



State Highway Safety Office Grant Application Training FFY2024



About The SHSO:

The SHSO facilitates and supports, with federal grants, a statewide network to promote safe driving behavior on Vermont highways. We share a deep concern for the welfare of the traveling public, and believe our main purpose is to save lives through creative, highly visible, innovative, and effective highway safety programs for all modes of transportation.

We are committed to our critical role within the State of Vermont, to ensure safe travel on Vermont's roadways.

National Priorities

Restraint Use/Occupant Protection

Impaired Driving

Distracted Driving

Speed and Aggressive Driving

Vermont Strategic Highway Safety Plan

Selected Critical Emphasis Areas through 2026

Vulnerable Users

- Pedestrian Crashes
- Bicyclist Crashes
- Motorcycle Crashes

Age of Driver

- Older Drivers (65 and up)
- Younger drivers (Under 25)

Engineering

- Lane Departure
- Intersection

Behavioral

- Impaired Driving
- Distracted and Alertness
- Occupant Protection
- Speeding and Aggressive Driving

Agenda

- General Information and Grant Requirements

- National Enforcement Campaign Updates – LELs

- Application Process - GEARS Demonstration

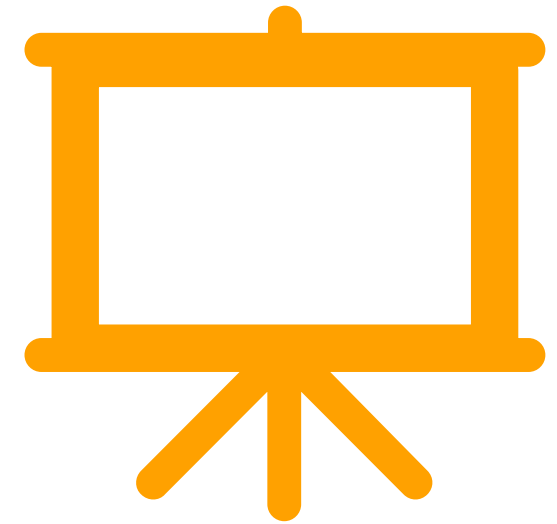
- Questions



Important Notice for our Applicants

The information contained in these presentations 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 presentation is correct, the 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.



Vermont State Highway Safety Office: What We Do



- Awards federal funds to local, state and not-for-profit organizations for projects to improve highway safety and to reduce deaths and serious injuries due to crashes.
- Administers and monitors grant programs, including:
 - Law Enforcement (OP, DUI, DD, and Equipment)
 - Education and Traffic Records
 - Drug Recognition Experts (DRE)
- Provides guidance and oversight to State and Local agencies and non-profit organizations

Grant Guidance



- SHSO's grant funding policy is based on governing statutes, rules and regulations.
- Grant regulations, directives, and supporting documents are contained in the Highway Safety Grant Management Manual.
 - Infrastructure Investment and Jobs Act (IIJA) (23 CFR 1300)
 - FAST Act 2 CFR 200
 - AOA Bulletins
 - 5 (Grant policy)

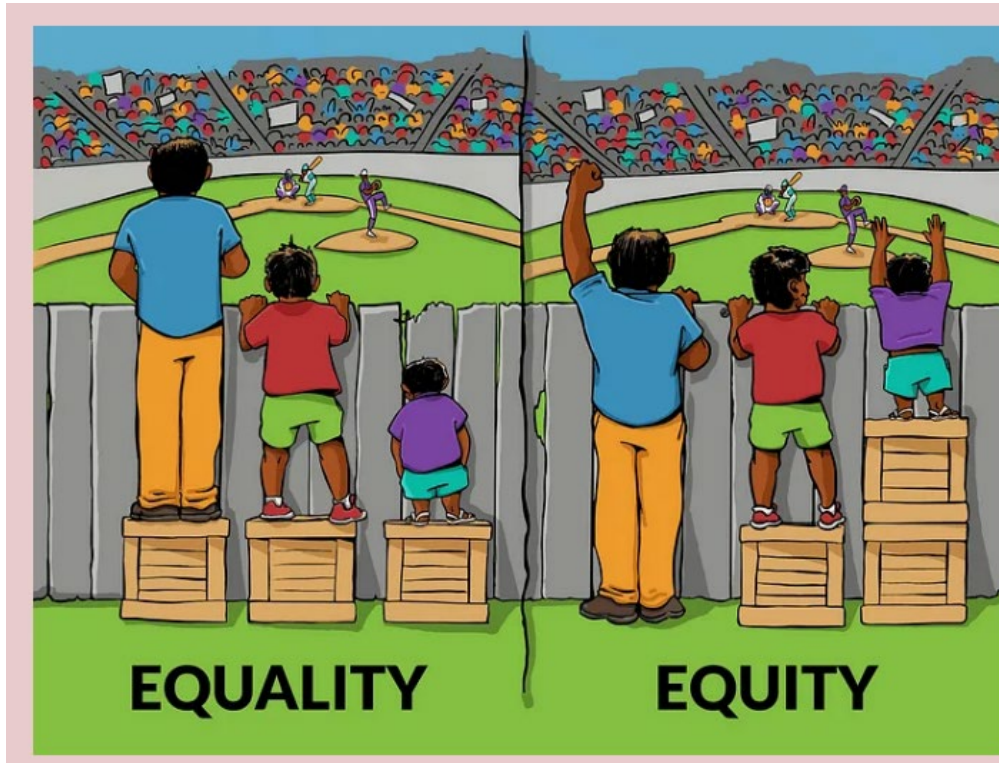
New Requirements: Infrastructure Investment and Jobs Act

Under The Infrastructure Investment and Jobs Act (IIJA), States are expected to engage affected and potentially affected communities during their triennial HSP planning process and throughout the life of the grant, including through particular emphasis on underserved communities and communities over-represented in the data.

The State Highway Safety Office requires education grant applicants to address the following:

- Who are the underserved communities and communities overrepresented in your crash data?
- Include an explanation of how the communities mentioned above were identified.
- How will you reach out and engage these underserved communities?

New Requirements: Equity Data for Education Grant Applications



Equity: Consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, including:

Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities;

Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons;

Persons with disabilities;

Persons who live in rural areas;

Persons otherwise adversely affected by persistent poverty or inequality.

Data

- Poverty Rate
- Health Status Indicators
- Race and Ethnicity
- Language Spoken at Home
- Disability
- Means of Transportation
- Percentage with Health Insurance

[Data Visualization - Fatality Analysis Reporting System \(FARS\) \(dot.gov\)](#)

[Vermont \(nhtsa.gov\)](#)

[2019 Community Resilience Estimates \(arcgis.com\)](#)

[EJScreen \(epa.gov\)](#)

Community capacity building is about promoting the ‘capacity’ of local communities to develop, implement and sustain their own solutions to problems in a way that helps them shape and exercise control over their physical, social, economic and cultural environments. (Western Australia Dept. of Community Development)

Grant Opportunities for Law Enforcement Agencies

OP/DUI
Application

Distracted
Driving
Application

DRE Application

Education
Application

Grant Opportunities for local, state and not-for-profit organizations

**Education
Application**

**Traffic Records
Coordinating
Committee**

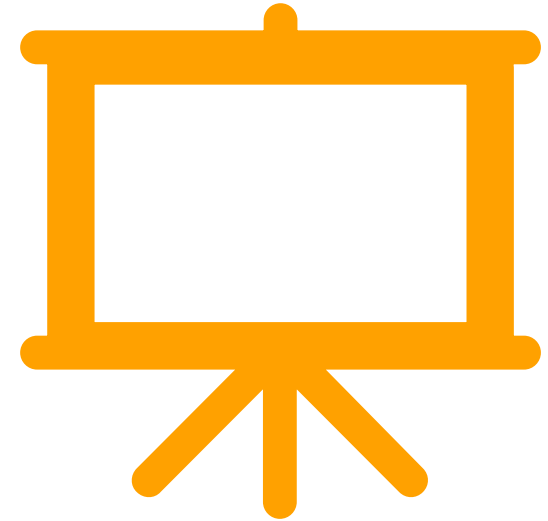
The SHSO follows the Federal Fiscal Year (FFY)

Performance Period: October 1 through September 30



Important Notice for our Subgrantees

The SHSO will be issuing an Advance Notice to Proceed for FY24 grants earlier than prior years (mid July). 10/1/2023 will still be the Award Start Date and the SHSO will not reimburse for work done prior to 10/1/2023.



Invoice and Report Timeline

Agencies are required to invoice monthly and file quarterly reports





Cost Principles:

- To be allowable, costs must be necessary, reasonable, allocable, and appropriate to the circumstance
- Federal funds must be used in accordance with the appropriate statute. Costs must be consistent with the authorizing statute and implementing regulation, guidance and must not be in violation of Federal, State and Local laws.



General Cost of Government:

- Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.
- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.

Unallowable Costs

- Office furniture/fixtures (desk, chairs, filing cabinet, lighting/lamps, etc.)
- Costs incurred by advisory councils/committees
- Contributions/donations
- Entertainment (gift certificates/tickets to venues)
- Fines/penalties
- Legislative expenses
- Fundraising costs
- Lobbying
- Uniforms, T-shirts, clothing, hats
- Alcoholic beverages
- Challenge coins, swag (key chains, stickers, etc.)
- Printer Paper for E-Citation
- Other items per NHTSA/Federal/State guidelines

If you have any questions regarding allowable/unallowable costs, please contact your Program Coordinator.

Budgets & Amendments

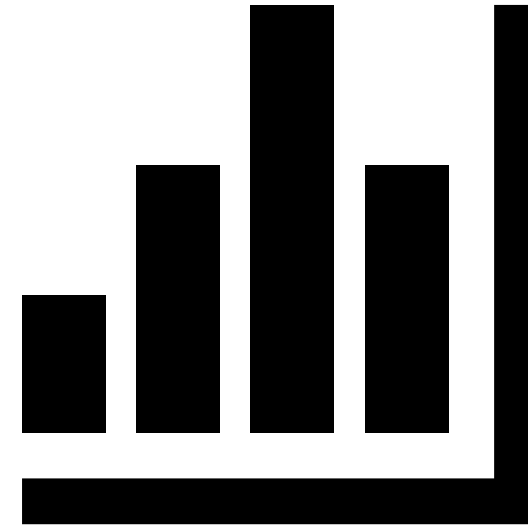
- Budgets submitted in the electronic application should be reasonable and realistic. Final award amount is determined by the SHSO staff.
- Amendments will be rare and will only be approved under unforeseen, special circumstances.
- Amendments must be approved by SHSO and agreed to by VTrans and the sub-awardee. This includes modifications to the total amount of the budget, changes in Scopes of Work/Performance Measures, and any other terms.

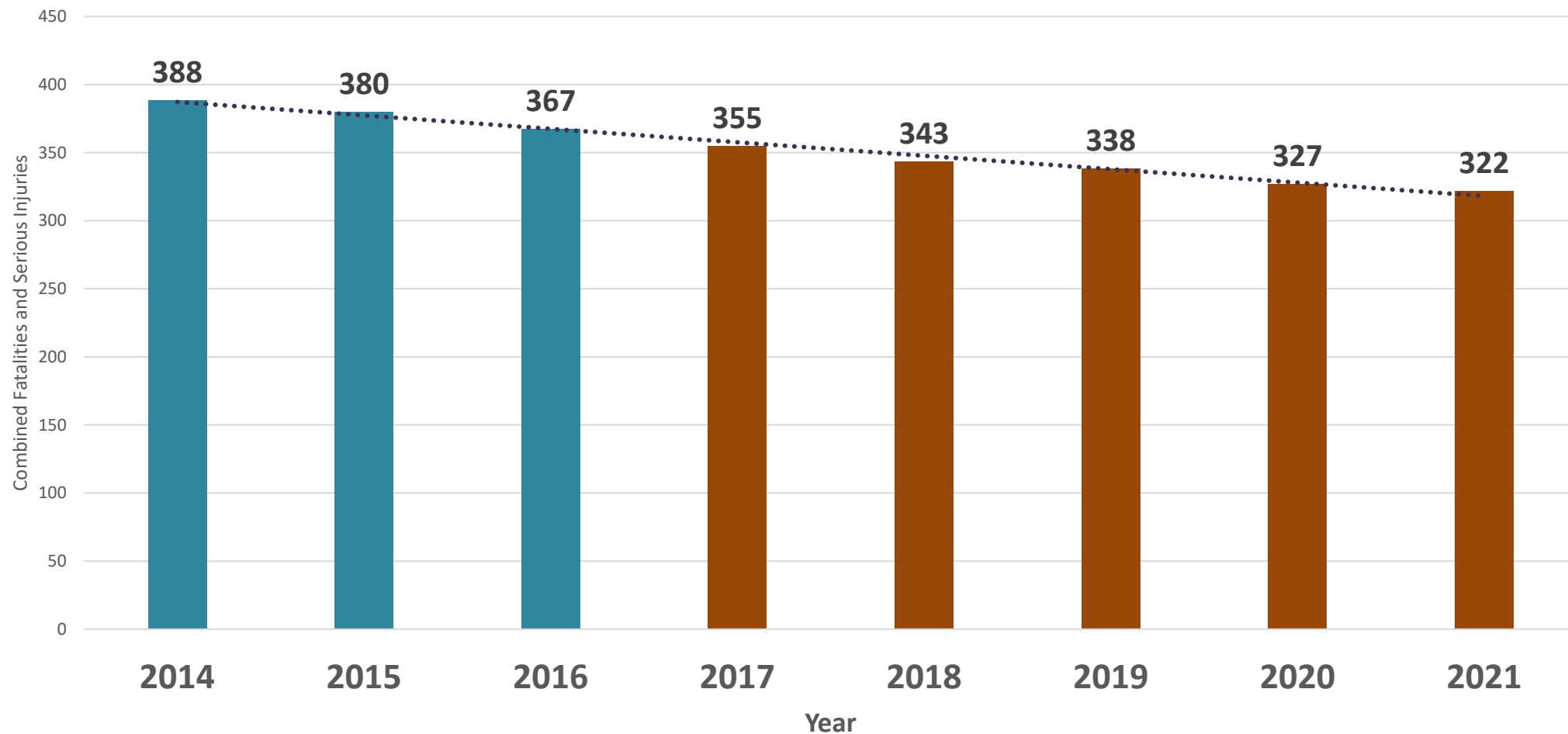
Data and Problem Identification



Data Driven Approaches

- Approved projects must be data driven – projects that are not supported by data will not be approved.
- Grant applications will be reviewed and scored based on data. Data should be used to support grant activity and patrol locations.
- Data resources can be found on the SHSO website under the Subgrantee Training & Application page and in GEARS.





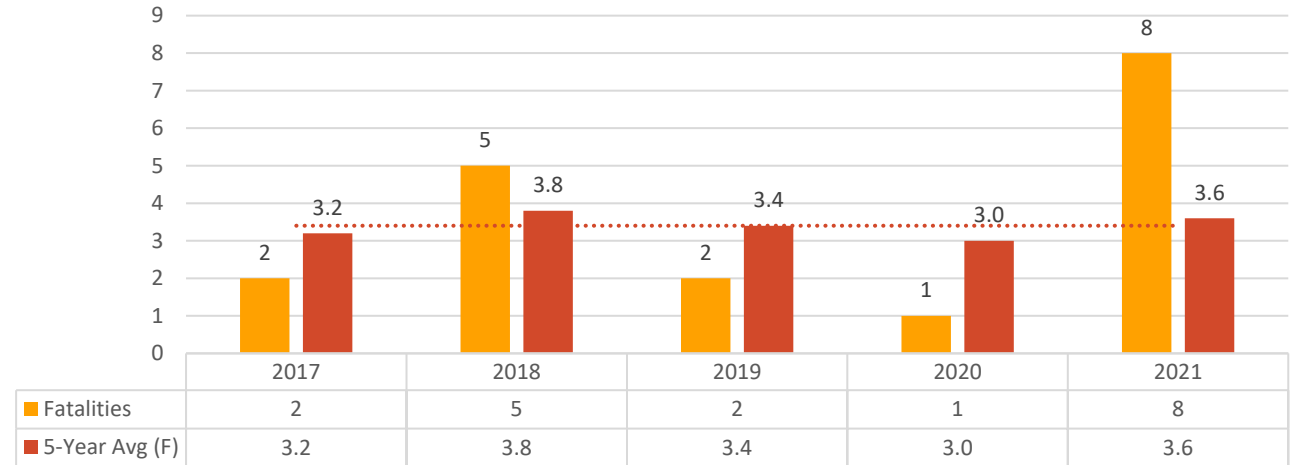
Five-Year Rolling Average of Fatalities and Serious Injuries
2017 to 2021
9.2% Reduction

Totals and Trends

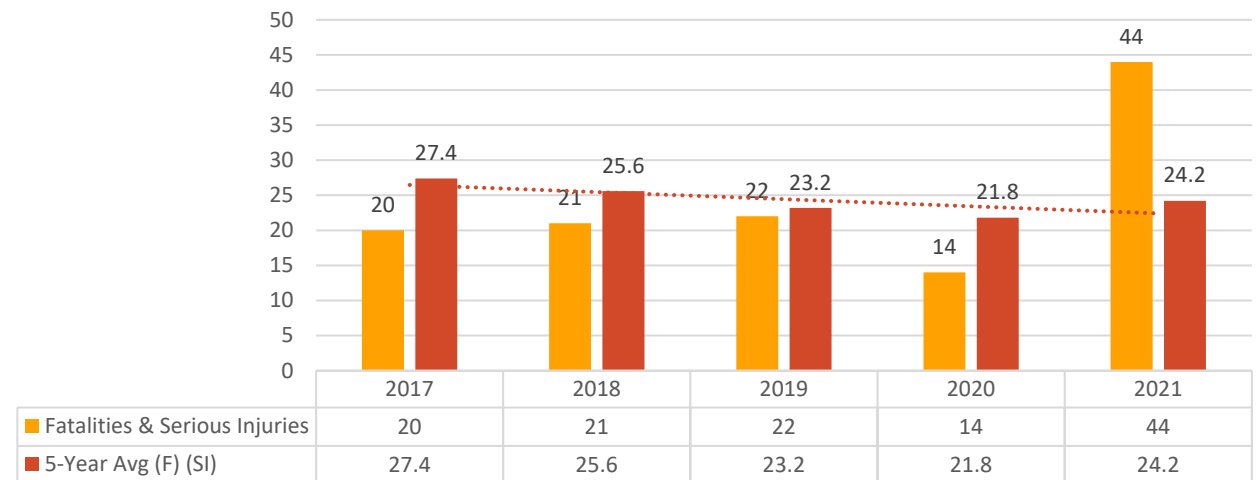
What is the critical area the grant will address?

Magnitude of the Problem & Trend

Fatalities 2017-2021
All Crash Types
Bennington



Fatalities & Serious Injuries 2017-2021
All Crash Types
Bennington



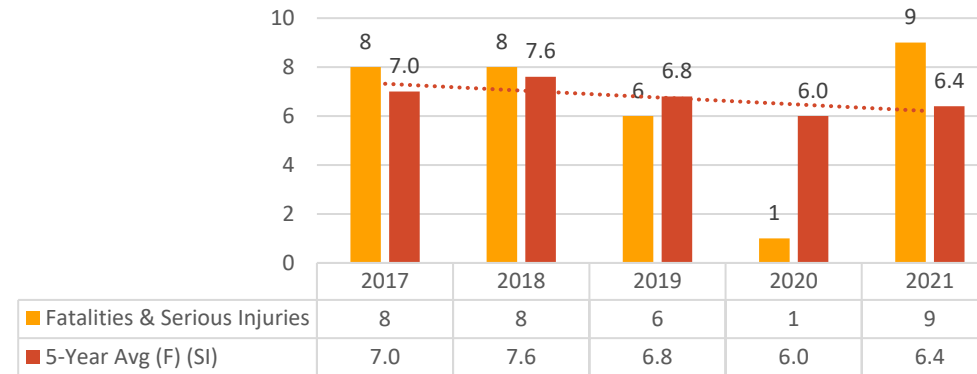
Who is involved in the crashes?

Crash data for gender, and age

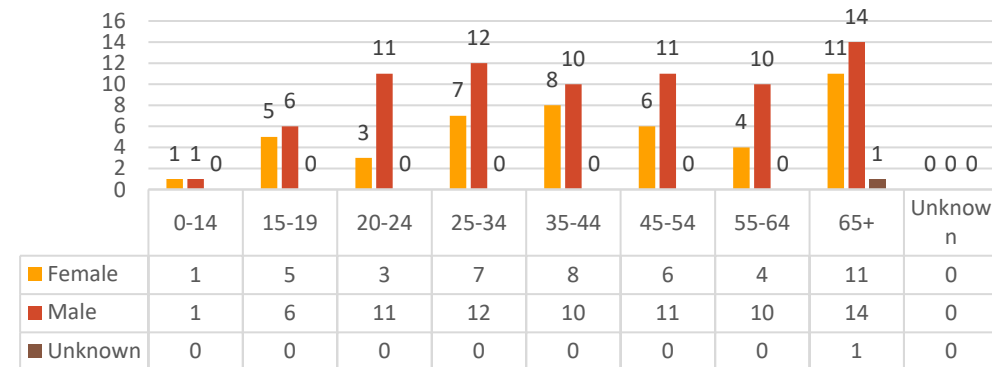
Fatalities & Serious Injuries 2017-2021

Speeding

Bennington



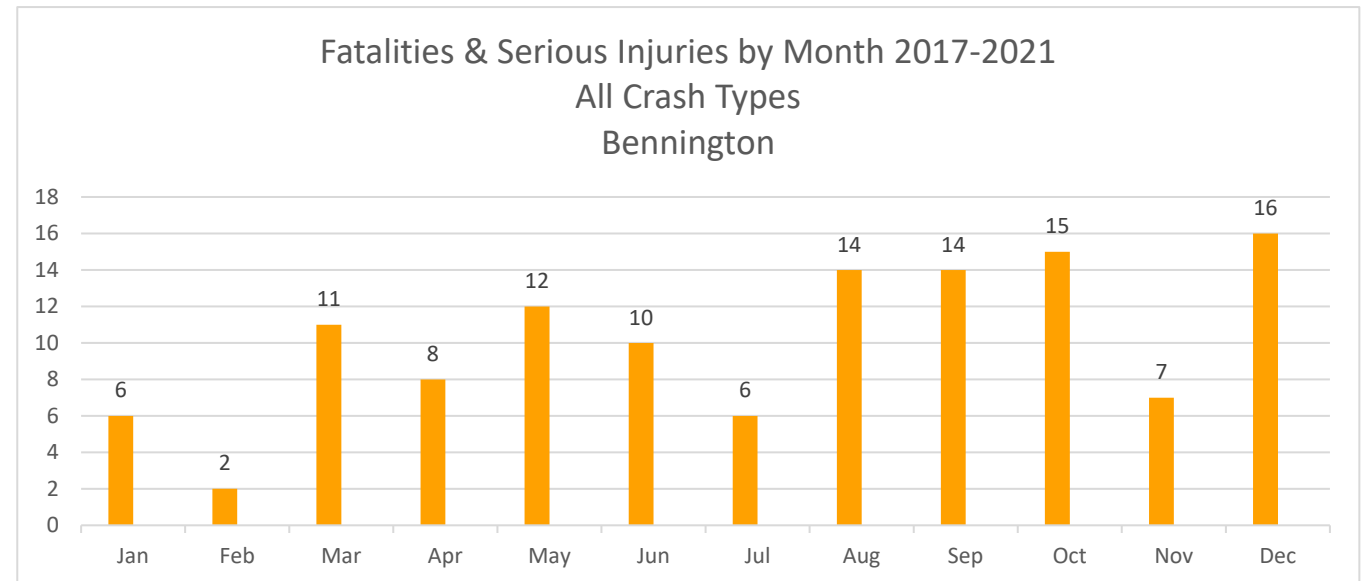
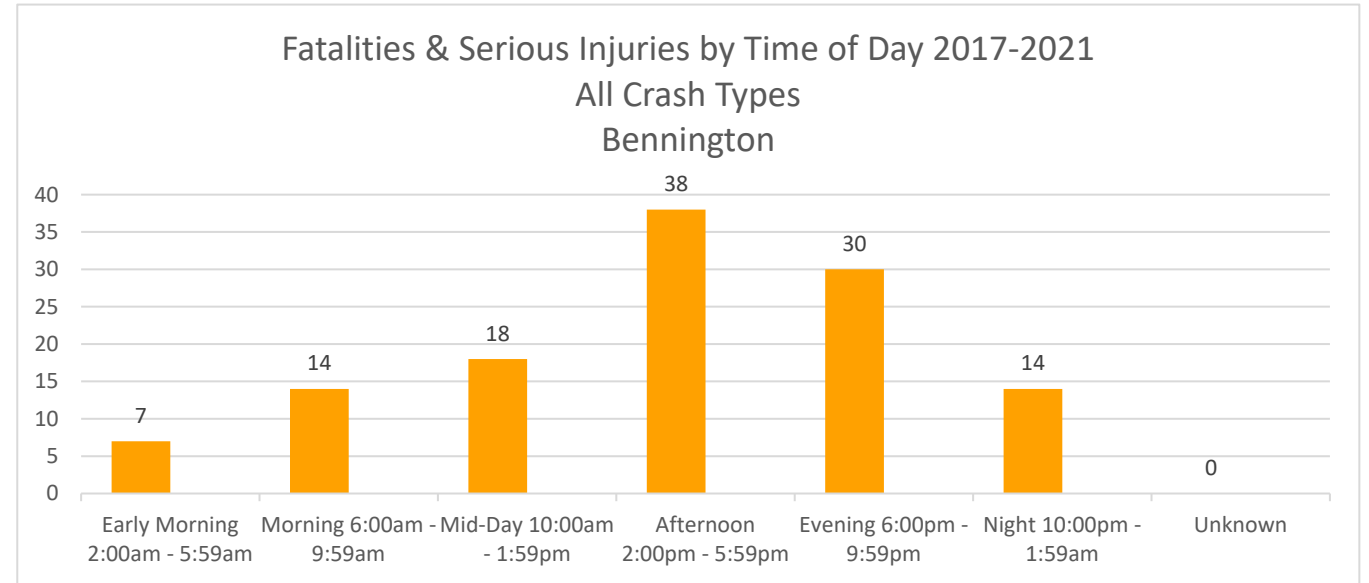
Fatalities & Serious Injuries by Age & Sex 2017-2021



DATA DRIVEN

When are the
crashes
occurring?

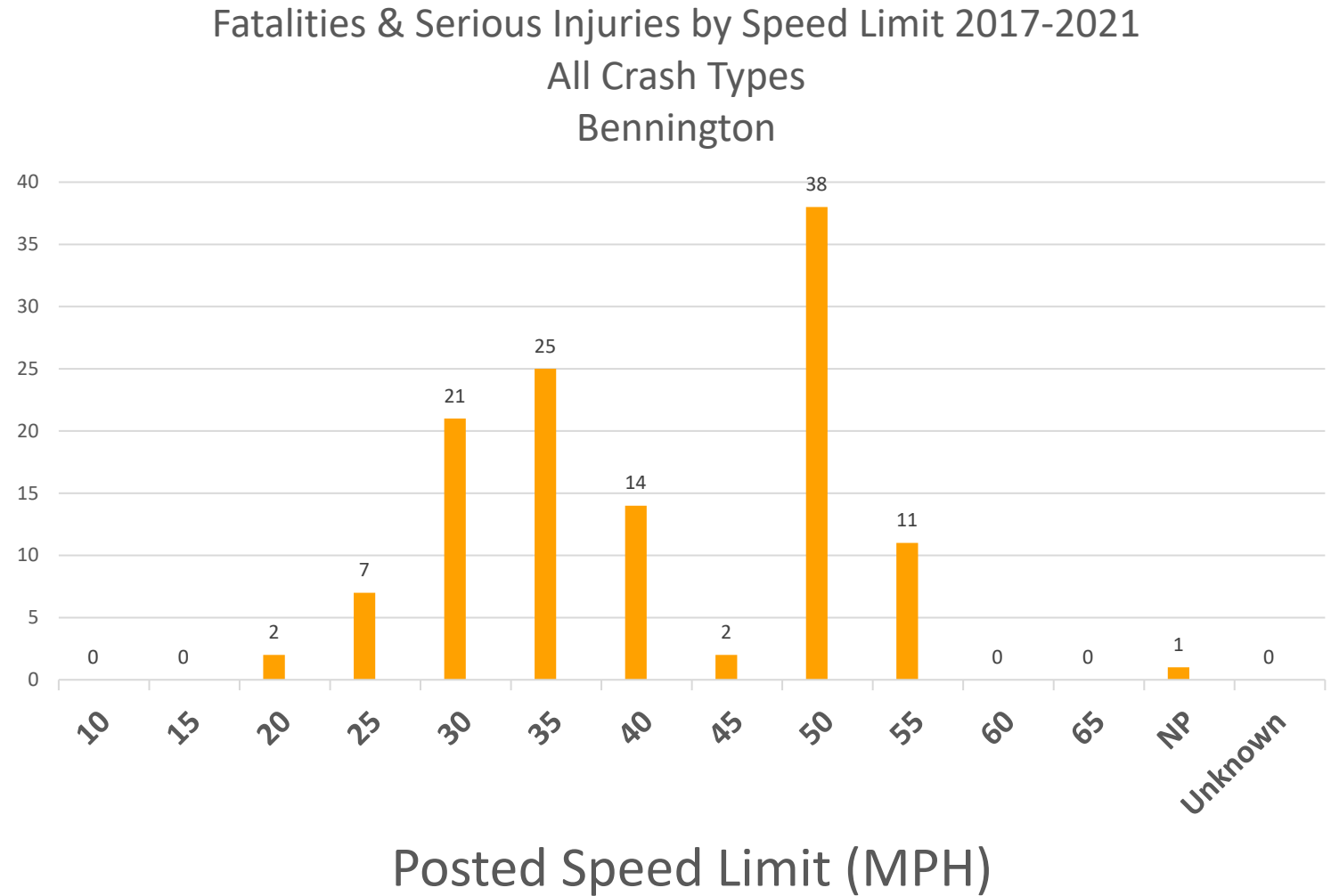
Crash data for
high-risk times



DATA DRIVEN

Additional reasons why crashes (injuries and fatalities) are occurring

External factors such as tourism, weather, or events



DATA DRIVEN

Use county-wide data if the jurisdiction area is small and crash numbers are low.



Data Resources

- The following data resources [can be found here:](#)
 - County - SHSO Grant Data - 2017-2021.xlsm
 - Vermont Crash Data by Reporting Agency for 2017 to 2021
 - Vermont Crash Data for Bike Ped Moto Younger Older for 2017 to 2021
- The VTrans Data Request Form [can be found here.](#)

Data Driven

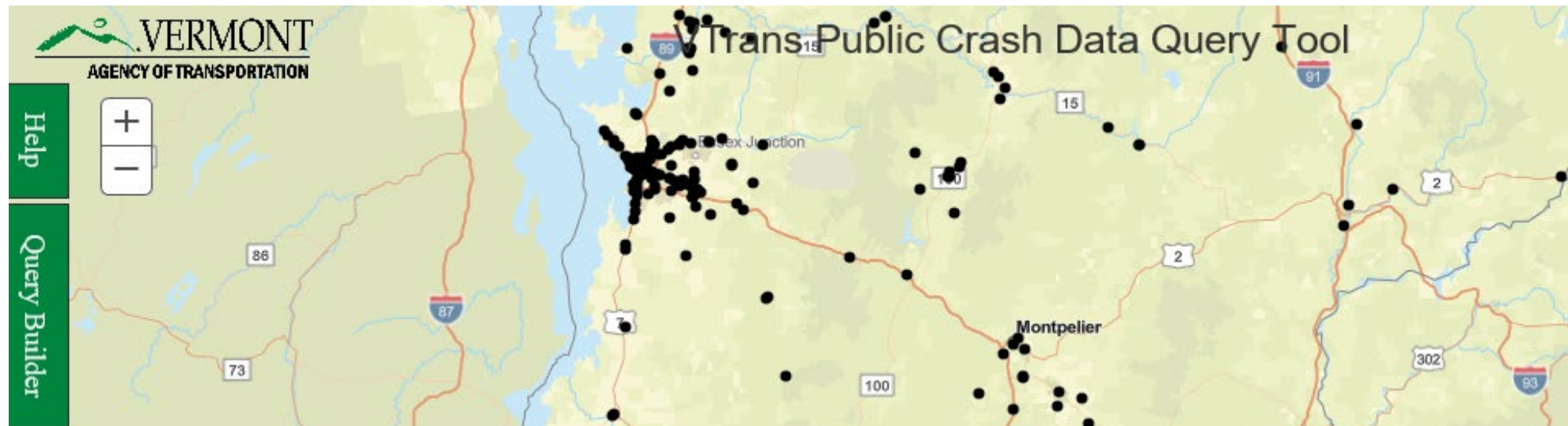
A photograph of a multi-lane highway bridge with concrete arch supports and a metal guardrail. The bridge spans a valley with green grass and some trees. In the background, there are rolling hills under a hazy sky. The text "Crash maps" is overlaid in white on the bridge structure.

Crash maps

Where are crashes occurring?

Welcome to the Vermont Public Crash Data Query Tool!

- All crash reports submitted to the State of Vermont involving motorized vehicles on all public highways are available for querying through this tool.
- This tool provides access to **non-personal** Vermont motor vehicle crash data.
- Data can be exported for further analysis.
- This tool works best in modern browsers: Chrome, Edge, Firefox, and Internet Explorer 11.
- Only 2000 crashes can be displayed at a time. Refine your query to a narrower location or timespan to see all crashes.



SMART – Projects that will be considered for funding

Specific – Measurable – Actionable - Realistic - Timely



Why is the project needed? (Data)

What will project(s) accomplish relative to the SHSO highway safety goals?

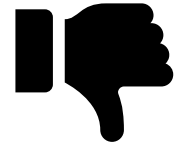
Who is being served by the project?

How will the impact of the project be measured?

Are the costs and work outlined realistic for time and resources available?

Clearly define the scope of the project and the specific activities to be undertaken

Projects that will be turned down for funding:



Do not relate to the problems identified in the HSP

Are not performance-based and data-driven or will have little impact on the problem

Submitted by organizations or agencies that have a poor track record in managing projects

Use Federal funding to replace existing State or local funding instead

Fund staff positions that do not relate to a specific project



Applicant Narrative

Form for LE Grants - OP / DUI / DD

Problem Identification

Enforcement Strategies

ACTIVITY SPECIFIC: OP/DUI/DD Enforcement in High Crash Locations at High Crash Times:

In (enter year), we plan to conduct at least (enter percentage) of our **X** enforcement at high crash locations at high crash times.

ACTIVITY SPECIFIC: OP/DUI/DD Enforcement participation in high visibility campaigns:

In (enter year), we plan to participate in at least (enter number) of high visibility campaigns including (enter the specific campaigns)

OBJECTIVE SPECIFIC: OP/DUI/DD Major Crash Reduction: (Fatalities and Serious Injuries)

In (enter year), we plan to reduce major crashes (F + SI) by (percentage metric) in our community (county or jurisdiction) from (insert number) to (insert number) of major crashes.

Sub-granting
Information
Form (existing
countywide
projects only)



Use only if sub-granting your award to other recipients



Identify the organization who is receiving sub-grant



The agency is responsible for sub-granting and monitoring the sub grantees, which includes conducting site visits.

OP
Budget

DUI
Budget

DD
Budget

Budget Details Form for LE

	Estimated Number of Hours	Estimated Overtime Hourly Cost	Total Personnel Estimate	Estimated Miles	Times Rate .56 per mile
Officer Enforcement	<input type="text" value="500"/>	<input type="text" value="\$40.00"/>	\$20,000.00	<input type="text" value="5000"/>	\$2,800.00
Dispatch	<input type="text" value="0"/>	<input type="text" value="\$0"/>	\$0		
		Subtotal	\$20,000.00		
				OP TOTAL	\$22,800.00

Equipment

- Equipment purchases MUST BE listed in your sub-award budget upon grant award
- Follow the procurement and purchasing policies of your agency
- Must have SHSO pre-approval to complete purchase; NHTSA approval if over \$5,000. Even though a piece of equipment is listed as approved in your grant, you will still need to reach out to your Program Coordinator before you purchase it.
- Buy America Act - federal regulation for purchases over \$5,000
- Equipment and inventory log must be made available to state and federal monitors.
- All equipment requests in the grant application over a per unit price of \$1,000 requires one quote from a vendor to support the funding amount requested

Equipment (LE) -Proportional funding

Equipment may only be purchased for highway safety purposes and must be used only for the purpose for which it was purchased. Certain items that have multiple uses may be proportionately funded and do require a proportionality study.

- Examples include in car cameras, mobile data computers etc.
- Proportional funding requires a time study to be completed by the requesting agency
- Sharing time studies across agencies is no longer allowable per NHTSA guidelines
- For the application request the full amount based off the quote. Actual reimbursement amount will be determined based on time study
- These requirements do NOT apply to equipment such as radars, reflective cones, e-citation related hardware, etc.

Budget Category	Approved Amount
Occupant Protection	
Salaries and Benefits	\$20,000.00
Mileage	\$2,800.00
Indirect Costs	\$0
Total OP: Amt Eligible for Federal Reimbursement	\$22,800.00

Budget Summary Form for LE

OP
Budget

DUI
Budget

Equipment
Budget

Match Computation



- There is a 20% match requirement for most state agencies and for Education/TRCC Awards. Match must be provided for total expenditures for an 80/20 match.
- For Law Enforcement Agencies match is provided by partner County Sheriffs' Departments
- Match can be met with cash or in-kind resources:
 - Operating Costs (Paid for by the agencies own funds to support the project)
 - Indirect Cost Rate (rate must be approved by Federal/State cognizant agency)
 - Third Party: personnel, goods, services – reasonable value must be used
- Supporting documentation with methodology for match is required

Indirect Rates Update



Applicants can enter the Federally approved rate for indirect costs as per the cognizant agency.



A copy of the Federally approved indirect cost rate letter must be uploaded into GEARS on the budget summary page.



VTrans audit will review and approve all indirect rates.



If the applicant chooses to use any portion of the indirect rate as match, VTrans requires the voluntary letter stating the percentage applied towards match. The letter will be reviewed by NHTSA for determination.



Project Details

Form for Education & TRCC Grants

Project Title

Problem Statement

Prioritize problems identified

Project Description

Project Evaluation

Resources Needed

Program Income

Project Description

DATA DRIVEN

What will your agency do to initiate and implement the strategies?

Who will be involved in the projects, and what are the roles?

What is the scope of the project and what resources will support it?

When will your activity and projects take place?

Where will your activity and projects be implemented?

Who will your activity and projects affect? Who is the target audience?

Project Evaluation Plan



What activity will your agency measure for evaluation?



How will your agency measure output and grant performance for performance measures?



What defines success for evaluation your projects?



What cost benefits are considered/measured for the project(s)?



How does your evaluation support the goals and countermeasures you outlined?

Program Income \$\$\$

Income generated by a supported activity or earned as a result of the Federal award during the period of performance, for example income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal.

GOAL : The primary goal(s) should be a brief and clear summary of the project's desired outcome(s).

- For example: "To reduce the number of teen driving injuries in Newport, VT, through educational trainings"

OBJECTIVE : The specific performance targets for a measured outcome. **ACTIVITY SPECIFIC**

- For example: "Reduce injuries in 20XX by at least X% from the injuries reported in year 20XX (prior year)."
- "Increase education and outreach to students on the dangers of distracted driving from 300 students in year 20XX (prior year) to 450 students by 9/30/20XX (project end date)."



STEADINESS.

Contract Services

For Example:

- Contract with Hotel for conference
- Bookkeeper
- Professional Services
- Vendors



Supplies

COSTS FOR ADMINISTRATIVE
MATERIALS AND SUPPLIES
MUST BE USED IN DIRECT
SUPPORT OF THIS PROJECT.

Salaries and Benefits



Detail personnel costs you expect to charge to the grant.



Only costs directly involved in project activities may be listed.



Include base rate of compensation and applicable fringe benefits.

Mileage/Travel



Travel for the entire grant cycle must be pre-approved in writing by the SHSO.



Details must include name of conference/training, approximate dates, and cost estimate for attending using

[GSA information/travel rates.](#)



Travel must be related to grantees' specific program areas.



Approval for training/travel is up to SHSO discretion.



Grant Agreements will specifically name approved travel/conferences.

Budget Summary

Form for
Education &
TRCC Grants

Budget Category	Federal Requested Amount
Personal Services	
Salaries and Benefits	\$1,440
Contract Services	\$14,448
Total Personal Services	\$15,888
Operating Expense	
Supplies	\$1,100
Mileage/Travel	\$4,256
Equipment	\$0
Other Operating Expenses	\$3,600
Indirect Costs	\$0
Total Operating Expense	\$8,956
Total	\$24,844
Match	\$6,211
Total Program	\$31,055.11

UEI Numbers

Unique Entity Identifiers (UEI) are required to be on file in order to apply for a grant.

Subgrantees must keep their UEI registration current.

To get a free UEI Number, visit [Sam.gov](https://sam.gov).



GEARS Demonstration

NHTSA High Visibility Enforcement Campaigns (HVE)

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


August 16 – September 4
 AUGUST/LABOR DAY IMPAIRED DRIVING
 IMPAIRED DRIVING
 DRUG-IMPAIRED DRIVING
Primary Messages:
 Drive Sober or Get Pulled Over
 Ride Sober or Get Pulled Over
 If You Feel Different, You Drive Different.
 Drive High, Get a DUI
 Paid Media




SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 17 – 23
 CHILD PASSENGER SAFETY WEEK
 OCCUPANT PROTECTION
September 23
 NATIONAL SEAT CHECK SATURDAY



OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Pedestrian Safety Month
October 15 – 21
 NATIONAL TEEN DRIVER SAFETY WEEK
 TEEN DRIVING ISSUES
October 16-20
 NATIONAL SCHOOL BUS SAFETY WEEK
October 31
 Halloween
 IMPAIRED DRIVING
Primary Messages:
 Buzzed Driving Is Drunk Driving
 If You Feel Different, You Drive Different




NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 22
 BLACKOUT WEDNESDAY
Primary Message:
 Buzzed Driving Is Drunk Driving
November 22 – 26
 Thanksgiving Holiday Travel
 IMPAIRED DRIVING
 DRUG-IMPAIRED DRIVING
Primary Messages:
 Buzzed Driving Is Drunk Driving
 If You Feel Different, You Drive Different



HVE Campaigns



The SHSO promotes 5 major NHTSA HVE Campaigns:

1. U drive U text U pay (DD) - April
2. Buckle Up (OP)- May/June
3. Labor Day Drive Sober or Get Pulled Over (DUI) - August/September
4. Thanksgiving Buckle Up (OP) - November
5. Holiday Season Drive Sober or Get Pulled Over (DUI) - December/January



HVE Campaigns: Participation Requirements



➤ Four of the five major campaigns require participation as a condition for receiving a grant:

- April Distracted Driving
- May Occupant Protection
- Labor Day Drive Sober
- Holiday Season Drive Sober



HVE Campaigns: One day NHTSA Campaigns



- National Teen Driver Safety Week, School Bus Safety or Pedestrian Safety (October)
- Speeding is not an Accident Campaign (July)
- National Distracted Driving Awareness Month: U Drive. U Text. U Pay. Connect 2 Disconnect (April)
- National Ride-to-Work Day (June): Share the Road
- Child Passenger Safety Week (September)
- Oct. 31st: Halloween Impaired Driving Prevention Campaign: Buzzed Driving is Drunk Driving
- Fall: School Homecoming, Pre-Holiday Season Buzzed Driving is Drunk Driving
- Winter: School Winter Ball
- Super Bowl Fans Don't Let Fans Drive Drunk
- March 17th: St. Patrick's Day Buzzed Driving is Drunk Driving
- May: Cinco de Mayo, College Graduations, Secondary School Prom Season and Memorial Day
- June: Graduation (secondary school)
- July 4th: Independence Day Holiday Drive Sober or Get Pulled Over

SHSO Contact Information

State of Vermont
Agency of Transportation
Operations and Safety Bureau

Dill Building, Unit A
2178 Airport Road
Barre, VT 05641

<https://shso.vermont.gov/>

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