



**2018 HIGHWAY SAFETY GRANT  
SPECIAL SOLICITATION  
FUNDING GUIDELINES  
For Impaired Driving Countermeasures Projects**

**South Carolina Department of Public Safety  
Office of Highway Safety and Justice Programs  
May 8, 2017**

**Leroy Smith, Director of SCDPS  
Phil Riley, Director of OHSJP**



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## **PURPOSE OF THE SPECIAL SOLICITATION 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) 2018. 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 2018 Highway Safety Special Solicitation funding are strongly encouraged to attend the Impaired Driving Countermeasures Special Solicitation Funding Guidelines Workshop to be held May 18, 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 May 12, 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 2018 Highway Safety Special Solicitation Grant Applications must be received electronically by the Office of Highway Safety and Justice Programs by 5:00 p.m. on Friday, June 30, 2017. Applications received after 5:00 pm on June 30, 2017, 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> no later than May 19, 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:**

**Christine Tull, Impaired Driving Countermeasures Program Coordinator  
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 June 30, 2017.** 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 2018 grant funding cycle, which begins on **October 1, 2017.**

**HIGHWAY SAFETY GRANT SPECIAL SOLICITATION GRANT CYCLE FFY 2018**

- April 27, 2017: Notification of Special Solicitation of Applications and Availability of Funding Guidelines Mailed to Potential Applicants.
- May 8, 2017: Posting of FFY 2018 Highway Safety Grant Special Solicitation Funding Guidelines for Impaired Driving Countermeasures Projects on the SC Department of Public Safety's website: [www.scdps.gov/ohsjp/](http://www.scdps.gov/ohsjp/)
- May 12, 2017: Deadline for Registering for OHSJP Special Solicitation Funding Guidelines Workshop.  
**Please contact Mrs. Glenda Millaudon of the Office of Highway Safety and Justice Programs at (803) 896-9965 or toll free at 1-877-349-7187 by no later than 5:00 pm on May 12, 2017, to register for the Highway Safety Special Solicitation Funding Guidelines workshop. Seating is limited.**
- May 18, 2017: Highway Safety Grant Special Solicitation Funding Guidelines Workshop for Grant Applicants at the following location and time: 10:00 am–12:00 pm at the South Carolina Law Enforcement Officers' Hall of Fame, Auditorium, 5400 Broad River Road, Columbia, South Carolina 29212.
- May 19, 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/](http://www.scdps.gov/ohsjp/).**
- June 30, 2017: Due Date for Special Solicitation Grant Applications. In order to be considered for funding, **all grant applications must be received electronically by the OHSJP by 5:00 p.m. on Friday, June 30, 2017. Applications received after 5:00 pm on June 30, 2017, will not be considered.**
- September 2017: FFY 2018 Grant Awards Issued with Funding Beginning October 1, 2017. Notification of Applicants Not Approved for Funding.



## **DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM**

**Projected statistics based on 2015 calendar year (CY) (01/01/15-12/31/15) Data:** Statistics for South Carolina indicate that during 2015, approximately 138,000 traffic collisions were reported; this is a 15.8% increase from 2014, when 119,163 collisions were reported. Collisions in CY 2015 resulted in 979 fatalities (preliminary) and an estimated 58,000 injuries. The number of traffic deaths in CY 2015 (979 preliminary) was 19.0% higher than in 2014, when 823 persons were fatally injured in South Carolina traffic collisions. The estimated economic loss to the state from traffic crashes in 2015 was more than four 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 2015 was 1.89, a 14.5% increase from 2014 when the MDR was 1.65. According to the most recent data available, the national mileage death rate in 2015 was 1.12. Based on 2015 figures, South Carolina's MDR of 1.89 was 69% higher than the national mileage death rate of 1.12.

**2015 Collision Statistics:** Breaking collision statistics down by time in CY 2015 indicated the following:

- \* 1 Traffic Collision was reported every 4.0 minutes.
- \* 1 Traffic Death was reported every 8.9 hours.
- \* 1 Non-fatal Traffic Injury was reported every 9.1 minutes.
- \* 1 Property-Damage-Only Collision was reported every 5.6 minutes.

In 2015, South Carolina had 3,724,946 licensed drivers who operated 4,336,240 registered motor vehicles on a roadway system of over 66,000 miles of streets and highways. South Carolina has the fifth largest state-maintained highway system in the nation.



**DUI Involvement in Collisions:** According to NHTSA's Fatality Analysis Reporting System (FARS) data, alcohol-impaired fatalities for 2015 totaled 301. The SC Department of Public Safety's statistics for 2015 indicate approximately 5,995 collisions involving a driver under the influence of alcohol and/or drugs (DUI), resulting in a preliminary figure of 4,149 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 5,995 total DUI-related collisions, 4.52% were fatal crashes, 46.34% were injury crashes, and 49.14% were property-damage-only crashes. In 2015, the state experienced a 3.7% increase in the number of DUI crashes as compared to the 5,781 which occurred in 2014.



**Speed Involvement in Collisions:** According to the SC Department of Public Safety's preliminary data for 2015, of the approximately 58,000 total traffic-related injuries reported in 2015, 19,739, or 34.0%, occurred in speeding-related collisions. Injuries in speeding-related traffic crashes increased from 17,027 in



2014 to 19,739 in 2015, an increase of 15.9%. The percentage of traffic-related injuries that occurred in speeding-related crashes also increased, from 32.1% in 2014 to 34.0% in 2015. Incapacitating injuries in speeding-related traffic crashes remained mostly unchanged from 2014 to 2015 with 994 such injuries occurring in 2014 and 1,002 in 2015, an increase of only 0.8%. The percentage of traffic-related incapacitating injuries that occurred in speeding-related crashes increased slightly, from 31.2% in 2014 to 32.6% in 2015. In comparison, state data shows that South Carolina’s overall speeding-related fatalities increased by a significant 22.8%, from 298 fatalities in 2014 to 366 fatalities in 2015.

**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 2011-2015. During this five-year period, the state’s MDR of 1.70 in 2011 decreased annually to a historical low of 1.57 in 2013 before increasing again to 1.65 in 2014 and 1.89 in 2015. Collision statistics for the period are presented in the chart below.

**South Carolina Collision Statistics  
2011 - 2015**

<u>Year</u>	<u># Collisions</u>	<u># Deaths</u>	<u># Injuries</u>	<u>Death Rate</u>
2011	101,843	828	46,057	1.70
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

\*All 2015 data are preliminary

\*\*Projected figure

**Top Contributing Factors for CY 2015 Crashes**

**Injury Crashes:**

- \* Driving Too Fast for Conditions
- \* Failure to Yield Right of Way
- \* Driving Under the Influence of Alcohol and/or Drugs
- \* Disregarding Signs/Signals/Etc.
- \*Following Too Closely

**Fatal Crashes:**

- \* Driving Too Fast for Conditions
- \* Driving Under the Influence of Alcohol/Drugs
- \* 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 2011-2015, 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 2011-2015 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 2011-2015 were Greenville, Horry, Charleston, Richland 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 2011-2015 period, the charts on pages 6-7 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 and number DUI-related. Grant projects submitted for FFY 2018 impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.





## 2018 Highway Safety Grant Special Solicitation Funding Guidelines

### All Fatal and Severe Injury Collisions South Carolina 2011-2015

County	2011	2012	2013	2014	2015	2011-2015
<b>Horry</b>	304	322	307	330	299	1562
<b>Charleston</b>	290	301	314	307	265	1477
<b>Greenville</b>	254	305	309	277	252	1397
<b>Richland</b>	182	200	205	180	196	963
<b>Spartanburg</b>	173	195	185	178	202	933
<b>Berkeley</b>	132	194	187	153	148	814
<b>Anderson</b>	147	164	149	139	161	760
<b>Lexington</b>	171	151	142	137	151	752
<b>York</b>	130	124	124	127	125	630
<b>Florence</b>	96	103	93	78	86	456
<b>Beaufort</b>	83	102	67	95	107	454
<b>Dorchester</b>	98	113	78	70	85	444
<b>Aiken</b>	97	73	82	91	96	439
<b>Orangeburg</b>	82	82	97	75	79	415
<b>Pickens</b>	71	88	68	69	67	363
<b>Lancaster</b>	68	57	56	83	86	350
<b>Laurens</b>	77	67	63	58	67	332
<b>Sumter</b>	84	66	63	58	60	331
<b>Colleton</b>	66	68	57	44	56	291
<b>Georgetown</b>	35	67	71	46	63	282
Greenwood	75	59	47	39	62	282
Darlington	52	46	52	59	52	261
Jasper	58	50	46	46	43	243
Oconee	50	58	27	48	53	236
Cherokee	46	40	39	56	51	232
Kershaw	40	42	50	28	33	193
Williamsburg	28	37	41	42	38	186
Chesterfield	27	34	36	35	44	176
Newberry	31	39	36	26	34	166
Chester	31	27	30	33	39	160
Clarendon	23	29	24	21	32	129
Barnwell	31	21	18	32	26	128
Fairfield	26	28	22	26	22	124
Dillon	18	29	16	27	24	114
Hampton	21	23	24	20	23	111
Marlboro	24	17	15	26	23	105
Marion	17	24	22	27	10	100
Edgefield	36	22	14	8	17	97
Abbeville	23	12	26	13	17	91
Union	21	12	17	18	23	91
Calhoun	17	20	19	18	15	89
Saluda	22	22	15	13	15	87
Lee	15	16	12	16	16	75
Bamberg	11	14	20	11	13	69
McCormick	10	5	6	6	20	47
Allendale	4	6	11	11	10	42
<b>Total</b>	<b>3,397</b>	<b>3,574</b>	<b>3,402</b>	<b>3,300</b>	<b>3,406</b>	<b>17,079</b>



## 2018 Highway Safety Grant Special Solicitation Funding Guidelines

### All Fatal and Severe Injury DUI Alcohol and/or Drug Collisions South Carolina 2011-2015

County	2011	2012	2013	2014	2015	2011-2015
<b>Greenville</b>	72	90	89	81	70	402
<b>Horry</b>	54	89	60	59	55	317
<b>Richland</b>	50	50	59	46	40	245
<b>Lexington</b>	58	58	37	42	44	239
<b>Anderson</b>	38	48	50	35	42	213
<b>Spartanburg</b>	43	39	41	40	47	210
<b>Berkeley</b>	32	33	46	35	28	174
<b>Charleston</b>	33	32	33	39	24	161
<b>York</b>	28	40	31	25	28	152
<b>Aiken</b>	30	23	22	26	24	125
<b>Florence</b>	20	28	24	28	14	114
<b>Laurens</b>	22	22	24	24	22	114
<b>Orangeburg</b>	22	13	31	19	21	106
<b>Pickens</b>	27	15	19	21	12	94
<b>Lancaster</b>	15	24	15	18	18	90
<b>Dorchester</b>	17	21	17	14	19	88
<b>Beaufort</b>	14	18	16	19	18	85
<b>Darlington</b>	15	20	13	13	17	78
<b>Greenwood</b>	22	16	10	14	16	78
<b>Sumter</b>	19	14	17	17	10	77
Oconee	12	18	8	14	16	68
Georgetown	7	13	15	17	13	65
Cherokee	13	14	6	14	15	62
Kershaw	7	19	20	6	8	60
Colleton	11	13	9	6	19	58
Chesterfield	9	13	13	5	13	53
Newberry	6	12	11	10	9	48
Williamsburg	4	12	14	6	12	48
Chester	9	8	7	8	6	38
Jasper	8	6	8	5	9	36
Clarendon	2	10	6	5	10	33
Edgefield	15	7	1	4	4	31
Fairfield	10	4	5	9	3	31
Abbeville	3	6	10	4	5	28
Barnwell	9	2	3	4	7	25
Lee	1	4	5	6	7	23
Dillon	4	5	5	6	2	22
Saluda	3	6	8	3	2	22
Marion	3	6	5	4	3	21
Union	3	4	2	4	6	19
Hampton	4	5	1	5	3	18
Marlboro	6	3	3	2	3	17
Calhoun	2	2	5	5	0	14
Bamberg	4	1	2	4	1	12
McCormick	3	1	1	4	2	11
Allendale	2	1	2	0	1	6
<b>Total</b>	<b>791</b>	<b>888</b>	<b>829</b>	<b>775</b>	<b>748</b>	<b>4,031</b>



## **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](http://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](http://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 area(s) of expertise. The OHSJP staff can be reached toll free at 1-877-349-7187.

- Christine Tull: Impaired Driving Countermeasures
- Angela Campbell: 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 23-24 and the Frequently Asked Questions on pages 25-26.



**PRIORITY EMPHASIS PROGRAM AREA ELIGIBLE FOR SPECIAL SOLICITATION FUNDING IN FFY 2018**



**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 9-12 for additional information regarding applying for a grant under this

program area.

**PRIORITY EMPHASIS PROGRAM AREA PROJECT DESCRIPTIONS**

***ENFORCEMENT PROJECTS***

**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.** 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 personnel and personnel hours planned for impaired driving enforcement.

### ***ADJUDICATION/PROSECUTION PROJECTS***

#### **1. Special DUI Prosecutor**

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 prosequere* 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.

### ***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 are more focused on the young drivers and provide a longer 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: MADD, SADD, local law enforcement, 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 approved by the OHSJP prior to purchase.
- \* For items \$2,500 or less, written documentation of verbal quotes is acceptable, or written verification that the quoted price secured is fair and reasonable.
- \* For items costing \$2,500.01 to \$4,999.99, this documentation must include three (3) written quotes. The three quotes would be submitted with the applicable Request For Payment (RFP).
- \* For items costing \$5,000 or more, three quotes **and** written approval of purchase **must** be secured before a purchase is made.
- \* Bid specifications/requests for proposals for purchases over \$10,000 must be reviewed and approved by the OHSJP 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. Therefore, any purchases made under the FFY 2018 grant must be documented with purchase requisitions/purchase orders dated on or before September 30, 2018.

**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. 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 will be expected to assist the Office of Highway Safety and Justice Programs in promoting the observance of National Child Passenger Safety Week (September); Buckle Up, America! Week (May); and 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 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.
  
- \* 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- pertaining to impaired driving;
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.
    - \* 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.
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- 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 are 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.



- b. 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.
- c. 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 2018. 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. Consideration will **ONLY** be given to applicants proposing major alcohol countermeasures programs within the counties identified previously as having the highest numbers and percentages of alcohol-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.**

<b>Yes</b>	<b>No</b>	
—	—	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. Does the application fall under the Impaired Driving Countermeasures program area identified for Special Solicitation funding?
—	—	13. Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy?



## 2018 Highway Safety Grant Special Solicitation Funding Guidelines

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- —    14.    Is the agency current in the submission of fines, fees, and surcharges?
- —    15.    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?
- —    16.    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).
    - i. 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 maybe in FFY 18.
    - ii. 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		
    - iii. 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. A lot of things are considered and the information provided is only a segment of how the recommendations for funding are compiled. If more guidance is desired for your organization/agency, please attend the Special Solicitation Funding Guidelines Workshop on May 18, 2017 and/or call staff at 1-877-349-7187 for more assistance. The OHSJP staff reads every application and looks at the chart outlined on page 7 to determine what



counties are experiencing the most fatalities and severe injury collisions for the eligible program area, impaired driving countermeasures. The priority counties for funding are represented in red bold font on the chart. Organizations/agencies are encouraged to apply for the Special Solicitation grant funding in counties that are experiencing problems with impaired driving. 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 2018 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 applied for FFY 18 funds on or before the February 3, 2017 deadline, do I have to apply again?
  - a. No, do not duplicate grant applications; however, new application submissions are welcome. Please contact Christine Tull (803-896-9961) with any questions or concerns.
  
7. When should I start applying for FFY 18 grants?
  - a. The grant application will open no later than May 19, 2017 and everyone is encouraged to begin applying as soon as possible. The deadline for the Special Solicitation application submission is **5:00 p.m. Friday, June 30, 2017.**
  
8. What are the dates for FFY 18/when does FFY 18 start and end?
  - a. October 1, 2017–September 30, 2018