



State Highway Safety Office  
Grant Application Training FFY2025

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# Agenda

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General Information and Grant Requirements

National Enforcement Campaign Updates – LELs

Application Process – GEARS IGX Demonstration

Partners GEARS IGX Accounts

Questions



# Important Notice for our Applicants

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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.



## 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.

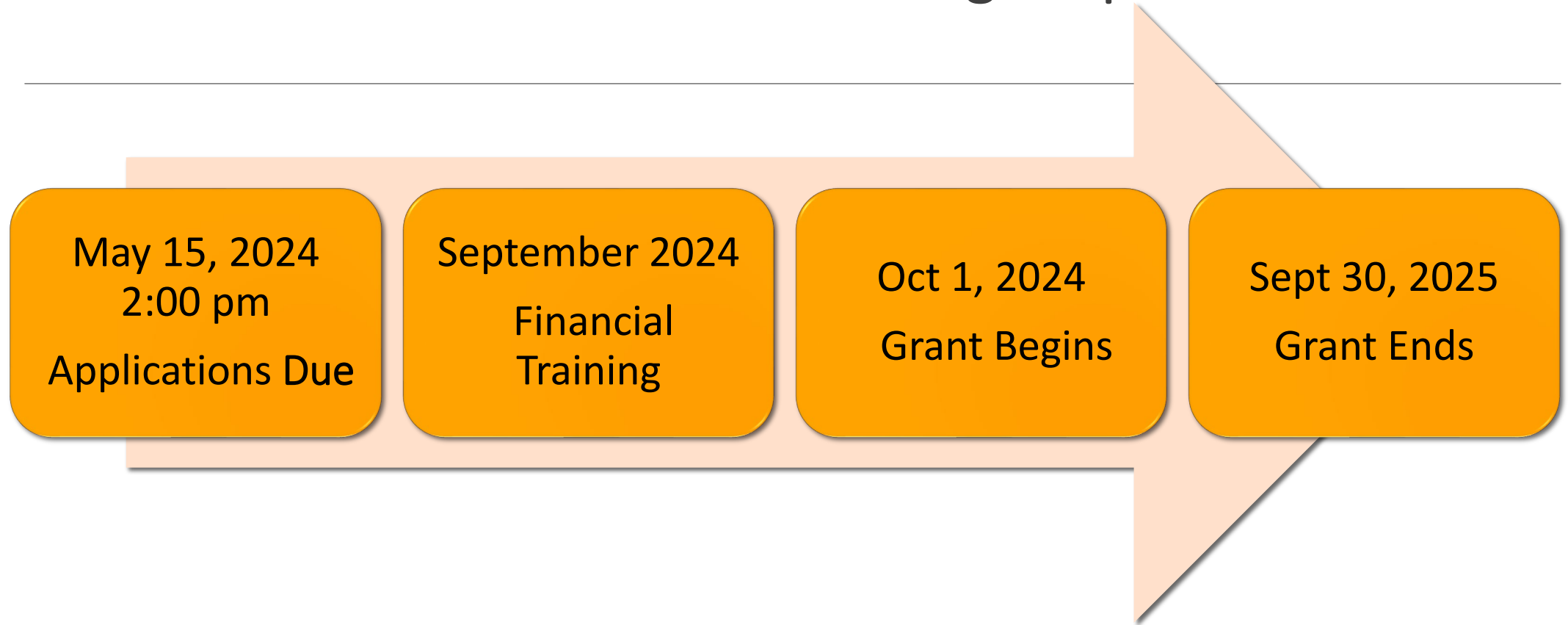
# Vermont State Highway Safety Office: What We Do



- 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

# The SHSO follows the Federal Fiscal Year (FFY) Performance Period: October 1 through September 30

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# Invoice and Report Timeline

Agencies are required to invoice monthly and file quarterly reports

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# National Highway Traffic Safety Administration's

## 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

# Important Notice for our Subgrantees

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The SHSO will most likely be issuing an Advance Notice to Proceed for FY25 grants.

10/1/2024 is the start of the Performance Period.

The SHSO will not reimburse for work started or purchase orders that occur prior to 10/1/2024.

A light blue rectangular graphic with a horizontal line at the top. The text "Notice to Proceed" is written in a bold, dark blue font, centered within the rectangle.

**Notice to  
Proceed**

## UEI Numbers

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

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Subgrantees must keep their UEI registration current.

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


## Grant Regulations

VTrans' grant funding policy is based on governing statutes, rules and regulations.

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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)



**FOR THE YOU  
WHO MATTERS TO  
SOMEONE.**

**Make the right decision. Plan ahead.**

[LEARN MORE](#)



# Cost Principles:

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- 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:

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- 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.

# Budgets & Amendments

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- 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.

# Match Computation



There is a 20% match requirement for state agencies and for 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
  
- Match for FFY24 is still required if noted in your grant agreement



# 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.

# Data and Problem Identification



# 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 all 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?

\*Engagement Requirement for Countywide Education Projects\*

# Equity Data

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

[2019 Community Resilience Estimates \(arcgis.com\)](https://arcgis.com)

[EJScreen \(epa.gov\)](https://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)

# Data Driven Approaches

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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](#).



# Data 2018 to 2022



An Official **Vermont** Government Website

Agency of Transportation

## **Vermont State Highway Safety Office**

### **Grants**

Information and Sign-Up - FFY2025  
Grants

**Subgrantee Training & Application  
Information**

[State Grant Crash Data for FY 2025 - Bike, Ped, Moto,  
Young](#)

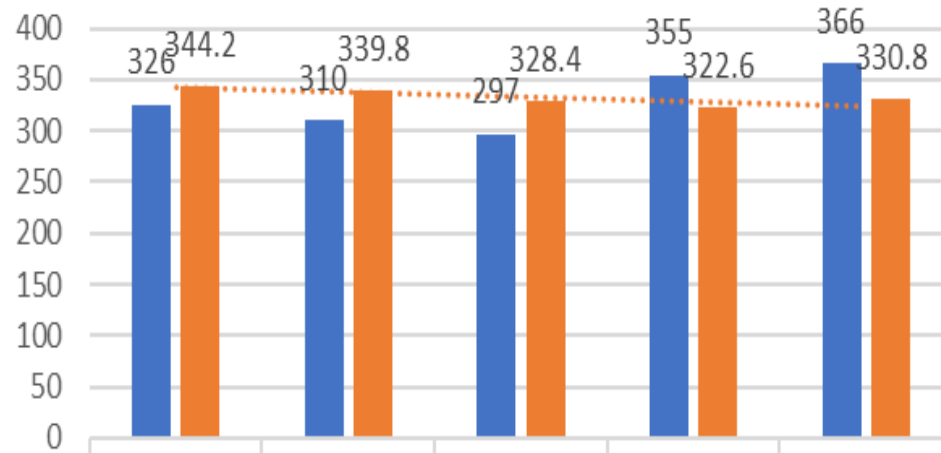
[State Grant Crash Data for FY 2025 - Reporting Agency  
2018-2022](#)

[State Grant Crash Data for FY 2025 - County Data 2018-  
2022](#)

# Fatalities & Serious Injuries 2018-2022

All Crash Types

All Counties



■ Fatalities & Serious Injuries	326	310	297	355	366
■ 5-Year Avg (F) (SI)	344.2	339.8	328.4	322.6	330.8

- ### County
- Addison
  - Bennington
  - Caledonia
  - Chittenden
  - Essex
  - Franklin
  - Grand Isle
  - Lamoille
  - Orange
  - Orleans
  - Rutland

- ### Crash Type
- Distracted Driver
  - DUI
  - Occupant Protection
  - Other
  - Speeding

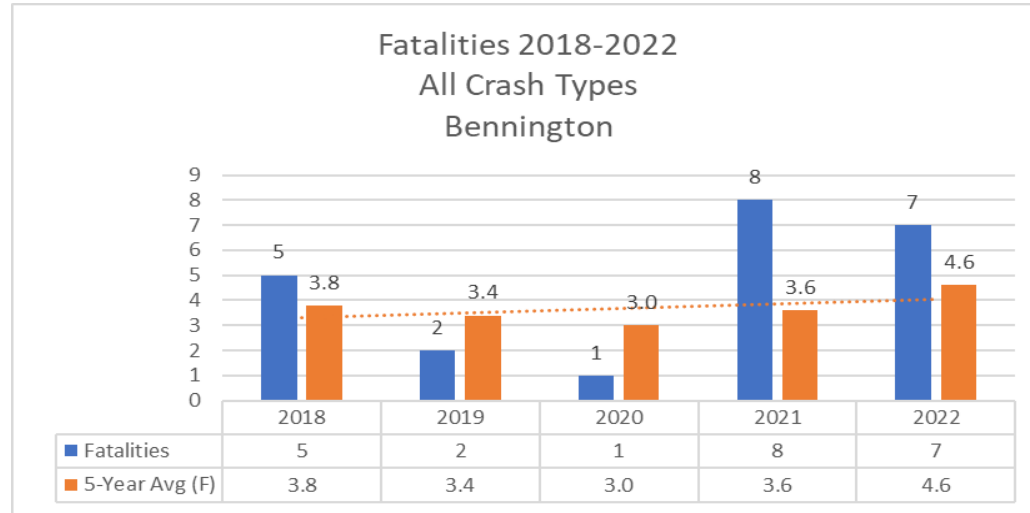
Five-Year Rolling Average

9.6% Reduction

# Totals and Trends

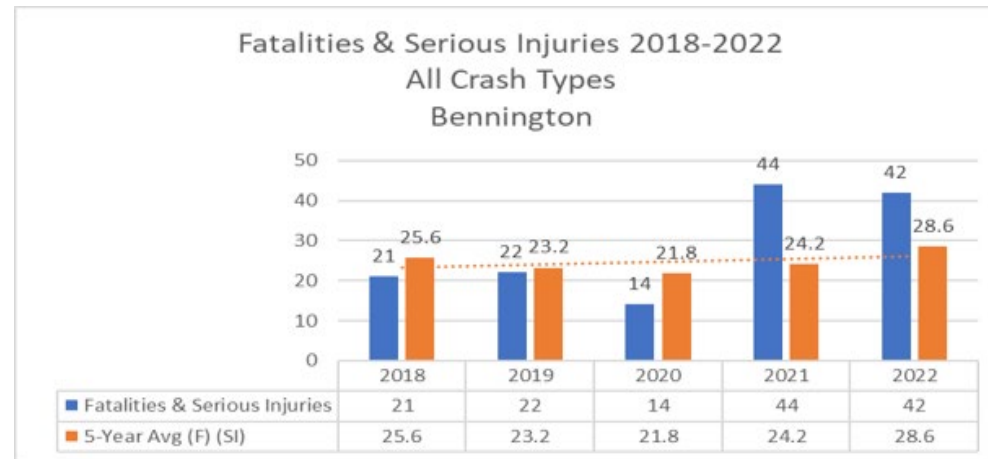
What is the critical area the grant will address?

Magnitude of the Problem & Trend



### Reporting Agency

- Addison CSD
- Barre City PD.**
- Barre Town PD
- Bellows Falls PD.
- Bennington CSD
- Bennington PD.
- Berlin PD.
- Bradford PD
- Brandon PD.
- Brattleboro PD.
- Brighton PD.





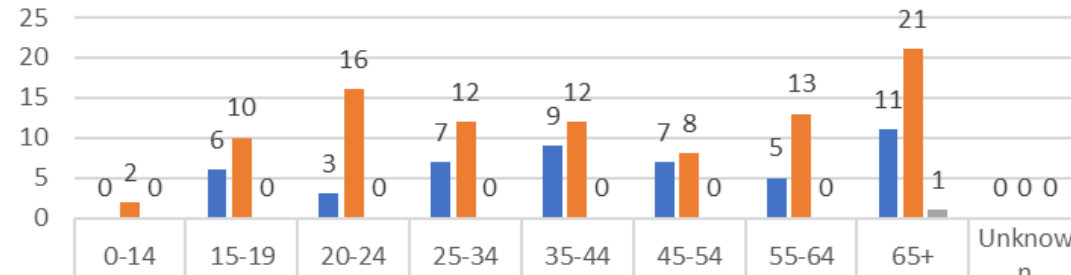
# DATA DRIVEN

Who is involved in the crashes?

Crash data for gender, and age

### Fatalities & Serious Injuries by Age & Sex 2018-2022

Age  
Bennington



Female	0	6	3	7	9	7	5	11	0
Male	2	10	16	12	12	8	13	21	0
Unknown	0	0	0	0	0	0	0	1	0

### Fatalities & Serious Injuries by Month 2018-2022

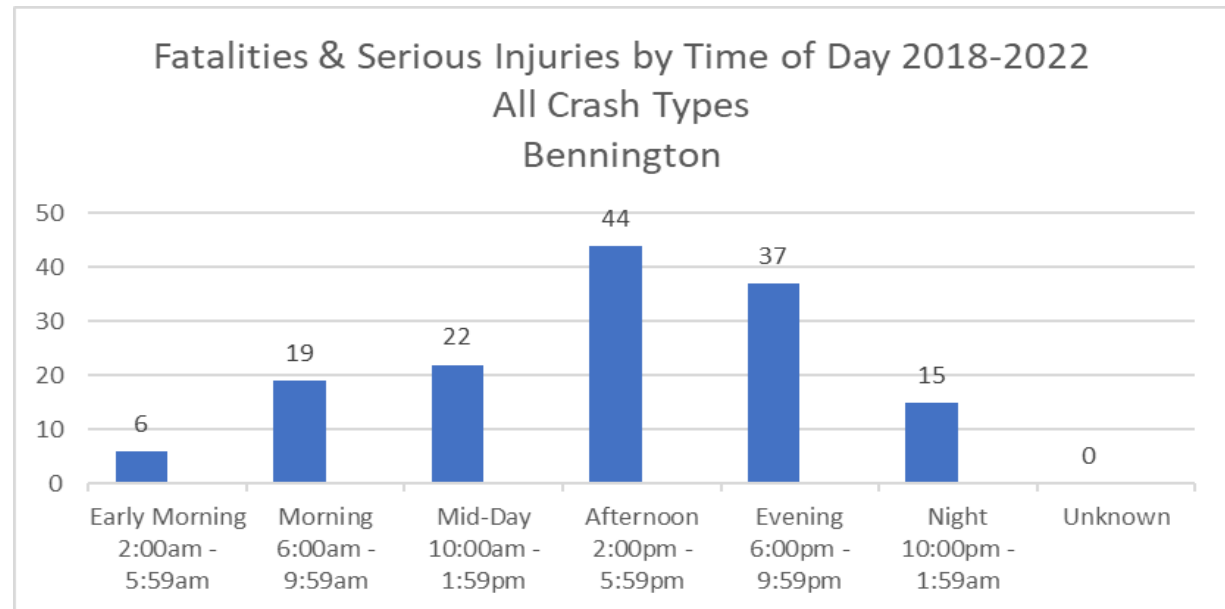
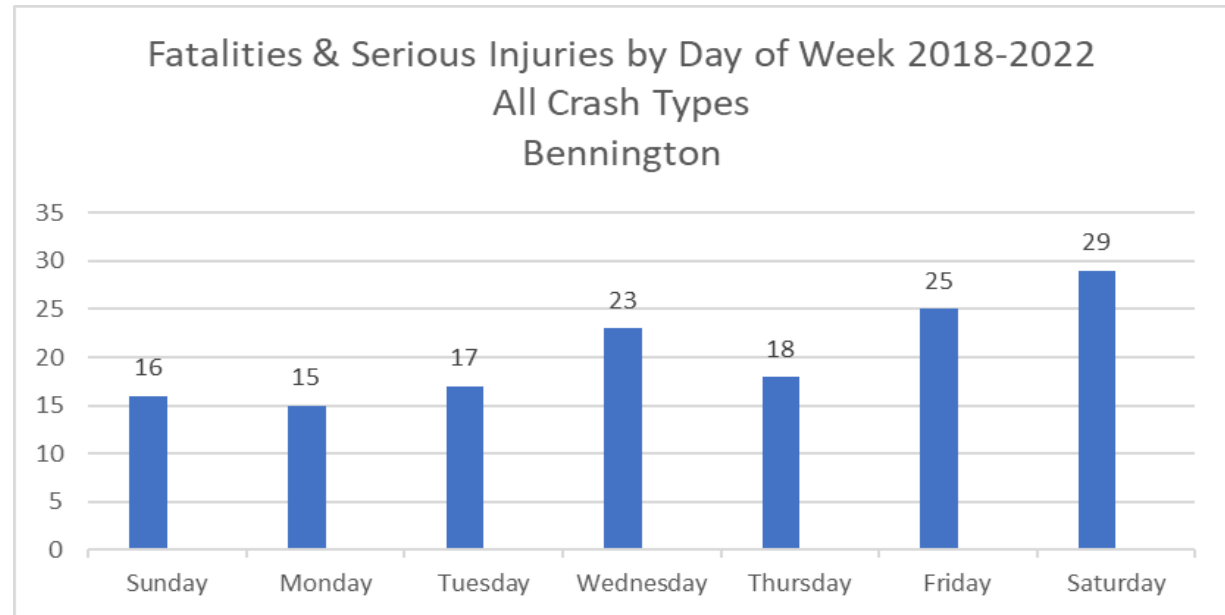
All Crash Types  
Bennington



## DATA DRIVEN

When are the crashes occurring?

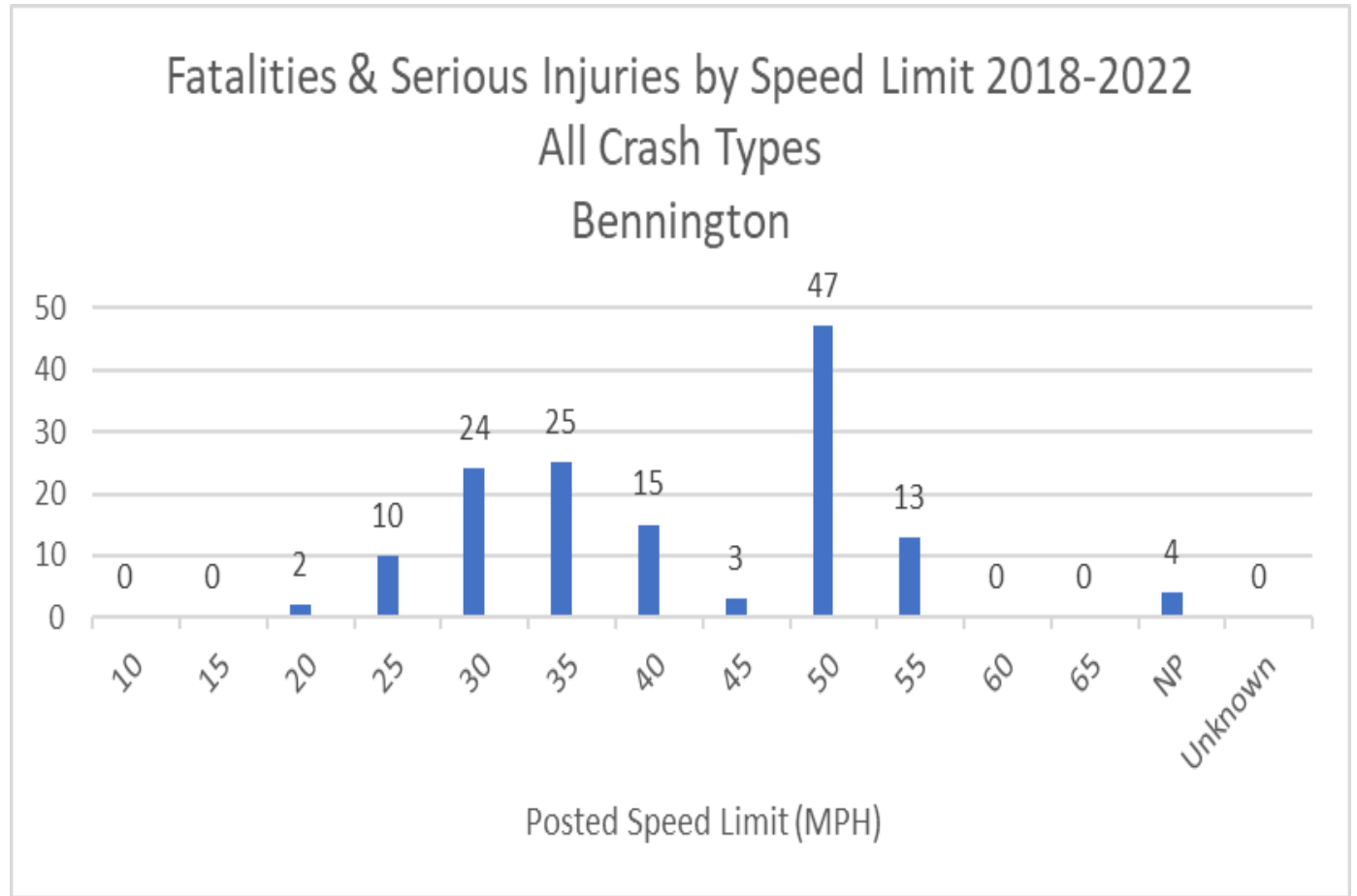
Crash data for high-risk times



## 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 Driven

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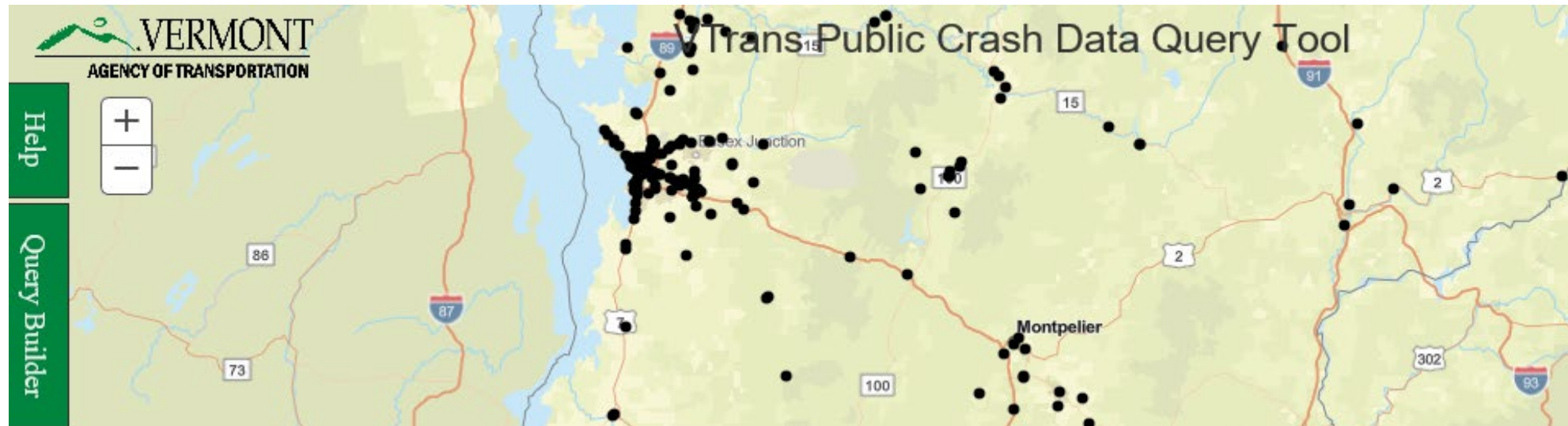


Where are crashes occurring?

# 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.

Crash Date ^	City/Town ^	Address ^	AOT Route ^	Crash Type ^	Collision Direction ^	Weather ^
April 5, 2024 at 10:28 AM	South Burlington	1804-1810 Williston Rd	US-2	Property Damage Only	Left Turn and Thru, Broadside v<--	Cloudy
March 29, 2024 at 2:33 PM	South Burlington	Williston Rd	US-2	Property Damage Only	Rear End	Clear
March 29, 2024 at 3:37 PM	South Burlington	Williston Rd	US-2	Property Damage Only	Same Direction Sideswipe	Clear
March 24, 2024 at 12:14 AM	Troy	5725-6249 VT Route 100	VT-100	Property Damage Only	Single Vehicle Crash	Freezing Precipitation



# Vermont Crash Data Resources

The VTrans Data Request Form: [Link](#)

The VTrans Crash Data: [Crash Data Public Query Tool](#)

The VTrans Driver Ed Data Dashboard : [Microsoft Power BI \(powerbigov.us\)](#)

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NHTSA: [Dashboards and Data Visualizations](#)

# 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?

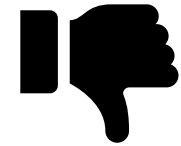
How will the impact of the project be measured?

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

# 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 when evaluating projects?



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



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



## Applicant Narrative

Form for LE Grants - OP / DUI / DD

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Problem Identification

Enforcement Strategies

New for GEARS IGX – OP/DUI applications now include DD! If awarded, you will be issued one grant in FFY2025.

## Law Enforcement Applications

**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.

## Application Budget - All Applicants



# Salaries and Benefits

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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.

# Salaries and Benefits (Law Enforcement Grants)

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Law enforcement partners must charge the same hourly rate (Regular/OT) that they pay staff whether they are performing their regular duties or working on grant-funded enforcement time.

For example, if an Officer receives \$60/hour for OT when performing regular work duties, the same hourly OT rate of \$60/hour is to be charged to the SHSO while officer is performing grant funded enforcement.

NHTSA, and therefore the SHSO, will not accept “contract pay rates”.

# Equipment

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- 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; 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.

- Prior to purchase NHTSA approval will be needed if \$5,000 or more.
- Buy America Act - federal regulation for purchases
- 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 -Proportional funding - Process Awareness

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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 performed within a reasonable time closer to the opening of the 10/01/XX performance period.
- Sharing time studies across agencies is not 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.

# Travel/Training

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Travel must be requested for the entire performance period.



Details must include name of conference and training, dates, and cost estimate for attending using [GSA information/travel rates.](#)



OP/DUI/DD Grant Applications now have Training Available



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.

The background features a close-up of a car's instrument cluster. A speedometer is visible with a needle pointing towards the 140 mark, and units for 'km/h' and 'MPH' are indicated. Below the speedometer, a digital odometer display shows the number '50000'.

Mileage

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Odometer Readings

Google Maps

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State Rate (Changes each 1/01/XX and as needed through the year)

# Contract Services

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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.

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# Unallowable Costs

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- 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.

# Program Income

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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 or 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.



Sub-granting  
Information  
Form (existing  
LE countywide  
projects only)

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**Use only if sub-granting your award to other recipients**

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**Identify the organization who is receiving sub-grant**

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





# Law Enforcement Mobilizations

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# NHTSA High Visibility Enforcement Campaigns (HVE)

## APRIL

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				

**National Distracted Driving Awareness Month**

**April 1 – 8**  
DISTRACTED DRIVING  
**Primary Message:**  
*U Drive. U Text. U Pay.*  
*Pay Attention or Pay the Price*  
Paid Media

**April 20**  
DRUG-IMPAIRED DRIVING CAMPAIGN  
**Primary Message:**  
*If You Feel Different, You Drive Different*





## MAY

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	

**National Youth Traffic Safety Month**  
**National Bicycle Safety Month**  
**Motorcycle Safety Awareness Month**

**May 1**  
National Heatstroke Prevention Day  
HEATSTROKE AWARENESS  
Paid Media

**May 13 – June 2**  
Click It or Ticket  
OCCUPANT PROTECTION  
**Primary Message:**  
*Click It or Ticket*  
Paid Media





## 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 23 – 27**  
DRINKSGIVING/BLACKOUT WEDNESDAY  
**Primary Message:**  
*Buzzed Driving Is Drunk Driving*

**November 23 – 30**  
Thanksgiving  
IMPAIRED DRIVING  
DRUG-IMPAIRED DRIVING  
**Primary Messages:**  
*Buzzed Driving Is Drunk Driving*  
*If You Feel Different, You Drive Different*

**November 23 – December 1**  
OCCUPANT PROTECTION  
**Primary Message:**  
*Buckle Up. Every Trip. Every Time.*

## DECEMBER

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	Jan 1, 2025			

**December 1 – December 10**  
Pre-Holidays (Winter)  
IMPAIRED DRIVING  
DRUG-IMPAIRED DRIVING  
**Primary Messages:**  
*Buzzed Driving Is Drunk Driving*  
*If You Feel Different, You Drive Different*

**December 2 – 6**  
OLDER DRIVER SAFETY WEEK

**December 11 – January 1, 2025**  
Winter Holiday Season  
IMPAIRED DRIVING  
DRUG-IMPAIRED DRIVING  
**Primary Messages:**  
*Drive Sober or Get Pulled Over*  
*If You Feel Different, You Drive Different*  
*Drive High, Get a DUI*  
Paid Media

**December 26 – January 1, 2025**  
TV Bureau of Advertising Roadblock  
**Primary Message:**  
*Buzzed Driving Is Drunk Driving*





## HVE Campaigns



The SHSO promotes 5 major NHTSA HVE Campaigns:

1. Distracted Driving (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



**BEFORE IT GETS  
HARD TO THINK  
CLEARLY,  
THINK CLEARLY.**



➤ 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 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

TIME FOR A  
BREAK



Break – 15 Minutes

# FAQs FY24

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\* [Egrants.vermont.gov](https://Egrants.vermont.gov)

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\*The current GEARS is used for all FFY24 invoicing, progress reports and you will continue to use this system through closeout.

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\*Prior year grant information will remain in the old GEARS until further notice. Partners will not lose access to this system.

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\*Match requirements for FFY24 remain as written in your agreement.

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# FAQs - FFY25

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\*GEARS IGX - <https://grants.vermont.gov/>

\*[Training Video for GEARS IGX](#)

\*Each person must create a new account for GEARS IGX even if you have a GEARS login.

\*GEARS Applications for FFY2025 only takes place in IGX.

\*Application Due Date Wednesday, May 15th @ 2:00 PM

\*Match requirements for FFY25 are changing and only State Agencies/Departments and County Sheriff's Departments will provide match. (Thank you CSDs!)

\*FFY25 LE (Countywide) and Education (most) have Community Collaboration Requirements

\*FFY25 LE Enforcement grants addition of Travel in Budget – known training must be requested by name in the Application for SHSO consideration.





GEARS

Demonstration -

Applications for FY25

# Creating Accounts

GEARS IGX

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

Opportunity Search

## Welcome to GEARS, the State of Vermont's Grant Electronic Application and Reporting System!

This system requires authorization for access, and **all** organizations will need to register with the system.  
The Initial Registration for your organization must be completed by an **Authorized Official (AO)** for the organization.

**Steps to Get Started:**

1. Complete and submit your registration request. To begin, click **New User? Register Here!**
2. After registering themselves and their organization, the AO will receive a confirmation email once the registration request has been approved by the State of Vermont.
3. Upon registration approval, the AO may then log into the system to manage grant documents, organization information, and create additional organization member accounts for other designated users without the need for State of Vermont approval.

To visit our official website click the following link: <https://www.ccvs.vermont.gov/>

**Subgrantee Training Documentation:**  
[GEARS Subgrantee Training Manual](#)  
[GEARS Subgrantee Training Video Table of Contents & Text](#)  
[GEARS Subgrantee Training Video](#)

## Announcements

Financial Reports for the period 1/1/24-3/31/24 Quarter 3 are due by April 15, 2024.

## Login

**Username**

**Password**

**Log In**

[Forgot Username/Password](#)  
[New User? Register Here!](#)



## 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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