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# GRANT GUIDELINES FOR TRAFFIC SAFETY PROGRAMS

Prepared by

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# TABLE OF CONTENTS

I.	The Traffic Safety Office	2
II.	North Dakota Highway Safety Plan (HSP)	2
	A. Introduction	
	B. Problem Solution Plans	
	C. Overview of HSP and Grant Process	
	D. Traffic Safety Planning Calendar	
III.	Allowable and Unallowable Costs	3
IV.	Grant Application Information	5
V.	Reporting Process	6
	Attachment 1	7

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# I. TRAFFIC SAFETY OFFICE

The North Dakota Department of Transportation's (NDDOT) Traffic Safety Office receives funds through the National Highway Traffic Safety Administration (NHTSA) to administer programs to reduce motor vehicle crashes on North Dakota's roadways and the fatalities and injuries associated with these crashes.

## Traffic Safety Office Staff

Name	Title	Program Area	Telephone	Email
Karin Mongeon	Manager	All	701-328-4434	kamongeon@nd.gov
Lory Harsche	Program Manager	Fatality Analysis Reporting System (FARS), Emergency Medical Services, Occupant Protection, Youth/Young Adult	701-328-2402	lharsche@nd.gov
Lynn Heinert	Program Manager	Traffic Records	701-328-4352	lheinert@nd.gov
Carol Thurn	Program Manager	Safe Communities, Motorcycle Safety, Multi-Cultural Programs	701-328-4354	cthurn@nd.gov
Sandy Wilson	Program Manager	Alcohol, Police Traffic Services, Speed Management	701-328-2899	swilson@nd.gov

Annually, the Traffic Safety Office solicits proposals from agencies statewide to develop and implement programs to address the traffic safety problems identified in the North Dakota Highway Safety Plan (HSP). The most recent HSP can be located at: <http://www.dot.nd.gov/divisions/dlts/trafficsafety.htm>.

# II. NORTH DAKOTA HIGHWAY SAFETY PLAN

## A. Introduction

The HSP is a planning document, a federal grant request, and a state budget document. The HSP is completed annually by the Traffic Safety Office to meet requirements of NHTSA to receive federal highway grant funds through the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* and the *Highway Safety Act of 1966*.

The HSP consists of a problem identification and problem solution plans (PSP).

## B. Problem Solution Plans

Problem solution plans (PSPs) are the areas within the HSP with the greatest potential for traffic safety intervention. Each PSP area receives a portion of federal

funds to support traffic safety programs specific to that area.  
The PSP areas include:

***Alcohol/Impaired Driving Countermeasures.*** The Alcohol/Impaired Driving Countermeasures Program exists to decrease the number of alcohol- and drug-related crashes, fatalities, and injuries occurring on North Dakota roadways each year. Funds are available to support youth and young adult alcohol and impaired driving prevention projects, media campaigns, Victim Impact Panels, saturation patrols by law enforcement, compliance checks and server training for alcohol retailers. (Program Manager, Sandy Wilson)

***Emergency Medical Services (EMS).*** North Dakota is a rural state with substantial distance between medical facilities. It is essential that an effective network of EMS exist to decrease traffic-related fatalities, particularly in rural areas. Funds in this PSP area are passed to the North Dakota Department of Health for: (1) training, testing, certification, and continuing education for EMS personnel, and (2) emergency vehicle operations. (Program Manager, Lory Harsche)

***Motorcycle Safety.*** The Motorcycle Safety Program exists to keep North Dakota's roadways safe for motorcyclists. Funds in this area are to support motorcycle safety training and awareness programs including improvements of training curricula, delivery of training, recruitment and retention of motorcycle safety instructors, and public awareness and outreach programs. The program also receives state funds generated from fees collected through motorcycle registration fees. The MSP provides the *Basic Rider Course* and the *Experienced Rider Course*. (Program Manager, Carol Thurn)

***Occupant Protection.*** Occupant protection devices (seat belts and child restraints) must be accurately and consistently used by all vehicle occupants to decrease crash-related injuries and fatalities in the State. Occupant protection funds are used to develop public information and education programs, coordinate programs with law enforcement and public health and conduct behavior change programs in high schools and work places. (Program Manager, Lory Harsche)

***Police Traffic Services.*** Law enforcement agencies play a critical role to deter impaired driving, increase seat belt and child restraint use, encourage compliance with speed laws, and reduce other unsafe driving behaviors. Funds in this area are available to law enforcement agencies to: (1) purchase radar equipment, (2) provide officer training, and (3) offer law enforcement incentive programs for officers and/or agencies including the ASSISTS (Alcohol, Seat Belts, and Speed Intervention to Support Traffic Safety) Award program which acknowledges officers who have made significant contributions to traffic safety in their communities and rewards their agency with a grant incentive. (Program Manager, Sandy Wilson)

***Speed Management.*** Speed is a factor in about one-third of fatal motor vehicle crashes. This program area provides funds and equipment to law

enforcement to conduct high visibility enforcement. Funds may also be used to support community-based speed management intervention to include engineering, education, enforcement and public policy solutions. (Program Manager, Sandy Wilson)

**Youth/Young Adults.** Teen drivers account for about one-quarter of fatal motor vehicle crashes. Youth/young adult program funds are used to develop public information and education programs, coordinate programs with law enforcement and public health and conduct behavior change programs in school and community venues. (Program Manager, Lory Harsche)

**Safe Communities.** Traffic safety is addressed at the local level through community-based *Safe Communities* coalitions. Coalitions receive funding to solve local traffic safety problems through grass-roots planning and intervention. (Program Manager, Carol Thurn)

**Traffic Records.** Data for effective traffic safety decisions are derived from timely, accurate, and complete traffic records from law enforcement. The Traffic Records Program collects and analyzes crash report data via a computer information system called the *Crash Reporting System (CRS)*. Funds in this area are used by the Traffic Safety Office to enhance the CRS, to promote the use of an electronic crash reporting software by law enforcement agencies statewide and to provide training to law enforcement officers to facilitate timely, accurate, and complete crash reports. (Program Manager, Lynn Heinert)

For more information related to these program areas, contact the Traffic Safety Office (see Page 2 for contact information).

## C. Overview of the HSP and Grant Process

As discussed, the HSP consists of problem identification and PSPs. The Traffic Safety Office develops the annual problem identification based on traffic data from multiple sources including vehicle and motorcycle crashes, seat belt survey results, EMS, roadways, etc. PSPs are selected and prioritized based on the problem identification and consideration of national traffic safety priority areas identified by NHTSA.

Then, the Traffic Safety Office solicits project proposals that respond to the PSPs from eligible state and local public agencies and for-profit and non-profit groups. Project proposals are evaluated based on criteria including: (1) response to identified problems, (2) innovation, (3) clear objectives, (4) comprehensive evaluation plans, and (5) cost-effective budgets.

Each project selected through the solicitation process is included in the HSP with a description of how the project addresses a specific PSP.

The HSP is submitted to NHTSA for approval prior to receipt of funding for the upcoming federal year.

Once the HSP is approved by NHTSA, the Traffic Safety Office initiates project contracts consistent with the federal fiscal year beginning on or around October 1 and ending September 30. **Project implementation can begin only after the contract is fully executed (i.e., signed by both parties).**

The Traffic Safety Office program managers monitor grantees throughout the contract year via the following activities: (1) review of grantee reporting requirements, as established in the contract, that document progress toward meeting project goals; and (2) periodic on-site monitoring.

The final step in the annual HSP process is project evaluation to assess the impact of each project on traffic-related crashes, injuries, and fatalities. Project evaluation results are used to determine if projects should continue or be revised to increase impact.

## **D. Traffic Safety Planning Calendar**

See Attachment 1 for a media calendar outlining the Traffic Safety Office's planned public information/education and media campaigns for the 2009-2010 year.

Other pertinent dates include:

**June 30** – All proposals submitted in response to the Highway Safety Plan must be received by the Traffic Safety Office

**November 14** – Final reports and vouchers are due for all traffic safety contracts (45 days after the end of the federal fiscal year)

## **III. ALLOWABLE AND UNALLOWABLE COSTS**

### **Allowable Costs**

Allowable costs are unique to each contract. Costs must be allowable, reasonable and necessary to complete the scope of work.

### **Direct Costs**

Direct costs include salary and fringe benefits for program staff, supplies, equipment, travel, subcontracts, and other direct costs.

#### **In-State Travel**

*Mileage.* Mileage is reimbursed at the state rate.

*Meals and Lodging.* Meal and lodging reimbursement is capped at the

state per diem rate. A lodging receipt from a commercial place of lodging must be provided in order to receive reimbursement for lodging expenses. Meal receipts are not necessary.

*Other Travel Expenses.* These expenses may include items such as taxi fares, parking fees, and other miscellaneous expenses. Receipts must be submitted for all miscellaneous expenses.

### Out-of-State Travel

Out-of-state travel must be included in the grant application budget for approval by the Traffic Safety Office.

*Meals and Lodging.* Meal and lodging reimbursement is capped at the domestic per diem rate established by the U.S. General Services Administration in accordance with location of travel. A lodging receipt from a commercial place of lodging must be provided in order to receive reimbursement for lodging expenses. Meal receipts are not necessary.

*Other Travel Expenses.* These expenses may include items such as taxi fares, parking fees, and other miscellaneous expenses. Receipts must be submitted for all miscellaneous expenses.

## Unallowable Costs

The following costs are not allowable. This list is not all-inclusive. Federal and state regulations apply.

- Office furnishings and fixtures (desk, chairs, filing cabinet, fixed lighting/lamp, etc.)
- Mainframe computers
- Food
- Bad debts
- Contingencies
- Contributions and donations
- Entertainment (this includes gift certificates or tickets for any entertainment venue including sporting or musical events)
- Fines and penalties
- Interest and other financial costs
- Legislative expenses
- Fund raising and investment management costs
- Lobbying
- The planning and administrative costs of application, bid or proposal preparation
- Costs incurred before all parties have signed the contract
- Costs incurred after the last date covered by the contract
- Vehicles (including ambulances)
- Vehicle and equipment maintenance

- Police officer uniforms and firearms
- Alcoholic beverages
- Alcohol/drug treatment costs
- Paid media, such as ads on radio or television
- Other activities or items that are not related to traffic safety

## IV. GRANT APPLICATION INFORMATION

### 1. Eligible Entities

Grants are awarded to governmental agencies (city, county, state), tribal governments, and for-profit and non-profit organizations.

### 2. Funding Period

Grants run congruent to the federal fiscal year which is October 1 through September 30 each year.

### 3. Grant Application Process and Format

The grant application guidelines for Safe Communities programs and other traffic safety programs can be located at the following web link under "Applying for Funds." The *Grant Application Cover Sheet* can also be located here under "Applying for Funds" and then "Forms."

<http://www.dot.nd.gov/divisions/dlts/trafficsafety.htm>

A *Grant Application Cover Sheet* must be completed and signed by the proposed Project Director and the Authorizing Official of the agency making the application. If the agency is subsequently awarded a grant, the Authorizing Official listed on the cover sheet is the authority who must sign the contract issued by the NDDOT.

Applicants are encouraged to read all grant application instructions carefully and to follow them closely. If you have any questions, contact a Traffic Safety Office staff member (see Page 2).

### 4. Seat Belt Policy

To support the state and national priority of increased seat belt use, the Traffic Safety Office requires all contracted entities to have a seat belt use policy. Traffic Safety Office program managers will locate and review the policy during scheduled on-site monitoring visits. Absence of a policy may result in the Traffic Safety Office withholding payment until a policy is put into place.

All project personnel receiving reimbursement through federal funds associated with the contract are required to wear seat belts and obey traffic laws while on official business of the project.



## 5. Submittal

Grant applications must be received by the Traffic Safety Office on or before Tuesday, June 30, 2009 at 5 PM Central Time.

Applications must include appropriate signatures and can be submitted via email to [kamongeon@nd.gov](mailto:kamongeon@nd.gov) or mail to:

North Dakota Department of Transportation  
Traffic Safety Office  
608 East Boulevard Avenue  
Bismarck, ND 58505-0700

Faxed proposals will not be accepted.

## 6. Risk Management

Agencies receiving a notice of grant award from the Traffic Safety Office may need to provide the following risk management assurances: (1) a general liability insurance policy, (2) workers compensation, and (3) proof of automobile liability insurance.

A government agency covered through the North Dakota Insurance Reserve Fund will meet the risk management provisions of the NDDOT.

## V. Reporting Process

Each agency funded through the Traffic Safety Office must report on contract activities and submit a monthly or quarterly report and request for reimbursement as specified in the contract.

Generally, the following rules are established for reporting and reimbursement.

- Expenses are paid on a reimbursement basis only. No advances are permitted.
- If a written narrative is required, it must be submitted within 30 days of the end of the month.
- The voucher must be submitted within 30-45 days of the end of the month's activities (as specified in the contract scope).
- A late monthly report and/or voucher may result in a 10 percent reduction in the reimbursement for that month.
- With few exceptions, contracts require a final report. An equipment purchase, such as radar, may only require a copy of the invoice.
- The final report is due no later than November 14 (45 days after the end of the federal fiscal year). A reimbursement request made after this date will not be reimbursed.

TRAFFIC SAFETY PLANNING CALENDAR

# 2009-2010 NDDOT Media Calendar

October 2009	November 2009	December 2009	January 2010	February 2010	March 2010
S M T W Th 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	S M T W Th 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	S M T W Th 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	S M T W Th 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 24/31 25 26 27 28 29 30	S M T W Th 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	S M T W Th 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
April 2010	May 2010	June 2010	July 2010	August 2010	September 2010
S M T W Th 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	S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23/30 24/31 25 26 27 28 29	S M T W Th 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	S M T W Th 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	S M T W Th 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	S M T W Th 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

## OCTOBER 2009 - Halloween Promotion

### October 4-17 Occupant Protection

Primary Message: *Click It or Ticket*

### October 23-31 Impaired Driving

Primary Message: *Cost of DUI*

## NOVEMBER 2009 - Thanksgiving Promotion

### November 20-29 Occupant Protection

Primary Message: *Click It Quick*

## DECEMBER 2009 - 3D Month Promotion

### December 1-31 Impaired Driving

Primary Message: *Cost of DUI*

### December 18-31 Impaired Driving

Primary Message: *Drunk Driving. Over the Limit. Under Arrest.*

North Dakota Department of Transportation

Traffic Safety Office, 701.328.2601

[www.dot.nd.gov](http://www.dot.nd.gov)

Note: Dates and promotions may change.

Last update: April 2009

## JANUARY 2010 - Super Bowl Promotion

### January 31-February 17 Impaired Driving

Primary Message: *Cost of DUI*

## MARCH 2010 - St. Patrick's Day Promotion

### March 10-17 Impaired Driving

Primary Message: *Cost of DUI*

## APRIL 2010 - Parents Lead Promotion

### April 1-30 Impaired Driving

Primary Message: *Parents Lead*

## MAY 2010 - 3D May Mobilization

### May 17-June 6 Occupant Protection

Primary Message: *Click It or Ticket*

## JUNE 2010 - Independence Day Promotion

### June 1-21 Motorcycle Awareness

Primary Message: *Share the Road*

### June 27-July 5 Impaired Driving

Primary Message: *Cost of DUI*

## JULY 2010 - Summer Speeding Promotion

### July 12-31 Speeding

Primary Message: *Stop Speeding Before it Stops You*

### July 23-31 St. Fair, Minot, Impaired Driving

Primary Message: *Cost of DUI*

## AUGUST 2010 - Labor Day Crackdown

### August 1-15 Occupant Protection

Primary Message: *Click it Quick*

### August 20-September 6 Impaired Driving

Primary Message: *Drunk Driving. Over the Limit. Under Arrest.*

## SEPTEMBER 2010 - College Campaign

(Demographic: 18-25 year olds)

### September 7-26 Speeding

Primary Message: *Stop Speeding Before it Stops You*