## Occupant Protection Enforcement/Support Equipment Projects –

Occupant protection grants are awarded to agencies to adopt and implement effective occupant protection programs to reduce highway deaths and injuries resulting from individuals riding unrestrained or improperly restrained in motor vehicles. Subrecipients receiving an Occupant Protection grant will conduct ongoing and periodic supplemental traffic enforcement with the objective of increasing seat belt use rates for its jurisdiction and will carry out a program to support high-visibility enforcement mobilizations, including social and in-kind media that emphasizes publicity for the program. Officers will focus, but not limit, their work to targeted roadway/areas that are selected based on crash data. Enforcement strategies shall include the following measures: high-visibility occupant protection checkpoints, high-visibility saturation patrols, roving patrols, directed patrols, and enforcement zones in targeted roadways/problem locations, school zones and work zones.

Subrecipients will conduct high visibility enforcement during the National Seat Belt Enforcement Mobilization in May and will be required to conduct a minimum of sixteen (16) hours of enforcement during the May mobilization. Subrecipients will conduct enforcement of occupant protection laws each month, including during evening and nighttime hours, with special emphasis on low-use areas, as indicated by the data. Subrecipients will also conduct enforcement focusing on speeding, aggressive, and distracted driving. Enforcement strategies shall be conducted in a highly visible manner and include the following measures: checkpoints, saturation patrols, roving patrols, directed patrols, safety corridors, and special enforcement zones.

LEAs that can articulate need and demonstrate that they are active participants in national and state-initiated occupant protection campaigns, amongst other criteria, 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: RADAR and LIDAR speed measuring devices, tire deflation devices, checkpoint lighting and sign packages, traffic cones/flares, e-citation printers, bar code scanners, cables, installation and mobile/cell boosters, reflective traffic vests, mobile video recording systems, and high visibility rechargeable flashlights, etc.

A time study will be required for mobile video recording systems, mobile data computers (MDCs) and other specialty equipment to determine proportional funding ratios. Data storage will not be funded.

## Distracted Driving Enforcement Projects –

Subrecipients will work ongoing and periodic supplemental traffic enforcement to decrease distracted driving. Officers shall focus on, but not limit their work to, targeted roadways in the Subrecipient's area of responsibility that are selected by the Subrecipient based on crash data. Enforcement strategies may include the following: spotter patrols, high-visibility saturation patrols, roving patrols, directed patrols and participating in national mobilizations. Enforcement efforts should focus on work zones, school zones, safety

corridors and in targeted roadways/problem locations as identified in the data. Subrecipient will conduct high visibility enforcement during the Distracted Driving mobilization in April and will be required to conduct a minimum of four (4) hours of enforcement during the April mobilization.

## Budget Guidance - Proposed Budgets

### Budget Categories include:

- Salaries (OT), Benefits and Fringe\*
- Contract Services
- Supplies
- Mileage/Travel
- Equipment
- Other Operating Expenses
- Indirect Cost Rate

\*The SHSO will not accept contracted/vendor/supplier or any other “contracted rate”; this prohibition of use extends to county-wide/regional LE subgrantees.

The SHSO provides each grantee with a form to document Overtime and Straight Time Salaries, for both full and part-time rates, that must be submitted with each invoice. These documents, or one provided by your agency with this same information, must detail out the salaries and, if applicable, benefits for the direct work on the program. Your agency must follow your own policies and procedures for billing at the straight, OT, or part-time rates, to include adherence to any local labor agreements/union contracts, if applicable. However, even if your written policies and procedures state that your organization will charge grant programs a contracted rate, the SHSO will not accept it and you must bill us according to the Salary documents mentioned above.

Please remember that our highway safety grant programs are simply that; we provide grant funding to assist you in achieving your department’s highway safety goals and objectives. We are not an outside employer; when your officers are working grant-funded enforcement hours, they are still working for your agency – they are not working for the State Highway Safety Office. Therefore, when submitting invoices for reimbursement, we should not be treated as outside employment, contracted work, or anything of that nature. The purpose of

our grant funding is to supplement the enforcement work already being conducted by your staff, working for your agency, to achieve our mutual goals of reducing crashes and saving lives.

Detailed explanations for all funding requests must be included in the application. This includes naming the specific highway safety conferences and trainings that the organization would like to attend, as well as providing the approximate date of such conference/training. Equipment requests must include at least one quote per item and include the cost of shipping and installation. A detailed salary sheet for LE agencies must be included for both OT and regular salary rates. All other required documentation will be explained in the financial and application trainings. This documentation will also be noted in the grant agreement. The SHSO will not accept vendor or contracted rates for any of our grant LE details.

In each application requesting reimbursement for indirect rate costs, an approved Cognizant Agency Letter must be uploaded in your organization's request. VTrans Audit, Contract Administration and the SHSO will work together to determine if the rate will be accepted. The SHSO will correspond with the applicant if there is more information needed.

The following is guidance on different types of indirect cost rates that the applicant may request – this guidance is subject to change. The applicant must obtain all appropriate approvals and letters to request to VTrans permission to use a rate. If an applicant elects to use a portion or all of the indirect cost rate as match, they must identify that request in the application and work with the SHSO for approval with NHTSA at the time of application.

***Federally negotiated rate for State or local government agency:*** *If a state or local agency receives more than \$35 million in total Federal funds in a FY, verify that the SHSO has on file a copy of the indirect cost rate approval letter by the Federal cognizant agency. If the subrecipient already has a negotiated indirect cost rate with the Federal government, the negotiated rate must be used. ([2 CFR Part 200 Appendix VII D \(1\)\(b\)](#)) and (NHTSA's "Indirect Cost Rate Requirements of OMB's Super Circular (2 CFR Part 200)" July 2015).*

***Federally negotiated rate for Non-Profit Organization (NPO):*** *If an NPO, verify that the SHSO has on file a copy of the indirect cost rate approval letter by the Federal cognizant agency. ([2 CFR Part 200 Appendix IV](#))*

***Federally negotiated rate for Institutes of Higher Education:*** *If an IHE, verify that the SHSO has on file a copy of indirect cost rate approval letter by the IHE from the U.S. Department of Health and Human Services or the U.S. Department of Defense. ([2 CFR Part 200 Appendix III](#))*

***Federally negotiated rate for Indian Tribe:*** *If an Indian Tribe, verify that the SHSO has a copy on file of the indirect cost rate approval from the U.S. Department of Interior. ([2 CFR Part 200 Appendix VII D \(1\)\(c\)](#))*

***State or local government agency or NPO receiving less than \$35 million in total Federal funds with a State negotiated rate*** - *If a non-Federal entity only receives funds as a subrecipient of the SHSO, the SHSO or other*

appropriate State agency is responsible for negotiating and/or monitoring the subrecipient's indirect costs. ([2 CFR § 200 Appendix VII D \(1\)\(b\)](#)) ([2 CFR § 200, Appendix IV](#)) and ([2 CFR § 200.332\(a\)\(4\)](#))

**Interagency Service** - If the subrecipient is a State agency and is receiving interagency services (indirect costs) in lieu of determining the actual indirect costs of the service, verify that the reimbursement is limited to State agencies and 10 percent standard indirect cost allowance of only direct salary and wage cost excluding overtime, shift premiums, and fringe benefits. ([2 CFR § 200.417](#))

- **De minimis rate** - If an agency is receiving reimbursement for a 10 percent de minimis rate, verify that the 10 percent rate is only applied to the Modified Total Direct Cost (MTDC). To be eligible for the de minimis rate, the agency must receive less than \$35 million in total Federal funds. ([2 CFR § 200.414\(D\)\(1\)\(b\)](#)) and ([2 CFR § 200.414\(f\)](#))

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, participant support costs, rental costs, and the portion of each subaward in excess of \$25,000. ([2 CFR § 200.1](#))

## Sample Time Study Guidance:

This section applies only to equipment that may be funded proportionally by NHTSA (e.g. body cameras, in car cameras, etc.). This does not include equipment like radars, reflective cones, e-citation related hardware, etc.

### Example A) A single, small agency would like to buy mobile video recording systems for all members of your team

- Identify the equipment need for your department
- In this example, a request for 15 mobile video recording systems will be requested for 15 staff
- The 15 officers receiving the mobile video recording systems must be included in the time study.
- Sample an amount of days and/or nights (14, 24 hour periods) to run in your CAD
- In the CAD system report query the 15 officers work for the time period selected above.
- Filter your report for traffic safety related work
- Compare the traffic safety work to the total calls
- $2,500 \text{ traffic safety Calls} \div 5,000 \text{ total calls} = 50\%$
- Upload your report with your calculation included in the documentation

### Example B) Your agency (15 on staff) would like to buy mobile video recording



## systems for only three members of your team

Follow the process above, however instead of running the report for the entire staff you could only run your time study using the three *officers who mainly do traffic work*.

- 3 Officers
- 500 traffic related calls out of 750 total calls

Proportion would be 500/750 or 66.7%

## For the VT State Police/DPS

- Identify a sample of troopers who work predominantly highway safety shifts
- Identify a time period to review
- Run the total calls and compute what % are traffic safety related.

## For Regional Programs –

- The requesting department must complete a time study for the coordinator.
- For example, Milton PD is requesting 5 mobile video recording systems, they would need to follow the same process a small agency is subject to above in example A.

## GRANT PROPOSAL TRAINING INFORMATION:

### Required Trainings:

The SHSO will be offering the following required trainings in our new GEARS IGX system. We request that you bring your laptop to this session so that you can log into the new system. SHSO staff will assist applicants in starting their applications, including writing performance measures and problem statements. The SHSO encourages the Project Director, Financial Officer, and Authorizing Official for each applying agency to attend, but at least one person must attend one session. You must sign up through [Signup Genius by clicking here](#).

There will be no virtual training options for the Spring sessions, as we have a new GEARS IGX system that we are rolling out. In-person training will be the most beneficial learning environment.

Individuals needing assistance, auxiliary communication equipment, interpretation services, or any other assistance, please contact Colleen Montague, Vermont Agency of Transportation Civil Rights Director & EEO Officer, 219 North Main Street, Barre, VT 05641. Colleen can be reached by phone at (802) 777-2654 or by email [Colleen.Montague@vermont.gov](mailto:Colleen.Montague@vermont.gov).

Requests for accommodations must be made at least 10 calendar days prior to the date of the meeting for

which services are requested.

<b>DATE</b>	<b>TIME</b>	<b>ADDRESS</b>
<b>04/23 (TUES MORNING)</b>	M 9:00 AM – 11:30 AM	Dill Building, Unit A, Room #135 2178 Airport Rd, Berlin
<b>04/23 (TUES AFTERNOON)</b>	1:00 PM – 3:30 PM	Dill Building, Unit A, Room #135 2178 Airport Rd, Berlin
<b>04/24 (WED MORNING)</b>	9:00 AM – 11:30 AM	Dill Building, Unit A, Room #135 2178 Airport Rd, Berlin
<b>04/24 (WED AFTERNOON)</b>	1:00 PM – 3:30 PM	Dill Building, Unit A, Room #135 2178 Airport Rd, Berlin

## Questions or Comments

If your Agency has questions or comments on the submittal process or the application itself, please contact the SHSO:

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