GRANT APPLICATION INSTRUCTIONS

Introduction

The Oklahoma Highway Safety Office (OHSO) coordinates the statewide behavioral highway safety program by making federal funds from the National Highway Traffic Safety Administration (NHTSA) available to state and local entities. These dollars fund programs that help enforce traffic laws, educate the public in traffic safety, and provide varied and effective means of reducing fatalities, injuries and economic losses from crashes. The OHSO's grant projects are funded for one-year periods, based on the availability of federal funding and the performance of the grantee. Applications for new projects or continuation of existing projects must be submitted annually.

Organizations receiving an invitation to apply must submit project proposals using the Oklahoma Grant Exchange system (https://ogx.ok.gov/) under "My Opportunities". Applicants who are new to the OGX system must have an Agency Administrator complete a new registration. Submittals must be made electronically during the period starting **February 4, 2025** and ending **March 3, 2025** at 0800hrs.

Please review the Frequently Asked Questions from past grant cycles for helpful information (see also Appendix B). The document contains helpful responses to questions from past application cycles. New questions regarding the application can be submitted via email to deangela.gaymon@dps.ok.gov until **February 12th. Please use the subject line "2026 Grant Application Question."**

Applicants will be notified by **late April** of recommendations for funding and assigned a Program Manager (PM). The PM will work with project staff to develop and finalize the Project/Grant Agreement, which will define the activities, goal, milestone, budget and project terms and conditions. Please note: all grant funding is on a reimbursement basis and subject to all applicable Federal, State and local regulations and organization policies. These funds cannot be used to replace existing funding sources.

Applicants approved for funding must be enrolled in the Oklahoma Office of Management Enterprise Services (OMES) ePay system (https://www.ok.gov/dcs/vendors2/app/index.php.) and be able to receive electronic transactions.

Points of Contact:

OGX Access: Mike Bray, System Administrator – mike.bray@dps.ok.gov

Grant Program Questions: DeAngela Gaymon, Deputy Director – deangela.gaymon@dps.ok.gov

Section I.a.: Eligible Activities

 The OHSO solicits applications for highway safety grant projects designed to support its mission to combat the number and severity of traffic crashes by developing and supporting educational, enforcement, and engineering programs. Project activities must focus on traffic safety education, enforcement or other allowable countermeasures and expenditures must be eligible/allowable according to:

- 23 CFR Part 1300: Uniform Procedures for State Highway Safety Grant Programs
  https://www.ecfr.gov/current/title-23/part-1300

- 2 CFR 200: Administrative Requirements, Cost Principles, and Audit Requirements
  https://www.ecfr.gov/current/title-2/part-200

Section I.b.: Program Areas and Statewide Goals

Proposed programs and activities should address and must align with one or more of the program areas listed in NHTSA's Uniform Guidelines for Highway Safety Programs in support of established state goals identified in the state's Highway Safety Plan.

Section I.c.: Use of Grant Funds

Grant funds and purchases shall be used solely for the project activities described within the final grant agreement. Subrecipients must provide accurate expense estimates in their proposals and agree to use their best efforts to fully expend Grant Funds for their stated purposes within the award period. Grant funds may be used only for the subrecipient's *actual* project costs to the extent those costs are reasonable, necessary and used for the project year. Permitted uses of grant funds are subject to federal and state law as well as the Grant Agreement, as applicable. Grant expenditures must meet the following criteria:

- Increase rather than replace existing activities
- Be necessary, reasonable and supported in the budget narrative
- Be eligible expenses under local, state and federal laws/regulations

The following example items are not eligible for grant funding. Additional items and guidance can be found in *CFR 2 Part 200*.:

- Highway maintenance or engineering improvements, construction or design
- Office furniture and fixtures
- Land or capital expenditures
- Regulatory traffic signs

- Alcoholic beverages, including for controlled training settings
- Entertainment
- Lobbying costs
- Promotional items or incentives

Section II.a.: Application Submission

Each proposal must be submitted electronically by the stated deadline through the Oklahoma Grant Exchange system at https://ogx.ok.gov. The OHSO reserves the right to request other project-related information at any time during the application process. Successful projects may be required to submit additional documents prior to contract award.

Section II.b.: Application Form

The sections below summarize how to correctly complete application fields/forms in the OGX system.

Applicant Information

Identify the organization or agency primarily responsible for support of the program. This will normally be the organization that provides funding for the program and which will be requesting reimbursement of any approved program cost. Complete fields for the Organization personnel responsible for program oversight, financial review, and approval of legal binding agreements.

Applicants must have a FEI (Federal Employer Identification) number and UEI (Unique Entity Identifier. This alphanumeric replaces the DUNS. See https://sam.gov/content/duns-uei.) and must enter it into the Applicant Information page of the system.

Project Information

Project Type

Select the program area assigned to your pre application.

Problem Identification

The Problem Identification defines, with supporting data as objective justification, the conditions the applicant wishes to change. It answers 'who, what, when and where.'

Provide a complete and detailed description of the traffic safety problem to be addressed, including any statistical data to support the **magnitude**, **characteristics** and **trend**. OHSO provides crash data on serious injury and fatal collisions at ohso.ok.gov. Applicants are strongly encouraged to use additional data sources such as current, local data (managed by the agency/organization), population, demographics, legislation, adjudication, program assessments, etc. to support the problem identification and project type.

Project Goal

Projects must have measurable results. The most useful objectives tell **who** is going to be doing **what, by when and by how much.** The target goal(s) should be achieved by the end of the project period (12-month federal fiscal year) and be based upon the SMART (specific, measurable, attainable, realistic and time-based) goal setting process. Goals should also align with selected countermeasure(s). Innovative projects should describe types of improvement to be expected along with qualitative factors.

Project Work Plan

Describe the scope of your project and detail the work and activities that will address the problem you've identified and lead to meeting the project goal(s).

Countermeasure Selection and Performance Measures

Project proposals must identify which *evidence-based strategies* will be employed, and the level of performance each strategy should expect to achieve. Explain why the countermeasure activity was selected and include the evidence-based source or past performance justification. Performance measures should describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

Sources for evidence-based strategies include, but are not limited to: NHTSA *Countermeasures That Work, 11th Edition*; AASHTO Strategic Highway Safety Plan Problem-Specific Guides Series #69; Drug-Impaired Driving, Center for Problem Oriented Policing; NCHRP Report 622, Effectiveness of Behavioral Highway Safety Countermeasures; FHWA Safe Transportation for Every Pedestrian (STEP); FHWA Proven Safety Countermeasures; CDC Tribal Motor Vehicle Injury Prevention (TMVIP) Best Practices Guide 2016. Appendix A summarizes NHTSA's, but other sources are acceptable.

Innovative projects must reference other studies or projects conducted which would support the project description and goals. For innovative projects, provide a narrative on why the approach promises to be effective.

Project Evaluation

Describe how you will monitor and evaluate your project to ensure it is on track to meet or exceed the stated goal(s). Comprehensive evaluation involves an analysis of whether the project has achieved its stated objectives. It also involves the role project activities have played in the accomplishment of those objectives. At minimum, quarterly and annual review should be addressed.

Budget

Identify and provide estimates for the various types of costs necessary for supporting the project. The proposed budget should be *as specific as possible* in identifying cost items. You may include a budget narrative as an application attachment to support your request (strongly recommended for unique or significant requests or returning applicants with budget increases).

Personnel

Personnel cost estimates may be based on average overtime hourly rate, or a full time equivalent (FTE) percentage on salaried positions. If requesting benefits reimbursement, specify the rate/percentage and what benefits are included. Add each position/type separately (please only use one entry for all overtime enforcement hours/costs).

Operating

Operating costs are necessary to support the project, but are not specific to other cost areas such as: Indirect Costs, media costs paid by a subrecipient directly to a media outlet, car seats for distribution, postage, phone, or other allocated items of nominal cost to support approved grant-related activities. Add each type of cost separately and explain how you arrived at your estimates.

Equipment

Equipment includes nonexpendable items that have more than nominal value, a useful life of more than one year and are necessary for the performance of the proposed project. Examples of equipment include computers, printers, video equipment and radar units. Individual items in excess of $10,000 each may require a Buy America Act certification if awarded. Applicants are strongly encouraged to upload quotes to document requested amounts.

Travel (In State/Out of State)

Travel expenses may include mileage, transportation, tolls, fares, lodging, per diem and registration costs to attend or participate in approved grant-related training, symposia, meetings or conferences. Non-specified out-of-state travel will require prior written approval from OHSO before incurring travel costs. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act. When requesting funding, please provide a narrative description of expenses.

Contractual Services

Contractual Costs are those 3rd party expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include professional services, audits, evaluation, and media contracts. Provide a narrative and/or other documentation uploads for amount justification such as RFQ responses, past/sample agreements, etc.

Attachments/Uploads

Required

- Provide a copy of your agency's seat belt policy requiring use of vehicle restraints *in all seating positions* while on project related activity.
- Agencies approved for purchase of equipment using grant funding must provide a copy of the agency's Purchasing Policy and Inventory Control Policy or equivalent.
- Official documentation of proof of Federally recognized or negotiated indirect cost rates, if requesting.

Recommended

- Job descriptions for part/full time positions (not required for overtime enforcement)
- Overtime policy for enforcement agencies
- Budget narratives/break downs
- Quotes for equipment requested

Section III: Evaluation Criteria

The OHSO staff will review each submission according to National Highway Traffic Safety Administration and the State's Highway Safety Plan requirements outlining the type of programs and criteria that must be followed by each entity wishing to be considered for funding. Technical review and scoring are based, in part, on the following rubric:

Rating Factor	Max Score
Problem Identification (aka Needs Assessment)	**20**
The problem(s) to be addressed is clearly identified.	5
The problem is supported by statistical data.	5
The problem is identified by specific causational factors.	5
The problem can be directly attributed to a traffic safety need.	5
Project Description (aka Work Plan Assessment)	**25**
Activities described support the problem identification.	5
Activities and milestones meet the SMART format?	5
Work plan/strategy is reasonable for the scope of the problem.	5
Work plan/strategy is reasonable for department size and capabilities.	5
Project can be properly evaluated based on selected performance measures.	5
Budget	**20**
Request is reasonable for the size of the requesting agency.	5
Request is reasonable for the scope of the problem identified.	5
Budget items are properly identified and relevant to the project description.	5
Acceptable past budget performance. *	5
Reporting and Past Performance	**20**
Required monthly reports were complete, accurate and timely. *	5
Project has yielded positive results in meeting general objectives. *	5
Consistency in meeting past Milestone projections. *	5
Project has exhibited effective communication with OHSO. *	5
Strategic Assessment	**15**
Applicant has presented a plan that identifies and addresses problem areas in the community it serves, and those areas are in alignment with the state Highway Safety Plan.	

***New applicants will receive a score of 3 in these categories.

The grants management system generates a report ranking all competitive applications followed by a second-round comprehensive review, selection and funding decision.

APPENDIX A – Countermeasures and Planned Activities

Based on the program area you've selected, choose 1-2 countermeasure in the corresponding box. For a full list and detailed descriptions, see *Countermeasures That Work, 11th Edition.*

Impaired Driving (Drug and Alcohol) – countermeasures:

- Alcohol-Impaired Driving Law Review
- Publicized Sobriety Checkpoints
- High-Visibility Saturation Patrols
- Alcohol Measurement Devices
- Integrated Enforcement
- Alcohol Vendor Compliance Checks
- Zero-Tolerance Law Enforcement
- Alcohol Ignition Interlocks

- Alcohol Problem Assessment and Treatment
- Alcohol Screening and Brief Intervention
- DWI Offender Monitoring
- DWI Courts
- Limits on Diversion & Plea Agreements
- Alternative Transportation
- Enforcement of Drug-Impaired Driving

Motorcycle Safety – countermeasures:

- Alcohol-Impaired Motorcyclists: Detection, Enforcement, and Sanctions

- Motorcycle Rider Training

Non-motorized (Pedestrians and Bicyclist) – countermeasures:

- Lower Speed Limits
- High-Visibility Enforcement at Pedestrian Crossings
- Pedestrian Safety Zones
- Elementary-Age Child Pedestrian Training
- Safe Routes to School

- Bicycle Helmet Laws for Children
- Universal Bicycle Helmet Laws
- Lower Speed Limits
- Promote Bicycle Helmet Use with Education
- Safe Routes to School

Occupant Protection (Adult and Child Passenger Safety) – countermeasures:

- Primary Enforcement Seat Belt Use Laws
- Strong Child Passenger Safety Laws
- Increased Fines for Seat Belt Law Violations
- Short-Term, High-Visibility Enforcement
- Nighttime, High-Visibility Seat Belt Law Enforcement

- Sustained Seat Belt Enforcement
- Enforcement-based Communication Strategies for Low Belt Use Groups
- Employer-based Programs
- Programs for Older Children
- Child Restraint Inspection Stations

Speed Management – countermeasures:

- Lower Speed Limits
- Increasing Penalties
- High-Visibility Enforcement

- Dynamic Speed Display/Feedback Signs
- Intelligent Speed Assistance

Young Drivers – countermeasures:

- Graduated Driver Licensing (GDL)
- GDL Learner's Permit
- GDL Intermediate License Nighttime Restrictions

- GDL Intermediate License Passenger Restrictions
- Technology for Guardian Monitoring

Older Drivers – countermeasures:

- License Screening and Testing
- Licensing Agency Referrals

- License Restrictions
- Classroom + On-Road Formal Courses

APPENDIX B – Frequently Asked Questions

ACCESS TO THE APPLICATION

Q. I see the My Opportunities window. Is that where we initiate the application?

A. Yes. Click the "OHSO Highway Safety Application FY2023" link to start your application (The status will say "Application in Progress". Make note of the document number assigned to your application (i.e. "OHSO-FY2022-Shawnee-00**054**"). As you complete portions of the application, be sure to save each section before navigating to the next.

Q: When I log in, I don't see the application available in "My Opportunities"

A: Only the Agency Administrator role will see the opportunity listed. Once initiated, however, other roles will have the ability to view, fill and/or save the application.
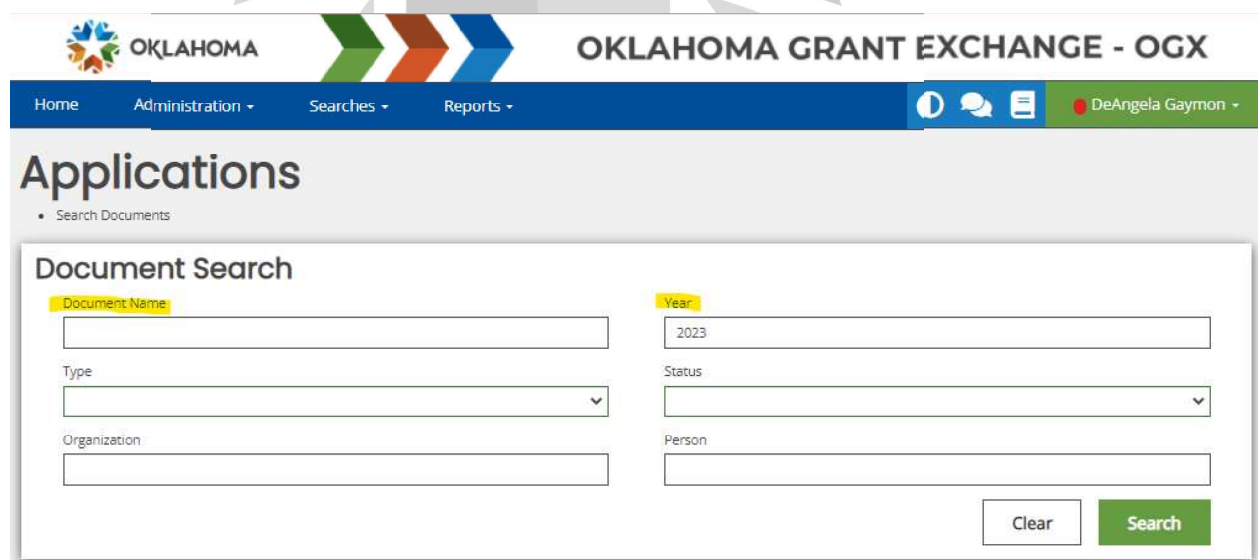
If you are still unable to see the application in "My Opportunities" contact mike.bray@dps.ok.gov or deangela.gaymon@dps.ok.gov.

Q: How long does it take to approve a new account request in OGX?

A: There is no set timeline for new account approvals. If you have requested an account and have not been granted access, please contact mike.bray@dps.ok.gov.

Q: I cannot find my application when I search. Where did it go?

A: Please double check your search parameters. If they are too narrow, or you limit the document type to anything other than the application for the current cycle, it will not show up. We recommend ONLY searching by the last 4 digits of your document name and the year "2024."

Q: How are user roles designated in OGX? As authorized officials, all our PIs seem to have access to other proposals. Is there a way to change this?

A: User roles are designated at the organizational level and carry to any subsequent document/application/report. Agency Administrators can review organization members and set active/inactive dates and change roles at that level as well as assign roles to specific documents. Since the Agency Administrator is one of two roles with permission to initiate an application, a best-practice is to initiate the application and then assign/edit roles at that time to avoid users getting unwanted notifications or task items.

COMPLETING THE APPLICATION

Q. When I go back to work on my application, none of my work is saved, what happened?

A. To access your application in progress, do not use the link under "My Opportunities" as it will initiate a new (blank) grant application. **Use the link in your "My Tasks" pane**. You can also use the search function and enter the Federal Fiscal Year for the project and the last 3 digits of the document number, or other search fields.

Q: What is the "Copy Forward Document" option when I start my new application?

A: For agencies and organizations that have had grants with the OHSO in the past, this option will copy your "Applicant Information" page from your last grant. If you use this feature, you will still want to verify the information in that page to ensure there are no further updates that may have been missed. The feature does not copy the entire application.

Q: Where do I find my FEI/UEI?

A: Applicants are required to provide their Unique Entity Identifier (UEI). Previously, a DUNS identifier was required. The Federal government is updating its requirements. Applicant organizations who have not been assigned a UEI can visit https://sam.gov/content/duns-uei for more information.

Your FEIN is the equivalent of your organization's tax ID and can usually be obtained from a financial official.

Q: In the "Applicant Info" section the authorizing official would be the county commissioner correct? Does the town board have to approve? In the case of universities, is the contract official the Vice President for Research?

A: Every organization is different. The Authorized Official is the individual who has authority to enter into an agreement/contract for use of federal funds. In most cases this is a town/city/county official, Chief Executive, Vice President, Regent, Board Chair, etc. Some municipalities or organizations require a board approval as well. Please follow your agency/organization guidelines.

For police agencies, grant agreements are with the highest level of local government. Rarely, if ever, will law enforcement agency personnel authorize a grant agreement. Contact your organization's leadership if you have questions.

Q: Can I change my project title compared to my pre-application?

A: Yes. The pre-application content can be modified and expanded. Please, however, <u>do not change the approved project area</u>.

Q: What information are you looking for in "Project Evaluation"?

A: Please respond with how you will regularly monitor your project activities, including adhering to grant reporting requirements.

Q: Would DRE schools or classes fall under impaired driving grants? I know it used to be alcohol only.

A: Applicants can make a request within any award type, however, best-practice is to ensure requests align with the problem identified, the activities selected as countermeasures, and funding restrictions.

Q: When applying for the grant and our focus is on DUI/DUI-D enforcement, is it best to add the stats from a year out and the sources outside the agency we work with?

A: Applicants are encouraged to provide all data and information that will help identify the problem area and describe how the project will address it.

Q. I don't have a button or option to submit, what should I do?

A. The OGX system functions based on status changes. Applications have two status options once they're initiated: Submit or Cancel. <u>Only an Agency Administrator or Authorized Official can change the application status</u>. Individuals with Writer permissions, for example, will not have the status options visible. If you are logged in as the Agency Administrator or Authorizing Official and still don't see a status change option, double check that all parts of the application are complete. You will not be able to change the status if the application is incomplete.

BUDGET

Q. What items should go in the Equipment line?

A. Individual items over $500 per item including components necessary for use are considered equipment.

Ex. 1 10,000 educational brochures cost $900 to print. Each brochure is $0.09. The expense is an OPERATING, not equipment, expense.

Ex. 2 A computer tower costs $600. The monitor costs $200. BOTH items go into the equipment line because the items function as a whole.

Q. Do I need to provide more than one quote for equipment in my attachments?

A. No. One quote justifying the request amount is sufficient for the application. If the project is awarded, formal quotes may be required.

Q: I have two different equipment items I will be requesting on my grant. The equipment page seems to only allow you to request 1 item. Any suggestions?

A: Additional entries in budget line requests can be accessed by clicking the appropriate link in the upper right hand corner of your form screen.

Q: Does in-state travel include sending officers to out of town classes like ARIDE?

A: Travel to in-state ARIDE classes would be appropriate to include in the in-state travel line.

OTHER QUESTIONS

Q: How many projects are funded?

A: Highway safety grant program funding decisions are based on multiple factors. There is no set number of projects for funding.

Q: We are an academic organization. What advice do you have for applicants?

A: The application design in OGX will guide you through all requirements for submitting a good proposal. Organizations are encouraged to follow best practices for proposals/grant writing. Submit clear project descriptions, identification of the highway safety problem(s) you are addressing, include evidence-based countermeasures for your approach, justify the requested budget, and describe how your project will be measured and evaluated.

Q: We have been very fortunate in that we have not had any major crashes, or fatalities in our area. Will this disqualify us from this grant?

A: No, a lack of major crashes or fatalities does not automatically disqualify an organization. The OHSO recognizes that validated crash data through our office is only available through 2021 due to current crash reporting processes. That data is available via the crash data dashboard at https://ohso.ok.gov/crash-data2. Organizations are further encouraged to include current local data and trends that may provide additional perspective of your traffic safety problem for consideration during the application review process.

Applicants can also request their complete Problem ID data by contacting the Highway Safety office.

Q: When will crash data be updated to include 2022?

Validated 2022 data will not be available until late 2023. Oklahoma's crash reporting systems currently do not allow for faster timelines. Applicants are encouraged to use the posted 2021 data as well as other local data to support their problem ID, project, and countermeasures.

Q: Should these narratives be written in third person?

There is no requirement for a specific writing voice.

Q: What is the available funding level for projects?

A: Project funding is based on multiple factors. Applicants are encouraged to request funding levels necessary for project success. Requests should be reasonable, justifiable, and meet federal regulations. For information on restrictions, please view the application instructions provided with your invitation email.