

OHSO GRANT APPLICATION FAQ

I see the My Opportunities window. That is where we initiate the application?

Yes. Click the “OHSO Highway Safety Application FY2022” link to start your application (The status will say “Application in Progress”. Make note of the document number assigned to your application (i.e. “OHSO-FY2022-Shawnee-00054”). Be sure to save each section before navigating to the next.

When I go back to work on my application, none of my work is saved, what happened?

To access your application in progress, do not use the link under “My Opportunities” as it will initiate a new (blank) grant application. Use the link in your “My Tasks” pane. You can also use the search function and enter the year (2022) and the last 3 digits of the document number, or other search fields.

I don't have a button or option to submit, what should I do?

The OGX system functions based on status changes. Applications have two status options once they're initiated: Submit or Cancel. Only the Agency Administrator and Authorizing Official can change the application status. Individuals with Writer permissions, for example, will not have the option visible. If you are logged in as the Agency Administrator or Authorizing Official and still don't see a status change option, double check that all parts of the application are complete. You will not be able to change the status if the application is not complete.

Do I need more than one quote for equipment upload?

No. One quote justifying the request amount is sufficient for the application. If they project is awarded, formal quotes may be required.



Do we submit the single page of the policy manual that refers to seat belt use or the entire chapter that covers that?

A single page is enough as long as it is discernable that the policy is for your agency and has the complete stance on seat belt use.

What items should go in the Equipment line?

Individual items over \$500 per item and component necessary for use are considered equipment.

Ex. 1 10,000 educational brochures costs \$900 to print. Each brochure is \$0.09. The expense is an OPERATING, not equipment, expense.

Ex. 2 A computer tower costs \$600. The monitor costs \$200. BOTH items go into the equipment line because the items function as a whole.

How do we select a countermeasure(s) and/or project goal?

OHSO grant projects are part of the larger State Highway Safety Plan (HSP). The HSP uses specific countermeasures identified by the National Highway Traffic Safety Administration (NHTSA). Use the table in the FY22 grant application instructions appendix and the link below for more detail on each countermeasure.

Please see the link to NHTSA Countermeasures that work below.

https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/812478_countermeasures-that-work-a-highway-safety-countermeasures-guide-9thedition-2017v2_0.pdf

Your project goal should align with your selected countermeasure(s) and be evaluated based on the grant period (12-month Federal fiscal year).

