NEVADA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF TRAFFIC SAFETY

GRANT OVERVIEW

The Nevada Department of Public Safety – Office of Traffic Safety (DPS-OTS) awards federal funds to state, local, and non-profit organizations desiring to partner in solving Nevada traffic safety problems. Funds awarded are strictly for use in reducing deaths and serious injuries caused by motor vehicle crashes, through the implementation of programs that address driver behavior.

ELIGIBILITY: State, county, city, other municipal public agencies and non-profit organizations are eligible to submit applications. Non-profit organizations must submit a copy of their 501(c) status with their grant application.

This application is not for the Nevada "Joining Forces" law enforcement grants. Please contact Shelley Fleming at 702-432-5080, sfleming@dps.state.nv.us for more information on how to apply for the Joining Forces program.

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 (www.nhtsa.gov/staticfiles/nti/pdf/811727.pdf)

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

SEQUENCE OF EVENTS:

March 3, 2015	FFY16 Applications due
May 2015	Award notification sent to applicant agencies via eGrants
May – July 2015	Develop and finalize Project Agreements
October 1, 2015	Awarded agencies receive Authorization To Proceed (provided federal funding is received by DPS-OTS)

RULES AND REQUIREMENTS

Audit Requirements: Agencies and organizations selected to receive funds are subject to federal single line audit requirements if they receive more than $750K (as of 1/1/15) in federal funds within the year* they must submit an audited, financial status report to DPS-OTS. Selected projects will be subject to on-site monitoring by DPS-OTS.

*If, however, an agency receives less than $750K in federal funds within the year, they must instead submit a copy of their most recent financial statement to DPS-OTS. In either case, non-profit agencies are required to provide a copy of their non-profit tax status (501(c), etc.) to DPS-OTS.

Certification: Selected organizations must comply with all federal rules and regulations. Copies of these requirements will be provided on notification of award or can be obtained by contacting DPS-OTS at

(775) 684-7472.

Due Date: Applications made through the Nevada eGrants system are due by 11:59 p.m. PST March 3, 2015. For those agencies unable to submit an application on-line, paper applications are due no later than 5:00 p.m. PST March 3, 2015 (contact OTS at 775-684-7472 to obtain a paper version of the application).

Duration: Grants awarded by DPS-OTS run from October 1 to September 30, unless otherwise stated on the Authorization to Proceed. In certain circumstances (i.e. Congressional Continuing Resolution), funding for selected projects may be awarded after October 1. Only single year applications will be considered for an FFY2016 award.

Law Enforcement Agencies: Law enforcement agencies are encouraged to: 1) Comply with vehicle pursuit policies established by the IACP; 2) Participate in the Nevada Traffic Records Coordinating Committee; 3) Participate in the Nevada 'Joining Forces' enforcement program.

Matching Funds: Grants awarded by DPS-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.

Reimbursement: Agencies must pay 100% of the project costs up front or as accrued. Reimbursement claims may be submitted monthly to the Office of Traffic Safety in the amount of the approved federal share. Monthly and annual grant progress reports must be current to process a reimbursement claim. Claims are reimbursed within 60 days of receipt.

Restrictions: Funds cannot be used for construction, maintenance, office furnishings, highway signs, food or beverage products, entertainment costs, alcoholic beverages, current position salaries or any other type of budget supplanting. Awarded projects are typically considered "seed money" and agencies are expected to assume the full cost of successful programs and provide plans for program continuation at the conclusion of grant funding.

Selection/Award: The following will be taken into consideration when scoring and selecting projects for funding:
- Is the project and supporting data relevant to your jurisdiction?
- 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 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)?

Application Guidelines

Project Title: A short phrase that indicates the overall nature of the project.

Problem Statement w/Proposed Solution:
To apply for a grant you must determine what traffic safety problem(s) you are having in your community. This is done exclusively by reviewing data. Applicants that demonstrate a clear traffic safety problem that is supported by relevant data have a much better chance of receiving funding. *Hint: make sure the data is relevant to your jurisdiction or community. For example, if your problem is intersection crashes in Clark County; use Clark County crash data and not national data to support your problem.*

Data 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, Fatality Analysis Reporting System (FARS), DUI arrests and convictions, DMV registration and licensing.

Also review the Nevada Strategic Highway Safety Plan (SHSP) Fact Sheets, which are located at http://www.zerofatalitiesnv.com, and check out the OTS web site as well for FARS data at www.ots.state.nv.us. You can also contact NDOT's Transportation Analysts to request state and local crash data at crashinfo@dot.state.nv.us.

After you have identified the problem, you need to look for the cause, which is as important as identifying the problem itself.

Remember, the traffic safety problem you have identified must be supported by relevant data.

Proposed Solution:
What your agency proposed to do to solve the problem (i.e., conduct STEP enforcement, sponsor training, conduct a public media event or campaign, develop a community program, purchase equipment, etc.). To receive federal grant funds for a proposed project, your agency must be able to show that the proposed problem solution is evidence-based, i.e., has been proven to work'.

Project Goal(s):
Goals identify what the agency hopes to accomplish by implementing the proposed traffic safety project. Your goals must be measurable and related to the DPS-OTS goal of reducing traffic fatalities and serious injuries on Nevada's roadways, and should be general. For example a project goal might be: "To reduce the number of alcohol related teen driving fatalities in Desperation, NV by 10% from CY2010." Keep in mind your goals must be directed at resolving the problem in your jurisdiction that you have identified above.

Project Objective(s):
Objectives are more specific short term goals that **must** happen for you 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. Pay particular attention when you select your objectives. 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".

To help you select your objectives, take a look at what you are currently doing. Then look at what you are not doing and decide what you can do. Then, analyze the affect it would have on achieving your goal.

Keep in mind that objectives should represent the amount of improvement or the expected outcome. They need a baseline or a starting reference and they are much more detailed and clear cut than the goal that you have established.

Project Activities:
By now, you have explained the problem, justified it with data, set up goals, and established objectives. The next step is to determine how you are going to solve the problem. Activities describe the steps you will take to achieve the objectives and tell what you intend to do and when. Activities generally begin with words such as: conduct, provide, create, establish, train, and purchase.

Select activities that will achieve the desired outcome identified in your objective. Activities should be detailed in frequency, number of events or timeliness. For example, if your objective is to reduce the incidence of teen driving fatalities, then one of the activates for this objective might be: "To pre-schedule and confirm location(s), personnel, equipment and logistics needed for each educational event at least six

weeks in advance of the event day"; where another activity might be: "To purchase five sets of fatal vision goggles, within 90 days of receipt of the Authorization to Proceed, to utilize at high school and teen educational events in the community".

A media activity is required for all grants. In most cases, this would consist of an agency press release to local media outlets announcing the award of the grant and what the project hopes to achieve. Another media activity might be a press conference to announce a crackdown on impaired driving. **All media activities and project-related print or creative material require prior approval of DPS-OTS, where media material must include the phrase: "Funding provided [in whole or in part] by the Nevada Department of Public Safety – Office of Traffic Safety".**

Project Evaluation:
Federal grant rules require an evaluation plan for each project awarded by DPS-OTS. In your application, you must detail how you will demonstrate your project is being effectively implemented and how you will measure its success.

Evaluations might include reference to a variety of measureable data or information such as: crash data, citation data, course evaluations, number of people trained, enforcement event results, newspaper 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.

Awarded agencies must submit a monthly progress report in eGrants, by the 15th of the following month.

Awarded agencies must also submit an annual report. It is a summary of all activities and the progress or achievement of each objective, including narrative on what you would do differently, if applicable. It is a compilation of each monthly report and it is due by October 31.

*If the project is a one-time event or purchase, you can negotiate with your DPS-OTS Program Manager the date that the annual report is due.

Budget Information:
A detailed budget must be developed in the application. The budget should include all allowable expenses needed to effectively implement the project, and include a narrative justification. The budget detail must show personnel, travel, contract service, equipment, other direct, and indirect costs, and any program income that you anticipate to receive.

Program Income: It is strongly encouraged to indicate that any income received from the grant program will be put back into your agency's 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. Qualifying 'soft' match might include non-reimbursed personnel expenses, vehicle wear and tear, or agency equipment use; 'hard' match might include payments made for office supply purchases, car seats, or radar guns (specifically used for the grant project), printing, postage, travel, etc.

NOTE: This is a competitive grant process. Please review your application carefully before submitting it. Sloppy, misspelled, miscalculated or incomplete submissions will not be considered for funding.