



State of Nevada
Department of Public Safety
Office of Traffic Safety
Highway Safety Grants Program
Request for Application
For FFY2021 (Oct. 2020 – Sept. 2021)
See submission due dates below.

CONTENTS

Section	Page
Grant Opportunity	3
Timeline and Grant Period	3
Eligibility	3
How to Apply	4
Applicant Requirements	5
Programs with Available Funding	7
Detailed Application Instructions	9
Agency Information	9
Project Description	9
Problem Identification and Supporting Data – 15 points	9
Technology Statement	10
Goal – 15 points	11
Objectives & Self Sustainment – 20 points	11
Activities – 15 points	12
Evaluation and Outcomes – 20 points	12
Statement of Coordination + 5 points	12
Budget 15 points	13
Additional Information	18
Appeals	18
Application Review and Agreement Development	19
Common Allowable/Non-allowable Expenses	21
Data Resources	22
Application Checklist	25
OTS Contact Information	26

Grant Opportunity:

The Nevada Department of Public Safety - Office of Traffic Safety (OTS) awards federal and state funds to state, local, and non-profit organizations desiring to partner in solving Nevada traffic safety problems. Funds are awarded for use in reducing deaths and serious injuries caused by motor vehicle crashes through the implementation of programs that address driver behavior. Funding for this grant opportunity is provided by the National Highway Traffic Safety Administration (NHTSA) and the Nevada Department of Transportation (NDOT) through the Office of Traffic Safety. Agencies, organizations, non-profits will all be referred to generally as agencies in this solicitation.

This Request for Applications (RFA) is a competitive process. Current subrecipients are not guaranteed funding in future years. All proposed allocations are subject to availability of funds as well as any changes made by the OTS, Nevada Legislature, NDOT, NHTSA, or the United States Congress during the budgeting process.

Timeline:

Letter of Interest Form	Available December 30, 2019
Applications	Due PRIOR to 5:00 p.m. February 21, 2020
Review and scoring of applications	March/April
Project and Agreement Development	June
Awards and Authorization to Proceed	October 1, 2020

Grant Period:

The majority of awards made under this RFA are intended to span one year, 10/1/2020 thru 09/30/2021. Two to three year awards are contingent upon subrecipient’s performance each year.

Eligibility:

State, county, city, other municipal public agencies and non-profit organizations are eligible to submit applications for OTS grant funding. At the time of application submission, and certified assurances, agencies must also submit the following through e-Grants:

- Seat Belt Policy
- Driving Policy that includes other aspects of safe driving, i.e. cell phone use, no texting, etc.
- Non-profit organizations must submit a copy of their 501(c) status.

How to Apply:

The Nevada Office of Traffic Safety (OTS) has a two-step process for grant application submission:

- 1) A Letter of Interest (LOI) is required to be submitted to the OTS beginning 12/30/2019. The LOI provides community partners an opportunity to have their ideas and proposals considered in advance of completing the full application. It is only necessary to provide a summary proposal and estimate of funds in the LOI. If the LOI proposal is approved, the organization will be eligible to complete the OTS grant application; all existing grant funding requirements apply.

 - 2) If the LOI is approved, the organization may submit a full application for their proposed project. The application is **due no later than 5:00 p.m. on 2/21/2020**. Agencies are encouraged to apply as early as possible.
- Click on new user, or log in if a current user, to the OTS on-line grants management system, e-Grants. <http://egrants.nv.gov>. New users will complete the profile form and save. Once approved, an email notification will direct users to e-Grants. Users may then begin completing the Letter of Interest (LOI) for submission.
 - Agencies are able to contact OTS to discuss directly with staff proposals prior to the LOI.
 - If the LOI is approved, agencies will apply through e-Grants.
 - An application must be fully completed addressing each section/category. The Agency Authorized Official (AAO) is required to submit the application.
 - Joining Forces Program applicants will select the Joining Forces application type.
 - For assistance with eGrants, LOI, or application, please contact Shelley Fleming at sfleming@dps.state.nv.us. Find submission instructions on the e-Grants website at <http://egrants.nv.gov/> under the training manual link.

Applications must address at least one of the following program areas, and support strategies found in Nevada’s Strategic Highway Safety Plan (SHSP).

Child Passenger Safety	Impaired Driving	Speed
Distracted Drivers	Motorcycles	Traffic Records (crash data)
20 & Under Drivers	Pedestrian Safety	
Emergency Medical Services	Seat Belts	

A checklist is available at the end of this document as a reference for you to complete before applying. Please read through this RFA for pertinent information.

**Requirements to Know Prior to Submitting an Application –
Accountability and Transparency- DUNS and SAM – Required for eGrants Registration**

The implementation of the Federal Funding Accountability and Transparency Act requires all potential OTS subrecipients to provide a Dun & Bradstreet Data Universal Numbering System (DUNS) number and the registration of the DUNS number with the System for Award Management (SAM previously known as CCR database). The DUNS number is a unique number identifying an organization which helps track the distribution of grant money. **If your agency does not have a DUNS number or is not currently registered in SAM (previously CCR), begin these processes as soon as possible. The process for the SAM registration can take several weeks.**

The DUNS number is necessary before registering with SAM. To receive a DUNS number, go online to <http://fedgov.dnb.com/webform/displayHomePage.do>, or call the Dun & Bradstreet hotline at 1-866-705-5711. The hotline provides a DUNS number after the call at no cost. Once the applying agency has a DUNS number, register the number with SAM at <https://www.sam.gov/SAM/>.

Requirements - If an agency is awarded funding the following requirements apply:
Capabilities - Information should be provided in the application demonstrating its ability to receive federal funds and implement successful projects while complying with federal and state regulations. This information includes the agency's background, such as; prior funds managed, project experience, etc. Agencies must be able to demonstrate the ability to deliver services, manage public funds effectively, provide written internal controls, collaboration efforts, implement data-driven plans, and adequately evaluate projects. This is demonstrated through the risk assessment questions in the application.

Reimbursement Notice: In compliance with state and federal mandates, OTS cannot reimburse subrecipients for expenditures without receiving the federal award and completing the State legislative process approving the receipt of the award. This process can take several weeks; therefore, subrecipients are allowed to begin their projects and make expenditures only after they receive an Authorization to Proceed notice (ATP) from OTS.

Agencies must pay 100% of the project costs upfront or as accrued. Reimbursement claims are to be submitted monthly to the Office of Traffic Safety up to the amount of the approved grant award. Monthly progress reports must be current in order for a reimbursement claim to process. Claims are reimbursed within 60 days of receipt.

Matching Funds: Grants awarded by OTS generally require a subrecipient to contribute a 25% match to the TOTAL project amount. Matching funds can be in the form of actual agency expenses for tangible items related to the project (hard match), or 'in-kind'/soft match use of existing resources to support the proposed project. Other federal funds are not allowed to be used as match.

Fiscal Responsibilities: Federal mandates require all recipients of federal funding to establish and maintain accounting systems and financial records accurately accounting for awarded funds. Accounting systems for all awards **must** ensure the following:

- Federal and program funds are **NOT** commingled with funds from other sources.
- The accounting system presents and classifies the historical cost of the grant/program as required for budgetary and auditing purposes.
- Funds specifically budgeted and received for one project cannot be used to support another.
- On-site monitoring, as well as monthly desk reviews, will be conducted throughout the project period and possibly beyond.

NOTE: All awards are subject to audits during the performance period, and within three years after the end of the performance period.

Reporting Requirements

- A monthly expense report (financial claim) requesting reimbursement of expenditures,
- A written monthly report (narrative) documenting the project's progress in meeting its goals, objectives, and activities,
- Continuous communication with OTS program manager on the project's progress,
- A final project evaluation within thirty (30) calendar days after the closing of the performance period. The evaluation provides the results/effect of the funded activities and cumulative data on objective progress.

Audit Requirements: Agencies selected to receive funds are subject to federal single line audit requirements if they receive more than \$750K in federal funds within the year. They must submit an audited, financial status report to DPS-OTS. If, however, an agency receives less than \$750K in federal funds within the year, they must instead submit a copy of their most recent financial statement to DPS-OTS. In either case, non-profit agencies are required to provide a copy of their non-profit tax status (501(c), etc.) to DPS-OTS.

Certification Requirements: All agencies must comply with all federal, state, and OTS rules and regulations. Compliance of all Certifications must be agreed to within the application.

Law enforcement agencies: are encouraged to 1) comply with vehicle pursuit policies established by the International Association of Chiefs of Police (IACP). 2) Participate in the Nevada Traffic Records Coordinating Committee; 3) Participate in the Nevada "Joining Forces"

OTS Programs with Available Funds

Occupant Protection Program Grants (OP)

OP grants promote the importance of proper usage of safety belts and child restraints in motor vehicles. Progress toward this goal relies on a variety of projects which encourage and educate on the proper use of occupant restraints and includes Seat Belt and Child Passenger Safety programs.

Activities Funded:

- **Certifications** - Funding for Child Passenger Safety Technician (CPST) and Child Passenger Safety Technician Instructor (CPSTI) certification from Safe Kids Worldwide. Certification course, certified technician re-certification, certified instructor re-certification, instructor candidacy application, technician proxy are eligible expenses.
- **CPST Courses** -Funding for CPSTI's to teach the Child Passenger Safety Technician Certification course. A maximum of two instructors per event – Stipend - \$150 a day – 1 day prep and 4 day class (three class days and one day seat check event).
- **Conference Travel** – Funding for CPST/CPSTIs to travel to national conferences to obtain continuing education credits necessary for re-certification. **Community events** – Funding for community seat check events where CPSTs obtain seat check verifications and checkup event attendance necessary for re-certification. Rates include instructor stipend and mileage reimbursement.
- A maximum of two instructors per event – Stipend \$100 a day.
- **Child Passenger Safety Seats** - Funding for the purchase of seats for distribution within the community. A distribution plan will be required.
- **Caregiver Education** – Funding for CPST/CPSTIs to assist caregivers in providing the education, inspecting, and installation of a child safety seat. It can be taught in a multi-person class or a one-on-one appointment. Rates include instructor stipend. Caregiver Class \$50/class. Educational appointment \$20/appointment.

Joining Forces Program

Joining Forces is a multi-jurisdictional law enforcement program that promotes statewide high visibility enforcement in the areas of impaired or distracted driving, pedestrian safety, speeding, and seat belt use. Law enforcement agencies utilize funds to work overtime, providing enforcement to address the focus areas within their jurisdiction and neighboring jurisdictions. Valuable data is collected, analyzed and shared in order to plan actions and address trends and traffic issues.

Impaired Driving Program

The goal of this program is to reduce the fatalities and serious injuries resulting from impaired driving crashes on Nevada's roadways. Three general areas make up the program in Nevada; enforcement of DUI laws, effective adjudication through Nevada's judiciary system, and increased outreach and awareness efforts. The program provides technical assistance, educational and training opportunities, awareness campaigns, enforcement and resources to agencies such as the court system, district attorney's, prosecutors, law enforcement agencies, and non-profits conducting proven countermeasure strategies in the effort to eliminate impaired driving.

Traffic Records Program

Complete, accurate, and timely traffic safety data is essential for identifying traffic safety problems and designing effective countermeasures to reduce injuries and deaths from crashes. To meet this need, Nevada has established a complete and comprehensive traffic records program. The program includes and provides highway safety information for Nevada and is operated under the direction of the Traffic Records Executive Committee (TREC) and the Traffic Records Coordinating Committee (TRCC). Subgrants for this program provide improved data collection and quality attributes for data components to more effectively target strategies that reduce serious injuries and traffic fatalities towards Nevada's Zero fatality goal.

Improvement in process flows, interfaces, and data quality in the Crash data system, and Vehicle data system, and data dictionary are key.

Non-Motorized Safety Program

Through implementing engineering improvements, training, education, awareness, legislative actions, and enforcement, the non-motorized safety program aims to reduce fatalities and serious injuries of the community.

Other Program Areas:

As listed previously, OTS is also requesting projects which address the following program areas:

Distracted drivers
20 & Under drivers

Motorcycles
Emergency Medical Services

Speed

Detailed grant application instructions:

Note: Bolded verbiage indicates required information which will be scored upon in the application review. Providing appropriate data is key to program development and submission of the grant application. Please review the Program Development 101 link on the eGrants webpage for information on developing your program. <https://egrants.nv.gov/>

Application Sections – in the e-Grants system

Agency Information Page - Requires the agency's information, contact names, physical location, phone numbers, etc. Seatbelt usage and cell phone policies are required to be uploaded in this section.

Project Description – Briefly describe what the organization is going to do (main goal), with how much funding (\$), when, where, and how.

Problem Identification and Supporting Data – Worth 15 points. It includes the problem statement, data, and proposed solution.

Agencies must determine the traffic safety problem they wish to address with grant funding and provide sufficient data to back up the need for action and funding. Applicants that demonstrate a clear traffic safety problem that is supported by relevant data and proposals which fit into the National Highway Traffic Safety Administration's (NHTSA) Countermeasure activities have a much better chance of receiving funding.

The project description describes succinctly the proposed project while providing details as to who is going to do what, where, when, why, how, and with what amount of funding. The following is an example.

(WHO) The Newman Children Community Organization (NCCO) is requesting (AMOUNT) \$ 10,000 in grant funding to decrease the number of infants and children killed or seriously injured in crashes in (WHERE) Newman county by (HOW MUCH) 10%. (WHY) In 2016, infant fatalities or serious injuries due to no use or improper use of car seats in the county increased from 2 to 5. The funding will be utilized to purchase car seats and educational handouts, as listed in the proposed budget. (HOW) NCCO will provide car seats and installation education to approximately 300 citizens during (WHEN) community fairs held between October 2020 and September 2021.

This includes, but is not necessarily limited to, the following:

- Identification of the problems to be addressed
- Description of the geographic areas affected;
- Who the problem affects and the consequences;
- Under what circumstances the problems occur;

- Other current efforts to assist in alleviating the problem (existing programs or services); and
- Rates of increase or decrease in the problem by showing the percentage of change for a period covering at least two years, (more years make a better case.);
- Percentages of change with actual numbers (i.e., from 2018 to 2019 infant fatalities increased from 2 deaths to 5). Reflect these data in your objectives. Include reference sources (footnotes) when necessary.

Local Data - agencies should identify problem areas through systematic data collection and analysis. Sample data resource links are attached to this document for reference. **Local data** supports your problem better than national data.

Cause of the problem – is **required** to be described. This step leads to the proposed solutions. The proposed solution briefly describes the solutions to reducing traffic fatalities, injuries, and crashes.

Countermeasures - should be evidence-based activities taken to reduce or eliminate the root causes of problems. Proposed countermeasures should be described in detail in this section of the application. OTS prefers to award projects which follow the National Highway Traffic Safety Administration’s (NHTSA) reference guide, [Countermeasures That Work](#).

The guide is located at

https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/812478_countermeasures-that-work-a-highway-safety-countermeasures-guide-.pdf

The guide describes major strategies and countermeasures that are relevant to traffic safety activities; summarizes strategy/countermeasure use, effectiveness, costs, and implementation time; and provides references to the most important research summaries and individual studies. **Be sure to list the Countermeasure number and titles chosen to address the identified problem.** More resources for data can be found at the end of this document.

Technology Statement – Add this statement at the end of the Countermeasures field, **if applicable**. If the proposed solution involves purchasing, designing, or implementing any type of technology, a statement must be noted, i.e., “As this proposal includes a technology element, the agency IT approval is attached.” The technology certification form found on the <http://ots.nv.gov> website (under Forms/Reports) must be attached in the e-Grants application, which demonstrates the agency’s information technology (IT) director or hired IT consultant has reviewed and approves the plan.

Goal Page – Worth 15 points - The goal is a broad statement of the desired result or anticipated outcome of the program. The goal addresses the problem identified in the Problem Statement section. The goal is generic to encompass more than one project, realistic and achievable. Goals should NOT be stated in measurable terms.

- What do you want to achieve?
- Explain the goal(s) of the proposed project in simple, straightforward terms. One or two broad goals are sufficient.
- The goals identify intended impacts or outcomes, and the results the program wants to achieve.
- State the goals as a determination of achievement and relevant to the problem.
- The goals MUST tie into the problem statement and outcome evaluation.
- Administrative goals should not be your main point.
- State how the project is **cost-effective**.

Objectives & Self Sustainability – Worth 20 points.

Each goal should have one or more **measurable objectives** describing how the agency will reach that goal. **Be realistic**. They must be specific, **measurable, achievable**, relevant, and time-bound (SMART). Use the statistics from the Problem Statement section to help determine measures. The accomplishment of objectives results in the achievement of the goals they support.

Answer these questions in each objective:

1. *WHAT will be done? Or what will change?*
2. *WHO will complete the tasks? Or who will change?*
3. *WHEN will the activity be implemented? Or when will the change occur? Timeline.*
4. *HOW will they do it and HOW will they measure it?*
5. *INCLUDE a **timetable**; it demonstrates you have thought your program through.*

Tip: *Goals and Objectives MUST tie into the evaluation process. Both of these sections will connect with your progress reports. Progress reports require the written progress of every objective.*

Objectives are more specific short term goals that must happen to achieve your overall project goals. Objectives generally begin with phrases such as: “To increase,” “to decrease” and “to reduce.” They should explain what is going to be accomplished and when it is expected to be accomplished. Describe how the objective will be evaluated.

- Examples:
 - To conduct at least three “Every 15 Minutes” educational events during the grant year that depict the consequences of impaired driving at each local area high school while school is in session”. Pre and post surveys will be provided to participants to evaluate knowledge obtained during events. Process and Outcome evaluation – conducting the educational events is process, and the change in knowledge per pre-post surveys is outcome.
 - To decrease recidivism of the 2nd time DUI offenders by 10%, 80 to 72, over 12 months by targeting them for the Treatment Court while providing a comprehensive treatment program to address both the criminal offense and the substance abuse. Outcome evaluation.
 - To increase the number of parents educated in seat belt safety by 10%, 100 to 110, by offering child car seats and installation instruction with every parent that leaves our hospital with a baby or child during the project year. Process evaluation.

Self-sustainment. Describe how the proposed project will continue operation when grant funds are no longer available. There is no guarantee grant funds will be available for the proposed project year to year. Proposed projects need to demonstrate **self-sustainment** as early as possible, even within one year when applicable. Provide a detailed summary and a time-line of the plan to continue operations when these funds are either not available or significantly reduced. Eligibility for continued funding of projects taking longer than one year to become self-sustaining is based on a) performance, b) meeting reporting requirements, and c) the availability of funds. Agencies and organizations are encouraged to develop diversified funding strategies for project sustainment.

Activities Page – Worth 15 points. This section should demonstrate **proven prevention/intervention strategies** used to accomplish the objectives. Describe the activities that will be performed, why they were chosen, who will conduct them, identify a timeline – the month or quarter when the activities will be performed. Refer to the Countermeasures That Work manual for proven measures and activities. Activities must **support each objective**. Be sure they **tie to the objectives**.

Evaluation and Outcomes Page – Worth 20 points.

The Evaluation Plan presents a) the assigned evaluator and the qualifications of the evaluator and b) the criteria used to evaluate the project’s effectiveness. The evaluation includes continuous review of progress with the objectives and changes made to the identified problem. The evaluations might include reference to a variety of measureable data or information such as crash data, citation data, course evaluations, number of people trained and learned knowledge rates, enforcement event results, media coverage, car seats installed, or membership rosters. If it is difficult to provide evidence that an objective or activity has been completed, revisit those sections of your application. This is a symptom that your objectives and activities are not specific, measurable, or clearly defined.

Evaluation should **demonstrate the method for measuring progress towards each objective, and towards each activity. Include baseline data.**

Identify if the evaluation is an outcome evaluation or a process evaluation.

Outcome evaluation assesses the effectiveness of a program in producing actual changes made: attitudes, behavior, sustained behavior, the knowledge gained, health, skills increased, fatalities, injuries changed, and by how much. A process evaluation describes how a program outcome or impact was achieved: changes in services, activities, policies, etc.

- Identify who will be involved in the evaluation and why they are qualified to evaluate. Decide whether the evaluation will be done by an external team, an internal team or a hybrid of both.
- Clarify what will be evaluated and how it proves the project's success.
- Decide the timing of the evaluation; every six months, only at the end of the project, or longer.
- Identify what resources are available for the evaluation and what will be needed.
- List information sources: Official statistics, program records, program monitoring, activity logs, test results, attendance, etc.
- Data collection instruments: interviews, questionnaires, surveys, pre/post testing, direct observation, cost-benefit analysis.
- Identify outcomes: hard data/statistics, final product: teaching material, media ad, newsletters.

Providing an outside, unbiased evaluator may lend more creditability to the project. The University of Nevada Las Vegas (UNLV) Statistical Analysis Center (SAC) may be able to assist with evaluations of more complex projects. You may contact the office at <https://www.unlv.edu/ccjp/nvsac>.

The final evaluation will provide cumulative statistics, progress on objectives, affective changes to the problem, feasibility of self-sustainment, and is due 30 days after the end of the award's performance period.

Statement of Coordination – Additional 5 points. Collaborative efforts of federal, state, and local, businesses, organizations and non-profit agencies are key to the success of many programs. List collaborative partnerships and describe efforts and relationships (shared resources, mutual client base, and networking).

Certifications (Schedule C) – These pages contain the required federal and state assurances and certifications necessary for applicants to qualify for federal funding. These are legal and binding documents. **Read these pages carefully.**

Budget Page – Worth 15 points.

Enter the federal fund amount requested, the match amount and describe how the **agency will provide match** (20% of the TOTAL project amount is calculated as 25% of the federal portion). The budget must be **realistic for project scope.**

A narrative that includes a line item detail must be included. The budget should include all allowable expenses needed to effectively implement the project and include a narrative justification. The budget detail must show **adequate line item detail** and any program income that is anticipated.

Program Income: Any income received from the funded program will be put back into the program (will stay with the program to help achieve future sustainability). Examples of program income might include fees for service, or donations made specifically to the grant project.

Your budget must also indicate any matching/in-kind funds that you anticipate to contribute to this project. Match might include non-reimbursed personnel expenses, vehicle wear and tear, or agency equipment use; payments made for office supply purchases, car seats, or radar guns (specifically used for the grant project), printing, postage, travel, etc.

All requested project costs must relate directly to and be necessary for the tasks described in the Activities section.

1. Personnel costs (all costs related to salary, benefits, overtime, etc.)
2. Consultant/Contractual Services (costs must not exceed the current federal limitation of \$650 for an 8-hour day or \$81.25 per hour)
3. Travel Costs (travel, transportation, room costs, meals, parking, etc.)
Place costs for training registration under other direct costs, not travel costs.

*Note: Department of Public Safety (DPS) travel rates will apply unless the agency's travel rates are less. You can find the DPS travel rates on the eGrants page. **NOTE: This is different than the previous year's GSA rates application.***

4. Supplies/Operating Expenses
5. Equipment - Items over \$5,000 individually and long life span

Amounts should be rounded - do not use cents. (Example: \$170.57 will be \$171.00) All budgets are subject to OTS modifications and approval.

Budget Categories - Address each budget section/category separately.

1. Personnel Costs

This category refers to wages and fringe benefits for regular or part-time salaried employees related to the proposal. This category also includes overtime for approved activities related to the proposed project. Other persons working on the proposed project who are not on the regular payroll must be classified as contractual or consultant.

AVOID General Costs of Business/Supplanting - Do not request federal funding for an employee already on the payroll unless he/she will be replaced by another person hired to augment regular agency staff during the time the existing employee spends working on project activities. A regular employee, however, may be paid overtime for time worked on the project. Salaries may not exceed those normally paid for comparable positions in the community and the unit of government associated with the project.

Direct Salaries and Overtime – List the title or position of each new or each existing employee who will earn overtime for grant-related activities. Across from each position/job title listed, place the annual salary or the overtime wage (dollar/hour) for the position, the percent of time expected to be devoted to the project (for a new employee) or the number of overtime hours and the total cost for the position.

Fringe Benefits – List all fringe benefits. Include fringe in the total personnel costs.

Personnel Budget Narrative - A brief statement explaining the cost basis for each position is required. Explain how each position is related to and essential for the completion of the proposed project. Explain why federal funds should pay for the personnel requested. How are they essential to the success of the project?

Total Personnel Costs – The total for Personnel expenses requested.

2. Travel Costs Travel rates will be at the Department of Public Safety (DPS) travel rates unless the agency's travel rates are less. ***NOTE: This is new policy.***

Travel Budget Narrative - A narrative explaining the purpose of the travel and its connection to the project is required. Break out costs for each trip separately to show the specific costs of transportation, food, lodging, and other expenses.

In-State Travel - List each anticipated in-state trip stating the purpose of the trip, destination, and line item costs.

Out-of-State Travel - List each anticipated out-of-state trip stating the purpose of the trip (e.g. training, interview, operations, etc.), destination, and line-item cost. The breakdown of per diem costs is required. Justification for each traveler is required. Consider whether it would be less expensive to bring in one trainer than to send six staff members out-of-state.

Registration Costs – should be listed under Other Direct Costs.

Total Travel Costs – The total for Travel expenses requested.

3. Consultant/Contract Services

1. Individuals - List individuals not on the regular payroll who will be reimbursed for professional services.
 - a. Consultant Fees - For each individual consultant, enter the name, if known, service to be provided, hourly fee and estimated time on the project in hours. Fees must not exceed federal guidelines (\$650 per 8 day or \$81.25/hour).
 - b. Consultant Expenses - On the line number corresponding to the line number of each consultant listed in subsection (a), in addition to fees list all expenses to be paid from the award to individual consultants. List the rates used to calculate travel, meals and other expenses. Remember, travel costs cannot exceed the State DPS rate.
 - c. Total Consultant Costs – Complete the total requested.
2. Consultants and Contractors/Subcontractors Budget Narrative - explain the basis or criteria for selection of each consultant. Describe how the service provided is essential to the project. In the budget narrative section, detail the costs and how it is a necessity to the proposed project. All subcontracts must be preapproved by OTS.

Note: All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, require administration in a manner that allows maximum open and free competition. Sole source contracts/consultant services must be approved by the Office of Traffic Safety. Each subrecipient is responsible for subcontractors and consultants and must ensure that they comply with federal and state regulations. Subcontractors and consultants may be audited for compliance. Subcontracts must be listed with the System for Award Management (SAM) and must not appear on the State or Federal Debarment Lists.

4. Equipment

Equipment are items over \$5,000. Do not list brand name, use the generic description of the requested item unless there is a specific requirement for a brand name item. Equipment must be preapproved by OTS. After each item listed enter the quantity, unit costs and total cost.

Equipment Budget Narrative - A narrative describing how the equipment will benefit the proposed project, why it is necessary to the success of the project and the consequences of not purchasing the equipment. Equipment needs to be American made.

Total Equipment Costs – The total for equipment expenses requested.

5. Other Direct Costs

Supplies/Operating - office supplies, forms, project supplies, and equipment items costing under \$5,000; essentially, expendable or consumable materials for use during the duration of the requested project. List items, such as postage, forms, office supplies, training materials, etc. Enter the quantity, unit cost, and total cost. Explain the methodology for determining the quantity requested. This section includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.

Registration Costs – please list under the Other Direct Costs category. OTS will pay for registration fees related to training events on a reimbursement basis, after the responsible agency provides proof of attendance and payment.

For each item listed, enter the rate and/or unit cost.

Example 1: Copier expenses: \$30.00 copy charges x 12 months = \$360.00

Copies are required for daily operations and 300 educational event flyers

Example 2: Breathalyzer Tests: \$90.00 per case (dozen ea.) x 12 cases = \$1,080.00 includes shipping and handling.

Breathalyzer tests are used by officers during potential impaired driving traffic stops.

Total Other Direct Costs – The total for other direct cost expenses requested.

6. Indirect Costs

List indirect costs and expenses associated with them. Attach proof of Federally-approved indirect cost rate. If unaware of the 10% de minimus cost rate, contact OTS.

Total Indirect Costs – The total of indirect costs should be stated.

7. Program Income

List any anticipated program income and what the income will be spent on. Program income must be expended on the funded project.

Attachments page – please upload any attachments.

Avoid common budget mistakes

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total requested; have financial staff review the budget.
- Respond to all sections of the application; ensure a thread ties the application together from the Problem Statement through the Evaluation.
- Spell out acronyms, at least when first used. Eliminate jargon when possible.
- If this is a continuation project, explain what has/will change from the previous year. Don't assume reviewers are familiar with existing projects.
- Footnote any reference to federal, state or local laws, codes or statutes.
- Use local statistics rather than national statistics.

Additional Information

When determined to be in the best interest of the State of Nevada, OTS reserves the right to reject applications, waive informalities and minor irregularities in the applications received, or to accept any partial applications.

A change in the organization, scope of the project, budget, goals and/or target population, of a continuing award requires OTS approval prior to its implementation. The applicant is responsible for presenting adequate justification on the Change Order form through e-Grants. Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available to OTS. In the event funds are not appropriated, any resulting contracts (grant or program awards) will become null and void, without penalty to the State of Nevada.

All documents submitted with an application requesting federal or state program funds become the property of the State of Nevada. Upon the awarding of funds in the Agreement, its contents turn into a contractual obligation.

Appeals

A proposed grant applicant or a subrecipient may appeal the denial of a proposed grant application by the Office of Traffic Safety (OTS).

The appellant shall submit, within 15 days after receipt of notification of the decision, a written request for appeal to meet with the OTS Administrator and other appropriate staff to present any documentation in support of the appellant. Written notice of the decision of the OTS Administrator will be sent to the applicant or subrecipient within five days of the decision.

If the appellant wishes to make a further appeal, the appellant shall submit, within 15 days after receipt of notification of the Highway Safety Office Administrator's decision, a written request to discuss with the Director of the Nevada Department of Public Safety to present any documentation in support of the appellant. Written notice of the decision by the Director will be sent to the subrecipient within five days of the decision.

If the appeal is rejected as having no merit, the Director will inform the applicant of the reason for the rejection. If the appeal is accepted, the Director will: (1) find that the appeal has merit and remedy the problem by whatever means within the Director's authority.

Application Review and Agreement Development

Once applications are submitted through e-Grants, they will be reviewed by OTS staff to:

- Ensure the application meets basic criteria.
- Conduct a risk-assessment of the agency and project.
- Compare the application with current needs, priorities, and activities.
- Assess whether the proposed project will impact traffic safety, address issues and gaps in services identified by OTS, and that budget estimate is within funding capacity.
- Assess whether the applicant agency has capability of implementing successful project.

Applications are reviewed and scored by OTS staff, subject matter experts and grant managers through the grant review team. The determination of whether the proposed project has the potential to impact traffic safety goals will be based on its ability to implement evidence-based strategies, show a commitment to sustain and contribute to success, have measurable, specific outcomes and address the greatest demonstrable need/problem. The proposed strategy must be either an evidence-based strategy supported by research, or, a demonstration project if a clear data-driven safety need has been identified or the project is supported with a strong evaluation plan that will allow the HSO to assess the effectiveness of the activity at its conclusion. Other indicators such as project merit, application scores, priority areas, agency risk-assessment, complexity of project, agency historical performance, are factored into the decision making process. This grant opportunity is competitive as funding is limited.

- Denial letters are distributed to those agencies not approved for funding prior to June 1.
- Approval notifications will be made by OTS staff and any needed adjustments to the project activities or budget will be discussed between OTS and the applicant. May-July
- Final Agreements will be written, reviewed and signed by both parties. August
- Awards and Authorizations to Proceed (ATP) with the projects will be made October 1, or as soon as all Agreement details have been developed after October 1, if extra time is required.
- Agencies begin projects after receiving the ATP.
- Financial claims are required to be submitted monthly.
- Progress reports are required to be submitted monthly.

- Final evaluation reports are required to be submitted within 30 days of the end of the project.
- Selected projects will be subject to on-site monitoring by OTS. Agencies are subject to federal single audit requirements and must submit an audited, financial status report to OTS. Non-profits are required to provide a copy of their non-profit tax status (501c). Other agencies are required to submit a copy of their most recent financial statement (within the last two years).
- Agencies must comply with all federal, state and OTS rules and regulations.

The following are common allowable and non-allowable expenses. Contact OTS for discussion of other expense and their eligibility, if needed.

Common Allowable Expenses

- Project personnel salaries and benefits, including overtime pay (except for DRE trainers).
- Equipment necessary for implementation of the program.
- Project personnel travel/training. **Rates have changed – see travel section above.**
- Supplies and operating expenses directly related to project operation.
- Professional services (including contractors and consultants). Costs must fall within federally approved policy - \$650.00 per day or \$81.25 per hour.

Common Unallowable Expenses

- Any expenditure not directly related to the program.
- Alcohol
- Badges
- Beverages
- Bonuses, Commissions, Gifts and Incentives
- Business Cards
- Construction
- Drugs
- Entertainment
- Food
- Fund Raising
- General cost of business/supplanting: federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose.
- Highway signs
- Land/Building Acquisition
- Late Charges
- Legal Fees
- Lobbying
- Military-type Equipment
- Newspaper Subscriptions
- Office furnishings
- Rental Cars - unless previously justified and approved by OTS
- Replacement supplies for equipment for basic law enforcement functions (i.e., ammunition, uniforms, and weapons).
- Sales tax

Data Resources

[Nevada Traffic Fatality Statistics](#)
[NHTSA Countermeasures That Work](#)
[Office of Traffic Safety Grant Eligibility Chart](#)

Strong data analysis and backup documentation are imperative to strengthen the need of funding to implement or enhance traffic safety initiatives. Below is a list of types of data and possible resources.

Crash Data - Examples of Data: Motor vehicle crashes by person type (driver, occupant, motorcyclist, pedestrian, and bicyclist), age and sex of person, severity of injury, contributing factors in crash, restraint use, etc.

[Fatality Analysis Reporting System \(FARS\)](#)

[CENSUS](#)

[National Highway Traffic Safety Administration \(NHTSA\)](#)

[NHTSA - Other Data](#)

The Nevada Department of Transportation (NDOT) has state and local crash data at request at crashinfo@dot.state.nv.us.

[Fact Sheets for Nevada Strategic Highway Safety Plan \(SHSP\)](#)

OTS web site for FARS data at www.ots.state.nv.us.

[Highway Safety Council](#)

Trauma Registry: all reported traumas from Nevada hospitals.

Behavioral Risk Factor Surveillance Survey (Adult data): The Behavioral Risk Factor Surveillance System (BRFSS) is a state-based nationwide survey sponsored by the Centers for Disease Control and Prevention (CDC) to gather data on health risk behaviors, preventive health practices, and health care access primarily related to chronic disease and injury health risks in the U.S.

Data Type: Self-reported seat belt use, alcohol and marijuana use, impaired driving:
[Self-reported use](#)

All requests for the above information can be made through: data@dhhs.nv.gov.

Youth Behavioral Risk Surveillance: The Youth Risk Behavior Surveillance System (YRBSS) monitors priority health-risk behaviors and the prevalence of obesity and asthma among youth and young adults. The YRBSS includes a national school-based survey conducted by the Centers for Disease Control and Prevention (CDC) and surveys conducted by state, territorial, local education and health agencies and tribal governments. YRBSS data are used to set and track progress toward meeting school health and health promotion program goals, support modification of school health curricula or other programs, support new legislation and policies that promote health, and seek funding and other support for new initiatives. Maintained by University of Nevada, Reno.

Heather Martin: heathermartin@unr.edu

Taylor Lensch: tlensch@unr.edu

[Nevada Youth Behavioral Risk Survey - 2017](#)

Cost of Crashes

[Insurance Institute for Highway Safety](#)

[Centers for Disease Control \(costs by state\)](#)

EMERGENCY AND MEDICAL SERVICES – Examples of data: Number and type of service requested, injury, response time, transportation and treatment administered.

Source of data from local emergency and medical service agencies.

CITATION/PROSECUTION/ADJUDICATION – Examples of data: Citations, prosecutions, convictions and sentencing. Make requests through local law enforcement and judicial agencies.

OTHER RESOURCES

Other data may include demographics, local data, school attendance and injury rates, and non-profit agency statistics.

Other resources might include: local police collision and fatality reports, traffic engineering records, roadway information, surveys (seat belt, child seat), emergency medical records, hospital records, State EMS data, DUI arrests and convictions, and DMV registration and licensing.

[Nevada State Grants Office](#)

[Nevada Department of Business and Industry](#)

U.S. Government's grants federal website Grants.gov

Non-profit information and data sources:

[Guidestar](#)

[Nevada Fund Nonprofits](#)

[Alliance for Nevada Nonprofits](#)

[NV Workforce Connections](#)

[Code of Federal Regulations](#)

APPLICATION CHECKLIST

- Letter of Interest (LOI) form submitted. Upon approval of LOI, agency may continue with application submission.*
- Agency Information Page – including a complete description of project, seatbelt usage and cellphone usage policies must be attached here.*
Attach the following:
 - Seat Belt Policy*
 - Driving Policy that includes other aspects of safe driving, i.e. cell phone use, no texting, etc.*
 - Non-profit organizations must submit a copy of their 501(c) status.*
- Problem Identification – Problem Statement, Data Analysis and Backup, Cause, Countermeasures, Problem Solution,*
 - Self-Sustainment* *Technology Statement, if required*
- Goal – Broad goal*
- Objectives – Specific, Measurable, Attainable, Relevant, Timeline, (SMART) What, When, Where, How, Who,*
- Activities - Methods of accomplishments, Timelines, Statement of Coordination, Administrative reporting, countermeasures used*
- Project Evaluation - Who, Qualifications, Data, Objective Progress, Changes in Problem, Measures, Sustainment, and Successful or not, Process or Outcome based*
- Review and acceptance of the Assurances and Certifications – check off*
- Budget – line item costs and narratives, match, project income – double check math*
- Fiscal staff review of application and budget*
- IT staff review of application and budget if technology is required in any way*
- AAO (leadership) review of application, budget and submission of application through e-Grants.*

Submit application no later than Friday, 5:00 p.m. February 21, 2020

Please contact the Office of Traffic Safety with any questions you may have regarding any part of the application process, project eligibility or access to eGrants.

OFFICE OF TRAFFIC SAFETY CONTACT INFORMATION Main Line 775-684-7470			
STAFF	Title	OFFICE	EMAIL
Shelley Fleming	eGrants Administrator, Program Manager	702-432-5080	sfleming@dps.state.nv.us
Charise Whitt	Deputy Administrator	775-684-7473	cwhitt@dps.state.nv.us
Carrie Krupp	Administrative Assistant IV	775-684-7472	clkrupp@dps.state.nv.us

*OTS looks forward to receiving innovative and effective proposals.
Good luck.*