State of Nevada

Department of Public Safety

Office of Traffic Safety

Highway Safety Grants Program

Application Instructions

For FFY2026 (Oct. 2025 – Sept. 2026)

CONTENTS

Grant Opportunity:
The Nevada Department of Public Safety (DPS)- 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 Traffic Safety Administration (NHTSA) and the Nevada Department of Transportation (NDOT) through the Office of Traffic Safety. Agencies, organizations, and non-profits will be referred to as agencies in this solicitation.

The request for funding 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	**Due by April 1, 2025**
Review and scoring of applications	Ongoing
Agreement writing	June
Awards and Authorization to Proceed	October 1, 2025

Grant Period:
Most awards made under this request for funding span one year, 10/01/2025 through 09/30/2026.

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 Intelligrants:

- 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:
Register as a new user, or log in if a current user, to the OTS on-line grants management system, Intelligrants: https://ots-nv.intelligrants.com/. Links to the Grants Administration Manual and the OTS Grant Portal Instructions can be found on the Intelligrants home page with additional materials available once logged in under the page icon on the right side by your name.

The OTS has a two-step process for grant application submission:

A Letter of Interest (LOI) is required. 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. The LOI process helps eliminate agencies from spending time completing a full application if the proposal does not meet OTS's requirements.

If the LOI proposal is approved, the agency will be invited to complete the OTS grant application. All existing grant funding requirements apply. The application is **due no later than 5:00 p.m. on 4/1/2025.** Agencies are encouraged to submit the application as early as possible.

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

For assistance with Intelligrants, LOI or application, please contact us at OTSeGrants@dps.state.nv.us or call 775-684-7472. Find submission instructions on the Intelligrants website at https://ots-nv.intelligrants.com/ under the training page icon.

Applications must address at least one of the following program areas, and/or support strategies found in Nevada's Strategic Highway Safety Plan.

• Speeding and aggressive driving
• Impaired driving, riding, or walking
• Distracted driving
• 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 traffic 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 completing an application. Please read through the Application Instructions document for pertinent information.

Requirements to Know Prior to Submitting an Application

Accountability and Transparency – UEI– Required for Intelligrants 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 (ATP) notice 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 funds.

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/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[1] report (narrative) documenting the project's progress in meeting its goals, objectives, and activities,
- A monthly[2] expense report (financial claim) requesting reimbursement of expenditures,
- Continuous communication with the OTS Program Manager on project's progress,

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[1] Per your Agreement, monthly is most common; however, can be quarterly or yearly.
[2] Monthly is most common; however, if the project is for equipment or an event, the claims will be submitted once the expense has been paid per Agreement.

- 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 submit a copy of their most recent financial statement to OTS. In either case, non-profit agencies are required to provide a copy of their non-profit tax status (501(c), etc.) to 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 OTS.

Certification Requirements - Agencies must comply with 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 polities established by the International Association of Chiefs of Police (IACP),
- Participate in the Nevada Traffic Records Coordinating Committee (TRCC),
- Participate in the Nevada "Traffic Safety Enforcement Program (TSEP)-Joining Forces" (JF) 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. 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.

Traffic Safety Enforcement Programs (TSEP)

Funding law enforcement agencies helps improve traffic safety through enforcing traffic safety laws. A large part of TSEP is the Joining Forces program which 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 working collaboratively 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 to plan and address emerging trends and traffic issues.

State traffic Safety Information System Improvements

The goal of this program is to ensure complete, accurate and timely traffic safety data submission. This data is essential for identifying traffic safety problems and designing effective countermeasures to reduce serious 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 Nevada Advisory Committee on Traffic Safety (NVACTS) and 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 is key.

Impaired Driving Countermeasures Program

The goal of this program is to reduce 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 attorneys, prosecutors, law enforcement agencies, and non-profit organizations conducting proven countermeasure strategies in the effort to eliminate impaired driving.

Motorcyclist Safety Program

The goal of this program is to reduce the number of single-vehicle and multiple-vehicle crashes involving motorcycles.

Distracted Driving Program
The goal of this program is to educate the public on the dangers of texting or using a cell phone while driving and to enforce distracted driving laws.

Young Driver Safety Program
The goal of the program is to improve traffic safety for teen drivers through education on impaired driving, distracted driving, speed and other injurious activities that impact young driver safety.

Non-Motorized Safety /Vulnerable Road Users Program
The goal of this program is to implement engineering improvements, provide training, education, awareness, implement legislative actions and enforcement for non-motorized safety programs aimed to reduce fatalities and serious injuries throughout the State.

Roadside Safety Program
The goal of this program is to prevent death and injury from crashes involving motor vehicles striking other vehicles and individuals stopped at the roadside.

Driver & Officer Safety Education 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.

APPLICATION SECTIONS – in the grant management 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.

Project Purpose (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 2024 and September 2025.

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 selected from the dropdown. 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/book/countermeasures/countermeasures-that-work.
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 select the Countermeasures that 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 Project Purpose, 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.

For TSEP you will check on the Yes/No check boxes for the listed Goal/Strategies and check the "Agency agrees to the above checked yes goals and strategies.

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 of these sections will connect with your progress reports. Progress reports require the written progress of <u>every</u> 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.

Continue to Support Project - Describe how the proposed project will continue operation when grant funds are no longer available to ensure longevity and effectiveness. There is no guarantee grant funds will be available for the proposed project year to year. Proposed projects need to demonstrate how they will continue to support this project as early as possible, even within one year's time when applicable. Provide a detailed summary and a timeline 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 1.) performance, 2.) meeting reporting requirements, and 3.) the availability of funds. Agencies are encouraged to develop diversified funding strategies for project sustainment.

TSEP projects will fill out Target Numbers for set Objective/Performance Measures, describe how their agency will continue to support the project to ensure longevity and effectiveness, and provide a list of agencies they will coordinate with.

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.

TSEP will check a box on the Community Engagements Objective/Performance Measure form.

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 creditability to the project. The University of Nevada Las Vegas (UNLV) Statistical Analysis Center (SAC) may be able to help 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
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.**

TSEP will check a box that their agency agrees to use the detailed criteria on the Enforcement Areas page.

Budget Page
Enter the federal fund amounts requested and the Match (25%)[3] 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.

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

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[3] Match is normally 25% for federal grants; however, is per your Agreement and entered during the OTS Highway Safety Coordinator (HSC) LOI review.

- 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.

> *Note: Department of Public Safety (DPS) travel rates will apply unless the agency's travel rates are less. DPS travel reimbursement policies are found in the Grants Administration Manual appendix. See document ICON for this guide on the Dashboard page.*

- 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 <$10,000.

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 people 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 percentage 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 them 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 what is 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 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 will be DPS 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 OTS.*** 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 $ 10,000 and have a useful life greater than one year. 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 is 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 for 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 $10,000; 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 Intelligrants.

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 spent 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 Intelligrants. 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 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 (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. 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, 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 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, 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 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 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 - $650.00 per day or $81.25 per hour.
- **Contact the Office of Traffic Safety with questions regarding <u>allowable expenses.</u>**

Common Unallowable Expenses
- Any expenditure not related to the project.
- 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 <u>supplement</u> existing funds for project 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

Strong data analysis and backup documentation are imperative to strengthen the need for 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)

Countermeasures That Work | NHTSA

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. Upon approval of LOI, the agency may proceed with an application submission.*

☐ *Agency Information Page – Include a complete description of the 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 (Continue to support the project)*
☐ *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 Intelligrants system.*

Submit application no later than Friday, 5:00 p.m. April 1, 2025

OFFICE OF TRAFFIC SAFETY CONTACT INFORMATION Please contact us with questions pertaining to the application process.			
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