



FEDERAL FISCAL YEAR 2017 GRANT PROPOSAL GUIDE

ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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DIRECTOR AND
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE



January/February 2016

- FFY 2017 Proposals received
- FFY 2017 Proposals due to GOHS by February (date), 2016

March/April 2016

- Selected agency grant proposal presentations
- FFY 2017 proposals evaluated and prioritized by program area

May 2016

- Final selection of grant proposals completed
- Agencies notified of grant request status

June/July 2016

- Grant contracts prepared by GOHS staff
- FFY 2017 Highway Safety Plan submitted by July 1, 2016

August 2016

- Final contracts reviewed and mailed to agencies

September 2016

- FFY 2016 ends September 30, 2016
- FFY 2017 grants finalized

October 2016

- FFY 2017 begins October 1, 2016
- FFY 2017 grants are implemented
- FFY 2016 Final Reports of Cost Incurred due to GOHS by October (date), 2016

November/December 2016

- FFY 2018 Grant Proposal Guide sent to Grant Requesters
- FFY 2016 Annual Performance Report completed by December 31, 2016

GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS)

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, § 405c, § 405d, § 405f and subsequent amendments; Fixing America's Surface Transportation (FAST) Act; Moving Ahead for Progress in the 21st Century (MAP-21); 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).

NHTSA funds grant projects under the Highway Safety Act. 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.

GOHS prepared this guide 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 when you need information or assistance.

Any proposal submitted to GOHS and then funded from another source must notify GOHS in writing immediately. 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. Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.

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

GENERAL REQUIREMENTS:

All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). Mail a copy of the most recent independent audit of your agency to: Director Alberto Gutier, 1700 West Washington Street, Executive Tower, Suite 430, Phoenix, AZ 85007 or email independent audit to agutier@azgohs.gov.

Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.

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.)

Buy America Act

In accordance with the Buy America Act (49 U.S.C. 5323(j)):

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Effective July 30, 2015, the National Highway Traffic Safety Administration (NHTSA) published a Buy America Act public interest waiver. The waiver allows States to purchase any manufactured product with a purchase price of \$5,000.00 or less, excluding a motor vehicle when the purchased product is using Federal grant funds administered under Chapter 4 of Title 23 of the United States Code. (Reference Federal Register Vol. 80, No. 125, published June 30, 2015.)

GENERAL PROPOSAL INSTRUCTIONS:

Cover Letter

A cover letter to the attention of the Director of the Governor's Office of Highway Safety shall be submitted on agency letterhead and must be signed by the agency head authorized to commit your agency to conduct the grant should it be approved for funding. The cover letter should summarize the total number of proposals submitted, total dollar amount requested, and if submitting for multiple grant projects, prioritize the funding request.

How to Apply

Applying for a GOHS grant begins with submission of a proposal. The proposal is to be submitted only on-line to egrants.azgohs.gov with a separate cover letter prepared on your agency letterhead. The system is open. Proposals must be submitted by **March 31, 2016**. GOHS will not accept proposals that are faxed and/or mailed.

Proposal cover letters should be submitted to the following address:

**Director Alberto Gutier
Governor's Office of Highway Safety
1700 West Washington Street
Executive Tower, Suite 430
Phoenix, Arizona 85007**

FEDERAL FISCAL YEAR 2017:

GOHS grant funding is based on the federal fiscal year calendar which begins on October 1, 2016 and ends on September 30, 2017. Grants for the 2017 federal fiscal year are awarded for a one-year period.

If selected, GOHS staff will assist your agency to finalize the contractual grant agreement. Development of the agreement will begin at GOHS in the month of April 2016; however, **grants are not considered approved until signed by the GOHS Director**. Therefore, it is incumbent upon the agency to be prepared to initiate the grant timelines by an October 1, 2016 start date.

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

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 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. Sample resolution and certification are located on pages 23 & 24 of this document.

PROPOSAL REVIEW:

Proposals will be reviewed by GOHS staff to determine:

- Past performance of the agency (performance in submitting stats and fiscal compliance, past grant awards, etc...)
- If the crash and activity data covering the three preceding years indicates a significant problem
- If the proposed goals and objectives address the problem
- If the agency intends to continue the program following the termination of federal funding support.

“Grants for Performance”

GOHS Funded Programs Descriptions:

Accident Investigation (AI)

Accident Investigation area grants provide funding to improve the overall ability of the Vehicular Crime Units (VCU) detectives to investigate fatality and serious injury collisions. Funding supports the purchase of Capital Outlay to provide the agencies with the most technically advanced accident measuring equipment and documentation systems to reconstruct collisions for causation for subsequent criminal prosecution. Additionally, funding provides both in-state and out-of-state training for VCU personnel to receive the most current training and trends in the field of collision reconstruction.

Impaired Driving (AI)

Impaired Driving Program area grants strive to remove alcohol and other drug impaired drivers from the road through highly effective enforcement and public education programs, traffic adjudication, and licensing systems. Law enforcement agency grants additionally provide funding for DUI saturation patrol enforcement throughout the year and multi-agency task forces during specific holiday periods such as Independence Day, Labor Day, St Patrick's Day, Halloween and Christmas Holiday season and on other days with high numbers of alcohol-related collisions (such as Super Bowl Weekend, Cinco de Mayo, Back to School). Enforcement efforts are conducted through combined agency efforts to cover all enforcement jurisdictions. These programs provide a highly visible and united DUI message to the community during these periods.

Emergency Medical Services (EMS)

Victims of motor vehicle collisions must be assured of receiving life-saving emergency medical service no matter where or when the collision occurs. To meet the challenge, GOHS funds cost effective programs that incorporate effective strategies for improving Arizona EMS system's ability to meet the needs of collision victims.

GOHS provides funding for: rescue equipment, medical equipment and supplies, training, data collection and reporting systems, injury prevention programs, communications equipment, and program evaluation.

Occupant Protection (OP)

Occupant Protection grants provide highly effective programs which reduce traffic fatalities and injuries by increasing the usage of seat belts and child safety seats. These grants provide traffic safety education, low-cost child safety seats, bilingual educational programs and materials, and overtime funds to conduct child safety seat checkups and enforcement. A strong commitment requires help from the entire community including public agencies and the private sector to increase seat belt and child safety seat compliance and correct usage.

Pedestrian and Bicycle Safety (PS)

GOHS grantees conduct traffic safety programs including bicycle rodeos for elementary, middle and high schools, and community groups in an effort to increase awareness among various age groups. To boost compliance with the law and decrease injuries, safety bicycle helmets are properly fitted and distributed to children in need. Other programs target high-risk populations and areas with multicultural public education addressing safer driving, biking and walking behaviors.

A bicycle and pedestrian community program should be designed to increase safety awareness and skills among pedestrians and bicyclists and should also address driver behaviors. Two types of programs are described below. A comprehensive program should include both elements: 1) education and 2) enforcement.

Police Traffic Services/Speed Control (PT)

The Police Traffic Safety/Speed Control program focuses on enforcing and encouraging compliance with seat belt use, speed limit, aggressive/reckless driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses (ERE) to conduct enhanced enforcement directed toward described documented problem. Additional funding may support the purchase of Capital Outlay to be implemented to resolve the described problem.

Examples of funded equipment include: motorcycles, radar and laser speed measuring devices, visible speed display radar trailers, and computers.

Roadway Safety/Traffic Records (RS, TR)

GOHS Roadway Safety grants do not include highway design, maintenance or construction. Rather, it is a program intended to effect improvements in the roadway environment by enabling traffic engineers and others with traffic engineering responsibilities to identify and recommend solutions to traffic hazards attributable to the roadway and its appurtenances. An engineering solution represents a long-term improvement that should reduce not only the incidence of serious collisions, but also the need for close monitoring by law enforcement.

Roadway Safety grants may include the procurement and use of computer software to identify critical collision locations. When performed in conjunction with a Traffic Records program, a Roadway Safety grant may provide a grantee agency with a broad based, comprehensive Geographical Information System (GIS) or other similar automated system. The developed system must address the bulleted agendas (above) with the enhancement of graphics, data storage, and retrieval of collision and law enforcement activities.

Motorcycle Safety (MS)

The Motorcycle Safety program focuses on the reduction of motorcycle fatalities and serious injury collisions through enforcement, public awareness and education. Activities include but are not limited to impaired motorcycle operation, speeding, aggressive/reckless driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses to conduct enhanced enforcement directed toward described documented problem. Additional funding may support the purchase of Capital Outlay, Professional & Outside Services, and Materials/Supplies to be implemented to resolve the described problem.

Proposal Development:

Background

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).

Problem Statement

Provide detailed information referencing the specific 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 – Law Enforcement (If Applicable)

In addition to some 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 preliminary 2014 data will be required as the baseline measurement for the program goals and objectives.

The Traffic Data Summary - Law Enforcement Report provides statistics to evaluate the need and potential effectiveness of the proposed project. Collection of correlated data is appropriate to identifying problems within communities. Three years of traffic data summary must be completed and attached to your proposal. New data categories have been added to the current statistical form which will allow GOHS to conduct a more in depth, comprehensive analysis of grant proposals.

Traffic Data Summary – Fire District (If Applicable)

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 602-712-7011), adjudicating court/prosecutors office, and own respective agency traffic records section.

For Law Enforcement Agencies ONLY
TRAFFIC DATA SUMMARY - LAW ENFORCEMENT REPORT
 (Submitted to GOHS)

 Reporting Period

| Description | (If Available) 2015 | 2014 | 2013 |
|--|------------------------|------|------|
| Sober Designated Drivers Contacted | | | |
| TOTAL DUI ARRESTS | | | |
| Aggravated DUI Arrests | | | |
| Misdemeanor DUI Arrests | | | |
| Extreme DUI Arrests (.15+) | | | |
| DUI – Drug Arrests | | | |
| DRE Evaluations | | | |
| Under 21 DUI Arrests | | | |
| Minor Consumption / Possession Arrests | | | |
| TOTAL AGENCY CITATIONS | | | |
| Criminal Speed Citations | | | |
| Aggressive Driving Citations | | | |
| Civil Speed Citations | | | |
| Other Citations (Except Speed) | | | |
| Child Restraint Citations | | | |
| Seatbelt Citations | | | |

For Emergency Medical Agencies ONLY
TRAFFIC DATA SUMMARY – FIRE DISTRICT REPORT
(Submitted to GOHS)

Reporting Period

| Description | (If Available) 2015 | 2014 | 2013 |
|---------------------------------|------------------------|------|------|
| Traffic Calls for Service | | | |
| Injuries | | | |
| Fatalities | | | |
| Crash to Hospital Arrival Times | | | |

Attempts to Solve Problem:

Describe in detail your agency’s past efforts to resolve the problem, if any, and include reasons the efforts have been unsuccessful. Outline the reasons the goals and objectives of the on-going or past projects haven’t been met or need to be modified.

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 and objectives related to statistical data should be based upon completion date of December 31, 2016. Goals and objectives related to completion of activities to address goals and objectives should have a completion date of September 30, 2017.

Goals and objectives 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.

Examples of goal and objectives statements are the following:

- To reduce the number of persons killed in alcohol-involved collisions **3%** from **219** to **213** by December 31, 2016.
- To reduce the number of persons injured in alcohol-involved collisions **3%** from **219** to **213** by December 31, 2016.
- To participate in **1** DUI Task Force detail per quarter by September 30, 2017.

- To participate in **2** speed enforcement details per quarter by September 30, 2017.
- To increase total department-wide DUI arrests by **3%** from **549 to 566** by December 31, 2016.
- To conduct educational presentations in **2** schools by September 30, 2017.
- To conduct **2** child safety seat events throughout the community by September 30, 2017.
- To conduct **1** bicycle rodeo event with one-on-one education by September 30, 2017.

*Performance measures outlined in subsequent contracts if awarded are recommendations by GOHS staff to provide agencies with direction in achieving their goals and objectives.

*Although these are performance examples, each agency should provide goals specific to their community.

Detailed Budget Estimate:

When preparing the Detailed Budget Summary, care should be taken in estimating costs. Grant costs must be reasonable and proportional to the stated problem. See on-line attachments for Budget Summary. Agency should research costs associated with proposed projects to assure accurate funding.

Personnel Services:

This category is for overtime salaries. It is the policy of GOHS not to fund full-time or part time positions unless approved by the agency director.

Employee Related Expenses:

This category is for the benefits received, i.e. FICA (social security), Medicare, unemployment insurance, workers compensation, and pension. Typically this percentage is less for overtime than it is for straight time. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a **maximum rate of 40 percent**.

All proposals shall include the applying agency current percentage (%) for employee related expenses. Employee Related Expenses does not apply to health and dental insurance as the contributions are allocated out of a normally funded budgeted position.

Professional and Outside Services:

This category is reserved for contracted outside services. Examples of outside services include refurbishment of vehicles, public service announcements, brochures, production of signs and other public awareness and educational materials.

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. Brochures providing conference/training information outlining content and costs must be included with proposal.

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

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). Except as separately approved by NHTSA, costs for international travel are not allowable. Brochures providing conference/training information outlining content and costs must be included with proposal.

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.

Materials and Supplies:

This category is for items that support capital outlay equipment such as PBT mouthpieces, blood kits, DRE supplies, breath testing instrument gas canisters etc. Additional items purchased under this section would include public information and educational materials to support a traffic safety program such as informational brochures and items for distribution (pencils, key chains, etc.).

Capital Outlay:

This category is for equipment that has a life of at least three years. This includes, but is not limited to, marked and unmarked enforcement vehicles, police motorcycles speed detection devices, in-car video systems, preliminary breath testing devices, marked enforcement motorcycles, radar trailers, child safety seats and collision extrication equipment.

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.

Photographs and estimated cost sheets must be provided as attachments for subsequent review by GOHS staff.

Important Contract Exclusions:

Supplanting is replacing routine and/or existing State or local expenditures with the use of federal grant funds and/or 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 government is prohibited.

Alcoholic beverages for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment are not allowable.

Entertainment cost, 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) are not allowable.

ESTIMATED COSTS:

| | | |
|------|--|--------|
| I. | Personnel Services (Overtime) <i>"Provide Explanation"</i> | \$0.00 |
| II. | Employee Related Expenses (ERE) <i>"Provide ETE Percentage"</i> | \$0.00 |
| III. | Professional and Outside Services <i>"Provide Explanation"</i> | \$0.00 |
| IV. | Travel In-State <i>"Provide Travel Explanation"</i> | \$0.00 |
| V. | Travel Out-of-State <i>"Provide Travel Explanation"</i> | \$0.00 |
| VI. | Materials and Supplies <i>"Provide Materials Explanation"</i> | \$0.00 |
| VII. | Capital Outlay <i>"List Equipment and Cost"</i> | \$0.00 |
| | <u>TOTAL ESTIMATED COSTS</u> | \$0.00 |

Budget Narrative:

This schedule is a detailed narrative explanation and justification of individual expenditures outlined in the Budget Summary Page. The Budget Narrative should be complete, covering all cost categories and individual line-items reflected in the Budget Summary. Provide specific details on how the granted funding will be implemented related to the previously outlined request.

The GOHS reserves the right to limit reimbursement of Employee Related Expenses (ERE) from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the grantee shall absorb any and all expenditures in excess of total amount awarded.

SPECIFIC REQUIREMENTS:

Grantees should review the Arizona State Procurement Office (SPO) for items on state contract or listed on the Western States Contracting Alliance (WSCA). For more information follow this link to Procure AZ: <https://procure.az.gov/bso/> or to WSCA: <http://www.aboutwsca.org/content.cfm>.

Remember the “BUY AMERICA” NHTSA requirements.

SPEED DETECTION EQUIPMENT:

Requirements for Speed Detection Devices

The grantee will be responsible for providing all personnel the appropriate training for using the speed detection devices purchased under this contract implementing a NHTSA approved training course.

The grantee will maintain written documentation (copy of the training certificates) which will be available for review by GOHS.

Some models are on State contract or WSCA.

Requirements for Speed Monitoring Trailer Systems

Speed monitoring trailers are portable, self-contained speed display units. This equipment may be used for enforcement, public information, education and data collection. The grantee will maintain a written policy covering usage of the Speed Trailer System, which will be available upon request for review by GOHS.

VIDEO EQUIPMENT:

Requirements for In-Car Video Systems

The grantee will be responsible for providing all personnel the appropriate training for using the In-Car Video System purchased under this contract.

The grantee will maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

The grantee will maintain a written policy covering training and usage regarding an In-Car Video System which will be available upon request for review by GOHS.

Some models are on State contract or WSCA.

BREATH TESTING DEVICES:

Requirements for Portable Breath Test Devices (PBTs)

The grantee will be responsible for providing all personnel the appropriate training for using the Portable Breath Test Devices (PBTs) purchased under this contract.

PBTs will be calibrated per the specifications outlined by the respective manufacturer. Written documentation will be maintained by the agency and will be available upon request for review by GOHS.

Some models are on State contract or WSCA. \$500 is the maximum allotted funding amount per portable breath test device.

Requirements for Intoxilyzers (Evidentiary Breath Testing Instruments)

The successful vendor must certify that the devices purchased are on the NHTSA Conforming Products List and must meet, or exceed, NHTSA model specifications. In addition, the devices must be certified and approved by the Arizona Department of Public Safety per Arizona Administrative Code R9-14-403.

The grantee will be responsible for providing all personnel the appropriate training for using the Intoxilyzers purchased under this contract implementing a NHTSA approved training course.

The grantee will maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

Intoxilyzers will be operated, calibrated under the standard quality assurance procedures per the appropriate outlined procedures listed in the Arizona Administrative Code.

POLICE PACKAGE VEHICLES:

Requirements for Police Package Vehicle (Marked and Unmarked)

Equipment included with the vehicle, at a minimum, is emergency equipment (lights and siren), police radio system, and may include a speed detection device and an in-car video system. The make, model, and color of this vehicle may or may not be that which is associated with traditional enforcement vehicles.

A sample of vehicle markings and decals are required to be provided to the GOHS Director for review and written approval prior to placement on vehicle. \$47,000 is the maximum allotted funding amount per vehicle.

Requirements for Police Package Motorcycle

Equipment included with the motorcycle, at a minimum, is emergency equipment (lights and siren), police radio system, and helmet with microphone, and may include a speed detection device.

A sample of motorcycle markings and decals are required to be provided to the GOHS Director for review and written approval prior to placement on motorcycle. \$27,000 is the maximum allotted funding amount per motorcycle.

OTHER CONTRACT SPECIFICS:

Requirement for Child Safety Seats

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period. Child Safety Seats will only be distributed by certified Child Passenger Safety Technicians along with appropriate installation instruction and education. \$50 is the maximum allotted funding amount per child safety seat.

Requirements for Professional and Outside Services

A copy of all contracts for "Professional and Outside Services" will be required to be submitted to the GOHS Director for written approval before execution.

Requirements for Public Information and Education Materials

Prior to the printing and distribution of public information, education materials, and news releases, a sample will be required to be provided to the GOHS Director for review and written approval.

Requirements for Paid Media

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent 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, education materials, and news releases, 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.

EQUIPMENT:

Requirements for Equipment

The grantee shall include a high quality color photograph of all equipment purchased under this contract. The grantee shall complete the attached Capital Outlay Equipment form for all individual equipment purchases of \$5,000.00 or more. The form is to be attached and submitted with the next quarterly report subsequent to the delivery of the equipment.

METHOD OF PROCUREMENT:

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub grantees will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the grantee documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

LIMITATIONS AND CONDITIONS:

1. Facilities

- a. Costs for land are not allowable.
- b. Costs for construction or reconstruction of permanent facilities, such as paving, driving ranges, towers, and portable and non-portable skid pads are not allowable.
- c. Costs for construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures are not allowable.

Examples of office furnishings and fixtures

| | | |
|-----------|----------------|----------------------|
| 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 |

- d. Costs for highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under the NHTSA Highway Safety Grant Funding Guidance Allowable Costs with Conditions for selected Items, Part II.A.2), luminaire supports, and utility poles are not allowable. (FHWA safety construction Federal-aid funds are available.)

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 and special detail funding.

3. Equipment

Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes.

- a. Costs for safety belts and air bags/automatic restraints are not allowable.
- b. Costs for child restraint devices are allowable if they comply with NHTSA performance standard FMVSS #213. An educational component **must** be included in your proposal.

The individual administering this program **must** have a certified national child safety seat technician available to the agency prior to distributing any child safety seats. You may contact GOHS or refer to the National Safe Kids website for scheduled training. The cost of this training may be included in your proposal and will be evaluated upon financial need.

It is GOHS policy to provide funding to agencies so they may order their own respective child restraint systems in bulk and have them drop-shipped to approved agencies.

- c. Costs for police officer uniforms, weapons, handguns, shotguns, mace, batons, riot helmets, bulletproof vests, motor boots, and ammunition are not allowable.
- d. Costs for fixed and portable truck scales, including costs associated with transportation and use, are not allowable.
- e. Costs for mainframe computers are not allowable.
- f. Costs for commercial lease or purchase of motorcycles are not allowable; however, police package solo motorcycles and helmets with microphones are allowable costs.
- g. Costs for traffic signal preemption systems are not allowable. (FHWA Federal-aid highway program funds are available.)
- h. It is the policy of the GOHS not to fund indirect costs.

4. Training

- a. Costs for training are allowable using curriculum developed or endorsed by USDOT/NHTSA/GOHS 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.
- e. The cost to pay for an individual's salary while pursuing training or to pay the salary of the individual's replacement, except when the individual's salary is already supported with highway safety funds under an approved project, are not allowable.
- f. Costs of training employees of Federal and military agencies are not allowable.

All training for FY 2017 needs to be completed prior to September 30, 2017. Training occurring after that date will not be reimbursable utilizing FY 2017 funds.

5. 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 completed, costs relating to the subcontractor may not be reimbursed.

Requirements for Emergency Medical Services:

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 emergency medical services (EMS) equipment 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%.

"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 2017 (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 OF 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:

Governor's Office of Highway Safety (GOHS) Staff

| Name | Position | Phone Number | E-Mail Address |
|------------------|--|--------------|--|
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