



Governor’s Highway Safety Program

Highway Safety Grant OVERVIEW and REQUIREMENTS

The Governor’s Highway Safety Program (GHSP) coordinates a statewide behavioral highway safety program, making effective use of federal and state highway safety funds and other resources to save lives and reduce injuries on the state’s roads, and provide leadership and program support in partnership with traffic safety activists, professionals and organizations. GHSP works to combat the number and severity of traffic crashes by developing and supporting educational, enforcement and engineering programs.

Grants are awarded to state and local safety-related agencies who can demonstrate through data and evaluation a proven need for behavioral changes to correct a traffic safety problem. Funding for these grants is apportioned to states annually from the [National Highway Traffic Safety Administration](#) (NHTSA) according to a formula based on population and road mileage. Funding may be available for projects in other program areas if there is documented evidence of an identified problem. These programs are awarded on a Federal fiscal year basis (October 1 - September 30). Grant awards are administered following the apportionment of federal funding to the state each year. Any delay in federal funding apportionment will subsequently affect GHSP’s ability to administer grants beginning October 1st of each year. See <http://www.ghsa.org/> for potential project ideas.

ELIGIBILITY: Government agencies, political "subdivisions" of the state, local city and county government agencies, state colleges and state universities, school districts, fire departments, public emergency services providers, and certain qualified non-profit organizations are eligible to receive traffic safety grant funding. Non-profit organizations must submit a copy of their 501(c)(3) status with their grant application. A DUNS number and Systems for Award Management Registration are also required.

If you are Vermont Law Enforcement agency interested in providing enforcement programs and activities for (**Impaired Driving and DRE**), please contact Betsy Ross, (betsy.ross@vermont.gov), Highway Safety Program Coordinator for Law Enforcement Grants at (802) 585-9283 with any questions you may have.

If you are Vermont Law Enforcement agency interested in providing enforcement programs and activities, for (**DUI and OP**) please contact Evelyn McFarlane, (evelyn.mcfarlane@vermont.gov) Highway Safety Program Coordinator for Law Enforcement Grants at (802) 595-4661 with any questions you may have.

If you are a Nonprofit or a Vermont Law Enforcement agency with a proposal to provide **Community Education** programs, please contact James Baraw, (james.baraw@vermont.gov), Highway Safety Program Coordinator for Educational Grants at (802) 760-9222 with any questions you may have.

PROGRAM AREAS: Applications must address at least one of the following program areas:

Priority Program Areas	Other Program Areas	
Occupant Protection	Teen Driving Programs	Emergency Medical Services
Alcohol or Drug Impaired Driving	Community Traffic Safety	Motorcycle Safety
Speeding and Aggressive Driving	Pedestrian Safety	Surveys
Distracted Driving	Bicycle Safety	Child Passenger Safety

March / April Trainings...

March 28th,	Monday	10:00 Education Grants	Williston	(On site only, NO WEBINAR available)
March 29th,	Tuesday	10:00 Law Enforcement Grants	Montpelier	(On site and Webinar available)
March 31st,	Thursday	10:00 Law Enforcement Grants	Newport	(On site only, NO WEBINAR available)
April 5th,	Tuesday	10:00 Education Grants	Montpelier	(On site and Webinar available)
April 5th,	Tuesday	14:00 Law Enforcement Grants	Montpelier	(On site and Webinar available)
April 7th,	Thursday	10:00 Law Enforcement Grants	Rutland	(On site only, NO WEBINAR available)

TIME LINE

March 8 th , 2016	GHSP will announce grant year opening by:
March 28 th - April 7 th , 2016	GHSP will conduct trainings
April 29 th , 2016	Applications will be mailed to applicants on or before:
May 15 th , 2016	Applications are due at GHSP by 3:00 p.m.
August, 2016	1. Financial Trainings will be scheduled, (Dates to be determined.) 2. Sub-grant awards will be emailed to grantees for signature along with their agencies workbooks and other necessary documents.
October 1, 2016*	Granting activity begins.

*(Agency must receive executed grant via email attachment from AOT/GHSP before proceeding. No expenses will be paid prior to the execution date of the grant. The execution date is the date that the Agency of Transportation signs-off on the sub-grant agreement.)

RULES AND REQUIREMENTS:

Due Date: Applications must be received by GHSP not later than **3:00 p.m. Friday, May 15, 2016.**

Duration: Highway safety grants awarded by GHSP from this application must be used in the Federal Fiscal Year

(FFY) 2017 runs from **October 1, 2016 to September 30, 2017.** In certain circumstances (i.e. Congressional Continuing Resolution), funding for selected projects may be awarded after October 1. **Only single year applications will be considered for a FFY 2017 award.** Future funding requests will be reviewed each applicable Federal Fiscal Year upon receipt of a new application. An award will be based on available funding, project effectiveness, and a reassessment of priority traffic safety concerns.

Matching Funds: Highway safety programs generally require a grantee to contribute up to **25%** of the project cost in matching funds. Please be prepared to document match pending receipt of grant award. **(UNLESS OTHERWISE NOTED IN THE AGREEMENT)**

Reimbursement: Agencies must pay **100%** of the project costs **up front or as accrued.** Reimbursement claims may be submitted monthly or quarterly (as agreed with the GHSP Grant Manager) to GHSP in the amount of the approved federal share. Quarterly and annual grant project reports must be current to process a reimbursement claim.

Restrictions: Funds cannot be used for construction, maintenance, office furnishings, any type of budget supplanting (General cost of Government), highway signs, entertainment costs, or alcoholic beverages. Materials purchased must meet the federal and state requirements for purchasing. For further information regarding restrictions please visit: <http://www.nhtsa.gov/About+NHTSA/Programs+&+Grants/Resources+Guide>.

Programmatic Reporting Requirements: Agencies and organizations selected must have an electronic accounting system with a separate line item for grant funds. All requests for reimbursements will be submitted on the Financial Report form provided by GHSP.

Agencies will report activity to the Governor's Highway Safety Program on a monthly basis. Reports must be submitted within the month following the month of activity unless the sub-recipient specifically requests and receives approval from a Governor's Highway Safety Program member in writing, e-mail or other documentable means.

Agencies will also submit a narrative report to Governor's Highway Safety Program quarterly. The report will document significant program events or activities, problems encountered in the performance of approved activities and the status of each objective and activity in the project. The report must include an evaluation of the progress made toward each objective, and/or an explanation if no activity has begun. The quarterly report is required even if there has been no activity. You will receive an electronic form via email quarterly to be completed.

The sub-recipient must submit a **Sub-grant Closeout Report (including a final narrative)** to the Vermont Governor's Highway Safety Program no later than 30 days after the end date of the sub-grant. This report is required to **provide evidence of successful completion of your objectives.** The report is summary of all activities and the progress or achievement of each objective, including narrative on what you would do differently, if applicable. It is a compilation of the year's work, including achievements and obstacles.

Audit Requirements: All Organizations who receive grant funds must submit a State of Vermont Certification of Audit Requirement form to the Department of Finance and Management on an annual basis.

Organizations who receive grant funds are subject to federal single audit requirements if they receive more than \$500K in federal funds in their fiscal year, and must submit the audited financial statements to all state pass-through agencies. The State of Vermont Primary pass-through agency will issue a management decision letter for all single audit reports.

All projects regardless of the amount will be subject to monitoring by the Vermont Agency of Transportation and Governor's Highway Safety Program based on the monitoring schedule for the department.

Certification: Awarded organizations must comply with all federal rules and regulations. Copies of these requirements will be provided

on notification of award or can be obtained by contacting GHSP.

SELECTION/AWARD: Applications are reviewed by the Grant Selection Committee and approved by the Secretary of the Agency of Transportation before a grant can be awarded.

GRANT PROCEDURE TRAINING: A required Grant Application training will be held in March. This training is for the proposed Grant Project Director/Coordinator within your agency. **There will be additional training for the grant financial point of contact for your agency in August.**

DESCRIPTION OF PROGRAM AREAS AND EXAMPLES OF PROJECTS

Impaired Driving: Impaired driving grants strive to remove alcohol and drug impaired drivers from VT roads through enforcement, traffic adjudication, licensing programs, education programs, and reducing recidivism of those previously convicted.

Occupant Protection (Restraint Use): Occupant protection grants provide funding for programs to reduce injuries and fatalities by increasing the usage of seat belts and child safety seats and other occupant protection systems in the motor vehicle. Although the National Highway Traffic Safety Administration (NHTSA) day-time observational survey demonstrates a high seat belt use rate in Vermont, the number of unrestrained fatalities in crashes indicates there are a significant number of non-users of front and rear seat belts in rural counties. There is an on-going need for education on proper installation and use of child passenger restraints for children 0-18, including targeted messaging for new teen drivers.

Distracted Driving: These grants focus on programs to educate and eliminate cell phone, texting and other distracted driving actions.

Community Traffic Safety Programs: Community programs are grants that address one or more GHSP priority areas. These programs concentrate on raising public awareness through education, enhancement of public access to traffic safety information, and enforcement of traffic laws. GHSP is actively seeking applications to fund programs in counties with low seat belt use rates.

Pedestrian and Bicycle Safety: The overall goal of this program is to reduce roadway fatalities and serious injuries by reducing pedestrian crashes through both motorist and pedestrian education, awareness, and providing support for local communities. Emphasis is on public awareness and education materials and partnering with schools, health organizations, law enforcement, safety engineers, and/or other community planners and stakeholders to make Vermont a safer place to bike, walk, and ride.

Motorcycle Safety: These grants focus on motorcycle rider safety through training, as well as motorcycle awareness campaigns to increase awareness of motorcycles by other motorists on the road. Grant projects should address issues such as impaired riding, motorist awareness, and rider training to reduce rider injuries and fatalities.

HOW TO APPLY

- Register for one of the March / April Workshop / Webinar to receive an electronic application packet.
- **You must attend the training in order to receive your application.**
- Complete the Grant Application and email to Vermont Governor's Highway Safety Program.
- Completed applications are due in the Governor's Highway Safety Program, no **later than 3:00 pm Friday, May 15, 2016.**

All applications should be submitted electronically to: Law Enforcement Grants - AOT.GHSPGrantsLE@Vermont.gov
Educational Grants - AOT.GHSPGrantsEDU@Vermont.gov

For those unable to submit electronically, applications can be delivered or mailed to GHSP at the following address:

Governor's Highway Safety Program
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633

Any questions you may have about programs and how to apply: Please contact the Grant Program Coordinators

Betsy Ross	Impaired Driving Grants (DRE)	802-585-9283
Evelyn McFarlane	Law Enforcement Grants (OP and DUI)	802-595-4661
James Baraw	Educational Grants	802-760-9222