

# Pre-application Guidelines

## HIGHWAY SAFETY GRANT GUIDELINES

This document describes the Oklahoma Highway Safety Grant Program that provides funding to Local, State, and Nonprofit agencies to address specific traffic safety problems identified by the applicant.

### Grant Program Background

The Federal Traffic Safety Grant is a grant program from the National Highway Traffic Safety Administration (NHTSA). It is intended to support state and local efforts to improve highway safety by providing funding for initiating programs directed at identified highway safety problems. These funds cannot be used to replace existing funding sources (supplanting). In Oklahoma, this grant program is administered by the Oklahoma Highway Safety Office, a division of the Department of Public Safety. The OHSO's grant projects are funded for one year periods, based on the availability of federal funding and the performance of the grantee. Applications for new projects or continuation of existing projects must be submitted each year by the established deadline.

All applicants must apply through the State of Oklahoma Grant Exchange system available at <https://ogx.ok.gov>.

Applicants approved for funding will be required to enroll in the Oklahoma Office of Management Enterprise Services (OMES) ePay system. Go to the following website to enroll if needed: <https://www.ok.gov/dcs/vendors2/app/index.php>.

Applicants must have a FEI and DUNS number, and must enter it into the Applicant Information page of the eGrants system.

### Highway Safety Grants - Guidelines & Required Elements

The OHSO uses strategic planning to help determine the state's priority highway safety problems and to develop program strategies for addressing these problems. The results of this process are reported annually in the State's Highway Safety Plan (HSP). State and local governmental agencies and nonprofit organizations can submit applications to receive funding for traffic safety projects directed at solving problems identified in the HSP. The HSP is prepared by the OHSO staff, based on input from the traffic safety community. The published HSP is available on our website at <http://www.ohso.ok.gov>.

The Highway Safety Grant Program is intended to allow applicants to address any traffic safety issue identified in the HSP. The applicant must submit a grant application that states the problem to be addressed by the grant project and provides supporting data and detail. The grant narrative must address all of the elements outlined in this guide. The budget should be justified and reasonable and only include allowable costs. Highway Safety Grant applications must clearly identify the highway safety problem(s) to be addressed and the solution(s) to be implemented. Applicants should prioritize and limit the number of problems you address in your grant application. Resources are limited; be specific in your focus.

## Budget

Be sure your budget request is reasonable and appropriate to the needs of your project and follows the guidelines for allowable costs. When preparing a budget, keep in mind that federal guidelines permit the funding of some costs and specifically prohibit the funding of others.

The general principles used by this federal program to determine if costs are eligible for reimbursement include the following: costs charged to the grant need to be necessary, reasonable and allocable; activities and items being charged to the grant must be directly related to the approved project's objectives; **approved expenses must be incurred during the grant period and any items purchased must be received before the end grant period.**

All allowable costs incurred during the grant year must be invoiced and submitted to OHSO by November 1 following the end of the grant year. While we do not intend that costs go un-reimbursed, grantees must claim costs promptly or be subject to non-reimbursement.

If you have any questions on allowable or unallowable costs, contact the OHSO while planning your budget and always check before incurring the costs. If an item is not listed in the table below, do not purchase it until you check with OHSO for prior approval. If you do not seek prior approval or purchase items not listed in your grants approved budget you do so at the risk of non-reimbursement. All purchases with grant funds are subject to prior approval from OHSO before reimbursement vouchers are paid. We strongly recommend that you receive prior approval from OHSO before making such purchases.

**Following are the general guidelines for our grant program budgets:**

### ALLOWABLE COSTS

Contractual services	Professional memberships & Subscriptions
Equipment <sup>1</sup>	PI & E materials and products <sup>4</sup>
Fringe benefits	Telephone charges (project related)
Materials and supplies	Travel <sup>2</sup>
Salary, both regular and overtime	Postage
Training	Printing and Reproduction
Paid media	Computer Hardware and software <sup>1</sup>

### UNALLOWABLE COSTS (These items are NOT funded by OHSO):

Incentives or prizes of cash, gift cards or services.	Any purchase or expense made outside of the approved grant period.
Land	Capital expenditures/capital construction
Legislative expenses (lobbying is prohibited)	Tint meters
Police/emergency communications	Entertainment
Alcoholic beverages including controlled training settings)	Maintenance and repairs to existing/non-project funded equipment
Fines and penalties	Furniture, fixtures and equipment <sup>3</sup>
Supplanting (Meaning grant funds cannot be used to support existing activities.)	Highway safety Oppurtunances (guard rails, utility poles, sign supports, etc.)
Uniforms	Traffic signal preemption systems
Interest and other financial costs	Contributions and donations

<sup>1</sup>Equipment or hardware that costs \$5,000 or more per item needs prior written approval from OHSO and NHTSA before the purchase is made.

<sup>2</sup>All travel must be in accordance with the provisions of the Oklahoma Travel Reimbursement Act.

<sup>3</sup>Tables, desks, chairs, file cabinets, clocks, lighting, coat racks, drapes, shelves, floor covering, bookcases, etc.

<sup>4</sup>PI&E items and activities must be directly related to the project objectives and have a highway safety message.

### EQUIPMENT / PROJECT RELATED COMMODITIES

Large commodity orders and equipment required to conduct the project activities as described in the approved grant budget must be ordered and received by December 1 if at all possible. Equipment that costs \$5,000 or more per item needs written approval from OHSO and NHTSA **before** it is purchased. Any grantee purchasing equipment with a value of \$500 or more per item must provide OHSO a copy of the agency's Purchasing Policy and Inventory Control Policy prior to reimbursement of the cost.

## PUBLIC INFORMATION CAMPAIGNS AND PROMOTIONAL MATERIALS

A project's promotional activities, which encourage or educate the general public to adopt highway safety practices, are an allowable cost. Education and information materials are pamphlets, books, booklets, brochures or broadsheets that are used to inform the public about safety topics. Promotional items are items that have a slogan or message imprinted on them, meant to reinforce the education message. Examples of promotional items are pens, key chains, reflectors or other inexpensive items that can be imprinted.

Promotional items and activities must directly relate to the project objectives and contain a traffic safety message, for example, "Buckle Up in Your Truck" or "Head Out with a Helmet." Simply printing the name of your traffic safety program with no additional message is NOT acceptable. Promotional materials should be distributed in conjunction with activities like training programs or at events where traffic safety is emphasized and where program staff interact directly with the public, such as fair exhibits or safety day events.

Educational material produced or purchased should include the following acknowledgement: "Funded by the National Highway Traffic Safety Administration with a grant from the Oklahoma Highway Safety Office."

All public awareness media or promotional campaigns and public information and educational (PI&E) materials **developed using grant funds** require the submission of a distribution plan and approval by OHSO **before** they are ordered. This would include radio or television PSAs, brochures, posters, pamphlets, or other media messages. OHSO will review the message for accuracy and consistency with the state's safety goals. If the items are not pre-approved, OHSO may not reimburse you. Please contact the OHSO for assistance on meeting these requirements before you order your materials.

Safety equipment such as bicycle helmets or car seats may be distributed only in conjunction with an educational program. Promotional items of nominal value with the appropriate safety message, e.g. pens, pencils or key chains, may be purchased and distributed to support program activities.

## REPORTING

**Progress Reports:** Grantees will be required to submit monthly progress reports as well as a final summary report. The final report is due by November 1 and should summarize your accomplishments and present the results of the evaluation to determine if the project goal(s) were met.

**Invoices:** Grantees will be required to submit a monthly invoice for grant funded expenditures, unless a greater time frame is approved by the OHSO. The invoice must be accompanied by sufficient backup documentation to justify the expenditures contained in the invoice.

## MONITORING

The OHSO will conduct quarterly monitoring of grant funded projects during the project period, or more frequently if deemed necessary, or at any time within 3 years after the end of the project period. The staff of the OHSO will schedule visits at the mutual convenience of the OHSO and the project director or designee.

During the monitoring visit, the OHSO staff may ask to view: grant records, correspondence, financial records, traffic records, examples of work performed, appointment books, financial and payroll records and equipment purchased with grant funds.

It is expected that you document the work of your grant project. The OHSO may request proof of the work done under the grant. Scheduling diaries, correspondence, meeting minutes, media archives, reports and other materials will help to document your use of grant funding. For enforcement, project surveys, copies of warnings and citations, and crash reports should be maintained locally by the project director and made available upon request.

## Guide for Writing a General Highway Safety Grant Proposal Narrative

The grant application must have a narrative that addresses the following components:

- I. Problem Identification
- II. Project Description/Work Plan
- III. Activities and Milestones
- IV. Goal(s)
- V. Evaluation

Use this guide when writing your grant to develop an acceptable application. Applications will be reviewed based on completeness, potential impact, reasonableness of the budget request and the past performance of the applicant. All proposals must address a problem described in the Oklahoma Highway Safety Plan (HSP). The HSP and crash data may be found on the OHSO website, [www.ohso.ok.gov](http://www.ohso.ok.gov)

### I. Problem Identification

In narrative form, describe the problem(s) that you have identified in your community. The problem(s) you describe should be identified through an analysis and assessment of data and information related to highway safety in your community. The data used in identifying the problem(s) must be included to support your problem identification statement.

### II. Project Description/Work Plan

Describe the solution to your highway safety problem. Explain what you intend to do and how it will impact your problem.

Provide specific and measurable action statements that indicate what you would like to accomplish by the end of your project period.

Provide a statement for each problem that you will be addressing in the project. Use the SMART guidelines in developing your plan.

Differentiating between goals, objectives and activities:

- A goal is a general statement that gives a desired outcome for the project.
- An objective is one or more detailed strategy(s) to attain the stated goal.
- Activities are detailed actions that will be done to achieve the objective(s) and are measured by quantitative milestones.

### S.M.A.R.T. Goals and Objectives

### III. Activities and Milestones

**Activities:** What are the specific activities that you will be performing? Consider how you will implement them, as well as when, how often and to whom they will be directed. Provide a brief description of each type of activity or event.

*Example: Make bicycle and pedestrian safety presentations at school assembly to every grammar school in our county (8 schools) during the school year.*

**Milestones:** A milestone is a quantitative indicator that can be monitored over time and is directly related to a goal or objective. Identify the measures you will use to track progress toward the achievement of your goals and objectives. (Examples: number of speeding tickets issued, number of overtime hours worked, number of car seats distributed, number of safety presentations, etc.)

#### IV. Goal(s)

The goal of your project is the ultimate end result you hope to achieve over time. In highway safety programs, the ultimate goal is to reduce crashes, fatalities and injuries. The goal should be measurable; it should also be ambitious, but realistic. In stating the goal, include where you are starting from (baseline) using the latest data available for your city or county from the Oklahoma Crash Facts Book, the target you expect to reach, and a timeframe for achieving your goal. (Examples: Reduce the number of pedestrians injured in crashes from 214 in 2010 to 200 in 2013. Reduce the number of KAB crashes that are alcohol-related from 142 in 2010 to 135 in 2013. Increase the seat belt use rate from 83% in 2010 to 87% in 2013.)

#### V. Evaluation

To determine if the project will be doing what it is intended to do, describe how you will assess your project's accomplishments, achievements and shortcomings. The evaluation should focus on documenting your activities and linking these activities to the achievement of your objectives. Did you conduct the activities you planned? If you did, were the activities effective?

You will also want to determine whether there has been progress toward meeting the stated goal of your project. Because of the time lag in receiving up-to-date crash data, it may not be possible to link your project activities with any change in your measure. Rather, you should review the current status of your measure to determine whether there has been a change (compared to the established baseline) and if the change is in the right direction.

##### Conducting the Evaluation:

Obtain or collect updated information/data for each of the performance measures related to your project activities, objectives, and goal. Establish a baseline for each measure.

Assess the implementation of your project by comparing the activities that were conducted with the activities that were planned. Include quantitative terms in describing your activities. (Examples: number of presentations, number of participants, number of police officers, number of brochures distributed.)

Evaluate the effectiveness of your activities by comparing the updated measure with the baseline measure related to each objective. Determine if each objective was "met", "unmet", or "exceeded". Look for linkages between your activities and your objectives.

##### Operational Plan (Work Plan)

You *may* be asked to provide a more detailed description of how your project will be organized, including such things as staffing, location, schedules and frequencies. What are the specific activities that you will be performing, how will you implement them, when, how often and to whom will they be directed? If requested, your operational plan should provide the following in a few concise paragraphs:

1. Describe the activities that you will conduct to address each problem.
2. Address the reasoning behind the proposed solutions for each problem.
3. Include the names, titles, and duties of those who will carry out the project.
4. Provide detailed milestones for each activity



I agree to the terms and guidelines as outlined above. \*

Click the **Save** button at the top of the screen, and proceed to the rest of the application by using either the links in the navigation panel on the left side of the page.

# Applicant Info

**Applicant Organization Name \****Norman Police Department***Organization Mailing Address \****201-B W. Gray St.***City \****Norman***State \****OK***Zip \****73069***Area Code/Phone Number \****(405) 366-5218***Area Code/Fax Number***(405) 217-1066***Organization Physical Address \****201-B W. Gray St.***City \****Norman***State \****OK***Zip \****73069***County \****Cleveland County***FEI Number \****73-6005350***DUNS Number***009072427***UEI Number - If not known, click [here](#). \****X766N3PND5A9***Authorizing Official \****Breea Clark***Title \****Mayor***Mailing Address \****PO Box 370***City \****Norman***State \****OK***Zip \****73070***Area Code/Phone Number \****(405) 366-5402***Area Code/Fax Number**

**E-mail Address \****Mayor@NormanOK.gov***Project Director \****John Stege***Title \****Standards Administrator***Physical Address \****201- B W. Gray St.***City \****Norman***State \****OK***Zip \****73069***Area Code/Phone Number \****(405) 366-5218***Area Code/Fax Number***(405) 217-1066***E-mail Address \****john.stege@normanok.gov***Finance Officer \****Debbie Whitaker***Title \****Accountant III***Address where reimbursement is to be mailed \****201-C W. Gray St.***City \****Norman***State \****OK***Zip \****73069***Area Code/Phone Number \****(495) 366-5448***Area Code/Fax Number****E-mail Address \****debbie.whitaker@normanok.gov*

# Project Info

## WHAT TYPE OF PROJECT ARE YOU PROPOSING?

*General Police Traffic Services*

\*

## PROBLEM IDENTIFICATION

*The population of Norman is approximately 120,000 plus the student population of the University of Oklahoma. The City is also approximately 190 square miles and includes both suburban and rural areas. The City boasts the University of Oklahoma, Lake Thunderbird State Park, multiple convention venues, and sporting events. I-35 and SH 9 both intersect the City with traffic traveling at highway speeds.*

*2020 population estimates show the City of Norman at 125,762 with 984,017,845 vehicle miles traveled. 2020 crash data revealed the following summary information:*

*11 Alcohol-Related KA Crashes which ranked us at 20th (High) in the state - was also High in 2019.*

*12 Speed-Related KA Crashes which ranked us at 25th (High) in the state - was Middle in 2019.*

*8 Distracted Driving KA Crashes which ranked us at 16th (High) in the state - was also High in 2019.*

*2 Un-Helmeted Fatalities which ranked us at 10th (High) in the state - was also High in 2019.*

*5 Un-Restrained Fatalities which ranked us at 15th (High) in the state - was Low in 2019.*

*Additionally, we had 8 driver fatalities, 3 passenger fatalities, 3 pedestrian fatalities, and 2 motorcycle fatalities - for a total of 14 fatalities.*

*These trends appear to be supported by local data as well.*

\*

## PROJECT GOALS

*Crash data and statistics:*

*To conduct 950 hours or more of overtime high visibility traffic enforcement during FY23 in an effort to reduce the overall number of KA crashes in Norman.*

\*

## PROJECT DESCRIPTION/WORK PLAN

Will this project involve traffic enforcement activity?

✓  
Yes

No \*

**Approximate population served:**

125,762

**Number of sworn officers:** 171



*The Norman Police Department will conduct overtime high visibility traffic enforcement with a minimum of 2 different stops per hour, in support of state and national goals to reduce the incidence of KA crashes in our community.*

*To identify those times and locations where KA crashes most often occur, the Project Director shall utilize state and local data and reference sources available. General traffic enforcement will address a greater variety of traffic violations, dependent upon local problem identification.*

*The Norman Police Department will participate in all NHTSA mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant related activities:*

*Countermeasure: High Visibility Enforcement*

*Planned Activity: State and Local High Visibility Enforcement*

*Not all causal factors can be reduced statistically to a specific location, time, or day. Further, high risk driving activity is not always observable and may go undetected. Additionally, many of our high collision locations and times are also our when officers are taxed with other calls and roadway conditions do not allow safe high-visibility enforcement. The Norman Police Department will*

*conduct a minimum of 2 Public Information and Education (PI&E) activities each month. Our efforts, therefore, will include:*

- 1. Social media posts,*
- 2. Press releases,*
- 3. Radio/TV spots, and*
- 4. Officer initiated educational efforts (e.g., "Know Your Limit", "Safety Town", and "No Refusal Weekends")*

*\**

## **PROJECT EVALUATION**

*This project will be evaluated as they have been in the past by compiling monthly and annual crash statistics, monitoring citation and warning numbers, and responding to citizen input. Historical statistics are provided to Commanders every week along with the monthly overview*

*Enforcement projects, activities, and hours within identified areas will be monitored for effectiveness and some will be shifted to newly identified collision areas while a contingent will remain in the previous zone to insure compliance and maintain the reduction in crashes.*

*Communication will be maintained with Program Manager, and End of Year Summary will be completed timely.*

*\**

If the OHSO is not able to fund this project as proposed, would your agency be interested in an alternative type of project? If so, please select a second and third preference based on your local problem identification.

**2nd**

**Preference:**    *Occupant Protection*

**3rd**

**Preference:**    *Impaired Driving*

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Countermeasure 1 will consist of high visibility, overtime, traffic enforcement focusing on speed-related, alcohol/drug-related, distracted driving-related, and occupant protection-related driving behavior.*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Performance Measure 1 will consist of 43 hours per month of enforcement-related activities with a minimum average of 2 stops per hour.*

\*

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Countermeasure 2 will consist of high visibility, HOLIDAY and OHSO mobilization overtime enforcement and public information and education efforts.*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Performance Measure 2 will consist of 43 hours per month of with a minimum average of 2 stops per hour.*

\*

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Countermeasure 3 will consist of public information and education focusing on social media/press releases, "Know Your Limit"/"No Refusal Weekend" projects, and bicycle education/patrol efforts.*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Performance Measure 3 will consist of 2 public information and education activities per month.*

\*

# Personnel Services

**Entry info**

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

**Check box if Personnel Services is not being requested for this project. Click SAVE.**

**Job Title \***

*Master Police Officer/Sergeant (Step 6 w/ Differential)*

Full Time

Part Time

☒ Overtime

\*

**Approximate number of overtime hours annually?**

*1,032*

**Average Hourly Overtime Rate?**

*\$49.52*

**OT Salary Amount**

*\$51,105.00*

**OT Fringe Rate**

*7.65 %*

*(Enter 0 if fringe benefits are not requested)*

OT Fringe  
Amount

*\$3,910.00*

Total Amount

*\$55,015.00*

Description of grant-related duties to be performed by this job title:

*High visibility traffic enforcement, various public information campaigns, as well as education efforts and bicycle/pedestrian contacts.*

*We intend, as in previous years, to use OHSO grant funding to support our Holiday / Mobilization campaigns at a higher OT rate (either 2 1/2 or 3 times the normal salary) due to contractual holiday overtime requirements in Contract.*

\*

# Operating Costs

Entry info: Costs to support the project not specific to other cost areas, such as: Indirect Costs, Media costs paid by a subrecipient directly to a media outlet, car seats for distribution, postage, phone, or other items of nominal cost to support approved grant-related activities. Add each type of cost separately.

✓ Check box if Operating Costs is not being requested for this project. Click SAVE.

Description \*

Dollar Amount \*

\$

(If for Indirect Costs, attach copy of approval letter to application. If De minimis rate requested, identify in the Justification section below.)

Justification \*

# Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.



Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment \*

Description of Item \*

Number of items requested \*

Cost Per Item \*

\$

Dollar Amount

\$

Justification \*

# Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.



Check box if Travel In-State is not being requested for this project. Click **SAVE**.

**Description \***

**Dollar Amount \***

\$

**Reason: \***



# Travel Out-of-State

Entry info: Travel: Out-of-State travel may be for mileage, transportation, fares, lodging, per diem and registration costs to attend or participate in approved grant-related training, symposia, meetings or conferences that take place outside of Oklahoma. Out-of-state travel not specifically identified requires prior approval in writing from OHSO before incurring travel costs. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.



**Check box if Travel Out-of-State is not being requested for this project. Click SAVE.**

**Description of Travel \***

**Dollar Amount \***

\$

**Reason: \***

# Contractual Services

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.



Check box if Contractual Services is not being requested for this project. Click SAVE.

Item \*

Training

Audit

Media (To be used only for subcontractor’s media costs. Subrecipients list direct media costs under Operating Costs.)

Professional Services

Other

Dollar Amount \*

\$

Description \*

## Budget Summary

Expense Item	Amount
Personnel Services	\$55,015.00
Operating Costs	\$
Equipment	\$
Travel In-State	\$
Travel Out-of-State	\$
Contractual Services	\$
<b>TOTAL</b>	<b>\$55,015.00</b>

# Attachments

**Instructions:**

Please complete this page, then click the **Save** button.  
Clicking the Save button will upload new files to the server.  
If more upload fields are required, save the page and more upload fields will appear.  
There is a limit of 20 MB per page save. If you receive an error when uploading attachments, please check the size of the files and be sure not to upload more than 20 MB's at a time.

**Description**

*FOP Contract FYE 21 (Current)*  
*Single Audit FY 19 (Current)*

**Attachments**

*FOP Contract FYE 21.pdf*  
*city\_of\_norman\_fy19\_single\_audit.pdf*