



2019 HIGHWAY SAFETY FUNDING GUIDELINES

**South Carolina Department of Public Safety
Office of Highway Safety and Justice Programs
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**Leroy Smith, Director of DPS
Phil Riley, Director of OHSJP**



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PURPOSE OF THE FUNDING GUIDELINES

The purpose of this manual, prepared by the Office of Highway Safety and Justice Programs (OHSJP) 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 (FFY) 2019. 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 (USDOT).

Those interested in applying for FFY 2019 Highway Safety funding are strongly encouraged to attend the Funding Guidelines workshop to be held November 29, 2017. Information on the registration and location of the workshop can be found on page 2 of this manual. The deadline for registering for this workshop is November 20, 2017. **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.**

Please note that a law enforcement applicant must be in compliance with Section 56-5-6560 of the South Carolina Code of Laws regarding the reporting of Public Contact Information to be considered eligible for funding. In addition: Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.

FFY 2019 Highway Safety Grant Applications must be received electronically by the Office of Highway Safety and Justice Programs by 5:00 PM on Friday, February 2, 2018. Applications received after 5:00 PM on February 2, 2018, **will not** be considered. The grant application must be completed using the Office of Highway Safety and Justice Programs' 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.gov/ohsjp> beginning December 5, 2017.

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:

**LaToya Grate, Highway Safety Program Administrator
SC Department of Public Safety
Office of Highway Safety and Justice Programs
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 and Justice Programs by 5:00 PM on February 2, 2018. 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 2019 grant funding cycle, which begins on **October 1, 2018**.

HIGHWAY SAFETY GRANT CYCLE FFY 2019

- October 19, 2017: Notification of Solicitation of Applications and Availability of Funding Guidelines Mailed to Potential Applicants.
- November 13, 2017: Posting of FFY 2019 Highway Safety Funding Guidelines on the SC Department of Public Safety's website: www.scdps.gov/ohsjp/
- November 20, 2017: Deadline for Registering for OHSJP Funding Guidelines Workshop. **Please contact Glenda Millaudon of the Office of Highway Safety and Justice Programs at (803) 896-9950 by no later than 5:00 PM on November 20, 2017, to register for the Highway Safety Funding Guidelines workshop. Seating is limited.**
- November 29, 2017: Highway Safety Funding Guidelines Workshop for Grant Applicants at the following location and time: 10:00 AM – 1:00 PM at the South Carolina Department of Public Safety in Room CG– 52, 10311 Wilson Boulevard, Blythewood, South Carolina 29016 (please ensure you use the entrance that has the SCDPS emblem, not the CSC emblem/entrance).
- December 5, 2017: Date that the application is available. **The grant application must be completed using the OHSJP 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.gov/ohsjp/.**
- February 2, 2018: Due Date for Grant Applications. In order to be considered for funding, **all grant applications must be received electronically by the OHSJP by 5:00 PM on Friday, February 2, 2018. Applications received after 5:00 PM on February 2, 2018, will not be considered.**
- September 2018: FFY 2019 Grant Awards Issued with Funding Beginning October 1, 2018. Notification of Applicants Not Approved for Funding.



DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM

Projected statistics based on 2016 calendar year (CY) (01/01/16-12/31/16) Data: Statistics for South Carolina indicate that during 2016, approximately 142,000 traffic collisions were reported; this is a 6.00% increase from 2015, when 133,961 collisions were reported. Collisions in CY 2016 resulted in 1,020 fatalities (preliminary) and an estimated 62,000 injuries. The number of traffic deaths in CY 2016 (1,020 preliminary) was 4.19% higher than in 2015, when 979 persons were fatally injured in South Carolina traffic collisions. The estimated economic loss to the state from traffic crashes in 2015 was more than 4.32 billion dollars. 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 2016 was 1.87, a 1.06% decrease from 2015 when the MDR was 1.89. According to the most recent data available, the national mileage death rate in 2016 was 1.18. Based on 2016 figures, South Carolina's MDR of 1.87 was 58% higher than the national mileage death rate of 1.18.

2016 Collision Statistics: Breaking collision statistics down by time in CY 2016 indicated the following:

- * 1 Traffic Collision was reported every 3.7 minutes.
- * 1 Traffic Death was reported every 8.7 hours.
- * 1 Non-fatal Traffic Injury was reported every 8.5 minutes.
- * 1 Property-Damage-Only Collision was reported every 5.2 minutes.

In 2016, South Carolina had 3,772,018 licensed drivers who operated 4,433,104 registered motor vehicles on a roadway system of over 76,000 miles of streets and highways.



DUI Involvement in Collisions:

According to NHTSA's Fatality Analysis Reporting System (FARS) data, alcohol-impaired fatalities for 2016 totaled 331. The SC Department of Public Safety's statistics for 2016 indicate approximately 6,132 collisions involving a driver under the influence of alcohol and/or drugs (DUI), resulting in a preliminary figure of 4,313 persons injured. FARS data also stated that there were a total of 1,399 drivers involved in fatal collisions in South Carolina during 2015. Of the 1,399 drivers, 297 had a blood alcohol concentration (BAC) of .08 or greater, which accounted for 21.2% of all drivers involved in fatal crashes. Of the 6,132 total DUI-related collisions, 4.79% were fatal crashes, 46.75% were injury crashes, and 48.45% were property-damage-only crashes. In 2016, the state experienced an increase of 1.76% in the number of DUI crashes as compared to the 6,026 which occurred in 2015.



Speed Involvement in Collisions:

According to the SC Department of Public Safety's preliminary data for 2016, of the approximately 62,000 total traffic-related injuries reported in 2016, 20,942, or 33.8%, occurred in speeding-related collisions. Injuries in speeding-related traffic crashes increased from 20,442 in 2015 to 20,942 in 2016, an increase of



2.5%. The percentage of traffic-related injuries that involved speeding decreased slightly from 34.9% in 2015 to 33.8% in 2016.

Incapacitating injuries in speeding-related traffic crashes increased from 2015 to 2016 with 1,059 such injuries occurring in 2015 and 1,089 in 2016, an increase of only 2.8%. The percentage of traffic-related incapacitating injuries that involved speeding also increased, from 34.2% in 2015 to 35.7% in 2016. In comparison, state data shows that South Carolina’s overall speeding-related fatalities increased by 6.38%, from 392 fatalities in 2015 to 417 fatalities in 2016.

Five-Year Collision Data: In order to examine traffic collision trends over time, the Office of Highway Safety and Justice Programs’ staff reviewed collision data for the period 2012-2016. During this five-year period, the state’s MDR of 1.76 in 2012 decreased annually to a historical low of 1.57 in 2013 before increasing again to 1.65 in 2014, 1.89 in 2015, and decreasing slightly again to 1.87 in 2016. Collision statistics for the period are presented in the chart below.

**South Carolina Collision Statistics
2012 - 2016**

<u>Year</u>	<u># Collisions</u>	<u># Deaths</u>	<u># Injuries</u>	<u>Death Rate</u>
2012	108,264	863	50,065	1.76
2013	113,281	768	50,946	1.57
2014	119,163	823	53,019	1.65
2015	138,000**	979	58,000	1.89
2016*	142,000**	1,020	62,000	1.87

*All 2016 data are preliminary

**Projected figure

Top Contributing Factors for CY 2016 Crashes

Injury Crashes:

- *Driving Too Fast for Conditions
- *Failed To Yield Right of Way
- *Disregarded Signs/Signals/Etc.
- *Driver Under Influence
- *Followed Too Closely

Fatal Crashes:

- * Driving Too Fast for Conditions
- * Driver Under Influence
- * Failure to Yield Right of Way
- * Lying and/or Illegally in Roadway
- * Wrong Side/Wrong Way

Total Crashes:

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



Location of Highest Numbers of Property-Damage-Only Crashes: During the five-year period from 2012-2016, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry, and Spartanburg.

Location of Highest Numbers of Injury Crashes: The locations of the largest numbers of injury collisions during the five-year period 2012-2016 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 2012-2016 were Greenville, Horry, Richland, Charleston, and Spartanburg Counties.

Driver Groups Involved in Crashes: During the five-year period, the age groups with the highest number of drivers involved in crashes (presented in order) included drivers ages 20-24, 25-29, and 15-19. Drivers under the age of 30 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 and Justice Programs: Based on traffic data over the 2012-2016 period, the charts on pages 6-8 show counties in the state of South Carolina which lead the state in statistical categories regarding fatal and severe injury collisions (number of fatal and severe injury, number DUI-related, and percentage DUI-related, number speed-related, and percentage speed-related). Grant projects submitted for FFY 2019 impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.



2019 Highway Safety Funding Guidelines

All Fatal and Severe Injury Collisions South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Horry	322	307	330	299	270	1,528
Charleston	301	314	308	281	270	1,474
Greenville	305	309	277	252	301	1,444
Richland	200	205	180	198	214	997
Spartanburg	195	185	178	202	201	961
Anderson	164	149	139	161	192	805
Berkeley	194	187	153	148	101	783
Lexington	151	142	137	151	142	723
York	124	124	127	125	143	643
Beaufort	102	67	95	107	102	473
Florence	103	93	78	86	91	451
Aiken	73	82	91	96	88	430
Orangeburg	82	97	75	79	97	430
Dorchester	113	78	70	85	75	421
Lancaster	57	56	83	86	85	367
Pickens	88	68	69	67	62	354
Laurens	67	63	58	67	65	320
Sumter	66	63	58	60	68	315
Colleton	68	57	44	56	66	291
Georgetown	67	71	46	63	43	290
Darlington	46	52	59	52	64	273
Greenwood	59	47	40	62	46	254
Jasper	50	46	46	43	60	245
Oconee	58	27	48	53	51	237
Cherokee	40	39	56	51	48	234
Kershaw	42	50	28	33	56	209
Williamsburg	37	41	42	38	38	196
Chesterfield	34	36	35	44	37	186
Newberry	39	36	26	34	35	170
Chester	27	30	33	39	38	167
Clarendon	29	24	21	32	33	139
Fairfield	28	22	26	22	29	127
Dillon	29	16	27	24	21	117
Barnwell	21	18	32	26	15	112
Marion	24	22	27	23	13	109
Hampton	23	24	20	23	17	107
Marlboro	17	15	26	20	21	99
Union	12	17	18	23	21	91
Abbeville	12	26	13	17	17	85
Calhoun	20	19	18	15	12	84
Edgefield	22	14	8	17	20	81
Saluda	22	15	13	15	13	78
Bamberg	14	20	11	13	16	74
Lee	16	12	16	16	13	73
Allendale	6	11	11	10	9	47
McCormick	5	6	6	10	8	35
	<i>3,574</i>	<i>3,402</i>	<i>3,302</i>	<i>3,424</i>	<i>3,427</i>	<i>17,129</i>



2019 Highway Safety Funding Guidelines

All Fatal and Severe Injury DUI Alcohol and/or Drug Collisions South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Greenville	90	89	81	70	86	416
Horry	89	60	59	55	40	303
Richland	50	59	46	41	46	242
Lexington	58	37	42	44	52	233
Spartanburg	39	41	40	48	48	216
Anderson	48	50	35	42	35	210
Berkeley	33	46	35	28	27	169
Charleston	32	33	39	24	31	159
York	40	31	25	28	26	150
Aiken	23	22	26	24	23	118
Florence	28	24	28	14	19	113
Laurens	22	24	24	22	17	109
Orangeburg	13	31	19	21	18	102
Lancaster	24	15	18	18	20	95
Beaufort	18	16	19	18	17	88
Dorchester	21	17	14	19	16	87
Pickens	15	19	21	12	14	81
Darlington	20	13	13	17	17	80
Sumter	14	17	17	10	16	74
Kershaw	19	20	6	8	17	70
Greenwood	16	10	14	16	9	65
Oconee	18	8	14	16	8	64
Cherokee	14	6	14	15	14	63
Georgetown	13	15	17	13	5	63
Colleton	13	9	6	19	10	57
Chesterfield	13	13	5	13	12	56
Newberry	12	11	10	9	10	52
Williamsburg	12	14	6	12	6	50
Chester	8	7	8	7	10	40
Clarendon	10	6	5	10	9	40
Jasper	6	8	5	9	12	40
Abbeville	6	10	4	5	4	29
Fairfield	4	5	9	3	7	28
Lee	4	5	6	7	5	27
Saluda	6	8	3	2	5	24
Union	4	2	4	6	6	22
Edgefield	7	1	4	4	5	21
Marion	6	5	4	3	2	20
Barnwell	2	3	4	7	3	19
Dillon	5	5	6	2	1	19
Hampton	5	1	5	3	1	15
Calhoun	2	5	5	0	2	14
Marlboro	3	3	2	3	2	13
Bamberg	1	2	4	2	3	12
McCormick	1	1	4	2	2	10
Allendale	1	2	0	1	1	5
	888	829	775	752	739	3,983



2019 Highway Safety Funding Guidelines

Speed/Too Fast for Conditions Fatal and Severe Injury Collisions South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Horry	84	88	90	86	71	419
Charleston	84	82	82	80	71	399
Greenville	81	88	81	64	79	393
Richland	64	69	67	62	87	349
Spartanburg	54	55	72	77	68	326
Anderson	57	58	49	52	68	284
Lexington	58	63	56	59	46	282
Berkeley	63	68	47	55	44	277
York	49	47	35	42	54	227
Aiken	20	29	38	45	43	175
Laurens	30	37	26	37	43	173
Orangeburg	29	32	31	31	37	160
Dorchester	45	23	29	30	24	151
Beaufort	30	16	37	33	34	150
Darlington	20	27	30	26	34	137
Florence	23	28	19	29	36	135
Pickens	30	28	22	22	27	129
Lancaster	14	17	27	28	24	110
Greenwood	21	28	15	24	19	107
Sumter	20	24	21	13	26	104
Georgetown	25	23	19	19	17	103
Jasper	15	22	20	17	29	103
Cherokee	18	18	26	17	20	99
Colleton	28	17	16	16	20	97
Newberry	21	21	14	18	19	93
Oconee	15	11	18	21	13	78
Williamsburg	16	16	16	13	15	76
Chesterfield	14	11	16	20	13	74
Chester	8	13	16	19	17	73
Kershaw	11	14	8	13	20	66
Fairfield	14	14	7	11	19	65
Clarendon	10	10	10	14	19	63
Marlboro	4	9	15	13	10	51
Dillon	9	2	13	13	12	49
Marion	12	6	7	16	6	47
Union	6	9	8	11	13	47
Abbeville	9	16	6	5	10	46
Hampton	14	12	5	9	6	46
Barnwell	4	4	17	10	4	39
Saluda	14	5	3	8	7	37
Edgefield	10	7	3	5	10	35
Calhoun	6	9	7	5	6	33
Bamberg	6	7	4	7	5	29
Lee	6	4	1	5	7	23
Allendale	2	6	4	3	3	18
McCormick	3	2	2	3	4	14
	<i>1,176</i>	<i>1,195</i>	<i>1,155</i>	<i>1,206</i>	<i>1,259</i>	<i>5,991</i>



ASSISTANCE IN DEVELOPING GRANT PROPOSALS

Research Assistance

Applicants are encouraged to visit the following websites 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 and Justice Programs: www.scdps.gov/ohsjp/stat_services.asp
- SC Target Zero website: <http://www.sctargetzeroplan.org/>

Assistance from Office of Highway Safety and Justice Programs

Applicants are strongly encouraged to contact the Office of Highway Safety and Justice Programs (OHSJP), early in the process, 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. The OHSJP staff can be reached toll free at 1-877-349-7187.

- Debbie Jordan: Police Traffic Services/Speed Enforcement, Occupant Protection, Two-wheel Vehicle Safety
- Shawnée Garrick: Impaired Driving Countermeasures
- Lt. Doug Connelly: Traffic Records
- Lynne Medlin: Questions regarding the completion of the budget pages (pages 1–6 of the Highway Safety Grant Application)

All other questions can be directed to LaToya Grate, Highway Safety Program Administrator, of OHSJP.

Applicants can also find further guidance using the Highway Safety Application Review Checklist on pages 31-32 and the Frequently Asked Questions on pages 33-34.



PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2019



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 11-12 and 14-15 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 16-17 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, 20 or younger. See pages 12-13 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 2019. Please contact LaToya Grate of the Office of Highway Safety and Justice Programs at 1-877-349-7187 for information on applying for a grant in these potential funding areas.



PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

ENFORCEMENT PROJECTS

The following projects are eligible for funding in FFY 2019:

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 drug and/or alcohol-related traffic 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. **Grant-funded personnel must work only night and weekend shifts between the hours of 3 PM and 6 AM, except in cases in which an officer is required to appear in court or scheduled to attend specialized training.** Include 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 strategies and educational components to be implemented as a part of the program. Such components should focus on the risks of drinking and driving and the likelihood of apprehension. Public



information strategies and educational components 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 personnel and personnel hours planned for impaired driving enforcement.
- g. The purchase of equipment will not be considered unless the equipment is required to develop a new Impaired Driving Countermeasures enforcement unit, to improve an ongoing Impaired Driving Countermeasures enforcement program, or to support a statewide enforcement campaign. **Refer to pages 25-26 of this document for a sample listing of allowable equipment.** Support equipment required to implement a DUI enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.
- h. Priority will be given to those agencies actively participating in the South Carolina Law Enforcement Network (SCLLEN). Agencies applying for and receiving funding for Impaired Driving Countermeasures enforcement programs must agree to continue or begin participation in the SCLLEN.
- i. Continuation programs must provide an analysis of the results of the previous year's activities (e.g. the number of DUI arrests compared with previous years, the number of speeding citations compared with previous years, the number of citations for other violations issued compared with previous years, the number of traffic crashes and fatalities compared with previous years, etc.).

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 speed-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 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 also 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 high collision rates.
 - c. The purchase of equipment will not be considered unless the equipment is required to develop a new traffic enforcement unit, to improve an ongoing traffic enforcement program, or to support a statewide enforcement campaign. **Refer to pages 25-26 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 (SCLLEN). Agencies applying for and receiving funding for police traffic services/speed enforcement programs must agree to continue or begin participation in the SCLLEN.
 - 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 previous years, the number of traffic crashes and fatalities compared with previous years, etc.).
 - f. All applications should address how funding will serve to decrease the number of collisions, injuries, and fatalities in their respective jurisdictions through increased enforcement and educational efforts. As a result of the establishment of the grant-funded unit, subgrantees funded for traffic safety enforcement units should clearly enhance the existing police traffic services.
 - g. All police traffic services/speed enforcement programs must incorporate DUI enforcement and occupant protection enforcement (to include night-time safety belt enforcement) as major components of their effort.
 - h. All police traffic services/speed enforcement programs must include educational, media, and training components to support the enforcement program.



ADJUDICATION/PROSECUTION PROJECTS

The following projects are eligible for funding in FFY 2019:

1. 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 and Justice Programs 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.

2. Special DUI Prosecutors

The goal of this project category is to increase the conviction rate of DUI offenders in priority counties, where there is a backlog of DUI cases as well as a problem of effectively prosecuting DUI jury trials. Project applications must:

- a. Provide the number of *nolle proes* cases, or the number of cases dismissed over the past three years, and the average of these cases;
- b. Demonstrate that the targeted county has a substantial backlog of DUI cases. Comparisons with the backlogs of other jurisdictions would be helpful. The age of backlogged cases should also be provided;
- c. Outline DUI-related training to be provided for the assigned prosecutor, including improving officer knowledge of DUI investigative techniques and current statutory and case law developments;
- d. Establish special goals for increasing the jury trial conviction rate of Summary Court DUI prosecutions and for decreasing the DUI case backlog;
- e. Discuss how the project will be evaluated;
- f. Discuss how DUI cases are currently being handled with existing staff;
- g. Provide a sound approach for project implementation; and
- h. Provide the conviction rate for the previous three years, by county, in the judicial circuit.



OCCUPANT PROTECTION AND EDUCATION/OUTREACH PROJECTS

1. Innovative 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. They should be educational or promotional programs designed to measurably increase usage of safety belts among these population groups. Projects should also focus on entire school districts, involve students, parents, teachers, and administrators, and should be tied in to all school activities.

2. Education for Young People



Projects with a specific focus on young drivers, age 20 or younger, with education on alcohol and/or drugs, safety belt usage, and speeding will be given consideration. Educational projects typically have a greater focus on young drivers and provide more exposure to the alcohol/drug and highway safety messaging than do 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 (age 20 or younger) drivers and/or young people who have not yet reached driving age are appropriate groups;
- 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 anticipated 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 (examples: Mothers Against Drunk Driving [MADD], Students Against Destructive Decisions [SADD], local law enforcement, Department of Health and Environmental Control [DHEC], etc.) and within the school system.



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 of Public Safety that outlines specific responsibilities. A few conditions of the agreement are:

Reporting Requirements

- Quarterly 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 Highway Safety and Justice Programs (OHSJP). 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 or completion of other necessary actions. Failure to submit claims as required may result in project termination.

Procurement

Proper procurement procedures as required by federal, state, and local statutes (OMB Super Circular [2 CFR Part 200 Subparts A-F], 23 CFR Part 1300), and the SC Consolidated Procurement Code and Regulations) are to be followed. In addition,

- * **All** purchases must be submitted to the OHSJP for review and approval prior to expending funds.
- * Items \$2,500 or less: Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Written documentation of verbal quotes is acceptable or written verification that the quoted price secured is fair and reasonable.
- * Items costing \$2,500.01 to \$4,999.99: This documentation must include three (3) written quotes. The three quotes should be submitted with the applicable Request For Payment (RFP).
- * Items costing \$5,000 or more: Any item whose total cost is \$5,000 or more requires the submission of bids to the OSHJP for review and approval prior to the acceptance of any bid. Three quotes **and** written approval of purchase **must** be secured before funds are expended.
- * Purchases costing \$10,000 or more require written solicitation of written quotes, bids, or proposals. Bid specifications/requests for proposals must be reviewed and



approved by the OHSJP staff prior to issuance. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. 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. Therefore, any purchases made under the FFY 2019 grant must be documented with purchase requisitions/purchase orders dated on or before September 30, 2019.

Agencies failing to follow these procedures will not receive reimbursement for such procurements. Purchases for items that are on a state contract require approval from the OHSJP Financial Staff prior to purchase, to ensure the purchase meets all requirements. Recipient agency staff should verify contract dates 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 submitted through the GMIS to the Office of Highway Safety and Justice Programs prior to the implementation of the change. Revisions cannot be implemented until written approval is granted by the Office of Highway Safety and Justice Programs. 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 and Justice Programs. 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.
 - Grant-funded DUI personnel can only work nights and weekends (between the hours of 3 PM - 6 AM). Time worked outside of these hours should have the reason noted on the time sheet (i.e. court, presentation, training, etc.)
- * 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 on agency letterhead. Costs for personnel services may be reimbursed only 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 be reimbursed only 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 be made only for the one officer.

Special Activities

- * All agencies receiving Highway Safety Grant funds shall assist the Office of Highway Safety and Justice Programs in activities associated with Sober or Slammer/Christmas /New Year's (December and January); Buckle Up South Carolina (May); Sober or Slammer/Labor Day (September); and the observance of National Child Passenger Safety Week (September).

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 Justice Programs 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 and Justice Programs.



- * 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. Serial numbers listed on the Property Control Form should reflect visible serial numbers on the installed equipment.

- *All equipment purchased with Highway Safety Funds must be purchased within the first year of the grant.



OVERVIEW AND GENERAL FUNDING REQUIREMENTS/LIMITATIONS

The Office of Highway Safety and Justice Programs 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.

On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act requires states to continue providing a data-driven traffic safety enforcement program to prevent traffic violations, crashes, crash fatalities, and crash injuries in areas of the state most at risk for such incidents.

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);
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 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 curricula developed by, equivalent to, or endorsed by USDOT/NHTSA.
- * 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 curricula and materials are allowable if they will not duplicate materials already developed for similar purposes by USDOT/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/educational 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, in which 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 respond to traffic collisions only in emergency situations, such as when no other officer is available to respond, or during inclement weather when proactive enforcement is hindered.

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. Promotional Items

The cost of promotional items are not eligible for reimbursement (promotional items include but are not limited to: pens, shirts, keychains, etc.)

4. 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:

NOTE: Equipment-only applications will not be considered for funding.

1. Vehicle Light Bar Package, 8-light strobe, takedown lights
(Must be mounted on exterior of vehicle)
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. Recording accessories 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 are not allowable.
15. Police vehicle – **Please note that grant-funded vehicles must only be used for the detection and apprehension of impaired and/or speeding motorists, or motorists committing other moving violations for the useful life of the vehicle. Vehicles purchased with grant funds may match the color of your agency’s fleet, but must be marked with specific “Target Zero” logos as indicated by the Office of Highway Safety and Justice Programs (also for the life of the vehicle). The agency is encouraged to follow current guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police. Vehicle purchases must comply with the Buy America Act.**
16. 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)
17. Purchase of mainframe computers is not allowable.
18. Purchase of weapons, uniforms, or badges is not allowable.
19. Stop sticks are not allowable.
20. Purchase of body-worn cameras is not allowable.

NOTE: All equipment with a cost over \$5,000 and motor vehicle purchases must comply with the BUY AMERICA ACT:

The Buy America Act (BAA) prohibits subgrantees from using highway safety grant funds under Title 23 U.S.C. Chapter 4 §313 to purchase products, unless they are produced (manufactured or assembled) in the United States. This prohibition applies to steel, iron, and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the BAA requirement.

If products are assembled in the United States, significant transformation must take place to comply with the BAA.

Subgrantees must have vendors complete the BAA Certificate for Compliance Form for purchases with highway grant funds to be eligible for reimbursement.

A product’s listing on State Contract does not certify that it complies with the BAA.



5. Travel

- a. The cost of international travel is not allowable, except as separately approved by NHTSA and the state.
- h. The Office of Highway Safety and Justice Programs 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.
 - i. The current policy of the S.C. Comptroller General's Office only allows for reimbursement after the lodging has occurred. Therefore, billing payments made upfront through travel websites (ex. Expedia, Kayak, Travelocity, etc.) are considered "advance payments" for lodging and will not be reimbursed through the state
- d. The cost of day-to-day patrol mileage for a grant-funded officer is allowable based on the approved grant mileage rate.

6. Training

- a. Costs are allowable to pay for a grant-funded employee's salary while pursuing OHSJP-approved training.
- b. **The purchase of portable alcohol breath testing devices is allowable, but the devices may be used only in a training context.**

7. 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 2019. 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, the upgrading/expansion of established highway safety activities, or both.



Indirect Cost Rates:

States and Local Government and Indian Tribe: Agencies must prepare an indirect cost proposal, and submit it to the State Indirect Cost Officer for review and approval. The OHSJP reserves the right to negotiate indirect cost rate charges to a grant prior to award. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E and Appendix VII to Part 200 for more details.

Private, Non-Profit Organizations: private, non-profit organizations receiving federal funds are authorized to recover indirect costs. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E for more details.



CRITERIA FOR GRANT APPLICATION REVIEW

Applications for proposed highway safety activities from qualified applicants will be reviewed by Office of Highway Safety and Justice Programs (OHSJP) staff in accordance with the review criteria listed below. Recommendations by the OHSJP 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 expected 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.



10. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.

11. Law enforcement applicants must be current in the reporting of Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws.



HIGHWAY SAFETY APPLICATION REVIEW CHECKLIST



ALL APPLICATIONS SHOULD BE REVIEWED PRIOR TO SUBMISSION USING THE CHECKLIST 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 stated in measurable terms for specific time periods?
—	—	6. Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
—	—	7. Will the performance indicators listed measure the attainment of stated objectives?
—	—	8. Has the source or method of collecting data to measure effect been identified?
—	—	9. Will the indicators listed measure the impact of program goals?
—	—	10. Has an evaluation plan been included in the application?
—	—	11. Has the subject of continuation of project activity for future years been adequately discussed?
—	—	12. If a continuation project, has a thorough analysis of the results of the previous year's project been included in the narrative?
—	—	13. Does the application fall under one of the program areas identified for funding?



2019 Highway Safety Funding Guidelines

- — 14. Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy?
- — 15. Is the agency current in the submission of fines, fees, and surcharges?
- — 16. Is the agency current in reporting Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws?
- — 17. Have I included funding requests for items other than equipment?



FREQUENTLY ASKED QUESTIONS

1. Can we get funding for only equipment?
 - a. No, highway safety grants must also have a significant programmatic component, including requests for personnel.

2. Can we get funding for items such as pens, shirts, and bags with our logo/emblem printed on them?
 - a. No, the National Highway Traffic Safety Administration (NHTSA) has deemed these items to be classified as ‘Promotional’ and not eligible for reimbursement using NHTSA grant funds.

3. How can we determine the best budget estimate to use for training/travel expenses as we complete the application?
 - a. The OHSJP is only able to reimburse the maximum allowable rates established by our agency and NHTSA. If desired, your agency can pay any remaining amount (i.e. If the expenses are \$200 and the OHSJP can only reimburse \$175, your agency can pay the \$25 out of your agency’s funds).

Lodging cannot be more than the U.S. General Services Administration (GSA) rate. You can visit <http://www.gsa.gov/portal/content/104877> to gauge what the rate may be in FFY 19.

- i. Meals cannot be more than the State of South Carolina’s per diem, as listed below.

	<u>In state</u>	<u>Out of state</u>	<u>Depart before</u>	<u>Return after</u>
<u>Breakfast</u>	\$6.00	\$7.00	6:30 am	11:00 am
<u>Lunch</u>	\$7.00	\$9.00	11:00 am	1:30 pm
<u>Dinner</u>	\$12.00	\$16.00	5:15 pm	8:30 pm
<u>Maximum</u>	\$25.00	\$32.00		

- ii. Reimbursement for fuel cannot be higher than your agency’s rate. The maximum reimbursement for fuel is updated by the Internal Revenue Service (IRS) in January.

4. How does the OHSJP determine who to recommend for grant funding?
 - a. Several things are considered and the information provided here represents only a fraction of the process used to compile recommendations for funding. If more guidance is desired for your organization/agency, please attend the Funding Guidelines Workshop on November 29 and/or call staff at 1-877-349-7187 for more assistance. The OHSJP staff reads every application and looks at the charts outlined on pages 6-8 to determine what counties are experiencing the most fatalities and severe injury collisions for each program area. The priority counties for funding are highlighted on



each of the charts. Organizations/agencies are encouraged to apply for the program area(s) in which their counties are experiencing problems (i.e. impaired driving, speeding, or occupant protection). Availability of grant funds and specifics requested in the application are also considered.

5. If we are approved for funding for a Federal Fiscal Year 2019 highway safety grant, can we increase the grant funds requested in the application?
 - a. No, the grant funding amount cannot be altered by the applicant. The level of funding for an agency/organization can be lowered by the OHSJP at the time of funding recommendation. However, the overall requested amount listed in the application cannot be increased.
6. If I currently have a highway safety grant, do I have to apply again?
 - a. Yes, grants are awarded for one fiscal year only.
7. When should I start applying for FFY 19 grants?
 - a. The grant application will open on December 5, 2017 and everyone is encouraged to begin applying as soon as possible. The deadline for application submission is **5:00 PM Friday, February 2, 2018.**
8. What are the dates for FFY 19/when does FFY 19 start and end?
 - a. October 1, 2018–September 30, 2019