

Governor's Highway Safety Program

Vermont Agency of Transportation



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FY2017 Educational and
Non-Enforcement Grants Webinar

Location

Governors Highway Safety Program
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633



Governor's Highway Safety Program

Our Mission

Working toward the goal of “Zero Deaths” by promoting highway safety awareness through education and enforcement, thereby reducing crashes, saving lives, and improving the overall quality of life for those using Vermont’s roadways.

Workshop Topics

- Highway Safety Grant Program
- Strategies for Highway Safety
- GHSP Grant Application
- Grant Activity/Expense Reporting highlights
- Monitoring
- Evaluation of Activity

The Purpose of National Highway Safety Grants Program

Federal Grants are provided to the States to help implement programs to reduce motor vehicle crashes, the resulting fatalities, injuries, and property damage.

Strategic Highway Safety Plan

Critical Emphasis Areas

- Improve Infrastructure:
 - a) Minimize Lane Departure;
 - b) Improve Design/Operation of Intersections
- Age Appropriate Solutions:
 - a) Improve Young Driver Safety;
 - b) Improve Older Driver Safety
- Curb Speeding and Aggressive Driving
- Increase Use of Occupant Protection (safety belts, child passenger restraints, and helmets)
- Reduce Impaired Driving
- Curb Distracted Driving and Keep Drivers Alert

GHSP Program Priorities

- Occupant Protection
- Impaired Driving
- Speeding
- Aggressive Driving
- Distracted Driving



Data Collection

We collect data for many reasons...

- Aids in pin pointing locations and trouble spots
- Tells us where we need to focus our safety efforts
- Shows us our weak points, and where we need to make improvements
- Helps us know where to direct our funding each year.
- Required by NHTSA

Some Data for 2015

- Seatbelt use 86.0% (At U.S. Average)
- 57 fatalities
- Alcohol was a factor in 3 fatalities; drugs other than alcohol a factor in 12 fatalities; 10 fatalities involved alcohol and other drugs.
- No or improper restraint (belts/helmets) was a factor in 16 fatalities.

Data sources

- **Local law enforcement**
- **Vermont WebCrash/FARS data:**
Mandy White, 802-595-9341
mandy.white@Vermont.gov
- **Vermont YRBS survey:**
<http://healthvermont.gov/research/yrbs/2013/index.aspx>
- **NHTSA:** <http://www.nhtsa.gov/NCSA>
- **CDC Bureau of Injury Prevention:**
<http://www.cdc.gov/motorvehiclesafety/>

Program Model

- Data driven, Logic Model, focused activity designed to change behavior
- Best implemented with wide-ranging collaboration and in coordination with others in the field

Application Components

- Write a Problem Statement
- Develop the Project Goals/Objectives/Activities
- Develop Performance Measures
- Create Timelines
- Develop Your Action Plan
- Write a Detailed Budget
- Logic Model
- Evaluation Plan (how success will be measured: outcomes)
- Resources Required: financial and community partners

2017 Grant Application*

[2017 Education Grant Application](#)

Due via email to GHSP
by May 15th, 2016, 3:00 P.M.
AOT.GHSPGrantsEDU@Vermont.gov

[ALL applications must be submitted electronically](#)

Developing a Problem Statement

Problem ID

- List data that show the problem exists
- Describe highway safety problem(s) that the data identifies
- Detail the possible causes for the problem.

Community Assessment

- Describe available resources in community
- Detail existing policies/legislation
- Describe community attitudes.

Problem Identification

The process of analyzing data and other pertinent information to isolate specific facts about traffic crashes.

- What are your most serious crash and injury problems? (i.e. DUI, Speed, Belts, Distracted Driving... etc.)
- Where and when is the problem most serious? (Road section, crosswalk, time of day/year/week)
- Who is the audience? (local, regional or other demographics)

Project Goals & Objectives

A goal is a benchmark

- Established as an idea, to correct an identified problem
- Long and short-term
- Specific and measureable outcomes.

Measurable Outcomes

Examples:

- Decrease persons killed in alcohol involved collisions by 25% from 100 in calendar base year 2015 to 75 by December 31, 2016
- Increase safety belt compliance by 2% from the 2014 base year rate of 84.1% to 86.1% by December 31, 2015.

Objectives Should Be SMART

- * **Specific** – identify exactly what you want to happen
- * **Measurable** – something you can quantify
- * **Action-Oriented** – countable units of behavior
- * **Reasonable** – can it actually happen?
- * **Time Specific** – deadlines to complete

Logic Model

Logical **chain of connections** showing what the program is to accomplish



Resource for thinking about and creating a logic model
<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>

Logic Model

Logic Model Template

2017 Education Grant Logic Model Sheet

Logic Model Example 1 – Law Enforcement Agency

Logic Model Example 2 – State Agency

Logic Model Example 3 – Non-Profit Agency

Evaluation Plan

Helps determine achievement of goals and objectives

- Links activities, projects, performance measures, goals, and objectives
- How will you know if you were successful?
- What will you count?
- Where will you count it?
- When will you count it?
- Program evaluation should be done throughout the grant year

How does your success help advance the State Critical Emphasis Areas?

Resources to Guide You

Countermeasures that Work: *A Highway Safety Countermeasures Guide for State Highway Safety Offices, Eighth Edition, 2015*

<http://www.ghsa.org/html/publications/countermeasures.html>

An Evaluation Framework for Community Health Programs

<http://www.cdc.gov/eval/framework/index.htm>

The Art of Appropriate Evaluation:

A Guide for Highway Safety Program Managers

<http://www.nhtsa.gov/people/injury/research/ArtofAppEvWeb/index.htm>

Factors to Consider in Budgeting

- Identify costs required to accomplish activities
- Determine budget items are necessary and reasonable
- Determine costs are allowable and affordable
- Provide a detailed narrative of your budget. Give us your plan – program your funding.
- Do you have any project partners?
- Identify and describe match contributions to the project.

Personnel Cost

- Detail personnel costs you expect to charge to the grant. Only costs directly involved in project activities may be listed
- Include base rate of compensation and applicable fringe benefits.
- Federal funds cannot replace a routine and/or existing State or local expenditure.

Travel and Mileage Reimbursement

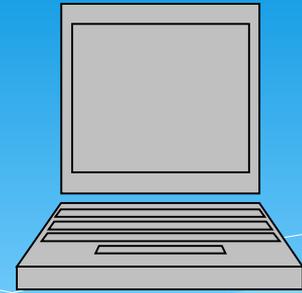
- Current mileage rate is **\$0.54** per mile
- Do NOT use the IRS Rate
- Reasonable travel costs will be reimbursed at the same rates allowable for State of Vermont employees.
- Reasonable best estimate of miles traveled for project activities

Travel and Mileage Out-of-State

Acceptable reasons for out-of-state travel:

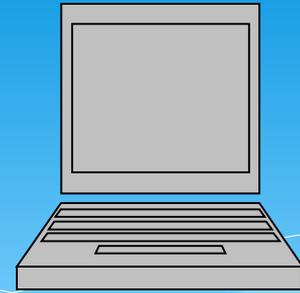
- Travel must be specifically pre-approved in writing by GHSP
- NHTSA sponsored training
- Conferences at the invitation of the GHSP Chief

Supplies/Equipment



- Costs for administrative materials and supplies used in direct support of this project.
- Anticipated equipment purchases should be included in your original budget with an explanation of need

Equipment



Upon grant award:

- Follow your organization's procurement and purchasing policies
- Buy America Federal Regulation
- **Must have GHSP approval** to complete purchase
- NHTSA approval if over \$5000
- Equipment may only be purchased for highway safety purposes and must be used only for the purpose for which it was purchased
- Equipment must be inventoried and both the equipment and inventory log must be made available to state and federal auditors

Other Operating and Contracted Services

Includes project costs that do not fall within the previous categories e.g.:

- **Additional** costs of required insurances
- Public media, hand-outs and P.I.& E, which require specific approval.
- Contracted Services- website, accounting services

Public Information And Education

All expenditures
require GHSP approval
prior to deployment

- Must contain a “**pertinent highway safety message**”
- Proposed materials must be associated with a **behavior-change** initiative, program or project
- Approvals for specific localized needs
- Materials must serve a purpose that enhances the project
- Materials must be **re useable** for the program.

Match Contributions

- Under MAP-21 the Federal Share for all funding sources is:

$$\frac{20}{80} = \frac{1}{4}$$

- Match is therefore 25%

Match Computation

25% Match Requirement for all Education Subgrants

Match can be met with cash or in-kind resources

- Operating Costs (Paid for by the agencies own funds to support the project)
- Indirect Costs (rate must be approved by Federal/State cognizant agency)
- Third Party: personnel, goods, services – reasonable value must be used

Supporting Documentation with methodology
for match is required

Indirect Cost

- Approved indirect rate letter from your cognizant agency **must be included** with application; only “Federally Approved Rates” with back- up documentation will be considered
- Indirect cost percentage must be indicated in the application
- Items normally called indirect may be included as direct costs and are eligible for reimbursement

SAM – System for Award Management

- The SAM is the System for Award Management. It is the primary registrant database for the US Federal Government. If you want federal money, you must register.
- Go to: <https://www.sam.gov/portal/public/SAM/>
- Usually it is your fiscal agent who will do this update.

Submit Your Signed Application

To: AOT.GHSPGrantsEDU@Vermont.gov

It must be in mail box no later than

May 15, 2016, 3 pm

Review and Award Process

- The process is annual, competitive and problem based
- GHSP/AOT individual and group review
- Uniform decision criteria/scoring
- NHTSA and SHSP/GHSP **priorities**
- Applications may be fully or partially funded, or not funded at all
- Decision and notification

Financial Monitoring and On-Site Review

- GHSP uses a risk assessment for applicants to determine review and monitoring of subrecipient financials.
- The on-site monitoring looks for internal controls and an adequate financial system.
- The Monitoring team checks for compliance with regulations.
- AOT monitors all grantees on a 3 year time cycle.
- The team can require corrective actions if necessary.

AOT – Risk Assessment

Your fiscal agent must complete the survey monkey every year by July 1st. To do this she (or he) must go to:

The State's Grantee Risk-Based Assessment is used to determine eligibility & other risk factors of an applicant before an award is made.

State and Federal Audits

- The auditor reviews internal controls & the financial system for compliance with regulations
- The audit report can require corrective actions
- \$750,000 Federal Single Audit threshold

Grant Reporting

GHSP will hold a separate webinar for the grant **FINANCIAL REPORTING** in September of 2016. Program and financial staff will be required to participate.

Getting Reimbursed

- The grant provides you with funds to perform the services approved by GHSP
- PARS – log of project staff daily tasks/activities tied to process and deliverables
- **Back up documentation** for all expenses **must be included** with every Financial Report Form.
- We can reimburse you for:
 - Activity described in your application
 - Purchases of materials, goods or equipment pre-approved by GHSP
 - In-state and Out-of-State travel approved by GHSP.

Narrative Reporting

- Narrative report due each quarter with the monthly financial report.
- Summary narrative at end of year
- Type narrative into the quarterly template provided

Fiscal Year Closeout

- Final Financial Report Forms, with all supporting invoices, for costs incurred through the performance period of **September 30th** are due by October 31th
- Final Narrative Report is due by October 31th

We want to EMPHASIZE:

If your project is renewed from one fiscal year to the next, that you turn in **October Financial Report Form in mid-November**, so AOT/GHSP can help to verify that your costs are appropriated to the correct federal fiscal year.

Questions or Assistance

Jim Baraw <i>This is your main Point of Contact</i>	Education Grants Program Coordinator (All Grant Question)	802-760-9222	James.Baraw@Vermont.gov
Danielle Record	Grants Management Specialist (Financial Questions)	802-595-4402	Danielle.Record@Vermont.gov
Mandy White	Data (Crash Data Questions)	802-595-9341	Mandy.White@Vermont.gov



Questions and Comments



Thank You

The Governors Highway Safety Program