



**State of Nevada**  
**Department of Public Safety**  
**Office of Traffic Safety**  
**Highway Safety Grants Program**  
**Request for Application**  
**For FFY2024 (Oct. 2023 – Sept. 2024)**

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**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 and/or improve roadway safety or data collection. Funding for this grant opportunity is provided by the National Traffic Safety Administration (NHTSA) and the Nevada Department of Transportation (NDOT) through the Office of Traffic Safety. Agencies, organizations, and 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/Application	<b>Due March 17, 2023</b>
Review and scoring of applications	March/April Project and Agreement Development June
Awards and Authorization to Proceed	October 1, 2023

**Grant Period:**

Most of the awards made under this RFA are intended to span one year, 10/1/2023 thru 09/30/2024, however other periods of performance can be considered.

**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.
- Unique Entity Identifier number

**How to Apply:**

Register as a 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. The e-Grants training manual can be found on the e-Grants page under “My Training Materials”. Please read through this manual.

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

A Letter of Interest (LOI) is required. The LOI provides agencies an opportunity to have their ideas and proposals considered in advance of completing the full application. It is intended to be an accessible method to share ideas and further discussion. 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 invited to complete the Office of Traffic Safety grant application. All existing grant funding requirements apply. The application is **due no later than 5:00 p.m. on 3/17/2023**. Agencies are encouraged to submit the application as early as possible.

The application must be fully completed addressing each section/category. The Agency Authorized Official (AAO) will submit the application to OTS through the e-Grants process.

Joining Forces Program applicants will select the Joining Forces application type.

For assistance with e-Grants, LOI or application, please contact us at [OTSeGrants@dps.state.nv.us](mailto:OTSeGrants@dps.state.nv.us) or call 775-684-7470. 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/or support strategies found in Nevada's Strategic Highway Safety Plan (SHSP), or other traffic safety program areas that are identified and supported by data.

- Speeding and aggressive driving
- Impaired driving, riding, or walking
- Pedestrian, bicyclist, and/or motorcycle safety
- Preventing roadside deaths or injuries of first responders or in work zones
- Protecting passengers and children during vehicle operation
- Protecting children and others from risks related to being left unattended in a vehicle
- Community based safety programs
- Traffic safety studies and improved data collection
- Public health partnerships and Emergency Management Services (EMS)
- New drivers, older drivers, and/or programs that reach underserved communities

A checklist is available at the end of this document as a reference for you to complete prior to submitting your application. Please read through this Request for Application for pertinent information.

## **Requirements to Know Prior to Submitting an Application**

### **Accountability and Transparency – UEI and SAM – Required for e-Grants Registration**

The implementation of the Federal Funding Accountability and Transparency Act requires all potential OTS subrecipients to provide a Unique Entity Identifier (UEI) number (formerly known as the DUNS number) and registration in the System for Award Management (SAM) system.

The UEI number is a unique number identifying an organization which helps track the distribution of grant money. **To register your entity and/or get a UEI number, please visit SAM.gov/. If your agency does not have a UEI number or is not currently registered in SAM, begin these processes as soon as possible. The process for the SAM registration can take several weeks.**

**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 up front 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 to process a reimbursement claim. Claims are reimbursed within 60 days of receipt.

**Matching Funds** - Grants awarded by OTS generally require a grantee to contribute 25% match. 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 historical cost of the grant/program as required for budgetary and auditing purposes.
- Funds specifically budgeted and/or 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.

**Reporting Requirements** -

- A written monthly Progress Report (narrative) documenting the project's progress in meeting its goals, objectives, and activities,
- A monthly expense report (financial claim) requesting reimbursement of expenditures,

- Continuous communication with the OTS program manager on 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. 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.

All awards are subject to audits during the performance period, and within three years after the end of the performance period. Selected projects will be subject to on-site monitoring by DPS-OTS.

**Certification Requirements** - All agencies must comply with all federal, state and OTS rules and regulations. Compliance of the certifications in the application must be agreed to.

**Law enforcement Agencies** – All law enforcement agencies are encouraged to:

- Comply with vehicle pursuit policies established by the IACP,
- Participate in the Nevada Traffic Records Coordinating Committee,
- Participate in the Nevada “Joining Forces” enforcement program.

## **OTS Programs with Available Funds**

### **Occupant Protection Program**

The goal of this program is to promote the importance of proper usage of seat belts and child passenger safety restraints in motor vehicles, as well as to mitigate risks related to passengers being left improperly unattended in vehicles. Progress toward this goal relies on a variety of projects which encourage and educate on the proper use of occupant restraints including seat belt and child passenger safety seat programs.

### **Activities Funded:**

- Certifications - Funding for Child Passenger Safety Technician (CPST) and Child Passenger Safety Technician Instructor (CPSTI) certification from Safe Kids Worldwide.
- CPST Courses - Funding for CPSTI's to teach the Child Passenger Safety Technician Certification course. Reimbursement rates include instructor hourly salary and travel reimbursement.
- Conference Travel - Funding for CPST/CPSTI's to travel to national conferences to obtain continuing education credits necessary for re-certification.
- Community Events – Funding for community seat check events where CPST's obtain seat check verifications and checkup event attendance necessary for re-certification. Reimbursement rates include instructor hourly salary and travel reimbursement.
- Community Event Partnerships - Funding for CPST/CPSTI's to attend community seat check events to support community partners in neighboring communities. Reimbursement rates include technician/instructor hourly salary and travel reimbursement.

- Child Passenger Safety Seats – Funding for the purchase of seats for distribution within the community. The distribution of seats must be supported by a distribution plan (i.e., schedule of events).
- Caregiver Education – Funding for CPST/CPSTI’s to educate caregivers in the utilization of appropriate vehicle restraint systems (seat belts & child safety seats). Can be taught in a multi-person class or a one-on-one appointment. Reimbursement rates include technician/instructor hourly salary.

### **Joining Forces Program**

Joining Forces is a multi-jurisdictional law enforcement program that promotes statewide high visibility enforcement and education of traffic safety based on data. Law enforcement agencies working collaboratively utilize funds to provide enforcement to address the focus areas within their jurisdiction and neighboring jurisdictions. Valuable data is collected, analyzed, and shared to plan and address emerging trends and traffic issues.

### **Traffic Records Program**

The goal of this program is to ensure complete, accurate and timely traffic safety data collection. This 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 provides highway safety information for Nevada and is operated under the direction of the Traffic Records Coordinating Committee (TRCC). Grantees 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 data dictionary are key.

### **Impaired Driving Program**

The goal of this program is to reduce fatalities and serious injuries resulting from impaired driving, walking, or riding crashes on Nevada's roadways. Areas that make up the program in Nevada include enforcement of DUI laws, effective adjudication through Nevada's judiciary system, training for law enforcement officers and others, effective toxicological testing, 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 attorneys, prosecutors, law enforcement agencies, and non-profit organizations conducting proven countermeasure strategies in the effort to eliminate impaired driving.

### **Motorcycle Program**

The goal of this program is to reduce the number of single-vehicle and multiple-vehicle crashes involving motorcycles or mopeds. The program utilizes safety training classes, outreach and education, advocacy, and partnering with other agencies to address safety concerns for motorcyclists.

### **Vulnerable Road Users Safety Program**

Vulnerable road users include pedestrians, bicyclists, and micro-mobility device users. The goal

of this program is to facilitate engineering improvements, provide training and education, and implement legislative actions and enforcement to reduce fatalities and serious injuries throughout the state.

### **Preventing Roadside Deaths Program**

The goal of this program is to prevent death and injury from crashes involving first responders, roadside workers, and other individuals stopped at the roadside.

### **Driver & Officer Safety Program**

The goal of this program is to enact and enforce a law or adopt and implement programs that include certain information on law enforcement practices during traffic stops in driver education courses or peace officer training programs.

### **Detailed grant application instructions:**

Providing appropriate data is key to program development and submission of the grant application. Please review the Program Development 101 link on the e-Grants webpage for information on developing your program. <https://egrants.nv.gov/>

## **APPLICATION SECTIONS – in the e-Grants system**

### **Agency Information Page**

Provide the agency's information, contact names, physical location and phone numbers, 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**

Provide a problem statement, supporting data and the 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 concisely 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 2023 and September 2024.

The problem identification includes, but is not 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),
- Rates of increase or decrease in the problem by showing the percentage of change for a period covering at least two years,
- Percentages of change with actual numbers (i.e., from 2018 to 2019 infant fatalities increased from 2 deaths to 5). Reflect the data in your objectives.

Local Data - Agencies should identify problem areas through systematic data collection and analysis. More resources for data can be found at the end of this document.

Cause of the Problem – Describe the cause of the problem. This step leads to the proposed solutions.

Proposed Solution – Describe the solutions to reducing traffic fatalities, injuries, and crashes.

Countermeasures - Countermeasures should be evidenced-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 Countermeasures That Work reference guide can be found at:

[https://www.nhtsa.gov/sites/nhtsa.gov/files/2021-09/Countermeasures-10th\\_080621\\_v5\\_tag.pdf](https://www.nhtsa.gov/sites/nhtsa.gov/files/2021-09/Countermeasures-10th_080621_v5_tag.pdf)

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

### **Goal Page**

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.
- Each goal should have one or more **measurable objectives** describing how the agency will reach that goal. Be realistic.
- State the goals as a determination of achievement and relevant to the problem.
- The goals **MUST** tie into the Problem Statement and Outcome Evaluation.
- State how the project is cost effective.
- Administrative goals should not be your main point.

### **Objectives & Self Sustainment**

Each goal contains only a few objectives. They must be specific, **measurable**, attainable, 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?*
4. *HOW will they do it and HOW will they measure it?*
5. *INCLUDE a timeline. It demonstrates you have thought your program through.*

**Tip:** *Goals and Objectives MUST tie into the evaluation process. Both 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 are used to measure success. 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 can continue operation if grant funds are no longer available. There is no guarantee grant funds will be available for the proposed project year to year. Where applicable, provide a detailed summary of the plan to continue operations when these funds are either not available or significantly reduced.

Eligibility for continued funding of projects is based on 1.) performance, 2.) meeting reporting requirements, and 3.) the availability of funds. Agencies and organizations are encouraged to develop diversified funding strategies for project sustainment.

### **Activities Page**

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 reference guide for proven measures and activities. Be sure they tie to the objectives.

### **Evaluation and Outcomes Page**

The Evaluation Plan presents 1.) the assigned evaluator and the qualifications of the evaluator and 2.) the criteria used to evaluate the project’s effectiveness. Evaluation includes continuous review of progress with the objectives and changes made to the identified problem.

Evaluations might include reference to a variety of measurable data or information such as: crash data, citation data, course evaluations, number of people trained, 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, attainable, relevant, and time-bound (SMART).

Identify if the evaluation is an Outcome Evaluation or a Process Evaluation.

Outcome evaluation assesses the effectiveness of a program in producing actual changes: attitudes, behavior, sustained behavior, knowledge gained, health, skills increased, fatalities, injuries changed and by how much.

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 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 final outcomes: hard data/statistics, final product: teaching material, media ad, newsletters.

Providing an outside unbiased evaluator may lend more credibility to the project. If your project is selected for funding the OTS may require additional evaluation be included.

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

Collaborative efforts of federal, state and/or 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**

Enter the federal fund amounts requested and the Match (25%) required amount for each category.

A narrative which 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 **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 contributing 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. If your agency is eligible to request indirect costs these can also be used to meet the match requirement which allows for greater use of the budget to implement activities.

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

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

*Department of Public Safety (DPS) travel rates, which follows GSA rates, will apply unless the agency's travel rates are less. Please contact your project Program Manager for details and questions. You can find the GSA travel rates at [www.GSA.gov](http://www.GSA.gov).*

- Supplies/Operating Expenses
- Equipment - Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost <\$5,000.

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 category separately.

**Personnel Costs** - This category refers to wages and fringe benefits for salaried employees related to the project. This category also includes overtime for approved activities related to the project. Other persons working on the project who are not on the regular payroll must be

classified as contractual or consultant.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government associated with the project.

**Direct Salaries and Overtime** – List the title or position of each employee who will perform 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 or number of overtime hours and the total cost for the position.

**Fringe Benefits** – List all fringe benefits and include 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 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 sum for Personnel Costs requested.

**Travel Costs** - Travel rates will be at Department of Public Safety (DPS) travel rates unless the agency's travel rates are less.

**Travel Budget Narrative** - Narrative explaining the purpose of the travel and its connection to the project. Break out costs for each trip separately to show the specific costs of transportation, per diem and other expenses. The breakdown of per diem costs is required.

**In-State Travel** - List each anticipated in-state trip stating the purpose of the trip, destination, and total cost. Justification for each traveler is required.

**Out-of-State Travel** - List each anticipated out-of-state trip stating the purpose of the trip, destination, and total cost. Justification for each traveler is required.

**Registration Costs** – Conference/training registration costs should be listed under Other Direct Costs.

**Consultant/Contract Services** - List individuals not on the regular payroll who will be reimbursed for professional services.

**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 (\$650.00 per 8-hour day or \$81.25/hour).

**Consultant Expenses** - On the line number corresponding to the line number of each consultant listed in subsection (a), in addition to consultant fees, list all expenses to be paid from the award to the individual consultants. List the rates used to calculate travel, meals, and other expenses. Remember, travel rates travel rates unless the agency's travel rates are less.

**Total Consultant Costs** – The sum for total Consultant Costs requested.

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 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.

**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 Buy America Compliant and be preapproved by OTS. After each item listed, enter the quantity, unit costs and total cost.

**Equipment Budget Narrative** - Narrative describing how the equipment will benefit the project, why it is necessary to the success of the project and the consequences of not purchasing the equipment.

**Total Equipment Costs** – The sum for total Equipment Costs requested.

**Other Direct Costs** - Supplies/Operating - office supplies, forms, project supplies, and equipment items costing under \$5,000; expendable, or consumable materials for use during the duration of the 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.

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.

**Registration Costs** – Please list registration costs 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.

**Total Other Direct Costs** – The sum for total Other Direct Costs requested.

**Indirect Costs** – List indirect costs and expenses associated with the project. Attach proof of Federally approved indirect cost rate in e-Grants. Indirect costs these can also be used to meet the match requirement which allows for greater use of the budget to implement activities.

**Total Indirect Costs** – The sum for total Indirect Costs requested.

**Program Income** – List any anticipated program income and what the income will be spent on. Program income must be expended on the 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.
- Use only whole dollar amounts. No cents.
- Use standard type size (12-point font).
- Respond to all sections of the application.
- 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 to an application, 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.

If the appeal is denied and appellant wishes to make a further appeal, the appellant shall submit, within 15 days after receipt of notification of the HSO Administrator's decision, a written request to meet with the Director of the Nevada Department of Public Safety to present any documentation in support of the appellant.

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, the application 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 project will impact traffic safety. Address issues and gaps in services identified by OTS.
- Budget estimates are within funding capacity.
- Assess whether the applicant agency has the capability of implementing a successful project.

Applications are reviewed 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, 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 and agency historical performance are factored into the decision-making process. The grant opportunity is competitive as funding is limited.

- Denial notices 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 project 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.

#### Common Allowable Expenses

- Project personnel salaries and benefits, including overtime pay
- Equipment necessary for implementation of the project.
- Project personnel travel/training.
- Supplies and operating expenses directly related to the project operation.
- Professional services (including contractors and consultants). Costs must fall within federally approved policy.
- **Contact the Office of Traffic Safety with questions regarding allowable expenses.**

#### Common Unallowable Expenses

- Any expenditure not directly related to the project.
- Alcohol or Drugs
- Giveaway or Promotional Items
- Food or Beverages
- Bonuses, Commissions, Gifts, and Incentives
- Entertainment
- Fund Raising
- General Cost of business/supplanting: Federal funds must be used to supplement existing funds for project activities and not replace those funds which have been appropriated for the same purpose.
- Land/Building Acquisition
- Late Charges
- Legal Fees
- Lobbying
- 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

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.

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. Available at: [BRFSS - CDC](#)

Citation/Prosecution/Adjudication – Examples of data: Citations, prosecutions, convictions, and sentencing. Make requests through local law enforcement and judicial agencies.

Cost of Crashes - [Insurance Institute for Highway Safety Centers for Disease Control \(costs by state\)](#)

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. Nevada Crash Data is available at: [Nevada Crash Data - Zero Fatalities \(zerofatalitiesnv.com\)](#)

## CENSUS

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.

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

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

Hospital Data - Injury hospitalizations from motor vehicle crashes: person type, age, sex, and county of residence. [UNLV | Transportation Research Center](#)

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

[National Safety Council](#)

[Nevada Traffic Fatality Statistics \(Fatality Analysis Reporting System – FARS\)](#)

[NHTSA Countermeasures That Work \(10<sup>th</sup> Edition\)](#)

[NHTSA - Other Data](#)

[Office of Traffic Safety Grant Eligibility Chart](#)

Other Data - Other data may include demographics, local data, school attendance and injury rates, non- profit agency statistics, local police collision and fatality reports, traffic

engineering records, roadway information, surveys (seat belt, child safety seat), emergency medical records, hospital records, State EMS data, DUI arrests and convictions, and DMV registration and licensing.

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. Available at: [YRBSS | Youth Risk Behavior Surveillance System | Data | Adolescent and School Health | CDC Nevada Youth Risk Behavior Surveillance System | University of Nevada, Reno \(unr.edu\)](#).

### **Other Resources**

[Nevada Governor's Office of Federal Assistance](#)  
[State of Nevada Department of Business & Industry – Grants & Incentives](#)

### **Non-Profit Information and Data Sources**

[Alliance for Nevada Nonprofits](#)  
[Community Foundation of Northern Nevada](#)  
[Guidestar](#)  
[Workforce Connections](#)

### **Regulations and Guidance**

[Code of Federal Regulations](#)

## APPLICATION CHECKLIST

- Letter of Interest (LOI) form submitted through eGrants. Upon approval of LOI, agency may proceed with an application submission.*
- Agency Information Page – Include 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 based.*
- 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 Unsuccessful, 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 the math.*
- Fiscal staff reviewed the application and the budget.*
- IT staff reviewed the application and the budget if technology is requested.*
- AAO (leadership) reviewed the application, the budget and submits the application through the e-Grants system.*

***Submit application no later than Friday, 5:00 p.m. March 17, 2023***

**OFFICE OF TRAFFIC SAFETY CONTACT INFORMATION**

**Main Line 775-684-7470**

**Please contact us with questions pertaining to the application process.**

STAFF	Title	OFFICE	EMAIL
General Information			OTSeGrants@dps.state.nv.us
Pete Vander Aa	Deputy Administrator	775-684-7473	Pvanderaa@dps.state.nv.us

MAIN FOLDERS/GRANTS INFORMATION/Website eGrants