



State Highway Safety Office Grant Application Training FFY23

Agenda

- General Information and Grant Requirements

- Application Process - GEARS Demonstration

- National Enforcement Campaign Updates – LELs

- Questions





Mission Statement

Achieve progress “Toward Zero Deaths” by reducing the number of crashes, injuries, and fatalities on Vermont's roads and to provide highway safety data and fact-based analyses that will assist communities and safety advocates in implementing effective programs that will change high-risk driving behavior and increase safety on our streets and highways.

Vermont State Highway Safety Office: What We Do



- The SHSO awards federal highway safety grant funds to local, state and not-for-profit organizations for projects to improve highway safety and reduce deaths and serious injuries due to crashes.
- SHSO staff awards, reviews, and monitors all grant programs, including:
 - Law Enforcement (OP, DUI, DD, and Equipment)
 - Education and Traffic Records
 - Drug Recognition Experts (DRE)
- The SHSO 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 and directives, and supporting documents are contained in the Highway Safety Grant Management Manual.
 - FAST Act (23 CFR 1300)
 - 2 CFR 200
 - AOA Bulletins
 - 5 (Grant policy)

Grant Opportunities for Law Enforcement Agencies

OP/DUI
Application
For
supplemental
traffic safety
enforcement &
equipment

Distracted
Driving
Application
For
supplemental
traffic safety
enforcement

DRE Application
For overtime
DRE Callout

Education
Application
In support of
supplemental
highway safety
education and
outreach

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

Education Application
Highway Safety
supplemental
educational outreach
and training

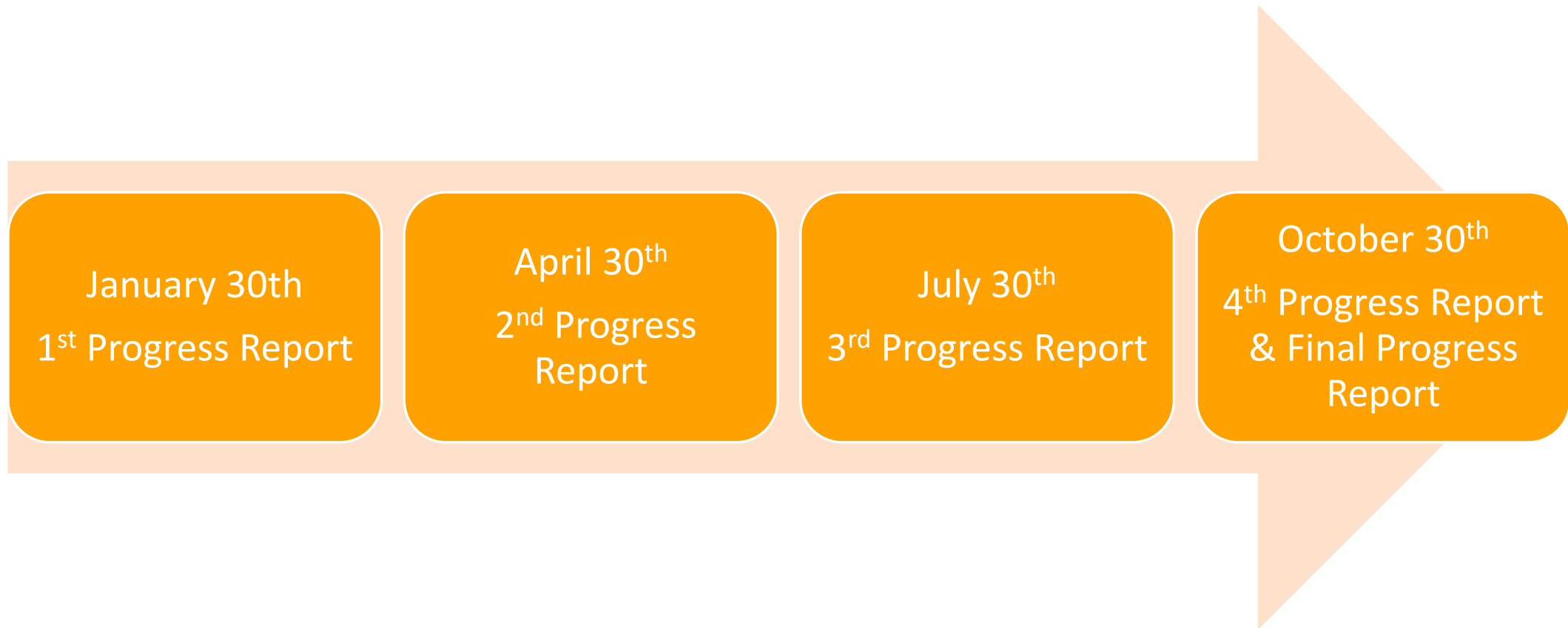
Traffic Records
Coordinating Committee
In support of highway
safety data system
improvements

The SHSO follows the Federal Fiscal Year (FFY) Performance Period: October 1st - September 30th.



Invoice and Report Timeline

Agencies are required to invoice monthly and file quarterly progress 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.

200.444 General costs 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.)
- 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



National Priorities

Restraint Use/Occupant Protection

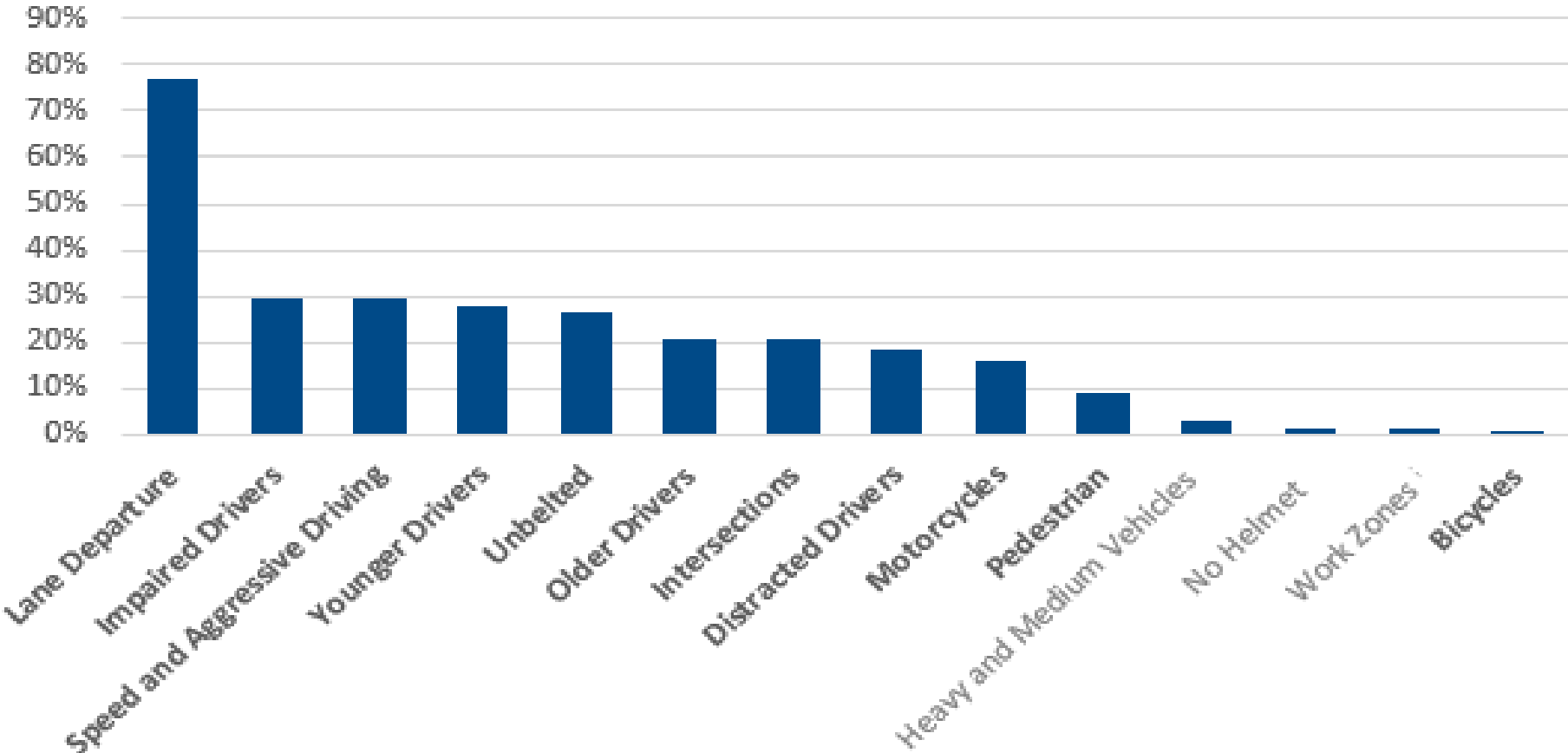
Impaired Driving

Distracted Driving

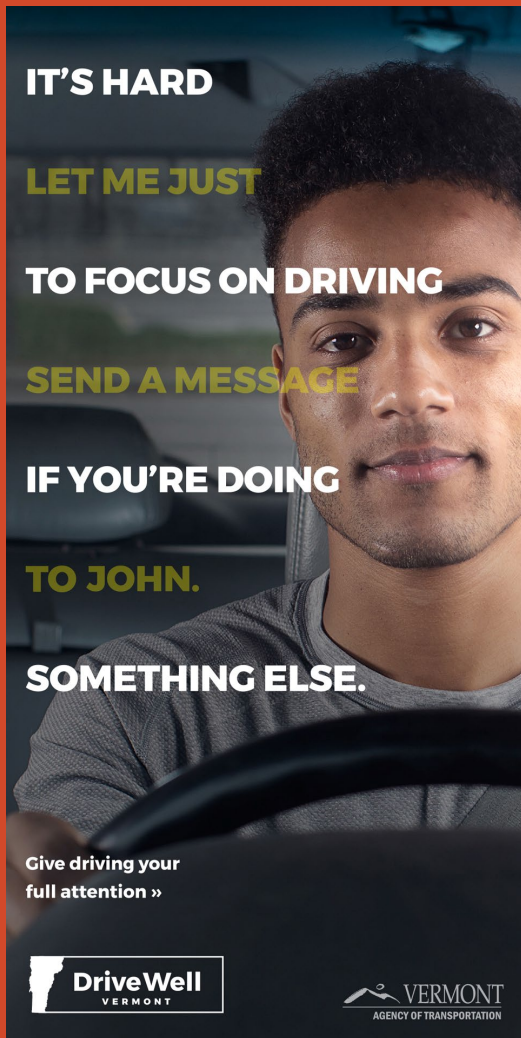
Speed and Aggressive Driving

Comparison Between Emphasis Areas as A Percentage of Fatalities and Serious Injuries from 2016-2020

Source: Vermont Agency of Transportation



Critical Emphasis Areas



CEA 1 Improve Infrastructure

- 1A – Minimize Lane Departure
- 1B – Improve the Design and Operation of Highway Intersections

CEA 2 Curb Speeding And Aggressive Driving

CEA 3 Increase the Use Of Occupant Protection

CEA 4 Vulnerable Users & Motorcyclists Safety

- 4A – Increase Pedestrian Safety
- 4B – Increase Bicyclist Safety
- 4C – Increase Motorcyclist Safety

CEA 5 Age-Appropriate Solutions

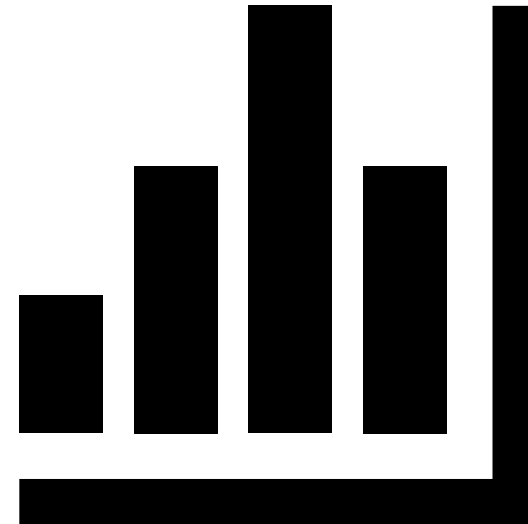
- 5A – Improve Younger Driver Safety (Under 25)
- 5B – Improve Older Driver Safety (65 and Over)

CEA 6 Reduce Impaired Driving

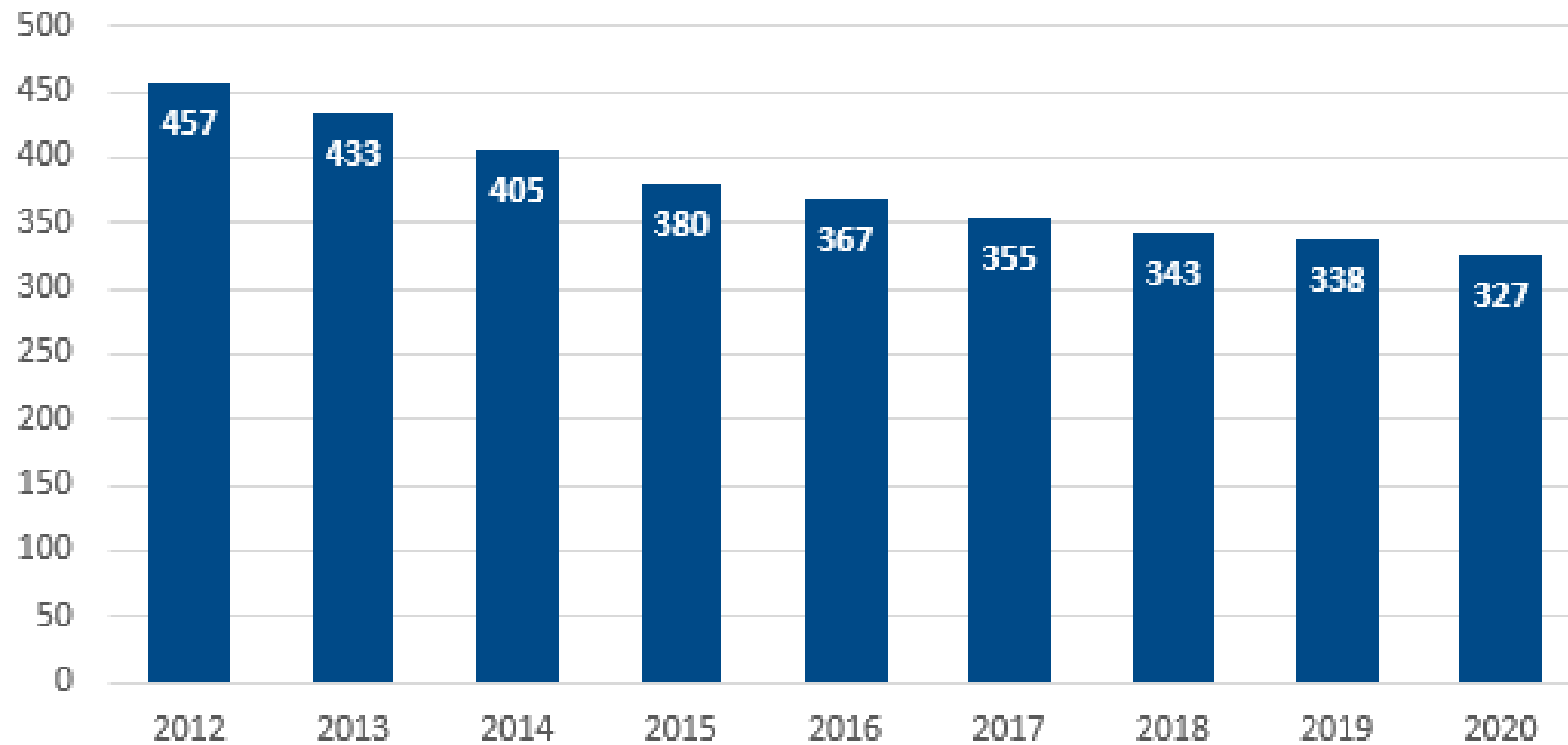
CEA 7 Curb Distracted Driving and Keep Drivers Alert

Data Driven Approaches

- State Highway Safety Office grants are data driven
- Programs will be evaluated on data
- Data is important for identifying problems/problem areas
- Grant applications will be reviewed and scored based on data



Five-Year Rolling Average of Fatalities and Serious Injuries from Major Crashes



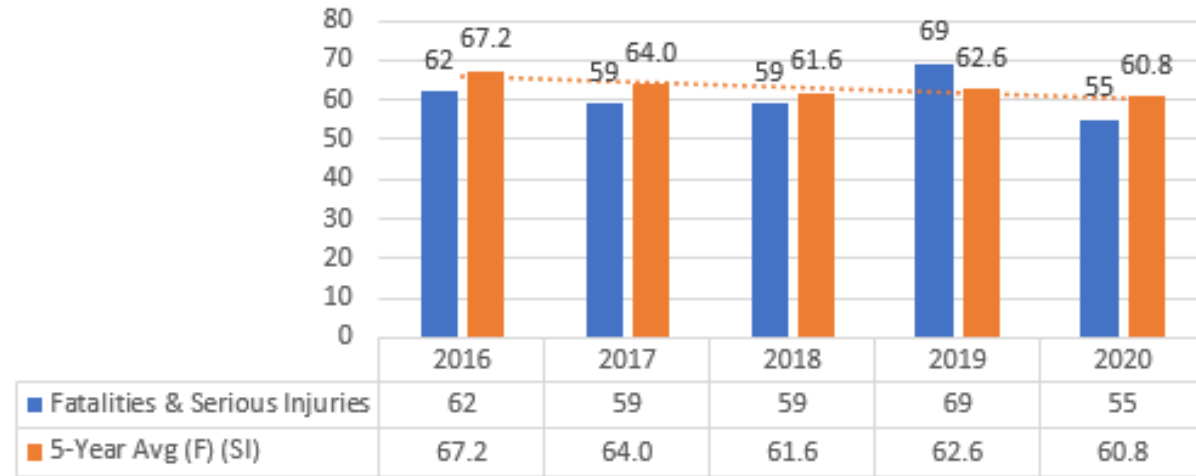
Source: Vermont Agency of Transportation, 2021

Totals and Trends

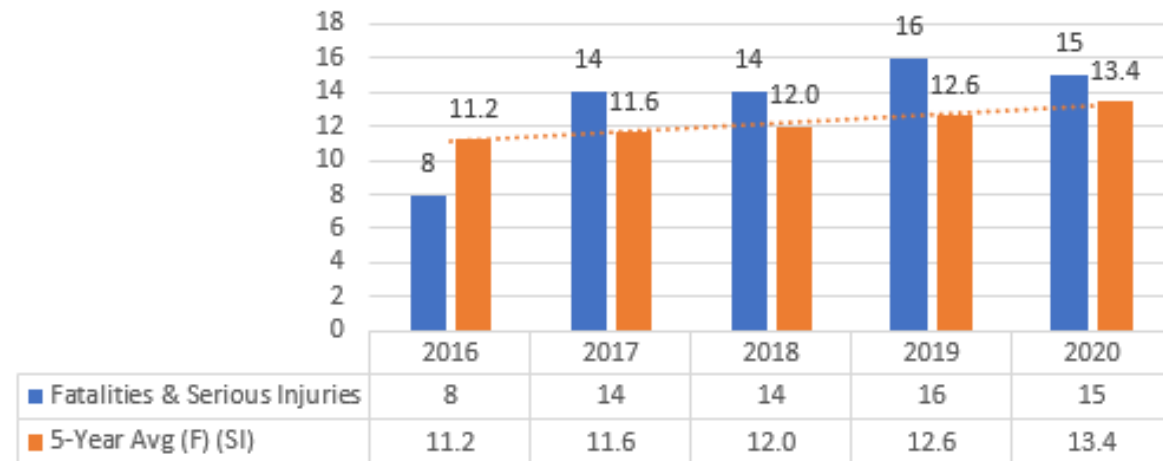
What is the critical area the grant will address?

Magnitude of the Problem & Trend

Fatalities & Serious Injuries 2016-2020
All Crash Types
Chittenden



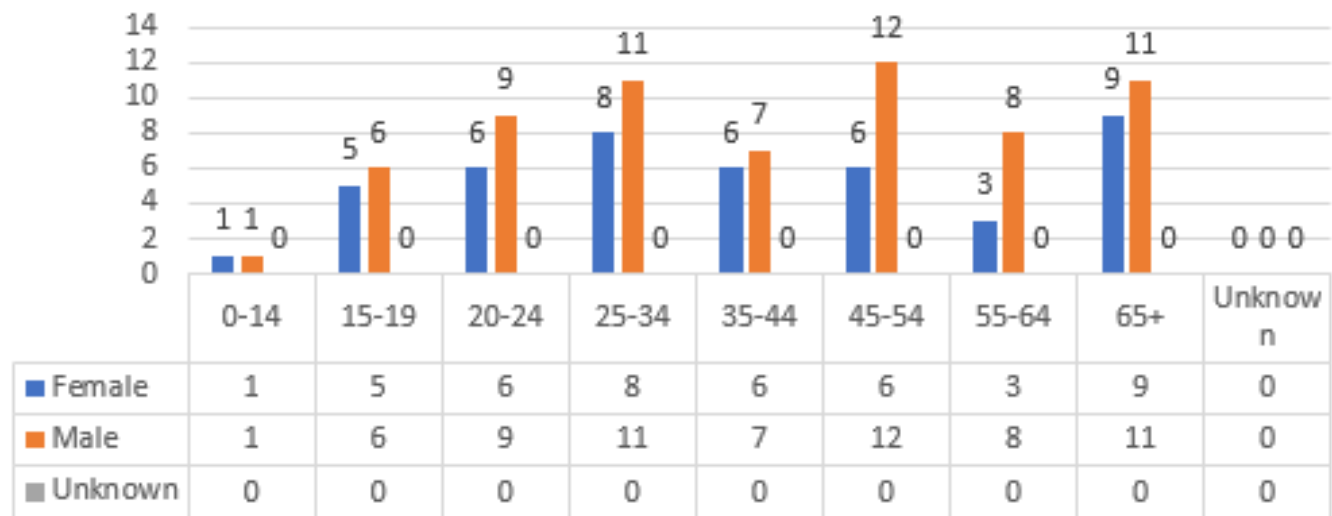
Fatalities & Serious Injuries 2016-2020
DUI
Chittenden



Who is involved in the crashes?

Crash data for gender, and age

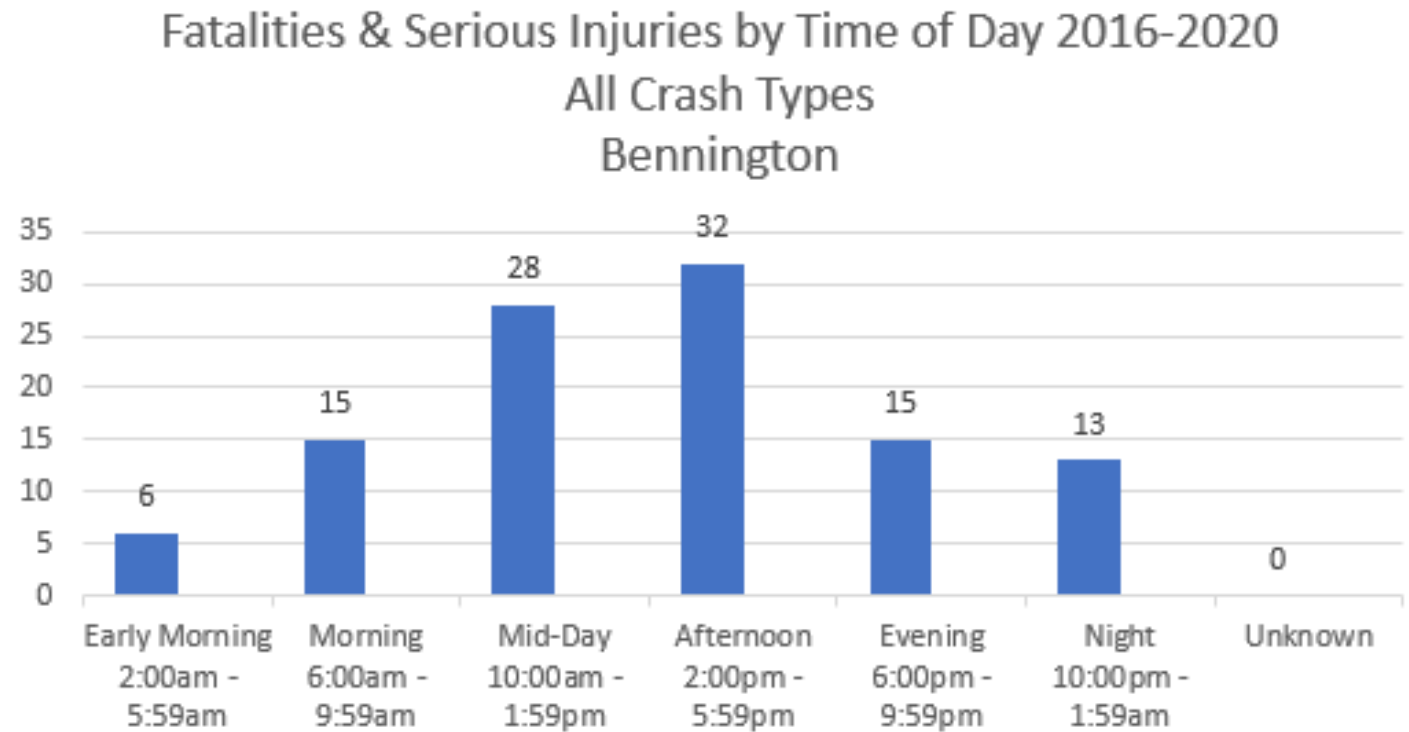
Age
Bennington



DATA DRIVEN

When are the crashes occurring?

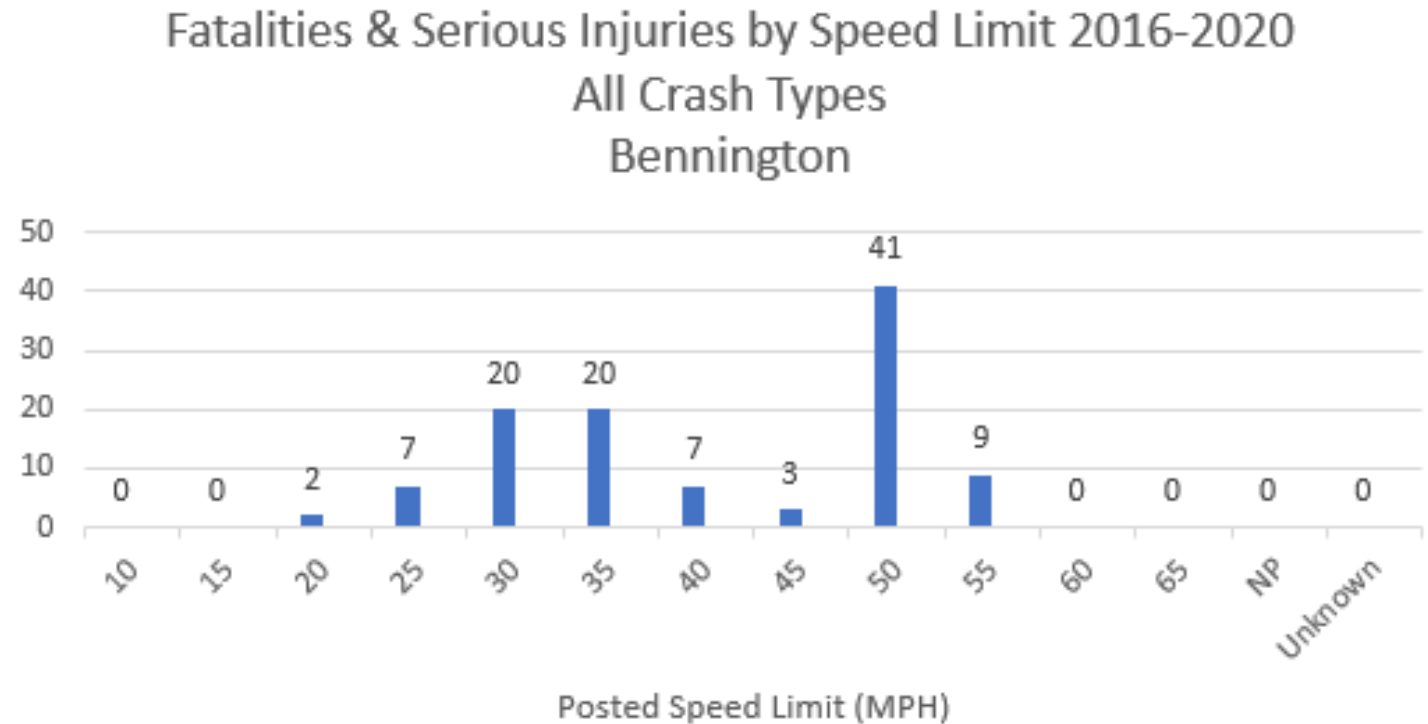
Crash data for high-risk times



DATA DRIVEN

Additional reasons why crashes (injuries and fatalities) are occurring

External factors such as tourism, weather, or events



DATA DRIVEN

Use “countywide”
data if the
jurisdiction area is
small and crash
numbers low



Data Driven

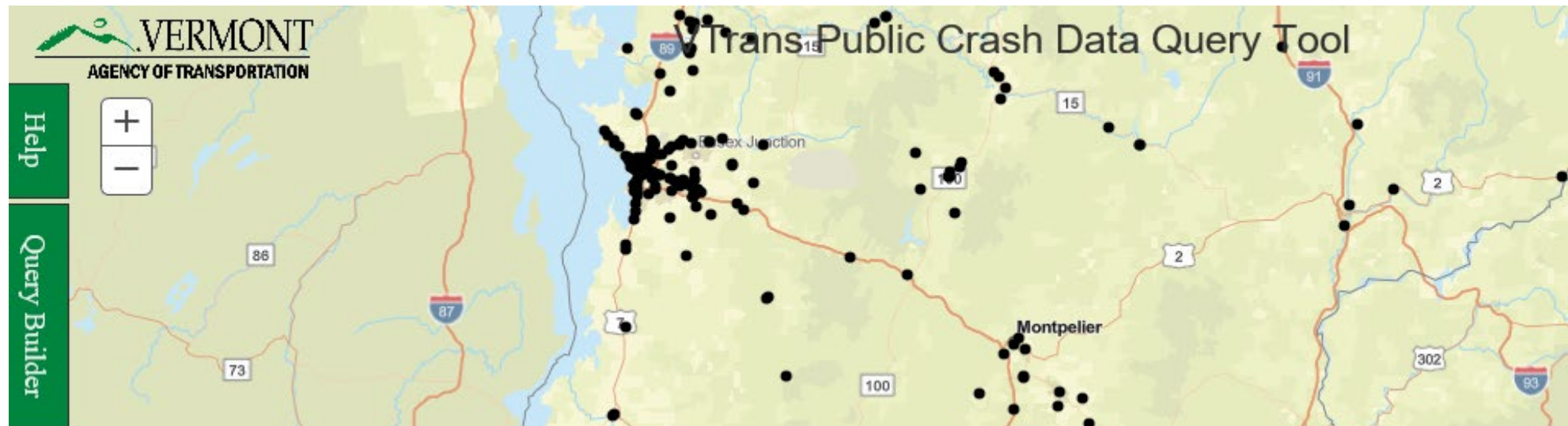


Crash maps

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:

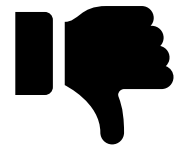
Do not relate to the problems identified in the HSP

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





GEARS Demonstration

All Applications

Application

Forms Menu

Dropdown

APPLICANT INFORMATION

Instructions:

- All required fields are marked with an *.
- Use the **Save** button to save text and calculate data on each page.
- Hit **Save** before you proceed to another page.

Authorizing Official: *

Project Director: *

Financial Officer: *

Federal UEI Number: *

Department Size: *

DUNS Number Updates

DUNS Number: DUNS numbers are being transferred to a Unique Entity Identifier (UEI). Existing grants will be done automatically.

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



Applicant Narrative

Form for LE Grants - OP / DUI / DD / DRE

Problem Identification

Enforcement Strategies

EXAMPLE:

GEARS OP/DUI/DD Grant applications - Applicant Narrative: Local Problem Identification

Crashes by Crash Type 2016-2020 Speeding Winhall PD.		
Crash Type	Crashes	Percent of Total
Fatal	0	0.0%
Injury	15	19.7%
Property Damage Only	61	80.3%
Unknown	0	0.0%
Grand Total	76	100%

Crashes by Crash Type 2016-2020 Occupant Protection Winhall PD.		
Crash Type	Crashes	Percent of Total
Fatal	0	0.0%
Injury	5	71.4%
Property Damage Only	2	28.6%
Unknown	0	0.0%
Grand Total	7	100%

From 2016 to 2020 – Examples of Problem Identification

- The total number of crashes in Winhall is 195 with a 5-year average of 39 in 2020.
- The average total crashes decreased from 46 to 39 (16 %) from 2016 to 2020
- 76 were related to speed with 15 injury crashes (19.7 %)
- 7 were related to occupant protection with 5 injury crashes
- There were no reported serious injuries or fatalities attributed to OP, so no data for sex, age, or time of crashes is reported in data tables
- Law Enforcement observes high rates of unbelted drivers for males under 30

Please use the crash maps to identify high risk locations in your jurisdiction. Include any additional data and information on challenges that contribute to your Occupant Protection work and specify target areas that you identify as problem areas. (Annual fairs, festivals, tourism, etc.) Describe your enforcement strategies to address OP with grant funding.

- The crash map shows high risk along Route 11 between Tailgate Road and Old Manchester road and Vermont Route 30 near Old Town Road.
- The Stratton Mountain Access Road is a 4 mile treacherous stretch of road that has an elevation change of nearly 1000 feet creating extreme weather and roadway surface changes quickly. This roadway has a posted 45 mph speed limit which is too fast for some of the sharp curves especially during inclement weather.
- In FFY23 we plan to conduct at least (enter percentage) of our enforcement at high crash locations at high crash times.
- In FFY23 we plan to conduct enforcement in locations where historically there have been high numbers of DUI arrests. (Identify locations when possible)

- IN FFY23 we plan to participate in the HVE campaigns for (LIST CAMPAIGNS)

Sub-granting

Information Form (existing countywide projects)

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

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 purchases MUST BE detailed in your sub-award budget upon grant award**
 - **Follow the relevant procurement and purchasing policies**
 - **Must have SHSO pre-approval to complete purchase; NHTSA approval if over \$5000**
 - **Buy America federal regulation for purchases over \$5,000**
 - **Equipment may only be purchased for highway safety purposes and must be used only for the purpose for which it was purchased**
 - **Equipment and inventory log must be made available to state and federal monitors.**
-

Equipment (LE)

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

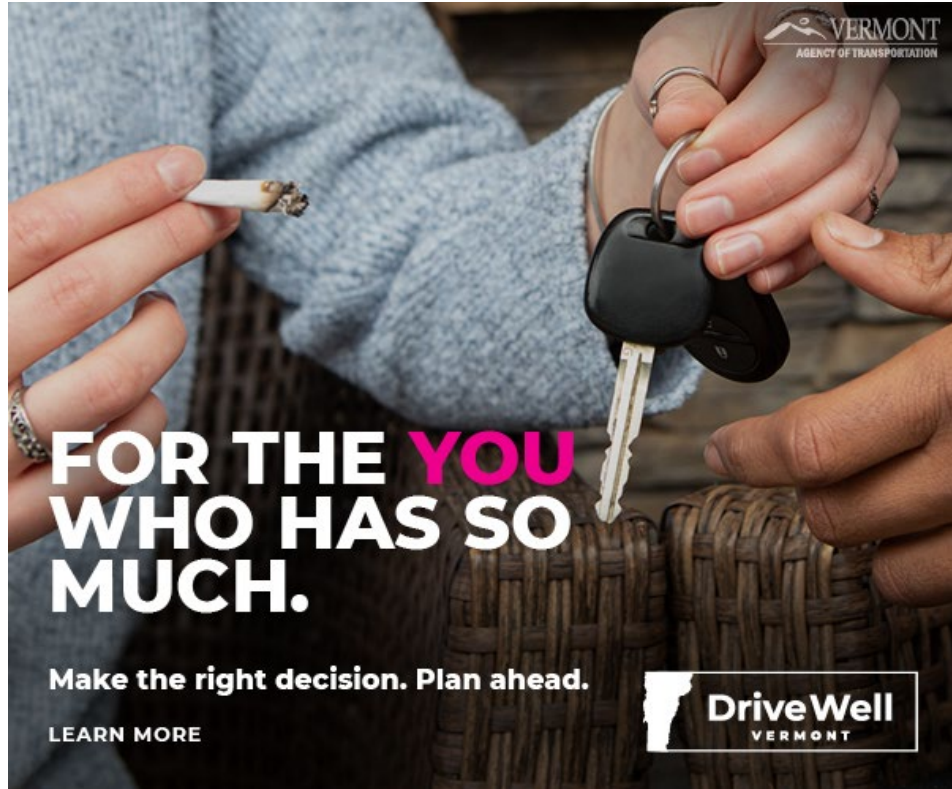
Equipment
Budget

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 Sheriff's 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 Costs (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 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?

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

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 strategies 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.

2 CFR 200.80

Additional
Required
Information
Forms for
Education &
TRCC Grants

Project Goals and Objectives

Project Schedule and Milestones

Contract Services

Supplies

Other Operating Expenses

Budget Summary

Mileage/Travel

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 SB injuries in 20XX by at least 15% 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)."

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

ACCEPTABLE REASONS FOR OUT-OF-STATE TRAVEL:

TRAVEL MUST BE SPECIFICALLY PRE-APPROVED IN WRITING BY SHSO

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

NHTSA High Visibility Enforcement Campaigns (HVE)

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 17 – 23
National Teen Driver Safety Week
 TEEN DRIVING ISSUES

October 31
Halloween
 IMPAIRED DRIVING
 Primary Messages:
 Buzzed Driving Is Drunk Driving;
 If You Feel Different, You Drive Different

EVERYONE IS A PEDESTRIAN

RULES for the ROAD

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 24 – 28
Thanksgiving Holiday Travel
 IMPAIRED DRIVING
 DRUG-IMPAIRED DRIVING

November 24
Blackout Wednesday
 Primary Message: Buzzed Driving Is Drunk Driving

November 25
Thanksgiving Holiday Travel
 OCCUPANT PROTECTION
 Primary Message: Buckle Up. Every Trip. Every Time.

November 30 – December 14
Pre-Holiday Season
 IMPAIRED DRIVING
 DRUG-IMPAIRED DRIVING
 Primary Messages:
 Buzzed Driving Is Drunk Driving;
 If You Feel Different, You Drive Different

buzzed driving is drunk driving

BUCKLE UP

IF YOU FEEL DIFFERENT YOU DRIVE DIFFERENT

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

December 15 – January 1, 2022
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
National Enforcement Mobilization

December 26 – 31
TV Bureau of Advertising Roadblock
 Primary Message:
 Buzzed Driving Is Drunk Driving

DRIVE SOBER OR GET PULLED OVER

IF YOU FEEL DIFFERENT YOU DRIVE DIFFERENT DRIVE HIGH GET A DUI

buzzed driving is drunk driving

HVE Campaigns: Participation Requirements



➤ Campaign participation is required if you have a grant in the relevant area of highway safety as follows:

- May Occupant Protection
- August/September Impaired Driving
- December/January Impaired Driving
- April Distracted Driving

HVE Campaigns: Additional NHTSA Campaigns



- National Teen Driver Safety Week, School Bus Safety or Pedestrian Safety (October)
- Slow Down New England (July)
- Distracted Driving Awareness Month: 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:
- Fall: School Homecoming, Pre-Holiday Season Impaired Driving
- Fall: Thanksgiving holiday travel period
- Winter: School Winter Ball
- Super Bowl Fans Don't Let Fans Drive Drunk
- March 17th: St. Patrick's Day Impaired Driving
- May: Cinco de Mayo, College Graduations, Secondary School Prom Season and Memorial Day
- June: Graduation (secondary school)
- July 4th: Independence Day Holiday Impaired Driving

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/>

GEARS and Financial Support: **Danielle Record**
(802) 595-4402
Danielle.Record@Vermont.gov

New Enforcement Coordinator: **Coming soon!**

Educ., DRE, & Impaired Driving: **Susan McAvoy**
(802) 522-4582
Susan.McAvoy@Vermont.gov

Media & Outreach: **Rachel Noyes**
(802) 595-4222
Rachel.Noyes@vermont.gov

Law Enforcement Liaisons: **Paul White**, Paul.White@vermont.gov
Bill Jenkins, Bill.Jenkins@partner.vermont.gov

SHSO Administrator: **Allison Laflamme**
Allison.Laflamme@vermont.gov

SHSO Deputy Administrator: **Evelyn McFarlane**
Evelyn.McFarlane@vermont.gov

