



**Idaho Office of Highway Safety**  
**GRANT APPLICATION INSTRUCTIONS**  
**NHTSA Highway Safety Funding**

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## **Introduction**

The Idaho Department of Transportation Office of Highway Safety funds grants which address specific traffic safety priority areas that include Impaired Driving, Aggressive Driving, Distracted Driving, Occupant Protection, Child Passenger Safety, Motorcycle Safety, Traffic Records, Youthful Drivers and Traffic Records. Grants may be awarded for assisting the Idaho Office of Highway Safety in addressing traffic safety deficiencies, expansion of an ongoing activity, or development of a new program or intervention. This application is for year-long grants and is not the same as the Traffic Enforcement Mobilization Agreement (TEMA).

National Highway Traffic Safety Administration (NHTSA) Highway Safety Funds, by law, cannot be used for highway construction, maintenance, or design. Requests for NHTSA grant funds are not appropriate for projects such as safety barriers, turning lanes, traffic signals and pavement/crosswalk markings. Additionally, funds cannot be used for facility construction or purchase of office furniture. Because of limited funding, the Office of Highway Safety does not fund the purchase of vehicles.

## **General Information**

This Guide is intended to provide funding information and instructions regarding the proper completion of the grant application to Idaho's Office of Highway Safety. Please read the document carefully and refer to it as needed. If at any time you have questions or need help filling out the application, you can contact any of the staff members listed at the end of this document.

## **Selection Criteria**

Grants will be reviewed and scored by a team of Grant Managers. Grants will be awarded according to their score ranking, the higher scoring projects will be awarded first. Grants will be reviewed and scored on the following criteria:

- Has the problem/need been clearly identified?
- Is the problem supported by State or local data or documentation?
- Does the project relate to the Idaho SHSP?
- If current sub-grantee, are they in good standing.
- Are Goals and Objective clearly stated?
- Grant Application and Budget Narrative are complete, correct and relevant.

## **Notification**

The Office of Highway Safety will send a letter or e-mail confirming receipt of your application to the Primary Contact. All grant application are reviewed and scored during the months of January and February. The applicant Primary Contact will be notified if awarded sometime after July.

## **Agencies Eligible to Receive Funding**

Government agencies, political “subdivisions” of the state and local government agencies, state colleges and state universities, school districts, fire departments, public emergency services providers, and certain qualified non-profit organizations are eligible to receive highway safety grant funding. If you are a non-profit agency applying for funding, you must make available a copy of your 501c (3) status.

## **Project Funding Period**

Grants are administered on a Federal fiscal year basis (October 1 – September 30). All grants are awarded on an annual basis based upon available funding and there should be no expectation of funding for more than one year. However, a grant may be funded for up to three consecutive years provided a program evaluation determines the value of the intervention or the activity is a proven countermeasure. Grant funded projects that the OHS determines are statewide activities and benefit all citizens of Idaho may be funded for a longer period of time at the OHS’s discretion.

Highway safety grants are intended to provide the seed money to begin new programs, much like start-up capital is to a new business. All grant funded projects are intended to become self-sufficient when grant funding terminates and continue to operate with local or state funds. To promote self-sufficiency and project continuation, agencies are expected to provide a local hard dollar or in-kind match of 25%.

## **Funded Traffic Priority Areas**

**Alcohol (Impaired Driving)** – Includes impaired driving, youth alcohol programs, and community prevention/intervention programs. Grant applications should include one or more of the following activities: specialized enforcement, education, training, and public information efforts.

**Aggressive Driving** – Includes speeding, aggressive driving, red light running, and other traffic enforcement activities. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts.

**Distracted Driving** – Includes efforts to create public awareness, enforce existing texting laws, education, and other enforcement activities. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts.

**Occupant Protection** – Includes safety belt use awareness, safety belt enforcement, special needs, teens, minority programs, and other education programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage and attitudinal surveys, and public information efforts.

**Child Passenger Safety** – Includes establishing or expanding child passenger safety inspection stations, child passenger safety awareness training, special needs training, and other child passenger safety programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage surveys, attitudinal surveys, and public information efforts.

**Pedestrian and Bicycle Safety** – Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists sharing the roadway. Grant applications should include the following activities: education, training, enforcement, surveys, and public information efforts.

**Motorcycle Safety** – Includes programs to increase safety awareness and skills among motorcyclists or to increase motorists sharing the roadway. Applications should include one or more of the following activities: education, training, and public information efforts.

**EMS** – Includes projects to support training for emergency responders to improve traffic incident management, ensure scene safety, and improve communication. Also, projects that prevent secondary crashes by providing equipment that improves crash scene safety and visibility.

## **Highway Safety Grant Application Guidelines**

Your grant application will need to be submitted to the Office of Highway Safety **on or before February 27, 2015 by 5:00 PM MST** in order to be considered. Please make sure that you have completed all elements of the application in order to be considered.

### **APPLICATION INSTRUCTIONS**

#### **Section 1. APPLICANT IDENTIFICATION AND CERTIFICATION**

Provide relevant, current and correct contact information regarding this project and the person(s) associated with it.

#### **Section 2. PROJECT NARRATIVE**

Provide a complete project narrative by completing all parts of this section. All programs and projects must support Idaho's Strategic Highway Safety Plan (SHSP). The purpose of the SHSP is to provide a data driven, system-wide, comprehensive, collaborative approach to road safety in Idaho. You can view the SHSP at <http://itd.idaho.gov/ohs/SHSP.htm> .

The following application sections must be thoroughly completed.

- A. Executive Summary – Briefly summarize the scope of your project. This section should be brief, concise and not exceed 4 pages.
- B. Problem/Needs Statement – Document the need for your program and explain the problem. What is the problem and what data identifies and supports this as a problem. Describe the target population affected and use data specific to the target population. Statewide data can be located on our website at <http://itd.idaho.gov/ohs/stats.htm> .
- C. Goals – Each Goal should be a concise statement of the project direction. A goal does not have to be immediately attainable but should be realistic, understandable and related to the Problem/Needs Statement. A single overriding goal is usually sufficient.
- D. Objectives – Objective are specific milestones aimed at achieving your goals(s). Objective must state a date when a particular milestone will be reached, be relatable to the goal(s), be measurable and must include valid indicators of reaching the milestone.
- E. Activities – This part should describe all the activities you will participate in to reach the goal(s) and objectives in section C and D of your application.

**(SEE ATTACHMENT A FOR EXAMPLES OF GOALS/OBJECTIVES AND ACTIVITIES)**

F. Evaluation and Internal Assessment – This section requires you to describe what type of data you intend to collect to verify that you will meet the project objectives. Be sure to clearly state which data will be collected. You will also need to indicate how you will report on the progress of your project.

G. Further Funding/Sustainability – This is a description of how this program will be sustained should future funding be eliminated. Is there a plan in place in your community to continue the program beyond the current funding cycle? This section may not be applicable to every project.

H. Attachments – Attach any other information you would like that would be beneficial to your project. Attachments are not a required part of this application. Please keep your documentation to a minimum.

**Section 3. PROJECT BUDGET NARRATIVE**

In this section, please describe in as much detail as possible the cost/expenses associated with the proposed project. Also identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching Funds can include salaries of individuals working on the project, office space rent, fuel, training provided, office supplies or any other in-kind or matching funds. You do not have to show match in each category but your **total match must be at least 25% of the total amount you are requesting for the project.**

**(SEE ATTACHMENT B FOR AN EXAMPLE OF HOW TO COMPLETE YOUR PROJECT BUDGET)**

**GRANT APPLICATION SUBMITTAL**

Once you have completed the grant application, please mail to: Idaho Transportation Department  
Office of Highway Safety  
P.O. Box 7129  
Boise, ID 83707-1129

**Submittal deadline is 5:00 PM MST February 27, 2015.** If you need help with your application or have questions about the application process, you can contact any of our Grant Project Managers listed below.

MARY BURKE – Impaired Driving Program Manager

E-mail: [mary.burke@itd.idaho.gov](mailto:mary.burke@itd.idaho.gov) Phone No. 208-334-8125 Cell No. 208-559-4297

JOSEPHINE MIDDLETON – Distracted Driving, Aggressive Driving, Motorcycle and Bike/Ped Program Manager

E-mail [Josephine.middleton@itd.idaho.gov](mailto:Josephine.middleton@itd.idaho.gov) Phone No. 208-334-8112 Cell No. 208-608-8303

Sherry Jenkins – Seat Belt/Occupant Protection Program Manager

E-mail [sherry.jenkins@itd.idaho.gov](mailto:sherry.jenkins@itd.idaho.gov) Phone No. 208-884-4460 Cell No. 208-608-8302

Margaret Goertz – Traffic Records, Youth Program Manager

E-Mail [Margaret.goertz@itd.idaho.gov](mailto:Margaret.goertz@itd.idaho.gov) Phone No. 208-334-8104

## ATTACHMENT A

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**C. Goal(s)** – Must have a least one Goal for your project. Your goal(s) should tie in with the Idaho’s SHSP Goals.

Create New and continue to support exiting multi-jurisdictional DUI Task Forces.

**D. Objectives** - Must be specific, measurable, achievable, realistic and have a target date for accomplishment.

- 1) Locate areas in Idaho where there is a need for task forces.
- 2) Provide training to officers in SFST, Intoxilyzer 5000EN, LIFELOC FC-20, or AlcoSensor III
- 3) Plan/schedule one Task Force Event before year end.

**E. Activities/Events** – List the activities/events that are planned to accomplish the objectives specified in section D.

- 1) Will use State data to determine areas where most DUI’s occur.  
Meet with local Chiefs and Sheriffs to discuss need for enforcement in their areas
- 2) Meet with SIDC to determine what agencies need to be certified/re-certified  
Make sure that trainings are scheduled through POST and SIDC
- 3) Determine/Locate an event to provide extra enforcement  
Determine who the leader of the Task Force will be  
Meet regularly to coordinate Task Force Events

**F. Evaluation and Internal Assessment** - Describe how you will measure the level of success toward meeting your goal(s).

What sources of data will you use? How will you collect the data/how often? Make sure that appropriate activities are in place within your plan to set up and manage these monitoring activities.

This project will use data from the Idaho Crash Report to determine areas where most DUI’s occur. We will also use data collected from the Idaho Post Academy and the SIDC to find out how many officers in Idaho are certified in SFST, Intoxilyzer, 5000EN, LifLoc and AlcoSensor. We will use this data to determine which officer may need to be re-certified.

We will report on a quarterly basis meetings scheduled, who attended and a summary of what was discussed and the progress of our program. We will also track training and report quarterly on what trainings were held/attended. Class Rosters will be attached along with a course description (either lesson Plan, or synopsis).



TRAINING/TOTAL: \$3000.00

<b>TRAVEL:</b> Describe location (if known) and item (airfare, lodging, per diem, etc.) and the purpose of the travel.	<b>Matching Funds:</b> Identify how you will match funds if applicable
<b>EVENT:</b> DRE Conference <b>AMOUNT:</b> \$2,500 <b>LOCATION/PURPOSE:</b> Phoenix, AZ. Since 1995, this annual training conference has kept DREs and other health and safety professionals up-to-date on drug trends, legal issues, and innovative technology. In addition to general sessions featuring the latest research and initiatives, daily workshops will address a variety of topics relevant to law enforcement, toxicology, prosecutors, and other traffic safety advocates. In addition to general sessions featuring the latest research and initiatives, daily workshops will address a variety of topics relevant to law enforcement, toxicology, prosecutors, and other traffic safety advocates. Cost would be airfare, lodging, registration, and meals.	N/A
<b>EVENT:</b> <b>AMOUNT:</b> <b>LOCATION/PURPOSE:</b>	
<b>EVENT:</b> <b>AMOUNT:</b> <b>LOCATION/PURPOSE:</b>	

TRAVEL/TOTAL: \$2,500.00

<b>EQUIPMENT:</b> Defined as: tangible, nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of \$5000 or more per unit. If an item does not meet this definition, it should be included in the Operating category.	<b>Matching Funds:</b> Identify how you will match funds if applicable
<b>ITEM:</b> No Equipment Requested <b>AMOUNT:</b> <b>PURPOSE/BENEFIT:</b>	
<b>ITEM:</b> <b>AMOUNT:</b> <b>PURPOSE/BENEFIT:</b>	

EQUIPMENT/TOTAL:

<b>MISC.:</b> Any items not mentioned above associated with this project.	<b>Matching Funds:</b> Identify how you will match funds if applicable
<b>ITEM:</b> No Misc. Items Requested <b>AMOUNT:</b> <b>PURPOSE/USE:</b>	
<b>ITEM:</b> <b>AMOUNT:</b> <b>PURPOSE/USE:</b>	

MISC/TOTAL: