



FEDERAL FISCAL YEAR 2011 PROPOSAL GUIDE

ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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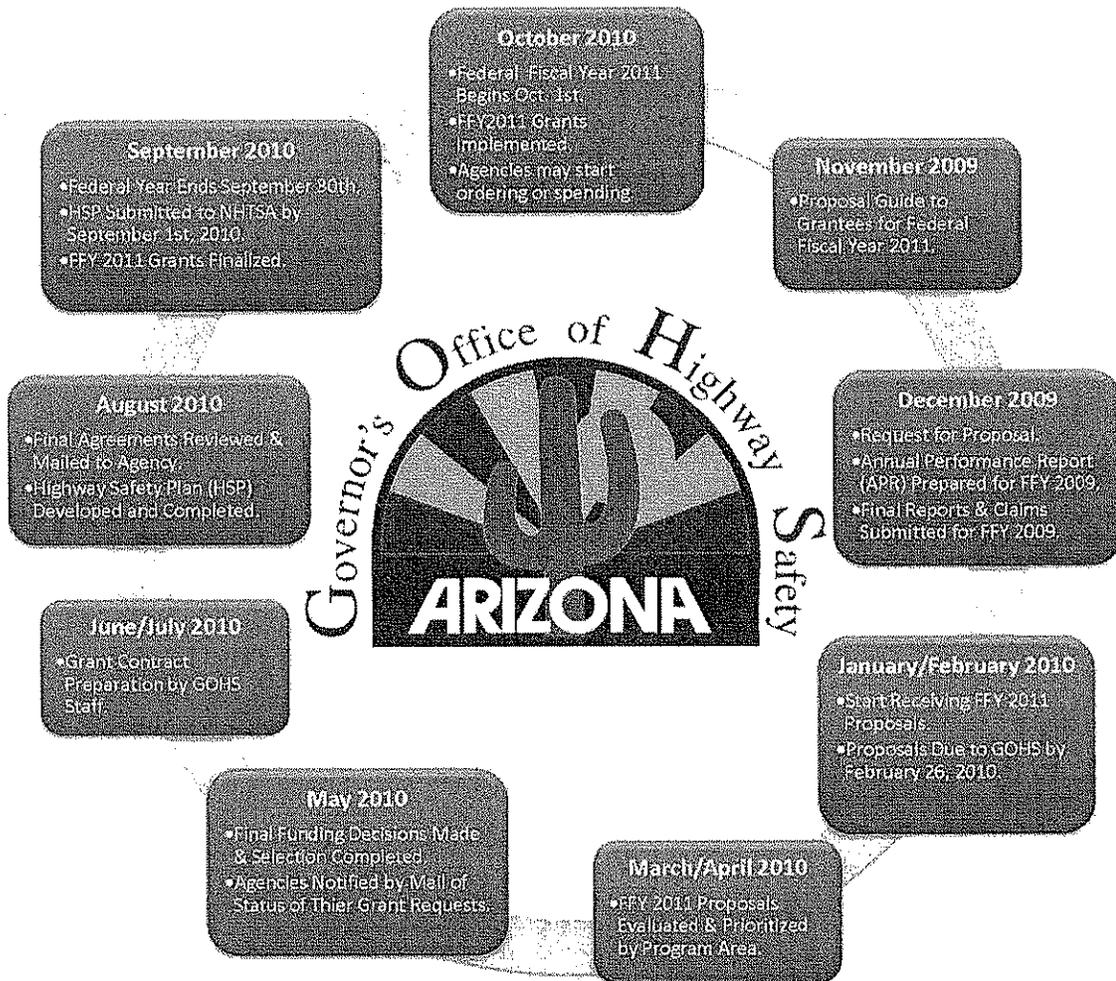
DIRECTOR AND
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

TABLE OF CONTENTS

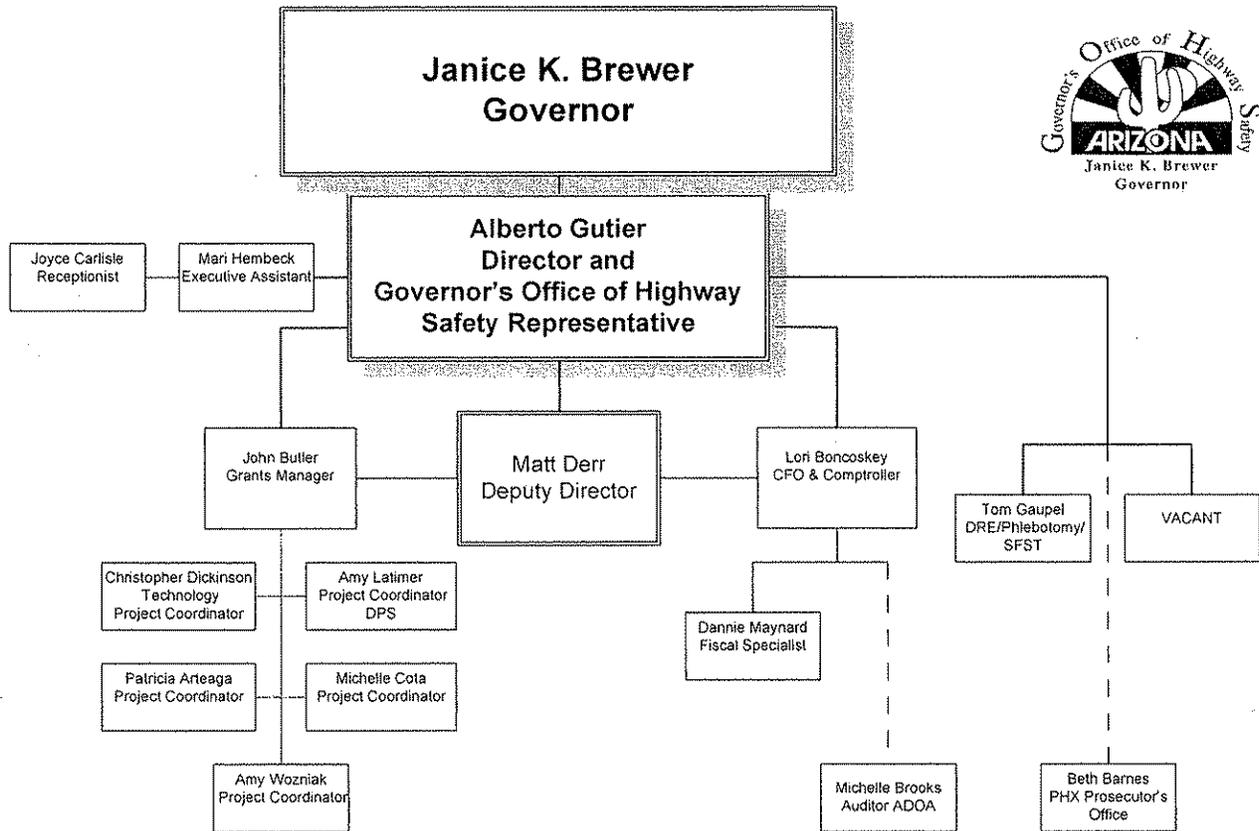
GOHS GRANT CYCLE	3
GOVERNOR'S OFFICE OF HIGHWAY SAFETY ORGANIZATION CHART	4
PURPOSE AND AUTHORITY	5
FUNDING CRITERIA GUIDELINES	5
GENERAL REQUIREMENTS.....	6
PRIORITY PROGRAM AREAS	6
LIMITATIONS AND CONDITIONS	7
REQUIREMENTS SPECIFICALLY REGARDING EMERGENCY MEDICAL SERVICES REQUESTS.....	9
UNALLOWABLE COSTS	10
LOBBYING PROHIBITION	11
PROJECT PROPOSAL PROCESS.....	12
PROPOSAL REVIEW	13
PROPOSAL DISPOSITION	13
PROPOSAL CONTENT	14

Governor's Office of Highway Safety

FEDERAL FISCAL YEAR 2011 GRANT CYCLE



GOVERNOR'S OFFICE OF HIGHWAY SAFETY ORGANIZATION CHART



PURPOSE AND AUTHORITY

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 408 and § 410) and subsequent amendments; the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users ("SAFETEA-LU"); Arizona Revised Statutes; the Arizona Vehicular Code; and Administrative Orders issued by the Federal Highway Administration ("FHWA"), the National Highway Traffic Safety Administration (NHTSA), and the Arizona Governor's Office of Highway Safety ("GOHS").

Projects under the Highway Safety Act are funded through grants from NHTSA. Federal funds are authorized under the Act to assist state and political subdivisions in conducting highway safety programs approved by the respective governor and the U. S. Secretary of Transportation.

This guide has been prepared by GOHS to provide guidance in conforming to the federal fiscal and technical requirements. All governmental and non-profit agencies are encouraged to take an active part in Arizona's Highway Safety Program. Please contact GOHS whenever information or assistance is needed.

It is the responsibility of each agency to notify GOHS in writing immediately when a proposal submitted to GOHS has been funded from another source. Failure to make this notification could result in supplanting which is a direct violation of federal rules or could adversely affect future funding opportunities.

FUNDING CRITERIA GUIDELINES

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program.

Federal grants are funded in the form of reimbursable contracts. Reimbursement is made by GOHS on the basis of a written claim made by the applicant agency each time funds are expended.

GOHS is in the process of a complete revamp of our electronic proposal system for the purpose of simplicity and conciseness.

As a result, all FY 2011 proposals must be submitted to GOHS by 5:00 PM on Friday, February 26, 2010. Proposals must be submitted two ways:

- 1. Proposals must be typed and submitted to GOHS either via mail or hand delivered.**
- 2. Proposals must be emailed in Microsoft Word to grants@azgohs.gov.**

Listed below are guidelines to help determine what is allowable under federal funding. This funding criterion supplements the provisions of OMB Circulars A-87 and A-102 (NHTSA Order 460-4).

GENERAL REQUIREMENTS

1. All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). A copy of an independent audit of your agency must be mailed to GOHS' Chief Financial Officer, Lori Boncoskey at 3030 North Central Avenue, Suite 1550, Phoenix, AZ 85012 or emailed to Ms. Boncoskey at lboncoskey@azgohs.gov.
2. The Buy American Act applies to the federal funding program when total costs of hardware or materials in a single project contract/agreement exceed \$500,000 in federal funds.
3. Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.
4. Highway Safety Act funds may be used for conducting inventories, need studies, engineering studies, systems development, program implementation, or for purchasing equipment. (Program implementation can include putting new programs into use and the training required for their use.)

PRIORITY PROGRAM AREAS

Programs designed to address problems in any of the following highway safety program areas are eligible for NHTSA funding:

- DUI/Alcohol/Drugs Enforcement/Youth Alcohol
- Police Traffic Services (speed enforcement, aggressive driving enforcement, distracted driving)
- Occupant Protection (seat belts, child safety seats)
- Accident Investigation/Reconstruction
- Bicycle/Pedestrian Safety
- Motorcycle Safety
- Emergency Medical Services
- School Bus Safety
- Roadway Safety
- Traffic Records
- Training (conferences/workshops)

The FY 2011 Highway Safety Plan will specifically target the following enforcement areas and proposals addressing these areas will be given priority:

1. **Impaired Driving**
 - DUI Enforcement (overtime and equipment)
 - Youth Alcohol Enforcement (402, 410 and EUDL funding)
 - Training (Phlebotomy, HGN, DRE, ARIDE, etc...)
2. **Speed & Police Traffic Services**
 - Aggressive Driving
 - Exceeding Maximum Posted Speed
 - School Zones
 - Red Light Running
 - Distracted Driving
3. **Occupant Protection**
 - Seat Belts
 - Child Safety Seats/Booster Seats

Funding decisions for FY 2011 to address Arizona's identified problem areas will be based in large part on past performance of the agency.

Proposals must be for the time period from October 1, 2010 through September 30, 2011.

LIMITATIONS AND CONDITIONS

1. Facilities

- a. Costs for land are not allowable.
- b. Costs for construction or reconstruction of driving ranges, towers, and skid pads are not allowable.
- c. Costs for construction, rehabilitation, or remodeling, or for office furnishings and fixtures for state, local, or private buildings or structures are not allowable.

2. Personnel

It is the policy of GOHS to not fund positions. The only Personnel Services and Employee Related Expenses that will be funded are for overtime.

3. Equipment

- a. Costs for purchases of major equipment (costs per unit of \$5,000.00 or more) and replacement equipment are only allowable with prior approval of the NHTSA Regional Administrator. This approval process is conducted by GOHS.
- b. Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes.
- c. Costs for ambulances will not exceed 25% of the purchase price unless the agency submits documentation supporting a higher percentage of highway safety utilization.
- d. Costs for safety belts and air bags/automatic restraints are not allowable.
- e. Costs for child restraint devices are allowable if they comply with NHTSA performance standard FMVSS #213. Because NHTSA has determined through safety seat check-ups that child safety seat misuse is at approximately 80%, an educational and survey component must be included in your proposal.

The individual administering this program, prior to distributing any child safety seats, must have attended or be scheduled to attend an approved child safety seat training class conducted either by GOHS or its designee. You may contact GOHS to schedule training. The cost of this training may be included in your proposal.

It is GOHS policy to order child restraint systems in bulk and have them drop-shipped to approved agencies when feasible.

- g. Costs for breath testing devices are allowable provided the device appears on the NHTSA qualified products list, and, where applicable, are certified by the Arizona Department of Public Safety ("DPS") Crime Laboratory. However, the funding and distribution to agencies will be through the procedures established by the GOHS.

- h. Costs of speed detection devices are allowable provided the device appears on the NHTSA qualified products list, that operators are trained in a NHTSA operator training program, and that the police agency implements a comprehensive radar operator and equipment certification program with periodic re-certification every one to three years. (Costs for speed detection devices are not allowable if they are used for other than enforcement purposes and related project evaluation.)
- i. Costs for in-car video cameras are allowable.
- j. Costs for police officer uniforms, weapons, handguns, shotguns, mace, batons, riot helmets, bulletproof vests, motor boots, and ammunition are not allowable.
- k. Costs for portable scales, including costs associated with transportation and use, are not allowable.
- l. Costs for mainframe computers are not allowable.
- m. Costs for commercial lease or purchase of motorcycles are not allowable; however, police package solo motorcycles and helmets with microphones are allowable costs.
- n. It is the policy of the GOHS not to fund indirect costs.

4. Travel

Except as separately approved by NHTSA, costs for international travel are not allowable.

Out-of-State and In-State travel for attendance at highway safety-related conferences and workshops are fundable. Items that are fundable include:

Out-of-State Travel: conference registration, round-trip airfare, ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, hotel transportation), lodging, and **State of Arizona per diem rates** will be reimbursed to the agency in accordance with ARS §38-624.

In-State Travel: conference registration, lodging, and **State of Arizona per diem rates** will be reimbursed to the agency in accordance with ARS §38-624.

For current lodging and per diem rates, please refer to <http://www.gao.state.az.us/publications/SAAM/Supp I trvrates-012308.pdf>. **PLEASE NOTE:** The maximum lodging rates do not apply to conference hotels.

The traveler is not entitled to a meal allowance for meals provided free at a state institution, on an airplane, included in conference registration fees, or included by a lodging establishment. When eggs and/or meat are available as part of a furnished breakfast, the meal is not reimbursable.

It is the responsibility of the agency to make all of the travel arrangements, i.e. conference registration, hotel reservations, airline reservations. Please keep in mind, any expenditure that occurs prior to the execution of a contract cannot be reimbursed.

5. Training

- a. Costs for training are allowable using curriculum developed or endorsed by USDOT/NHTSA or their equivalent.

It is the policy of GOHS to reimburse the lowest registration fee offered, i.e. early registration versus late or on-site registration.

- b. Development costs for new training curriculum and materials are allowable if they will not duplicate materials for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet state and local instructional needs.
- c. Costs to pay for an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported by federal funds under an approved project, are not allowable.
- d. Training costs for helicopter pilots, fixed wing pilots, and observers are not allowable.

6. Public Communications

All paid media must be pre-approved in writing by the GOHS Director to ensure that consistent messages are disseminated statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case-by-case basis.

Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval. If this is not done, costs relating to the printing and distribution of the materials may not be reimbursed.

7. Subcontractors

All contracts between a sub grantee agency and subcontractor(s) must be reviewed by the GOHS Director and approved in writing prior to execution. If this is not done, costs relating to the subcontractor may not be reimbursed.

Supplanting including: (a) replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or (b) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally-recognized Indian tribal governments is prohibited.

REQUIREMENTS SPECIFICALLY REGARDING EMERGENCY MEDICAL SERVICES REQUESTS

The following information is to provide further clarification for agencies applying to GOHS for federal grant funds under the EMS highway safety program area specifically.

- 1. Eligibility
Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.
- 2. Relation to Highway Safety

GOHS reviews grant proposals based on how the request applies to “highway safety.” When submitting a request for equipment or training, explain why the equipment is needed and how the requested items relate directly to highway safety and will contribute to the reduction of crashes, fatalities and injuries.

3. Statistics

Provide information on the number of highway miles the agency responds to, where the agency is located and the other agencies nearby that also respond to the same area.

Provide statistics for the previous three (3) years of the number of crashes responded to, the number of resulting injuries, fatalities and average response time. Statistics will be reported to GOHS during the contract period if grant funds are awarded.

4. Equipment

Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes. It is a NHTSA rule that any multi-purpose equipment (ambulance, rescue equipment, fire truck, mass casualty trailer, truck chassis, medical equipment and/or supplies) will not exceed 25% of the purchase price.

The purchase price for equipment directly related to highway safety (i.e., extrication tools, airbag lifting set, etc.) is fundable at 100%.

UNALLOWABLE COSTS

The following items are unallowable and will not be funded by GOHS:

1. **Facilities and Construction**

Costs for **highway construction, maintenance, or design** (other than design of safety features of highways incorporated into Roadway Safety guidelines).

Costs for **construction or reconstruction** of permanent facilities, such as paving, driving ranges, towers, and non-portable skid pads.

Costs for **highway safety appurtenances** including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaire supports, and utility poles. (FHWA safety construction Federal-aid funds are available.)

The purchase of land.

Costs for construction, rehabilitation, or remodeling for any buildings or structures or for the purchase of **office furnishings and fixtures**. The following are some examples of those items:

Desk	Credenza	Storage Cabinet
Chair	Bookcase	Portable Partition
Table	Filing Cabinet	Picture, Wall Clock
Shelving	Floor Covering	Draperies & Hardware
Coat Rack	Office Planter	Fixed Lighting/Lamp

2. Equipment

The purchase of both fixed and portable **truck scales**. (Motor Carrier safety program funds are available for truck scales.)

The purchase of **traffic signal preemption** systems. (FHWA Federal-aid highway program funds are available.)

3. Training

Costs to pay for an **individual's salary** while pursuing training or to pay the salary of the individual's replacement, which is considered supplanting, except to the extent that the individual's salary is already supported with highway safety funds under an approved project.

Costs of training **employees of Federal and military agencies**.

4. Alcoholic beverages for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment.

5. Entertainment

Costs of **entertainment**, including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

LOBBYING PROHIBITION

Recipients of federal highway safety funds are prohibited from utilizing those funds, directly or indirectly, to pay for lobbying activities or:

any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation.

Additionally, these funds cannot be utilized for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before a State or local legislative body.

Such activities include both direct and indirect (e.g., "grassroots") lobbying activities. However, these provisions do not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

PROJECT PROPOSAL PROCESS

To ensure that your proposal is considered for funding, you must adhere to the following procedures:

All FY 2011 proposals must be submitted to GOHS by 5:00 PM on Friday, February 26, 2010.

1. Proposals must be typed (no smaller than 12 point font) and submitted to GOHS either via mail or hand delivered by 5:00 PM on Friday, February 26, 2010.

and

2. Proposals must be emailed in Microsoft Word to grants@azgohs.gov.

When developing your proposal, include any anticipated funding requirements for the period of October 1, 2010 through September 30, 2011. Include items such as conferences and workshops (i.e. Lifesavers, Annual Drugs, Alcohol and Impaired Driving Seminar, accident investigation/reconstruction training), Enforcing the Underage Drinking Laws ("EUDL") Program and Holiday DUI Task Force overtime.

Be sure to include all of the stakeholders in your agency and community. Specifically, verify that your legal counsel and risk management officials approve your request.

Should your agency decide to submit a proposal to GOHS and the same proposal to another funding source, it is the agency's responsibility to advise all parties of the funding results immediately.

In order to more effectively manage Arizona's Highway Safety Plan, off-cycle proposals will be considered for funding on a limited basis. Off-cycle proposals will be reserved for special events such as NHTSA driven special enforcement programs.

Any agency receiving a grant from the Governor's Office of Highway Safety is required to submit Quarterly Narrative Reports (schedules are listed in the contracts) and Reports of Costs Incurred (each time an expenditure occurs). Failure to submit reports on time may result in cancellation of existing contract and adversely affect future funding.

All contracts will be effective a maximum of 12 months and will expire on September 30, 2011.

Change orders will be limited to minor modifications.

Requirements for all proposals:

- ✓ Must include Performance Measures. Failure to provide clear and concise Performance Measures will result in will result in the proposal being denied.

- ✓ Project goals and objectives must be stated in measurable terms, be concise and address specific item(s), be realistic with a reasonable probability of achievement, and be related to a specific time frame (a “by” date). Establishing the “by date” assists in developing the contract for those proposal that are funded.
- ✓ Must include an education component. Failure to include a clear and concise education component will result in the proposal being denied. Examples of activities that will satisfy the education component mandate include letters to the editor, highway safety-related presentations to community groups and schools as well as participation in safety and health fairs. These activities must be documented in the proposal, and if applicable, in Quarterly Narrative Reports.
- ✓ All proposals must include goals. Goals are the foundation for the contract. Goal(s) are what you hope to accomplish by implementing a traffic safety project or program and represent an end result. Your agency’s goals must include three years of crash and citation data that supports the problem discussed in the proposal. Failure to provide crash and citation data will result in the proposal being denied.

If you have any questions when preparing your proposal, please contact a Project Coordinator at the GOHS for assistance: (602) 255-3216.

If your City Council or Board of Supervisors is not scheduled to meet before your proposal is submitted, include the date of their next meeting in your scanned cover letter and forward the resolution to the GOHS as soon as it is signed and certified. Failure to do this can invalidate your proposal.

Include your governing board’s requirements, i.e. some require a resolution to submit the proposal and then another one to accept the contract. Others simply have a monetary limit.

PROPOSAL REVIEW

Proposals will be reviewed by GOHS staff to determine:

1. Past performance of the agency (performance during enforcement periods, past grant awards etc...)
2. If the crash and activity data covering the three preceding years indicates a significant problem
3. If the proposed countermeasure(s) address the problem
4. How the agency intends to continue the program following the termination of federal funding support.

PROPOSAL DISPOSITION

1. Applicant agencies whose projects are funded will be notified in writing.
2. Applicant agencies submitting proposals which are not funded will be notified in writing.
3. Project proposals meeting requirements, but are not funded due to prior commitments of available funds, may be approved at a later date if additional funds are made available or if other project proposals previously approved for funding are withdrawn or canceled by notification in writing to the GOHS.

PROPOSAL CONTENT

Cover Letter

The cover letter addressed to the Director of the Governor's Office of Highway Safety must be on agency letterhead and must be signed by a representative of your agency authorized to commit your agency to conduct the grant should it be approved for funding.

How to Apply

Applying for a GOHS grant begins with submission of a proposal. The print font should be no smaller than "12." The proposal is to be submitted electronically to grants@azgohs.gov as a Microsoft word document with a hard copy attached to a cover letter prepared on your agency letterhead.

Proposals must be received by 5:00 PM on Friday February 26, 2010. GOHS will not accept proposals that are faxed. Proposals should be submitted to the following address:

Governor's Office of Highway Safety
FY 2011 Proposal Submission
3030 North Central Avenue #1550
Phoenix, Arizona 85012

Proposed Beginning and Ending Federal Fiscal Year 2011 Calendar Dates:

GOHS grant funding is based on the federal fiscal year calendar, which begins on October 1 and ends on September 30. Grants for the 2011 federal fiscal year begin October 1, 2010. Grants are awarded for a one-year period.

If selected, GOHS staff will assist your agency to finalize the grant agreement. Development of the agreement will begin in the June 2010; however, grants are not considered approved until an official signed grant agreement is in place. Therefore, it is incumbent upon the agency be prepared to initiate the grant timelines by an October 1 start date.

Upon notification from GOHS that your proposed grant agreement has been selected, it is imperative for an agency research the procurement processes for obtaining grant funded items (equipment bids, etc.) in order to complete project in a timely fashion. However, **do not incur any costs prior to the contract execution.**

A proposal template can be downloaded at <http://azgohs.gov/grant-opportunities/>. Please utilize this template to develop your proposal.

THE FOLLOWING INFORMATION MUST BE INCLUDED FOR YOUR PROPOSAL TO BE CONSIDERED FOR FUNDING.

Contact Information

Indicate who will serve as the Project Director (must be the agency head, i.e., police chief, sheriff, fire chief, town/city manager, CEO, department director, etc...). This is the person that is responsible for signing all paperwork relating to the project/program.

Indicate who will serve as the Project Administrator (this is the person that will be responsible for administering the project/program, completing quarterly reports, completing RCI's etc...). This individual will be the person GOHS will contact with questions during the approval process and administration of the grant.

Indicate who will serve as the fiscal contact for the grant, if there is such an individual.

Background/Problem

Provide general characteristics describing the applicant agency as well as information on population, demographics, topography, and climate. Additionally describe streets and highways listing of all roadway mileage within the agency's jurisdiction (if applicable to the project for which funds are being sought).

If the proposal is enforcement related, a completed "Three-Year Traffic Citation and Collision Data Summary" form is mandatory to be included with proposal.

Problem Statement

Provide detailed information reference the traffic safety related problem or deficiency that the proposed grant is intended to correct. Identify and gather appropriate supporting information and data relevant to the problem. When identifying the problem, take into consideration changes or granted changes in population, traffic patterns, and other demographic dynamics that may affect traffic safety.

Traffic Data Summary

In addition to data gathered by GOHS, the data provided in the proposal will be used to evaluate your proposal against those submitted from other agencies. If selected, updated 2009 data will be required as the baseline measurement for the program goals and objectives.

The Traffic Data Summary provides a statistical database to evaluate the need and potential effectiveness of the proposed project Collection of correlated data is appropriate to identifying problems within communities thus, the three years traffic data summary form must be completed and attached to your proposal.

Please utilize the form below for compiling traffic data for your proposal.

For regional EMS proposals, the problem statement must include the number of traffic collision responses, extrications, age of equipment, response times, and size of response areas for each jurisdiction/station that will receive equipment. For non-profit organizations, no traffic data summary is required

If your department does not have accurate data concerning traffic-related crashes, please contact the Arizona Department of Transportation, Motor Vehicle Division, Traffic Records Section at 602-712-7011.

Description	2009	2008	2007
Total Fatalities			
Total Injuries			
Alcohol-Related Fatalities			
Alcohol-Related Injuries			
Speed-Related Fatalities			
Speed-Related Injuries			
Speed Citations			
Red Light Running Citations			

DUI Alcohol Arrests Total			
DUI Alcohol Arrests - 21 and over			
DUI Alcohol Arrests - Under 21			
DUI Drug Arrests Total			
DUI Drug Arrests - 21 and over			
DUI Drug Arrests - Under 21			
Sober Designated Drivers Contacted			
Youth Alcohol Violations - Under 21 Title 4			
Youth Alcohol Violations - 21 and over Title 4			
Pedestrian Fatalities			
Pedestrian Injuries			
Bicycle Fatalities			
Bicycle Injuries			
Child Restraint Citations			
Seat Belt Citations			

Attempts to Solve Problem

Describe past efforts to resolve the problem, if any, and include reasons why the efforts have been unsuccessful. Outline the reasons the objectives of the on-going or past projects haven't been met or a need to be modified

Project Objectives

State the objectives of the project in terms of the goals to be reached in expanding or modifying present activities or creating new programs. Objectives and goals of your proposal should be **SMART**:

- S** = **Specific**
- M** = **Measurable**
- A** = **Action-Oriented**
- R** = **Realistic**
- T** = **Time-Framed**

The project objectives should be stated in measurable terms directly related to the identified problem, concise and deal with a specific item, realistic, with a reasonable probability of achievement and related to a specific time frame.

Method of Procedure

Explain how you propose to solve the problem and meet the objectives. Provide a description of the work to be done in the project and the method of doing the work. The description should be detailed for proper evaluation. If you do not know how you would solve the problem, say so. It may be possible to provide funds to develop a work plan designed to solve your problem.

Performance Measures

Grant goals and objectives should be stated in measurable terms, be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a "by" date). Establishing the "by date" assists in developing the full grant agreement upon acceptance of the proposal. These dates establish the full grant timeline.

Goals serve as the foundation upon which the grant is built. Goal(s) are what you hope to accomplish by implementing a traffic safety grant and represent an end result. Goal statements for example:

To reduce the number of persons killed in alcohol-involved collisions 10% from the 2008 base year total of 250 to 225 by September 30, 2011.

To reduce the number of persons injured in alcohol-involved collisions 10% from the 2008 base year total of 250 to 225 by September 30, 2011.

Objectives are tasks or activities conducted in order to accomplish the grant goal(s). All Objectives also begin with the word "to" follow by an action verb, and must include a by date, for example:

To participate in 4 DUI Task force deployments or individual agency DUI details by September 30, 2011.

To participate in 8 speed and/or traffic enforcement details by September 30, 2011.

To increase total department-wide DUI arrests by 10% from October 30, 2010) of 549 to 604 by September 30, 2011.

To conduct presentations at 2 high schools by September 30, 2011.

Budget Estimate (Schedule B)

When preparing the Schedule B - Detailed Budget Estimate, care should be taken in estimating costs. Grant costs must be reasonable and proportional to the stated problem. See attachments for Budget Schedule B

Obtain appropriate estimates from vendors, and include tax, delivery, shipping, and set-up costs. Attempt to anticipate increases in costs that may occur between the time the grant is proposed and the grant start date. It is strongly recommended that you request assistance from your financial office to estimate accurate program costs. An inaccurate budget estimate could result in insufficient grant funds.

Your proposal should also include a budgetary schedule (B-1) that is a narrative explanation and justification of individual expenditures outlined in the Schedule B Detailed Budget Estimate. The Budget Narrative should be complete, covering all cost categories and individual line-items reflected in the Schedule B Detailed Budget Estimate.

As part of Schedule B-1, please provide a detailed expenditure plan for each budget item. For example, detail how overtime funds will be utilized (number of officers, hours worked, detail worked), detail when equipment will be purchased (i.e., vehicle/DUI van will be in service by March 1, 2011).

In addition to providing the amount requested in each budgetary item (Personnel Services, Employee Related Expenses, Professional & Outside Services, Travel In-State, Travel Out-of-State, Materials and Supplies and Other Expenses), please provide a specific written description of the item and/or service to be funded.

Please pay particular attention to the calculation of Employee Related Expenses. The average ERE figure for Arizona agencies is approximately 35 percent of Personnel Services. **Higher ERE may be reduced by GOHS so please explain in detail the calculation of ERE in your proposal.**

Definitions

Personnel Services – This category is for overtime salaries. It is the policy of GOHS **not to fund** full-time positions.

Employee Related Expenses – This category is for the benefits received, i.e. workers’ compensation, health insurance, disability insurance, vacation leave, sick leave, etc. Typically this percentage is less for overtime than it is for straight time.

Capital Outlay – This category is for equipment that has a **life of at least one year**. This includes, but is not limited to, marked and unmarked enforcement vehicles, speed detection devices, in-car video systems, preliminary breath testing devices, marked enforcement motorcycles, radar trailers, and extrication equipment.

Professional and Outside Services – This category is reserved for contracted services.

Travel In-State – This category is for attending highway safety-related workshops, conferences, and/or training. Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage will be reimbursed only for personal vehicles.

Travel Out-of-State – This category is for attending highway safety-related workshops, conferences, and/or training outside the State of Arizona. Include breakdown of registration fees (if applicable), lodging, per diem, airfare, ground transportation (rental cars only if it can be demonstrated that this is the most economical mode of ground transportation).

Materials and Supplies – This category is for items such as public information and educational materials and mouthpieces for PBTs.

Other Expenses – Anything that doesn’t fit into the other categories. Rarely used.

Budget Schedule B (Example)

I.	Personnel Services (overtime)	\$0.00
II.	Employee Related Expenses	\$0.00
III.	Professional and Outside Services	\$0.00
IV.	Travel In-State	\$0.00
V.	Travel Out-of-State	\$0.00
VI.	Materials and Supplies	\$0.00
VII.	Other Expenses	\$0.00
VIII.	Capital Outlay (List equipment)	\$0.00
	Total Estimated Costs	\$0.00

SAMPLE DETAILED BUDGET (Schedule B-1)

FY 2011 Budget Sample			
Budget Item	Description	Subtotal	Total
Personnel Services (Overtime)			\$ 15,000.00
	Holiday DUI Task Force	\$ 10,000.00	
	Selective Traffic Enforcement	\$ 5,000.00	
Employee Related Expenses			\$ 9,000.00
	Holiday DUI Task Force	\$ 1,500.00	
	Selective Traffic Enforcement	\$ 7,500.00	
Professional and Outside Services			\$ 1,000.00
	Graphic Designer	\$ 1,000.00	
Travel In-State			\$ 947.50
	Accident Investigation Training		
	Registration Fee	\$ 500.00	
	Lodging - 5 nights @ \$60.00	\$ 300.00	
	Per diem - 5 days @ \$29.50	\$ 147.50	
Travel Out-of-State			\$ 1,333.00
	Lifesavers Conference		
	Registration Fee	\$ 200.00	
	Lodging - 4 nights @ \$160	\$ 640.00	
	Per diem - 4 days @ \$29.50	\$ 118.00	
	Ground transportation	\$ 100.00	
	Airfare	\$ 275.00	
Materials and Supplies			\$ 5,787.50
	DUI Brochures	\$ 2,750.00	
	DUI Key Chains	\$ 3,000.00	
	PBT Mouthpieces	\$ 37.50	
Capital Outlay			\$ 29,500.00
	PBT's	\$ 4,500.00	
	Police Package Motorcycle	\$ 25,000.00	
Other Expenses			\$ -
Total Estimated Cost			\$ 62,568.00

Attachments

A Certified City/Town Council or Board of Supervisors Resolution is required to be included in your proposal packet. However, if the agency CEO has authority to apply for, negotiate and sign a contract without prior approval from the governing board, please include a copy of the document outlining this authority. A "Sample" Resolution and Certification is attached to be used as a guide in preparing your agency's resolution.

"SAMPLE" RESOLUTION and CERTIFICATION

(Note: When preparing your agency's Resolution, please enter the one appropriate choice from within each set of brackets or other appropriate information for that section if choice is not listed.)

RESOLUTION

Resolution Number: _____

A RESOLUTION OF THE [COUNCIL, BOARD] OF THE [CITY, TOWN, COUNTY] OF _____, ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2011 (requested fiscal year) HIGHWAY SAFETY PLAN:

WHEREAS, the Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the [City, Town, County] of _____, through the [Police/Fire Department, Sheriff's Office], is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

NOW, THEREFORE, BE IT RESOLVED by the [Council, Board] of the [City, Town, County] of _____, Arizona as follows:

1. THAT approval of the submission of projects for consideration in Arizona's [20____ (requested fiscal year)] Highway Safety Plan is granted.
2. THAT _____, [Chief of Police, Fire Chief, Sheriff] is appointed agent for the [City, Town, County] of _____, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the [Council, Board] of the [City, Town, County] of _____, Arizona, this _____ day of _____, 20____.

ATTEST:

[CITY, TOWN, COUNTY] CLERK

[MAYOR, BOARD SUPERVISOR]

Print Name and Telephone Number

Print Name and Telephone Number

CERTIFICATION

I HEREBY CERTIFY that the foregoing Resolution Number _____ was duly passed and adopted by the [Council, Board] of the [City, Town, County] of _____, Arizona, at a regular meeting held on the ____ day of _____, 20____, and that a quorum was present at the meeting.

[CITY, TOWN, COUNTY] CLERK

APPROVED AS TO FORM:

**Please call GOHS at (602) 255-3216 with
any questions about drafting your
agency's proposal.**

**Proposals are due to GOHS by 5:00 PM on
February 26, 2010.**

**Your agency must provide one hard copy
to GOHS and must email one copy to
grants@azgohs.gov**