2013 HIGHWAY SAFETY FUNDING GUIDELINES

South Carolina Department of Public Safety
Office of Highway Safety
January 10, 2012

Nikki Haley, Governor
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PURPOSE OF THE FUNDING GUIDELINES

The purpose of this manual, prepared by the Office of Highway Safety of the South Carolina Department of Public Safety, is to outline the specific criteria to be followed in the preparation of Highway Safety grant applications and to assist potential applicants in determining whether a proposed traffic safety activity is eligible for funding in Federal Fiscal Year 2013. The manual provides direction for the state's highway safety planning process and presents concise guidelines to assist state and local agencies in obtaining federal funding support for highway safety programs. Highway Safety Funds are received on an annual basis from the National Highway Traffic Safety Administration (NHTSA) of the U. S. Department of Transportation.

Those interested in applying for FFY 2013 Highway Safety funding are strongly encouraged to attend the Funding Guidelines workshop to be held January 10, 2012. Information on the registration and location of the workshop can be found on page 4 of this manual. The deadline for registering for this workshop is December 30, 2011. **Please note that only the following entities are eligible for consideration for Highway Safety funding: 1) State agencies; 2) private, non-profit organizations listed as 501(c)3; 3) political subdivisions (city/county governments); and 4) State, local and federally recognized Indian tribal governments.**

Also note that an entity must be in compliance with Section 56-5-6560 of the South Carolina Code of Laws regarding Public Contact Reports to be considered eligible for funding.

Federal Fiscal Year (FFY) 2013 Highway Safety Grant Applications must be received electronically in the Office of Highway Safety by 5:00 p.m. on Friday, March 2, 2012. The application must be submitted to the Office of Highway Safety by 5:00 p.m. on March 2, 2012. Applications received after 5:00 pm on March 2, 2012, will not be considered. The grant application must be completed using the Office of Highway Safety's Grants Management Information System (GMIS), which is an online application process. The GMIS can be accessed through the South Carolina Department of Public Safety website at http://www.scdps.org/ohs beginning January 6, 2012.

The application must be fully complete and submitted via the GMIS. Supporting documents and appendices relating to the application may be uploaded as an attachment to the application on the GMIS or hard copies may be forwarded to the following address:

Amy Caldwell, Grants Administration Manager
SC Department of Public Safety
Office of Highway Safety
Post Office Box 1993
Blythewood, SC 29016

All supporting documents and appendices mailed in must reflect an application number and must be received in the Office of Highway Safety by 5:00 PM on March 2, 2012. The application form plus required attachments constitute the total proposal. A multi-level review process will be used to determine the approval or disapproval of grant projects submitted. Grant award announcements will be mailed shortly before the beginning of the FFY 2013 grant funding cycle, which is **October 1, 2012**.

HIGHWAY SAFETY GRANT CYCLE
FFY 2013

December 16, 2011: Notification of Solicitation of Applications and Availability of Funding Guidelines Mailed to Potential Applicants

January 6, 2012: Posting of FFY 2013 Highway Safety Funding Guidelines on the SC Department of Public Safety's web site: www.scdps.org/ohs/

December 30, 2012: Deadline for Registering for OHS Funding Guidelines Workshop. **Please contact Ms. Glenda Millaudon of the Office of Highway Safety at (803) 896-9965 or toll free at 1-877-349-7187 by no later than 5:00 pm on December 30, 2011, to register for the Highway Safety Funding Guidelines workshop. Seating is limited.**

January 10, 2012: Highway Safety Funding Guidelines Workshop for Grant Applicants at the following location and time:

1:00 - 3:00 pm at the SC Department of Archives and History Center, 8301 Parklane Rd, Columbia, SC

March 2, 2012: 5:00 p.m. Due Date for Grant Applications. In order to be considered for funding, all grant applications must **be received electronically in the Office of Highway Safety by 5:00 p.m. on Friday, March 2, 2012. Applications received after 5:00 pm on March 2, 2012, will not be considered. The grant application must be completed using the Office of Highway Safety's Grants Management Information System (GMIS), which is an online application process. The GMIS can be accessed through the South Carolina Department of Public Safety website at www.scdps.org/ohs.**

Late September 2012: FFY 2013 Grant Awards Issued with Funding Beginning October 1, 2012. Notification of Applicants Not Approved for Funding

DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM

Preliminary statistics based on 2010 calendar year (CY) (01/01/10-12/31/10) Data: Statistics for South Carolina indicate that during 2010, 107,674 traffic collisions were reported; this is a 0.8% increase from 2009 totals when 106,864 collisions were reported. Collisions in CY 2010 resulted is an estimated 810 fatalities and 48,706 injuries. The number of traffic deaths was 9.3% lower than in 2009, when 894 persons were fatally injured in South Carolina traffic collisions. The estimated economic loss to the state from traffic crashes in 2010 was down to $2,590,000,000. This total, however, does not reflect the human toll of pain and suffering.

Mileage Death Rate: The state's mileage death rate (MDR), or traffic fatalities per 100 million miles of travel, in 2010 is estimated to be 1.65, an all-time record low and a 10.3% decrease from 2009. The national mileage death rate in 2009 was 1.14 and is expected to decrease in 2010. Based on 2009 figures, South Carolina's 1.84 mileage death rate was 61.4% higher than the national MDR of 1.14.

2010 Collision Statistics: Breaking collision statistics down by time in CY 2010 indicated the following:

* 1 Traffic Collision was reported every 4.9 minutes.
* 1 Traffic Death was reported every 10.8 hours.
* 1 Non-fatal Traffic Injury was reported every 10.8 minutes.
* 1 Property-Damage-Only Collision was reported every 6.9 minutes.

In 2010, South Carolina had 3,362,893 licensed drivers who operated 3,950,498 registered motor vehicles on a roadway system of 66,265 miles of streets and highways. South Carolina has the fifth largest state-maintained highway system in the nation.

DUI Involvement in Collisions: According to the SC Department of Public Safety's *preliminary* statistics for 2010, driving under the influence of alcohol and/or drugs was a contributing factor in 334 fatal collisions, resulting in the deaths of 360 persons. Statistics for 2010 indicate that 5,464 DUI collisions were reported with 3,722 persons injured. Of the 5,464 total DUI collisions, 6% were fatal crashes, 46% were injury crashes, and 45% were property-damage-only crashes. In 2010, the state experienced a 3% decrease in the number of DUI crashes as compared to 2009.

Speed Involvement in Collisions: According to the SC Department of Public Safety's *preliminary* statistics for 2010, speed was a contributing factor in 85 fatal collisions, resulting in 94 deaths. Statistics for 2010 indicate that 1,091 speed-related crashes were reported, with 779 persons injured. Of the 1,091 total speed-related collisions, 8% were fatal collisions, 43% were injury crashes, and 47% were property-damage-only crashes. In 2010, the state experienced a 9.9% decrease in speed-related crashes when compared to 2009.

Five Year Collision Data: In order to examine traffic collision trends over time, Office of Highway Safety staff reviewed collision data for the period 2006-2010. During this five-year period, the state's MDR of 2.1 in 2006 dropped to an historic low of 1.84 in 2009. Another all-time low of 1.65 is expected for 2010. Collision statistics for the period are presented in the chart below.

South Carolina Collision Statistics
2006 - 2010

Year	# Collisions	# Deaths	# Injuries	Death Rate
2006	112,949	1,044	50,144	2.1
2007	112,067	1,077	49,262	2.1
2008	107,252	921	46,925	1.9
2009	106,864	894	48,303	1.84
2010	107,674	810	48,706	1.65*

. *Preliminary

Top Contributing Factors for CY 2010 Crashes

Injury Crashes:

* Driving Too Fast for Conditions
* Failure to Yield Right of Way
* Driver Distraction/Inattention
* Driving Under the Influence of Alcohol/Drugs
* Disregarding Sign/Signal

Fatal Crashes:

* Driving Under the Influence of Alcohol/Drugs
* Driving Too Fast for Conditions
* Running off Road
* Exceeded Speed Limit
* Failure to Yield Right of Way

Total Crashes:

* Driving Too Fast for Conditions
* Failure to Yield Right of Way
* Driver Distraction/Inattention
* Following Too Closely
* Improper Lane Usage/Change

Location of Highest Numbers of Property-Damage-Only Crashes: During the five-year period from 2006-2010, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry, and Lexington.

Location of Highest Numbers of Injury Crashes: The locations of the largest numbers of injury collisions during the five-year period 2006-2010 were Charleston, Greenville, Richland, Horry, and Spartanburg counties.

Location of Highest Numbers of Fatal Crashes: The locations of the largest numbers of fatal crashes during the five-year period 2006-2010 were Greenville, Horry, Charleston, Spartanburg, and Richland counties.

Driver Groups Involved in Crashes: During the five-year period, the age groups with the highest number of drivers involved in crashes included drivers ages 15–24 and 25-34. Drivers under the age of 21 continued to be over-represented in traffic crashes based on the size of the category of licensed drivers in this group. Males continued to be involved in a higher percentage and number of crashes than female drivers.

An Analysis by the Office of Highway Safety: Based on traffic data over a three-year period, the charts on pages 7-9 show counties in the state of South Carolina which lead the state in statistical categories regarding fatal and severe injury crashes (number fatal and severe injury, number speed-related, percentage speed-related, number DUI relates, and percentage DUI related). Grant projects submitted for FFY 2013 impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.

All Fatal And Incapacitating Injury Collisions
South Carolina 2008 - 2010*

COUNTY									
Abbeville	18	41	25	34	31	31	74	34	35.0
Aiken	106	12	118	10	120	9	344	10	10.3
Allendale	10	45	10	45	4	46	24	46	45.5
Anderson	146	7	168	5	136	7	450	6	6.3
Bamberg	13	43	17	42	26	35	56	43	40.8
Barnwell	25	35	24	35	16	42	65	40	38.0
Beaufort	108	11	85	14	93	14	286	13	13.0
Berkeley	154	6	163	6	118	10	435	7	7.3
Calhoun	12	44	17	42	14	44	43	44	43.5
Charleston	321	1	260	1	302	1	883	1	1.0
Cherokee	58	22	49	23	29	32	136	25	25.5
Chester	40	28	32	33	39	28	111	29	29.5
Chesterfield	47	23	37	29	45	25	129	27	26.0
Clarendon	38	29	45	27	27	33	110	30	29.8
Colleton	83	14	80	16	60	19	223	17	16.5
Darlington	63	20	53	22	41	27	157	22	22.8
Dillon	30	33	19	40	33	30	82	32	33.8
Dorchester	105	13	99	12	99	13	303	12	12.5
Edgefield	32	32	14	44	21	37	67	36	37.3
Fairfield	23	38	21	38	18	40	62	42	39.5
Florence	117	10	108	11	116	11	341	11	10.8
Georgetown	46	25	49	23	50	23	145	24	23.8
Greenville	243	3	255	2	275	2	773	3	2.5
Greenwood	63	20	70	19	65	17	198	20	19.0
Hampton	20	39	19	40	27	33	66	38	37.5
Horry	273	2	249	3	268	3	790	2	2.5
Jasper	45	26	46	25	59	21	150	23	23.8
Kershaw	47	23	57	21	54	22	158	21	21.8
Lancaster	77	19	68	20	60	19	205	19	19.3
Laurens	79	17	74	18	61	18	214	18	17.8
Lee	19	40	34	32	15	43	68	35	37.5
Lexington	144	8	133	8	136	7	413	8	7.8
McCormick	9	46	9	46	9	45	27	45	45.5
Marion	18	41	35	31	24	36	77	33	35.3
Marlboro	24	37	23	36	20	38	67	36	36.8
Newberry	35	31	36	30	38	29	109	31	30.3
Oconee	45	26	38	28	48	24	131	26	26.0
Orangeburg	80	16	95	13	93	14	268	14	14.3
Pickens	79	17	81	15	101	12	261	15	14.8
Richland	220	4	222	4	199	4	641	4	4.0
Saluda	25	35	22	37	18	40	65	40	38.0
Spartanburg	172	5	143	7	160	5	475	5	5.5
Sumter	81	15	80	16	79	16	240	16	15.8
Union	26	34	21	38	19	39	66	38	37.3
Williamsburg	36	30	46	25	43	26	125	28	27.3
York	132	9	127	9	139	6	398	9	8.3
Total	**3,587**		**3,476**		**3,448**		**10,511**		

*2010 data are preliminary

County names in red are ranked in the top 15 in the above categories 4 or more times.

Speed/Too Fast For Conditions Fatal & Incapacitating Injury Crashes

South Carolina 2008 - 2010*

COUNTY	2008	RANK	2009	RANK	2010	RANK	3 Year Total 2008 to 2010	RANK	ALL Fatal & Severe Crashes 08 to 10	RANK	% Speed Related 08 - 10	RANK	Average Rank
Abbeville	10	34	12	29	11	31	33	33	74	34	44.6%	4	27.5
Aiken	27	17	48	7	43	7	118	9	344	10	34.3%	27	12.8
Allendale	6	44	4	46	1	46	11	46	24	46	45.8%	3	38.5
Anderson	58	6	59	4	47	6	164	5	450	6	36.4%	22	8.2
Bamberg	4	46	8	36	8	35	20	42	56	43	35.7%	25	37.8
Barnwell	9	37	8	36	3	43	20	42	65	40	30.8%	32	38.3
Beaufort	36	9	15	27	18	20	69	19	286	13	24.1%	43	21.8
Berkeley	42	8	49	6	37	8	128	7	435	7	29.4%	35	11.8
Calhoun	5	45	5	42	4	42	14	45	43	44	32.6%	29	41.2
Charleston	76	1	51	5	75	2	202	4	883	1	22.9%	46	9.8
Cherokee	21	21	20	19	12	30	53	23	136	25	39.0%	14	22.0
Chester	11	32	10	31	13	29	34	31	111	29	30.6%	33	30.8
Chesterfield	21	21	16	24	14	28	51	24	129	27	39.5%	12	22.7
Clarendon	21	21	20	19	8	35	49	26	110	30	44.5%	5	22.7
Colleton	34	12	23	18	18	20	75	16	223	17	33.6%	28	18.5
Darlington	27	17	20	19	15	25	62	21	157	22	39.5%	13	19.5
Dillon	11	32	7	39	16	23	34	31	82	32	41.5%	9	27.7
Dorchester	32	15	37	11	19	19	88	15	303	12	29.0%	37	18.2
Edgefield	13	30	5	42	11	31	29	34	67	36	43.3%	6	29.8
Fairfield	10	34	6	41	7	40	23	40	62	42	37.1%	19	36.0
Florence	34	12	30	15	36	9	100	11	341	11	29.3%	36	15.7
Georgetown	15	29	10	31	10	34	35	30	145	24	24.1%	42	31.7
Greenville	66	3	69	3	84	1	219	1	773	3	28.3%	38	8.2
Greenwood	19	26	28	17	28	13	75	16	198	20	37.9%	18	18.3
Hampton	8	40	5	42	11	31	24	39	66	38	36.4%	23	35.5
Horry	73	2	71	2	68	3	212	2	790	2	26.8%	40	8.5
Jasper	13	30	7	39	16	23	36	29	150	23	24.0%	44	31.3
Kershaw	23	20	20	19	21	16	64	20	158	21	40.5%	10	17.7
Lancaster	27	17	29	16	15	25	71	18	205	19	34.6%	26	20.2
Laurens	33	14	32	14	24	15	89	14	214	18	41.6%	8	13.8
Lee	7	42	16	24	2	45	25	37	68	35	36.8%	20	33.8
Lexington	35	11	33	12	29	12	97	12	413	8	23.5%	45	16.7
McCormick	7	42	5	42	5	41	17	44	27	45	63.0%	1	35.8
Marion	9	37	9	33	3	43	21	41	77	33	27.3%	39	37.7
Marlboro	10	34	9	33	8	35	27	36	67	36	40.3%	11	30.8
Newberry	20	25	16	24	15	25	51	24	109	31	46.8%	2	21.8
Oconee	19	26	9	33	20	18	48	27	131	26	36.6%	21	25.2
Orangeburg	36	9	39	10	27	14	102	10	268	14	38.1%	17	12.3
Pickens	28	16	33	12	33	11	94	13	261	15	36.0%	24	15.2
Richland	63	4	87	1	55	4	205	3	641	4	32.0%	31	7.8
Saluda	9	37	8	36	8	35	25	37	65	40	38.5%	15	33.3
Spartanburg	63	4	40	8	51	5	154	6	475	5	32.4%	30	9.7
Sumter	21	21	20	19	21	16	62	21	240	16	25.8%	41	22.3
Union	8	40	12	29	8	35	28	35	66	38	42.4%	7	30.7
Williamsburg	17	28	14	28	17	22	48	27	125	28	38.4%	16	24.8
York	44	7	40	8	35	10	119	8	398	9	29.9%	34	12.7
Total	**1,181**		**1,114**		**1,030**		**3,325**		**10,511**		**31.6%**		

*2010 data are preliminary

County names in red are ranked in the top 15 in the above categories 4 or more times.

Fatal & Incapacitating Injury DUI Crashes

South Carolina 2008 - 2010*

COUNTY	2008	RANK	2009	RANK	2010	RANK	3 Year DUI Total 2008 to 2010	RANK	All Severe Injury/Fatal Crashes 08 to 10	RANK	% DUI 08 - 10	RANK	Average Rank
Abbeville	5	37	5	37	8	30	18	35	74	34	24.3%	28	33.5
Aiken	43	8	38	8	27	10	108	8	344	10	31.4%	15	9.8
Allendale	4	39	2	42	2	45	8	44	24	46	33.3%	9	37.5
Anderson	46	7	43	6	37	7	126	6	450	6	28.0%	19	8.5
Bamberg	2	44	4	40	6	31	12	41	56	43	21.4%	34	38.8
Barnwell	9	27	10	30	3	43	22	31	65	40	33.8%	7	29.7
Beaufort	19	17	14	24	16	20	49	21	286	13	17.1%	41	22.7
Berkeley	38	9	42	7	25	13	105	9	435	7	24.1%	29	12.3
Calhoun	3	41	6	36	4	36	13	39	43	44	30.2%	17	35.5
Charleston	49	6	34	10	39	6	122	7	883	1	13.8%	43	12.2
Cherokee	14	23	14	24	9	28	37	26	136	25	27.2%	24	25.0
Chester	13	24	11	28	16	20	40	24	111	29	36.0%	4	21.5
Chesterfield	9	27	12	27	18	19	39	25	129	27	30.2%	17	23.7
Clarendon	8	30	9	32	5	35	22	31	110	30	20.0%	35	32.2
Colleton	19	17	24	15	13	25	56	17	223	17	25.1%	25	19.3
Darlington	21	15	18	21	16	20	55	20	157	22	35.0%	5	17.2
Dillon	6	35	5	37	4	36	15	38	82	32	18.3%	40	36.3
Dorchester	21	15	23	17	12	26	56	17	303	12	18.5%	38	20.8
Edgefield	7	32	2	42	4	36	13	39	67	36	19.4%	36	36.8
Fairfield	5	37	9	32	6	31	20	33	62	42	32.3%	11	31.0
Florence	33	11	34	10	27	10	94	11	341	11	27.6%	21	12.3
Georgetown	9	27	16	23	9	28	34	29	145	24	23.4%	31	27.0
Greenville	60	2	65	1	67	1	192	1	773	3	24.8%	27	5.8
Greenwood	12	25	17	22	16	20	45	23	198	20	22.7%	33	23.8
Hampton	3	41	3	41	3	43	9	43	66	38	13.6%	44	41.7
Horry	54	4	53	2	46	4	153	3	790	2	19.4%	37	8.7
Jasper	8	30	5	37	4	36	17	37	150	23	11.3%	45	34.7
Kershaw	17	20	27	14	20	16	64	16	158	21	40.5%	1	14.7
Lancaster	17	20	19	20	20	16	56	17	205	19	27.3%	23	19.2
Laurens	27	12	22	18	25	13	74	14	214	18	34.6%	6	13.5
Lee	7	32	10	30	6	31	23	30	68	35	33.8%	8	27.7
Lexington	61	1	47	4	43	5	151	4	413	8	36.6%	3	4.2
McCormick	1	46	1	45	2	45	4	46	27	45	14.8%	42	44.8
Marion	3	41	11	28	4	36	18	35	77	33	23.4%	32	34.2
Marlboro	2	44	1	45	4	36	7	45	67	36	10.4%	46	42.0
Newberry	12	25	9	32	14	24	35	27	109	31	32.1%	12	25.2
Oconee	15	22	14	24	19	18	48	22	131	26	36.6%	2	19.0
Orangeburg	25	13	34	10	26	12	85	12	268	14	31.7%	13	12.3
Pickens	24	14	32	13	29	8	85	12	261	15	32.6%	10	12.0
Richland	57	3	50	3	47	3	154	2	641	4	24.0%	30	7.5
Saluda	6	35	2	42	4	36	12	41	65	40	18.5%	39	38.8
Spartanburg	54	4	44	5	52	2	150	5	475	5	31.6%	14	5.8
Sumter	19	17	24	15	23	15	66	15	240	16	27.5%	22	16.7
Union	7	32	7	35	6	31	20	33	66	38	30.3%	16	30.8
Williamsburg	4	39	20	19	11	27	35	27	125	28	28.0%	19	26.5
York	35	10	36	9	28	9	99	10	398	9	24.9%	26	12.2
Total	**913**		**928**		**825**		**2,666**		**10,511**		**25.4%**		

*2010 data are preliminary

County names in red are ranked in the top 14 in the above categories 4 or more times.

ASSISTANCE IN DEVELOPING GRANT PROPOSALS

Research Assistance

Applicants are encouraged to visit the following web sites for a wealth of research information (including, but not limited to, crash statistics) for developing Highway Safety grant applications:

- National Highway Traffic Safety Administration (NHTSA): www.nhtsa.dot.gov
- Statistical Services Section of the SC Department of Public Safety's Office of Highway Safety: www.scdps.org/ohs/stat_services.asp

While a list of eligible projects has been provided in the individual program areas outlined in the remainder of this manual, applicants are encouraged to visit the National Highway Traffic Safety Administration's (NHTSA) web site for ideas and specific examples of other projects that have been successfully implemented in other states. These projects are outlined in NHTSA's Traffic Safety Digest section of its web page. Funding consideration may be given for such projects in South Carolina. The web address is: www.nhtsa.dot.gov/people/outreach/safedige/

Assistance from Office of Highway Safety

Applicants are strongly encouraged to contact the Office of Highway Safety (OHS) for assistance and guidance in completing and submitting grant applications (e.g., forming appropriate project goals, objectives, evaluation measures, etc.). Listed below are contact names and program area(s) of expertise. OHS staff can be reached toll free at 1-877-349-7187.

Stuart Litman: Police Traffic Services/Speed Enforcement

Cothea Scott: Impaired Driving Countermeasures

Dr. Ed Harmon: Traffic Records

Amie Hudson: Occupant Protection, Pedestrian Safety, Two-wheel Vehicle Safety

Daphne Shook: Questions regarding the completion of the budget pages (pp. 1 – 5 of the Highway Safety Grant Application)

All other questions can be directed to Amy Caldwell, Grants Administration Manager of OHS.

PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2013

Impaired Driving Countermeasures: The enforcement, adjudication, education, and systematic improvements necessary to impact impaired driving. This includes programs focusing on youth alcohol traffic safety issues. See Pages 12, 15-16 for additional information regarding applying for a grant under this program area.

Occupant Protection: The development and implementation of programs designed to increase usage of safety belts among all age groups and proper usage of child restraints. See Pages 17-18 for additional information regarding applying for a grant under this program area.

Police Traffic Services/Speed Enforcement: The development or enhancement of traffic enforcement programs necessary to directly impact traffic crashes, fatalities, and injuries. Speeding programs are a priority; however, these programs should also include attention to DUI enforcement and occupant protection. Components of grant proposals may also include efforts to educate and improve the driving skills, attitudes and behaviors of young drivers, ages 15-24. See Pages 13-14 for additional information regarding applying for a grant under this program area.

Traffic Records (Statewide Emphasis): The continued development and implementation of a statewide program (the South Carolina Collision and Ticket Tracking System, or SCCATTS) designed to enhance the collection, analysis, and dissemination of collision data, increasing the capability for identifying and alleviating highway safety problems.

Other Potential Funding Areas

Other program areas may be eligible for funding in FFY 2013 which include Motorcycle Safety and Pedestrian Safety. Please contact Amy Caldwell of the Office of Highway Safety at 1-877-349-7187 for information on applying for a grant in potential funding areas.

PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

ENFORCEMENT PROJECTS

The following projects are eligible for funding in FFY 2013:

1. Impaired Driving (DUI) Enforcement Programs (Statewide and Community)

In order for impaired driving enforcement programs to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for an impaired driving enforcement team. Jurisdictions must have a high incidence of alcohol and/or drug-related crashes or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major impaired driving problem and to demonstrate that increased enforcement will have a major impact on the reduction of traffic drug and/or alcohol-related crashes. The traffic officers assigned to such programs must be highly trained and skilled in order to detect a potential DUI. They must be able to administer proper field sobriety tests, videotape the suspect, supervise administration of the breath test during booking proceedings, and provide adequate case documentation for court presentation.

Proposals for either statewide or community Impaired Driving Enforcement Programs must:

a. Describe how the enforcement effort will be initiated to increase DUI arrests and to reduce alcohol/drug-related crashes, to include an enforcement plan detailing specific days/nights of the week and hours the specialized impaired driving enforcement will be conducted. Provide an enforcement plan and a sample monthly schedule of the grant-funded officers;

b. List the enforcement tools, such as video equipment, needed to implement the project and cost projections. Explain how these tools will be utilized in furthering project objectives;

c. Demonstrate/discuss the department's commitment to the program. Include a detailed description as to how the department intends to provide continuing support, both programmatic and financial, after the end of the grant period;

d. Describe the public information and educational program to be implemented as a part of the program. Such a program should focus on the risks of drinking and driving and the likelihood of apprehension through the program. These programs should focus on certain groups that have been identified as being at high-risk for driving under the influence (i.e., males ages 25 - 34) and repeat offenders;

e. Describe the need for this specialized program, based on the number of DUI-related crashes, injuries, and fatalities now occurring in the area to be covered by the program; and

f. Demonstrate and document the increase in manpower and man hours planned for impaired driving enforcement.

2. Speed (Police Traffic Services)

In order for traffic enforcement proposals to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for increased traffic enforcement. Jurisdictions must have a high incidence of crashes or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major problem and to demonstrate that increased enforcement will have a major impact on the reduction of traffic crashes.

a) Programs initiating a traffic division within cities or counties must ensure and document the department's commitment to operate a comprehensive traffic enforcement program, not only during the grant period, but after federal funds are no longer available. These programs must develop and implement an enforcement plan to address the issue of speed enforcement primarily, but should also include enforcement for alcohol and drug impaired driving, safety belt use and child passenger safety laws, and other hazardous driving actions. Sufficient manpower must be provided to have an effective impact on collision reduction.

b) Proposals may establish, on a statewide or community level, specialized speed, DUI, occupant protection or other selective traffic enforcement programs using full-time employment to concentrate on areas of known speeding activity, high DUI, or a high collision rate.

c) The purchase of equipment will not be considered unless the equipment is required to develop a new traffic enforcement unit, to improve an on-going traffic enforcement program, or to support a statewide enforcement campaign. **Refer to Pages 24-25 of this document for a sample listing of allowable equipment.** Support equipment required to implement an enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.

d) Priority will be given to those agencies actively participating in the South Carolina Law Enforcement Network (SCLEN). Agencies applying for and receiving funding for police traffic services/speed enforcement programs must agree to continue or begin participation in the SCLEN.

e) Continuation programs must provide an analysis of the results of the previous year's activities (e.g., the number of speeding citations compared with previous years, the number of DUI arrests compared with previous years, the number of citations for other violations issued compared with past years, the number of traffic crashes and fatalities compared with previous years, etc.).

f) Agencies applying for and receiving funding for police traffic services/speed enforcement programs must agree to assist the Office of Highway Safety in promoting national Child Passenger Safety Week (September), occupant protection and impaired driving statewide mobilization campaigns, and Drunk and Drugged Driving (3D) Prevention Month (December).

g) All applications should address how funding will serve to decrease the number of collisions, injuries, and fatalities in respective jurisdictions through increased enforcement and educational efforts. Subgrantees funded for traffic safety enforcement units must ensure that the level of enforcement for traffic-related offenses is increased above and beyond enforcement levels experienced prior to the establishment of the grant-funded unit.

h) All police traffic services/speed enforcement programs must incorporate DUI enforcement and occupant protection enforcement as major components of their effort. **Some periodic night-time enforcement of safety restraints may be required during the grant period.**

i) All police traffic services/speed enforcement programs must include educational, media, and training components to support the enforcement program.

AJUDICATION PROJECTS
PROSECUTION

The following projects are eligible for funding in FFY 2013:

1. Special DUI Prosecutors for Local Areas

The goal of this project category is to increase the conviction rate of DUI offenders in judicial circuits where there exists a backlog of DUI cases. Project applications requesting a special DUI prosecutor must:

a. Demonstrate an increase in DUI arrests within the judicial circuit, providing at least three years of DUI arrest data for the project impact area;

b. Provide the number of *nolle prosse* cases, or the number of cases dismissed over the past three years, and the average age of these cases;

c. Demonstrate that the judicial circuit has a substantial backlog of DUI cases. Comparisons with the backlogs of other circuits would be helpful. The age of backlogged cases should also be provided;

d. Outline DUI-related training to be provided for the assigned prosecutor;

e. Establish special goals for increasing the conviction rate of DUI offenders and for decreasing the DUI case backlog;

f. Discuss how the project will be evaluated;

g. Discuss how DUI cases are currently being handled with existing staff;

h. Provide a sound approach for project implementation; and

i. Provide the conviction rate for the previous three years, by county, in the judicial circuit.

2. Traffic Safety Resource Prosecutor

A Traffic Safety Resource Prosecutor (TSRP) project would provide critical support to enhance the capability of the States' prosecutors and law enforcement to effectively prosecute traffic safety violations. Proposals for projects that establish a Traffic Safety Resource Prosecutor must:

a. Assess training needs, and develop and provide training programs for prosecutors, law enforcement officers, and other traffic safety professionals with an emphasis on the effective prosecution of impaired driving cases;

b. Provide technical assistance and legal research to prosecutors on a wide variety of legal issues, including probable cause; Standardized Field Sobriety Testing (SFST); implied consent; breath/blood testing; accusatory instruments; pre-trial procedures; trial practice; and appellate practice;

c. Serve as a resource to prosecutors in the State on impaired driving and other traffic cases;

d. Prepare briefs, legal memoranda and other pleadings for use at hearings, trials or on appeal of such cases;

e. Train and provide technical assistance to State, local and county law enforcement in methods of evidence gathering, especially newly emerging technology and trial techniques, which will improve the ability of prosecutors to effectively prosecute impaired driving cases;

f. Coordinate with the Office of Highway Safety to serve as the liaison with additional prosecutors to enable them to become more involved in traffic safety initiatives;

g. Respond to written and verbal inquiries made by prosecutors concerning criminal law, associate administrative issues, procedure or special problems, and offer competency and expertise in providing a broad range of technical assistance and support services for prosecuting traffic safety offenses;

h. Meet regularly with law enforcement agencies to explain prosecutorial policy, answer questions, and receive suggestions; foster improved law enforcement/prosecutor cooperation; strengthen effective law enforcement and prosecution strategies; and regularly apprise prosecuting attorneys on evolving areas of traffic safety law;

i. Serve as a regular and full participant in the State's Impaired Driving Prevention Council.

j. Provide consultation on and prosecute, or serve as second chair on, difficult impaired driving cases at various locations around the State.

EDUCATION/OUTREACH PROJECTS

1. Education for Young People

Projects with a specific focus on young drivers ages 15-24 with education on alcohol and/or drugs, safety belt usage, and speeding will be given consideration. Educational projects are more focused on the young drivers and provide a longer exposure to the alcohol/drug and highway safety messaging than public awareness (media) campaigns. Educational projects could include the conducting of mock DUI trials in schools, the conducting of actual DUI trials in high schools and the implementation of victim impact panels. Parameters for an educational program include, but are not limited to, the following:

a. Projects must accurately define the focus population. Young (15 - 24 years old) drivers or young people who have not yet reached driving age are appropriate groups, or both;

b. Projects must specify a methodology for reaching the defined population. The methodologies designed should clearly outline the manner in which the group will be accessed and the projected number to be impacted by the project;

c. Projects eligible for funding should be located in school districts, colleges, universities, and city or county agencies that deal with safety education or recreation;

d. Educational projects should provide in-depth education to a specific population, measuring and evaluating that impact; and

e. Applicants should identify in their proposal what existing highway safety education is now being done in the community by other organizations (MADD, SADD, ENCARE, etc.) and within the school system.

2. Innovative/Pilot Community Safety Belt Projects and Projects Focusing on Minority Groups, Rural Populations, and Youth Safety Belt Use

A need exists to implement community projects that include minority groups, rural populations and young drivers, to encourage and promote safety belt and passive restraint use. Priority will be given to community-wide initiatives using innovative and creative approaches to encourage/promote the proper use of occupant restraints and to increase usage rates. While limited public information and education efforts may be a component of a community safety belt project, the primary focus should not be media centered.

Schools are an important arena in which to reach students, parents and others who transport students. Studies have indicated that children can be very influential in promoting safety belt usage in families. Studies have also shown that teenagers and young males are over-represented in fatal and injury crashes. Traditionally, belt usage rates among these groups have been low.

Projects in this category should be comprehensive in scope to include the medical and business community in promoting highway safety in the schools. Projects should also be educational or promotional programs designed to measurably increase usage of safety belts among this population group. Projects should also focus on entire school districts involving students, parents, teachers, and administrators and should be tied into all school activities.

RESPONSIBILITIES OF FUNDED APPLICANTS

When a project is funded, the authorized official of the recipient agency enters into a written contractual agreement with the Department that outlines specific responsibilities. A few conditions of the agreement are:

Reporting Requirements

- Progress Reports (programmatic)

- A Final Narrative Report

Claims

Claims for reimbursement are to be submitted on designated forms as issued by the SC Department of Public Safety, Office of Grants Accounting. Claims may be submitted no more than once each month and no less than once a quarter; however, claims are held if the grant recipient is delinquent in the submission of required reports. Failure to submit claims as required may result in project termination.

Procurement

Proper bidding procedures as required by Federal, State and Local statutes (49 CFR Part 18 [formerly OMB Circular A-102], or OMB Circular A-110, as applicable; and SC Consolidated Procurement Code and Regulations) are to be followed. In addition,

* Bid specifications/requests for proposals for purchases over $10,000 must be reviewed and approved by Office of Highway Safety staff prior to issuance; once bids/proposals are received, subgrantees must submit bids/proposals for review and approval prior to acceptance of any bid.

* All contracts for services must be submitted for review and approval prior to execution. **Only under exceptional circumstances are sole source contracts approved.**

* Purchases in excess of $10,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through the standard approval process prior to August 1.

* All grant-funded purchases must be requested, purchased, and invoiced on or before September 30. As such, any purchases made under this grant must be documented with purchase requisitions/purchase orders dated on or before September 30.

Agencies failing to follow these procedures will not receive reimbursement for such procurements. Purchases for items, which are on a state contract, do not require prior approval. Recipient agency staff should verify contract dates, however, prior to purchase, to ensure that the contract is in existence at the time of purchase and includes both the contract number and expiration date on documentation submitted when reimbursement is requested.

Written Requests

* Requests for grant revisions after a grant is awarded must be made in writing to the Office of Highway Safety prior to the implementation of the change. Revisions cannot be implemented until written approval is granted by the Office of Highway Safety. Retroactive approval of revisions will not be granted, and costs incurred in such situations will not be reimbursed.

* Specific out-of-state travel not identified in the Travel Section of the approved grant application budget must receive prior written approval from the Office of Highway Safety. Without such approval, costs for the travel will not be reimbursed.

Personnel

* Time sheets must be maintained for all grant-funded personnel, reflecting the hours worked on and charged to the project. If personnel are funded 100% through the grant, their activity must be 100% in support of activities agreed upon in the grant award. Costs for grant-funded personnel performing tasks outside the grant will not be reimbursed.

* All personnel funded under a grant must be identified by name and date of hire. Any changes in grant personnel, reassignments, or terminations must be reported in writing. Costs for personnel services may only be reimbursed for work performed within the dates of hire. Work performed prior to the documented hire date or after the documented termination date under the grant cannot be reimbursed. Personnel costs can only be reimbursed for personnel specifically identified in the approved grant budget. If the budget specifies, for example, one (1) traffic officer at 100%, reimbursement of personnel expenses cannot be made for two officers, each working 20 hours of a 40-hour shift. Reimbursement can only be made for the one officer.

Special Activities

* All agencies receiving Highway Safety Grant funds will be expected to assist the Office of Highway Safety in promoting the observance of National Child Passenger Safety Week (September); Buckle Up, America! Week (May); Drunk and Drugged Driving (3D) Prevention Month (December) as requested; all agencies receiving Highway Safety Grant funds will also participate in the statewide safety belt and DUI enforcement and public information and education campaigns.

Equipment Purchased with Grant Funds

* All equipment purchased with Highway Safety grant funds must be used for the originally authorized grant purposes for as long as needed for those purposes. Agencies receiving funds to purchase equipment must notify the Office of Highway Safety and request disposition instructions when (1) equipment becomes obsolete, and the agency desires to sell or dispose of the equipment; or (2) the equipment is no longer needed for the original purpose. No disposition of property can be made by the subgrantee until written instructions are provided by the Office of Highway Safety.

* Property Control records must be submitted for all equipment purchased with Highway Safety funds. The equipment is subject to a biennial property inventory to verify use in accordance with the original grant-funded activities.

OVERVIEW AND GENERAL FUNDING REQUIREMENTS/LIMITATIONS

The Office of Highway Safety of the South Carolina Department of Public Safety is charged with the administration of highway safety programs throughout the state. Highway safety programs in South Carolina originated under the Highway Safety Act of 1966 and have promoted safety in a variety of areas through state and local projects. To be eligible for federal funds, each traffic safety problem must be substantiated through appropriate data analysis, and the proposed solutions must possess a potential for impact.

General Requirements:

All proposals submitted should demonstrate:

1. A highway safety problem/need exists;

2. A measurable impact on highway and traffic safety;

3. Cost effectiveness;

4. A comprehensive and systematic approach implemented in a well-defined geographic area;

5. A method for project evaluation (both performance and impact evaluation); and

6. All cost items are an integral part of an approved highway safety program and have been justified accordingly.

Special Note Regarding Supplanting:

The replacement of routine and/or existing State or local expenditures with the use of Federal grant funds and/or the use of Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a State or local agency is considered to be supplanting and is not allowable.

General Allowable Costs:

To be allowable, an applicant's costs must be necessary, reasonable, allocable, and used in accordance with appropriate statutes and implementing grant regulations. Highway Safety grant funds are to be used to support state problem identification, planning and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadway environment and which contribute to the reduction of crashes, deaths, and injuries.

1. The following are some examples of eligible items for Highway Safety grant funding:

    * Implementation of educational and promotional efforts to increase public compliance with occupant protection laws.

* Implementation of a comprehensive enforcement program for detecting, investigating, arresting, and convicting impaired drivers.
* Development and administration of countermeasures programs to correct identified problems.
* Program coordination for impaired driving prevention public information and education activities.
* Necessary mission-related equipment, training and travel.
* Program management and administration.
* Evaluation of the effectiveness of program or project improvements.
* The cost of training is allowable using DOT/NHTSA developed, equivalent, or endorsed curriculums.
* Purchase of child restraint devices is allowable if they are in compliance with NHTSA performance standard FMVSS #213 for these devices.
* Development costs of new training curriculum and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.

2. Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations and individuals for State or local highway safety support services or products consistent with the applicable OMB Circular, provided applicable State procurement purchasing procedures are followed.

3. Costs are allowable to support a specific highway safety project with educational activities that offer specific educational items and/or appropriate printed materials. Documentation must be available to show that such activities do not violate State law. Educational items, activities, and any printed materials must directly relate to the project objectives.

4. Costs of meetings and conferences, where the primary purpose is the documentable dissemination of technical information, are allowable including meals, transportation, rental of meeting facilities, and other incidental costs.

Specific Examples of Allowable/Non-Allowable Costs:

The provisions stated in the following sections are not intended to deny flexibility in supporting potential traffic collision and injury reduction activities; however the conditions do serve as a guide in describing costs that **are allowable or not allowable for highway safety funding.**

1. Personnel

Grant-funded personnel are allowable and must expend 100% of their time in the development, implementation, and evaluation of the activities specified in the approved grant application. Grant-funded traffic officers, for example, are provided to increase the level of traffic law enforcement in a jurisdiction. As such, they are prohibited from providing funeral escorts or parade duty. In addition, since the primary function of grant-funded officers is to prevent and reduce collisions, injuries and fatalities by proactive enforcement measures, these

officers should only respond to traffic collisions **in emergency situations**, such as when no other officer is available to respond, or during inclement weather when proactive enforcement is hindered. Special DUI prosecutors are provided solely for the purpose of increasing DUI and other dangerous driving case convictions and relieving the backlog of such cases; they are prohibited from prosecuting or handling other cases, such as burglary, aggravated assault, etc., while they are grant funded.

2. Facilities

a. The cost of land is not allowable.

b. The cost of construction or reconstruction of driving ranges, towers, and skid pads is not allowable.

c. The cost of construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings or structures is not allowable. The following are some examples of those items considered as furnishings or fixtures, for which costs are not allowable:

Desk	Coat Rack	Floor Covering	Picture/Clock
Chair	Credenza	Storage Cabinet	Draperies
Table	Book Case	Portable Partition	Fixed Lighting
Filing Cabinet	Shelving	Office Planter Lamp	

3. Equipment

a. Costs for major ($5,000 or more) equipment purchases require specific prior approval of NHTSA.

b. Costs shall be allocated and pro-rated based on utilization for highway safety purposes where major multi-purpose equipment is a planned purchase.

c. Purchase of the following equipment items is allowable only if they are part of a comprehensive traffic enforcement program:

1. Vehicle Light Bar Package, 8-light strobe, takedown lights

2. Vehicle Passenger Transportation Cage or Safety Barrier for use between front seat and back seat to prevent rear seat occupants from injuring law enforcement front seat occupants

3. Vehicle Mobile Radio Unit

4. In-Car Mobile Video Unit

5. Videotapes for in-car video unit

6. Power Control Center

7. Hand-held radar units/LIDAR units. Devices must meet federal standards.

8. Siren-Speaker

9. Traffic Cones (SCDOT specification -Not to exceed $25 each)

10. Push Bumpers

11. Fire Extinguishers

12. Electronic Siren

13. Cellular Phone-Basic Service

14. Passive alcohol sensors

15. Stop sticks

16. Police vehicle (not to exceed $24,000) – **Please note that vehicles must be color schemed and marked as indicated by the Office of Highway Safety.**

17. Alcohol testing devices (Devices must be on the Conforming Product List issued by the U.S. Department of Transportation and the International Association of Chiefs of Police.)

18. Up to $3,000 towards the purchase of Mobile Data Terminals is allowed at this time.

d. Purchase of mainframe computers is not allowable.

e. Purchase of weapons, uniforms, and badges is not allowable.

4. Travel

a. The cost of international travel is not allowable, except as separately approved by NHTSA and the state.

b. The Office of Highway Safety must approve all requests for out-of-state travel in writing and in advance, unless the specific travel destination has been previously approved and is specifically listed in the Travel section of the approved application budget.

c. The cost of day-to-day patrol mileage for a grant-funded officer is allowable based on the approved grant mileage rate.

5. Training

a. Costs are allowable to pay for a grant-funded employee's salary while pursuing OHS approved training.

b. **The purchase of portable alcohol breath testing devices is allowable, but the devices may be used only in a training context.**

6. Alcohol Treatment Services

The cost of counseling and other alcohol and drug abuse treatment services, the cost of the promotion of such services, and the cost of any materials related to treatment services are not allowable.

Letters of Support:

Letters of support are requested with the grant application ***only*** if funds are requested for multi-agency traffic enforcement projects and other projects involving multiple partners.

Matching Requirements:

Grant applications are 100% federally funded for FFY 2013. No cash match is required for any eligible applicant.

Limitations of Federal Funding:

Federal funding is limited to the support of new highway safety activities or the upgrading/expansion of established highway safety activities, or continuation of projects having a statewide impact.

Grant applications are 100% federally funded for FFY 2011. It should be noted that in FFY 2011 **no cash match is required** for any eligible applicant.

However, as in previous years, grant projects are awarded on a year-to-year basis. Grant projects showing significant progress in improving highway safety *may* be renewed up to two additional years, for a total of three years of funding. After three years of continuous funding, subgrantees are expected to assume the entire cost of sustaining the project. **The exception to this involves projects that the OHS deems necessary to recommend funding in order to complement or support statewide enforcement, training, and/or public information and education campaign efforts and which show high levels of performance and effectiveness**.

Indirect Cost Rates:

State Agencies: All indirect cost recoveries should be credited to the general fund with the exception of recoveries from research and student-aid grants and contracts. Each state agency receiving grants or contracts to which indirect costs may be charged must have an approved indirect cost rate. Agencies must prepare an indirect cost proposal, and submit it to the State Indirect Cost Officer for review and approval. The OHS reserves the right to negotiate indirect cost rate charges to a grant prior to award.

Local Agencies and Private, Non-Profit Organizations: Local agencies and Private, Non-Profit Organizations receiving federal funds are not authorized to recover indirect costs.

CRITERIA FOR GRANT APPLICATION REVIEW

Applications for proposed highway safety activities from qualified applicants will be reviewed by Office of Highway Safety (OHS) staff in accordance with the review criteria listed below. Recommendations by the OHS staff will then be forwarded to the SC Public Safety Coordinating Council for its review/approval pursuant to Section 23-6-520, SC Code of Laws, 1976, as amended. Applications for funding will be reviewed on the following basis:

1. The degree to which the proposal addresses a national or state identified problem area. Priority consideration will be given to applicants proposing major alcohol countermeasures, motorcycle safety, occupant protection, pedestrian safety, speed enforcement, and traffic records programs within the counties identified previously as having the highest numbers and percentages of alcohol and/or speed-related traffic collisions, deaths, and injuries during the last three years.

2. The extent to which the proposal meets the published criteria within the specific guidelines.

3. The degree to which the applicant identifies, analyzes, and comprehends the local or state problems. **Applicants who do not demonstrate a traffic safety problem/need will not be considered for funding.**

4. The extent to which the proposal seeks to provide a realistic and comprehensive approach toward problem solution, including documenting coordination with local and State agencies necessary for successful implementation.

5. The assignment of specific and measurable objectives with performance indicators capable of assessing project activity.

6. The extent to which the estimated cost justifies the anticipated results.

7. The ability of the proposed efforts to generate additional identifiable highway safety activity in the program area; the ability of the applicant to become self-sufficient and to continue project efforts once federal funds are no longer available.

8. The ability of the applicant to successfully implement the project based on the agency's past experience in implementing similar projects; the capability of the agency to provide necessary administrative support to the project.

9. For continuation projects, the quality of work and the responsiveness to grant requirements demonstrated in past funding years; current or past grant performance, results of past monitoring visits, and the timeliness and thoroughness of required reports.

HIGHWAY SAFETY APPLICATION REVIEW CHECK LIST

ALL APPLICATIONS SHOULD BE REVIEWED PRIOR TO SUBMISSION USING THE CHECK LIST PROVIDED BELOW. IF THERE ARE ANY NEGATIVE ANSWERS, PLEASE REVISE YOUR APPLICATION TO ENSURE COMPLIANCE IN PROVIDING THE NECESSARY INFORMATION.

Yes	No		
__	__	1.	Is the problem statement clear and concise?
__	__	2.	Is sufficient information regarding the problem provided?
__	__	3.	Has sufficient data been provided in the problem analysis to prove the problem?
__	__	4.	Has adequate information on the current situation been provided in the problem analysis?
__	__	5.	Are the objectives consistent with the problem statement?
__	__	6.	Are the objectives stated in measurable terms for specific time periods?
__	__	7.	Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
__	__	8.	Will the performance indicators listed measure the attainment of stated objectives?
__	__	9.	Has the source or method of collecting data to measure effect been identified?
__	__	10.	Will the indicators listed measure the impact of program goals?
__	__	11.	Has an evaluation plan been included in the application?
__	__	12.	Has the subject of continuation of project activity for future years been adequately discussed?
__	__	13.	If a continuation project, has a thorough analysis of the results of the previous year's project been included in the narrative?
__	__	14.	Does the application fall under one of the program areas identified for funding?

__	__	15.	Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy?
__	__	16.	Were travel costs included in the project budget for staff to attend the Project Management course?