Office of Traffic Safety

# Detailed Guide for Submitting an Application

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.

The intent of this document is to provide guidance in the completion of the application requesting OTS grant funding. Applications are submitted through the OTS e-Grants on-line system located at http://egrants.nv.gov/.

Contact Shelley Fleming at (702) 432-5080 for assistance with eGrants submission.

For the purposes of this document governmental agencies and non-profit organizations will be referred to as agencies or subrecipients.

Letter of Interest (LOI) - Agencies wishing to apply for grant funding from OTS are required to submit proposals through a Letter of Interest **prior** to submission of an application. The LOI does not replace the application process and is not a guarantee of funding; however, it provides community partners an opportunity to have their ideas and proposals considered in advance of completing the full application. It is only necessary to provide a summary proposal and estimate of funds in the LOI. If the proposal is approved for further consideration the agency will be invited to complete the Office of Traffic Safety grant application; all existing grant funding requirements apply.

- Registering as a new user, or log in if a current user, to the OTS on-line grants management system, e-Grants. Egrants.nv.gov and submitting the LOI form.

If the LOI is approved, agencies will register in e-Grants and submit an application. The e-Grants training manual can be found at http://egrants.nv.gov and http://ots.nv.gov.

Eligibility: State, county, city, other municipal public agencies and non-profit organizations are eligible to submit applications for OTS grant funding. In addition to the application and certified assurances, agencies must 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.

# Detailed Guide for Submitting an Application

Program Areas: Applications must address at least one of the following program areas, and/or support strategies found in Nevada's Strategic Highway Safety Plan (SHSP) at (www.zerofatalitiesnv.com); and proven countermeasures (http://www.nhtsa.gov/staticfiles/nti/pdf/812202-CountermeasuresThatWork8th.pdf)

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

Application Timeline: For specific dates refer to the current Grants Overview located at http://egrants.nv.gov/. General dates are as follows:

| | |
|---|---|
| Mid -January | Request for Application solicitation posted on OTS website January 22, 2019<br>Letters of Interest to be submitted to OTS |
| Mid - March | **Applications due March 8, 2019** |
| June | Award notification |
| July-Sept | Develop and finalize Project Agreements |
| October 1 | Awarded agencies receive Authorization To Proceed (ATP) |

## Office of Traffic Safety Contact Information

107 Jacobsen Way Carson City, NV

and

4615 W. Sunset Rd, Las Vegas, NV 89118

E-mail: tsafety@dps.state.nv.us Website: http://ots.nv.gov/

Main Telephone (775) 684-7470

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

Accountability and Transparency- DUNS and SAM – Required for eGrants Registration

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

The DUNS number is necessary prior to registering with SAM.

To receive a DUNS number, go online to http://fedgov.dnb.com/webform/displayHomePage.do, or call the Dun & Bradstreet hotline at 1-866-705-5711. The hotline provides a DUNS number at the conclusion of the call at no cost.

Once the applying agency has a DUNS number, register the number with SAM at https://www.sam.gov/protal/public/SAM.

**Requirements -** If an agency is awarded funding the following requirements apply:

Capabilities - Information should be provided in the application demonstrating its ability to receive federal funds and implement successful projects while complying with federal and state regulations. This information includes the agency's background such as; prior funds managed, project experience, etc. Agency's 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 up to 20% of the project cost in matching funds. 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.

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

Reporting Requirements

- A monthly expense report (claim) requesting reimbursement of expenditures,
- A written monthly report (narrative) documenting the project's progress in meeting its goals, objectives and activities,
- Continuous communication with OTS program manager on 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.

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

APPLICATION SECTIONS – in the e-Grants system

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

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

**Project Purpose Page** – Worth 15 points. Includes the problem statement, data and proposed solution.

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

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

The following is an example.

> (WHO) The Newman Children Community Organization (NCCO) is requesting (AMOUNT) $ 10,000 in grant funding in order to decrease the number of infants and children killed or seriously injured in crashes in (WHERE) Newman county by 10%. . (WHY) In 2016, infant fatalities or seriously injured 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 2018 and September 2019.

Problem Statement – The problem statement is a written presentation that identifies the problem. The problem statement clearly describes and substantiates the overall issue(s) addressed by the proposed project. It defines the problem, provides statistics (local data) to demonstrate the problem and the need for federal funding to address the problem/s.

The problem statement is in a narrative form and includes, but is not necessarily limited to, the following:

- Identification of the problem/s to be addressed
- Description of the geographic areas(s) affected;
- Who the problem affects and the consequences;
- Under what circumstances the problem occurs;
- Other current efforts to assist in alleviating the problem (existing programs or services); and
- Rates of increase or decrease in the problem by showing the percentage of change for a period of time covering at least two years, (more years make a better case.);
- Percentages of change with actual numbers (i.e., from 2015 to 2016 infant fatalities increased from 2 deaths to 5). Reflect these data in your objectives. **Include reference sources (footnotes) when necessary.**

Local Data - Agencies should identify problem areas through systematic data collection and analysis. Sample data resource links are attached with this document for reference.

Cause of the problem - is required to be described on the project purpose page as well. This step leads into the proposed solution/s.

Proposed solution – Briefly describe the solution/s 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 guide can be found at:
https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/812202-countermeasuresthatwork8th.pdf.
The guide describes major strategies and countermeasures that are relevant to traffic safety activities; summarizes strategy/countermeasure use, effectiveness, costs, and implementation time; and provides references to the most important research summaries and individual studies.
**Be sure to list the Countermeasure number and titles chosen to address the identified problem.**

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

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

- What do you want to achieve?
- Explain the goal(s) of the proposed project in simple, straightforward terms. **One or two** broad goals are sufficient.
- The goal(s) 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.
- The goals MUST tie into the Problem Statement and outcome evaluation.

  Administrative goals should not be your main point.

**Project Objectives Page & Self Sustainment** – Worth 20 points**.**

Each goal contains only a few objectives. They must be clearly stated, realistic, and **measurable**. Use the statistics from the Problem Statement section to help determine measures. The accomplishment of objectives result in the achievement of the goals they support. OTS WILL REJECT APPLICATIONS WITHOUT MEASUREABLE OBJECTIVES.

*Answer these questions in each objective:*

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

Avoid the words such as might, if, could, should, would. Avoid the words "To Provide". This is always a method.

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

Objectives are more specific short term goals that must happen in order to achieve your overall project goal(s). 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.

For example a project objective might be: "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".

**Examples of Goals, Objectives and Countermeasures/Activities**

**Goal:** To maximize Court resources and reduce recidivism in each Court jurisdiction.

Problem Statement: Document the number of recidivists in each Court, and compare that number to existing and meaningful data, i.e., historical recidivism rates for that Court or, to statewide and national averages or, averages for similarly sized jurisdictions. If your jurisdiction's numbers are right-on with others (not notably higher), then you *don't have a problem* and the use of grant funds here is not advised, since recidivism will always exist and yours is "as good as it gets."

The sample goal above actually contains two problems: the first is recidivism, the second is Court resources. The reader cannot make the assumption that recidivism, alone, is the reason for the court being overwhelmed.

To support the goal, find a method to measure the impact recidivists have on the court. The Problem Statement for this element should demonstrate that, of the total man-hours (account for Judges, prosecutors and support staff) per week/month/year the Court expends, certain percentage (xx%) is spent dealing with recidivists. Compare that percentage to data from other Courts as suggested above.

Objective 1: Now that you've measured the number of recidivists, you can measure the impact the proposed program will have on that statistical problem. Your measurable objective should answer these five important questions:

1. Who
2. Will do what
3. When
4. How much
5. As measured by . . .

It is important to distinguish between "process objectives" and "outcome objectives." Process objectives may be very useful but should only appear in the Activities section of the proposal so they are not confused with the results of your proposal.

Example of an Outcome Objective (acceptable in your application)

Students (who) knowledge of the dangers of distracted driving (what) increased from 55% pre-intervention to 92% post-intervention (by measure and when) through testing (how).

If you can't answer all of the five questions, then you have a Process Objective which will cause your application to be rejected. This objective can't evaluate how much the officers actually learn from the training, only that they attended.

Example of a Process Objective: All quarterly project reports were submitted on time or 95% of the participants the driving program feel that it should be a mandatory component of driver education.

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

**<u>Project Activities Page</u>** – Worth 15 points. This section describes the activities 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. What effect they will have on the problem.

**<u>Project Evaluation Page</u>** – Worth 20 points.

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

Identify if the evaluation is an outcome evaluation or a process evaluation.
Outcome evaluation provides what actual changes were made: attitudes, behavior, sustained behavior, knowledge gained, health, skills increased, fatalities, injuries changed and by how much.

- 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 sometimes lends more creditability to the project. The University of Nevada Las Vegas (UNLV) Statistical Analysis Center (SAC) may be able to provide assistance 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 –

Will other agencies be involved or have an interest in the requested project? Who are they and what are their roles? Collaborative efforts of federal, state and/or local and non-profit agencies are key to the success of many programs. Describe and document efforts to coordinate, cooperate, or work with other entities to ensure the success of the project's activities. Demonstrating collaboration will reflect favorably on the submitted application.

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

**Budget Page** – Worth 15 points.

Enter the Federal fund amounts requested and the Match (multiply the federal amount requested by 25% or the total of the project by 20%) 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, a grant project fund raiser, or donations made specifically to the grant project.

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

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

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

   *Note: Federal per diem rate will prevail unless local rates are less. For the current federal rates see http://www.gsa.gov/. Click on per diem rates.*
4. Supplies/Operating Expenses
5. Equipment - Items over $5,000 individually and long life span

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

## Address each Budget Section separately.

### 1. PERSONNEL COSTS

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

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

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

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

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

**Total Personnel Costs** – The sum total for Personnel expenses requested.

2. **TRAVEL COSTS** *Note: See [http:/gsa.gov](http:/gsa.gov) for current federal travel rates.*

Travel Budget Narrative - A 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, food, lodging, and other expenses.

**In-State Travel** - List each anticipated in-state trip stating the purpose of the trip, destination, and total.

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

**Registration Costs** – should be listed under Other Direct Costs.

**Total Travel Costs –** The sum total for Travel expenses requested.

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

**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.

4. **EQUIPMENT**

Equipment are items over $ 5,000. Do not list brand name, use the generic description of the requested item unless there is a specific requirement for a brand name item.

After each item listed enter the quantity, unit costs and total cost.

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

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

## 5 OTHER DIRECT COSTS

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

List items, such as postage, forms, office supplies, training materials, etc.. Enter the quantity, unit cost, and total cost. Explain the methodology for determining the quantity requested.

This section includes all operating expenses involving rental/lease arrangements and purchase of non-consultant type services.

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

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

Example 1: Copier expenses: $ 30.00 copy charges x 12 months = $ 360.00
Copies are required for daily operations and 300 educational event flyers

Example 2: Breathalyzer Tests: $ 90.00 per case (dozen ea.) x 12 cases = $1,080.00 includes shipping and handling.
Breathalyzer tests are used by officers during potential impaired driving traffic stops.

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

## 6 INDIRECT COSTS

List indirect costs and expenses associated with them. Attach proof of Federally approved indirect cost rate in e-Grants.

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

## 7 PROGRAM INCOME

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

**Attachments page** – please upload any attachments.

Avoid common pitfalls

- 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; ensure a thread ties the application together from the Problem Statement through the Evaluation.
- Spell out acronyms, at least when first used. Eliminate jargon when possible.
- If this is a continuation project, explain what has/will change from the previous year. Don't assume reviewers are familiar with existing projects.
- Footnote any reference to federal, state or local laws, codes or statutes.
- Use local statistics rather than national statistics.

**e-Grants Application –**

When the application is completed in e-Grants, the Agency Authorized Official (AAO) will submit the application to OTS through the e-Grants process. Find submission instructions on the e-Grants website at http://egrants.nv.gov/ under the training manual link.

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 appropriate, budgeted and otherwise made available to OTS. In the event funds are not appropriate, 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.

OTS staff and peer review committee members will review and score the application in its entirety. Awards will be selected based on several conditions including score, priority areas, past history, risk factors, complexity of proposed projects and availability of funds.

The following will also be taken into consideration when scoring projects for funding:

Is the problem adequately identified?
Is the problem identification supported by accurate and relevant (local) data?
Are there proven countermeasures that this type of project saves lives and reduces serious crashes?
Are the goals and objectives realistic, measurable and achievable?
Is the project cost effective?
Is the evaluation plan sound? (Is the performance/progress measurable?)
Is there a realistic plan for self-sustainability (if applicable)?

Appeals

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

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

If the appellant wishes to make a further appeal, the appellant shall submit, within 15 days after receipt of notification of the 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 of the Director of the Nevada Department 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 CHECKLIST*

- ☐ *Agency Information Page – including a complete description of project, seatbelt usage and cellphone usage policies must be attached here*
- ☐ *Project Purpose –*

  *Problem Statement, Data Analysis and Backup, Cause, Countermeasures, Problem Solution, Self-Sustainment, Technology Statement*
- ☐ *Goal*
- ☐ *Objectives –*

  *Specific, Measurable, Attainable, Timeline, What, When, Where, How, Who, Outcomes*
- ☐ *Activities -*

  *Methods of accomplishments, Timelines, Statement of Coordination, Administrative reporting, possible countermeasures used*
- ☐ *Project Evaluation -*

  *Who, Qualifications, Data, Objective Progress, Changes in Problem, Measures, Sustainment*
- ☐ *Budget – line item costs and narratives, match, project income*
- ☐ *Fiscal staff review of application and budget*
- ☐ *AAO review of application, budget and submission of application through e-Grants.*

EXPENSES - Contact the Office of Traffic Safety with questions regarding allowable expenses.

Common Allowable Expenses

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

Common Unallowable Expenses

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

| OFFICE OF TRAFFIC SAFETY CONTACT INFORMATION | | | |
|---|---|---|---|
| STAFF | Title | OFFICE | EMAIL |
| BARNETT, BECKY | Program Manager/Joining Forces/Peds | 775-684-7469 | rbarnett@dps.state.nv.us |
| BENNETT, ANDREW | PIO/Program Manager | 702-432-5126 | andrew.bennett@dps.state.nv.us |
| DAVEY, AMY | Administrator | 775-684-7476 | amy.davey@dps.state.nv.us |
| EALY, JASON | Program Officer/Zero Fatalities | 702-432-5044 | jason.ealy@dps.state.nv.us |
| FLEMING, SHELLEY | Program Manager/Quality Assurance Officer | 702-432-5080 | sfleming@dps.state.nv.us |
| MADERA, MARIA | FARS Analyst | 775-684-7416 | mmadera@dps.state.nv.us |
| HAUAN, VICTORIA | Program Manager/Impaired Program | 775-684-7478 | vehauan@dps.state.nv.us |
| HONEA, ROBERT | Program Officer/Law Enforcement Liaison | 702-432-5031 | rhonea@dps.state.nv.us |
| MOORE, KEVIN | Program Manager/Zero Teen Fatalities | 775-684-7475 | kmmoore@dps.state.nv.us |
| MORRISON, JOHNEAN | Program Manager/Occupant Protection | 775-684-7479 | jjmorrison@dps.state.nv.us |
| SWAIN, GENEVIEVE | Program Manager/Traffic Records | 775-684-7477 | gswain@dps.state.nv.us |
| SWAIN, SCOTT | Program Officer/Law Enforcement Liaison | 775-684-7483 | sswain@dps.state.nv.us |
| WHITT, CHARISE | Deputy Administrator | 775-684-7473 | cwhitt@dps.state.nv.us |

# RESOURCES

Nevada Traffic Fatality Statistics

NHTSA Countermeasures That Work

Office of Traffic Safety Grant Eligibility Chart

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

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

Fatality Analysis Reporting System (FARS)

CENSUS

National Highway Traffic Safety Administration (NHTSA)

NHTSA - Other Data

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

Fact Sheets for Nevada Strategic Highway Safety Plan (HSP)

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

Highway Safety Council

HOSPITAL DATA - Injury hospitalizations from motor vehicle crashes: person type, age, sex, and county of residence.

Nevada Health Statistics Portal

Nevada Demographic Indicator Maps Fact Book, Health Statistics and Key Comparisons

The Office of Analytics (Department of Health and Human Services), maintains hospital billing data from Center for Health Information Analysis for Nevada, (CHIA), with four different datasets: Ambulatory/Surgical Centers, Outpatient facilities, Inpatient Facilities and Emergency Departments.

Trauma Registry: all reported traumas from Nevada hospitals.

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

Data Type: Self-reported seat belt use, alcohol and marijuana use, impaired driving:

Self reported use

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

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

Heather Martin: heathermartin@unr.edu

Taylor Lensch: tlensch@unr.edu

Behavior Risk Surveillance   Youth Behavioral Risk Survey - 2015

COST OF CRASHES

Insurance Institute for Highway Safety

Centers for Disease Control (costs by state)

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

Source of data from local emergency and medical service agencies.

CITATION/PROSECUTION/ADJUDICATION – Examples of data: Citations, prosecutions, convictions and sentencing.

Make requests through local law enforcement and judicial agencies.

## OTHER RESOURCES

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

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

Nevada State Grants Office

Nevada Department of Business and Industry

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

U.S. Government's Nonprofit Gateway

Non-profit information and data sources:

Guidestar

Nevada Fund Nonprofits

https://alliancefornevadanonprofits.com/

Alliance for Nevada Nonprofits

NV Work for Connections

## REGULATIONS & GUIDEANCE

Code of Federal Regulations

OTS Letter of Interest Template