



## Oklahoma Highway Safety Office

3223 N. Lincoln, Oklahoma City, OK 73105

[www.ohso.ok.gov](http://www.ohso.ok.gov)

### GRANT APPLICATION INSTRUCTIONS

#### Introduction

The Oklahoma Highway Safety Office (OHSO) coordinates the statewide behavioral highway safety program by making federal funds from the National Highway Traffic Safety Administration (NHTSA) available to state and local entities. These dollars fund programs that help enforce traffic laws, educate the public in traffic safety, and provide varied and effective means of reducing fatalities, injuries and economic losses from crashes. 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.

Organizations receiving an invitation to apply must submit project proposals using the Oklahoma Grant Exchange system (<https://ogx.ok.gov/>) under "My Opportunities". Applicants who are new to the OGX system must have an Agency Administrator complete a new registration. Submittals must be made electronically during the period starting **February 1, 2021** and ending **February 15, 2021** at 2400hrs. A technical assistance/question & answer meeting will be held for invitees on **February 8** and **February 10<sup>th</sup>**. The technical/Q&A session is recommended, but not mandatory.

Applicants will be notified by **April 15, 2021** of recommendations for funding. Applicants with projects approved for funding will enter into an Operating/Grant Agreement, which will define program regulations and project terms and conditions.

Available funds are drawn on a reimbursement basis according to the Federal, State and local regulations. These funds cannot be used to replace existing funding sources. Applicants approved for funding must be enrolled in the Oklahoma Office of Management Enterprise Services (OMES) ePay system (<https://www.ok.gov/dcs/vendors2/app/index.php>.)

Please contact **Mike Bray** at [mike.bray@dps.ok.gov](mailto:mike.bray@dps.ok.gov) for any questions you may have regarding this opportunity.

#### Section I.a.: Eligible Activities

The OHSO solicits applications for highway safety grant projects designed to support its mission to combat the number and severity of traffic crashes by developing and supporting educational, enforcement, and engineering programs. The grant programs address and must align with one or more of the program areas consistent with and in support of established state goals identified in the state's Highway Safety Plan.



## Section I.b.: Program Areas and Statewide Goals

Proposed programs and activities should support one of the following program area statewide goals. Program area data can be found in **Appendix A**.

Area	Statewide Goal
Traffic Fatalities	To decrease the number of traffic fatalities by 4%, from 687 in 2016 to 662 in 2020.
Serious Injuries	To decrease the number of Serious Injuries (A) in traffic crashes from 2,788 in 2016 to 2,465 in 2020.
Statewide Fatality Rate	To decrease the Total Fatalities per 100M VMT Rate by 6%, from 1.41 in 2016 to 1.32 in 2020.
Unrestrained Occupant Fatalities and Statewide Seat Belt Use Rate*	To decrease the number of unrestrained passenger vehicle occupant fatalities (all seating positions) by 10%, from 233 in 2017 to 203 in 2020. To increase the statewide safety belt use rate by 0.8%, from 85.6% in 2018 to 86.3% in 2020.
Fatalities in Crashes Involving Driver or Motorcycle Operator having a BAC of .08 or more*	To decrease the number of fatalities involving a driver/operator .08 or more BAC by 28%, from 181 in 2016 to 130 in 2020.
Speed-related Fatalities	To decrease the number of speed-related fatalities by 26%, from 183 in 2016 to 135 in 2020.
Motorcycle Fatalities and Unhelmeted Motorcycle Fatalities	To decrease the number of motorcycle fatalities by 13%, from 88 in 2016 to 76 in 2020. To decrease the number of unhelmeted motorcycle fatalities by 23%, from 64 in 2016 to 49 in 2020.
Drivers Under Age 21 Involved in Fatality Crashes	To limit a projected increase in the number of drivers under the age of 21 involved in fatal crashes to no more than 5%, from 79 in 2016 to 83 in 2020.
Pedestrian Fatalities*	To decrease the number of pedestrian fatalities by 12%, from 88 in 2016 to 80 in 2020.
Pedalcyclist Fatalities	To limit a projected increase in the number of pedal cyclist fatalities to no more than 16%, from 6 in 2016 to 7 in 2020.

## Section I.c.: Use of Grant Funds

Grant funds shall be used solely for the project activities described within the final grant agreement. Subrecipients must agree to use their best efforts to fully expend the Grant Funds for their stated purposes within the award period. Unspent award funds are no longer available for the project. Grant funds may be used only for the subrecipient's *actual* project costs to the extent those costs are reasonable, necessary and directly used for the project. Permitted uses of grant funds are subject to federal and state law as well as the Grant Agreement, as applicable. Grant expenditures must meet the following criteria:

- Increase rather than replace existing activities
- Be necessary, reasonable and supported in the budget narrative



- Be eligible expenses under local, state and federal laws/regulations

The following items are not eligible for grant funding:

- Highway maintenance or engineering improvements, construction or design
- Office furniture and fixtures
- Land
- Regulatory traffic signs
- Alcoholic beverages
- Entertainment
- Lobbying costs
- Promotional items

## Section II.a.: Application Submission

Each proposal must be submitted electronically by the stated deadline through the Oklahoma Grant Exchange system at <https://ogx.ok.gov/>. The OHSO reserves the right to request other project-related information at any time during the application process. Successful projects will be required to submit additional documents prior to contract award.

## Section II.b.: Application Form

The sections below summarize how to correctly complete application fields/forms in the OGX system.

### Applicant Information

Identify the organization or agency primarily responsible for support of the program. This will normally be the organization that provides funding for the program and which will be requesting reimbursement of any approved program cost. Complete fields for the Organization personnel responsible for program oversight, financial review, and approval of legal binding agreements.

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

### Project Information

#### *Project Type*

Select the program area that best fits your project.

#### *Problem Identification*

The Problem Identification defines, with supporting data as objective justification, the conditions the applicant wishes to change. It answers 'who, what, when and where.'

Provide a complete and detailed description of the traffic safety problem to be addressed, including any statistical data to support the **magnitude, characteristics** and **trend**. OHSO provides crash data on serious injury and fatal collisions at [ohso.ok.gov](http://ohso.ok.gov). Applicants are strongly encouraged to use additional data sources such as current, local data (managed by the agency/organization), population, demographics, legislation, adjudication, program assessments, etc. to support the problem identification and project type.



### *Project Goal*

Projects must have measurable results. The most useful objectives tell **who** is going to be doing **what, by when and by how much**. The target goal(s) should be achieved by the end of the project period (12-month federal fiscal year) and be based upon the SMART (specific, measurable, attainable, realistic and time-based) goal setting process. Goals should also align with selected countermeasure(s). Innovative projects should describe types of improvement to be expected along with qualitative factors.

### *Project Work Plan*

Describe the scope of your project and detail the work and activities to be performed that will address the problem you've identified and lead to meeting the project goal (s). Project proposals must identify which *evidence-based strategies* will be employed, what level of performance each strategy should expect to achieve, and personnel performing the work. Sources for evidence-based strategies include, but are not limited to: NHTSA Countermeasures that Work 9th edition; AASHTO Strategic Highway Safety Plan Problem-Specific Guides Series #69; Drug-Impaired Driving, Center for Problem Oriented Policing; NCHRP Report 622, Effectiveness of Behavioral Highway Safety Countermeasures; FHWA Safe Transportation for Every Pedestrian (STEP); FHWA Proven Safety Countermeasures; CDC Tribal Motor Vehicle Injury Prevention (TMVIP) Best Practices Guide 2016.

Innovative projects must reference other studies or projects conducted which would support the project description and goals.

### *Countermeasure Selection and Performance Measures*

Using the information in **Appendix B**, select your countermeasure(s) and describe how it is likely to reduce crashes, fatalities and injuries. Performance measures should describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected. See also [Countermeasures That Work, 9<sup>th</sup> Edition](#)

### *Project Evaluation*

Describe how you will monitor and evaluate your project to ensure it is on track to meet or exceed the stated goal(s). Comprehensive evaluation involves an analysis of whether the project has achieved its stated objectives. It also involves the role project activities have played in the accomplishment of those objectives. At minimum, quarterly and annual review should be addressed.

### Budget

Identify and provide estimates for the various types of costs necessary for supporting the project. The proposed budget should be *as specific as possible* in identifying cost items. You may include a budget narrative as an application attachment to support your request (strongly recommended for unique or significant requests or returning applicants with budget increases).



### *Personnel*

Estimates may be based on average overtime hourly rate, or full time equivalent (FTE) percentage on salaried positions. If requesting benefits reimbursement specify the percentage and what benefits are included. Add each position/type separately.

### *Operating*

Costs supporting 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.

### *Equipment*

Equipment includes 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. Individual items in excess of \$5000 each must include a Buy America Act certification uploaded with the application attachments. Applicants are strongly encouraged to upload quotes to document requested amounts.

### *Travel (In State/Out of State)*

Travel may be for mileage, transportation, tolls, fares, lodging, per diem and registration costs to attend or participate in approved grant-related training, symposia, meetings or conferences. 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.

### *Contractual Services*

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. Provide a narrative and/or other documentation uploads for amount justification such as RFQ responses, past agreements, registrations, etc.

## Attachments/Uploads

### *Required*

- Provide a copy of your agency's seat belt policy requiring use of vehicle restraints ***in all seating positions*** while on project related activity.
- Agencies approved for purchase of equipment using grant funding must provide a copy of the agency's Purchasing Policy and Inventory Control Policy or equivalent.
- Official documentation of proof of Federally recognized, negotiated or de minimus indirect costs, if requesting.

### *Recommended*

- Job descriptions for part/full time positions (not overtime)
- Overtime policy for enforcement agencies



- Budget narratives/break downs
- Quotes for equipment requested

### Section III: Evaluation Criteria

The OHSO staff will review each submission according to National Highway Traffic Safety Administration and the State’s Highway Safety Plan requirements outlining the type of programs and criteria that must be followed by each entity wishing to be considered for funding. Technical review and scoring are based, in part, on the following rubric:

Rating Factor	Max Score
<b>Problem Identification (aka Needs Assessment)</b>	<b>20</b>
The problem(s) to be addressed is clearly identified.	5
The problem is supported by statistical data.	5
The problem is identified by specific causal factors.	5
The problem can be directly attributed to a traffic safety need.	5
<b>Project Description (aka Work Plan Assessment)</b>	<b>25</b>
Activities described support the problem identification.	5
Activities and milestones meet the SMART format?	5
Work plan/strategy is reasonable for the scope of the problem.	5
Work plan/strategy is reasonable for department size and capabilities.	5
Project can be properly evaluated based on selected performance measures.	5
<b>Budget</b>	<b>20</b>
Request is reasonable for the size of the requesting agency.	5
Request is reasonable for the scope of the problem identified.	5
Budget items are properly identified and relevant to the project description.	5
Acceptable past budget performance. *	5
<b>Reporting and Past Performance</b>	<b>20</b>
Required monthly reports were complete, accurate and timely. *	5
Project has yielded positive results in meeting general objectives. *	5
Consistency in meeting past Milestone projections. *	5
Project has exhibited effective communication with OHSO. *	5
<b>Strategic Assessment</b>	<b>15</b>
Applicant has presented a plan that identifies and addresses problem areas in the community it serves, and those areas are in alignment with the state Highway Safety Plan.	

\*New applicants will receive a score of 3 in these categories.

The grants management system generates a report ranking all competitive applications followed by a second round comprehensive review, selection and funding decision.



## APPENDIX A – Select Program Data

### *Traffic Fatalities*

A total of 640 persons lost their lives due to motor vehicle crashes in the State of Oklahoma in 2019 compared to 655 in 2018. The primary effort of any traffic safety program should be to aid in reducing the number of fatalities and serious injuries resulting from motor vehicle crashes.

### *Serious Injuries*

Beginning with the FY2019 highway safety plans, the definition of serious injury was modified to better conform to the updated Model Minimum Uniform Crash Criteria (MMUCC) standards. There were 2,225 persons seriously injured in motor vehicle crashes in the State of Oklahoma in 2019 compared to 2,452 in 2018.

### *Statewide Fatality Rate*

The fatality rate is a numerical calculation based on the number of motor vehicle fatalities per 100 Million Vehicle Miles Traveled (VMT). The VMT is determined by ODOT. This calculation allows for comparison of smaller states with larger states as well as smaller communities with larger communities. The Oklahoma statewide fatality rate for 2019 was 1.40 compared to 1.44 in 2018.

### *Unrestrained Occupant Fatalities and Statewide Seat Belt Use Rate\**

Of the 407 passenger vehicle occupant fatalities, with known restraint use, reported in 2019, 208 occupants (51.1%) were not using vehicle restraint systems – seat belts and child restraints, compared to 202 occupants (49%) reported in 2018. Additionally in 2019, of the 208 unrestrained passenger vehicle occupant fatalities, 72 occupants (34.6%) were totally or partially ejected from the vehicle. The use of seat belts and child restraints is the single most effective way to reduce motor vehicle fatalities and serious injuries.

The statewide seat belt use rate has remained fairly consistent and showing little improvement over the last several years. The most recent rate is 84.6% in 2019 and is down from a high of 86.9% in 2017.

*\*This program area is identified as a high-risk program area and applications addressing this problem are strongly encouraged.*

### *Fatalities in Crashes Involving Driver or Motorcycle Operator having a BAC of .08 or more\**

This statistic identifies the number of fatalities resulting from motor vehicle crashes where a driver or motorcycle operator had a BAC (Blood Alcohol Content) of .08 or more – which is the legal limit for driving under the influence of alcohol in Oklahoma. The realization is that in some cases, the fatality was not the driver, but only the victim. In 2017, 137 persons died in these crashes compared to 181 in 2016<sup>+</sup>.

*\*This program area is identified as a high-risk program area and applications addressing this problem are strongly encouraged.*

*+ Please contact OHSO for more information about this statistic, if interested.*



### *Speed-related Fatalities*

Speed-related actions are consistently in the top 3 identified causes in fatal and serious injury crashes in Oklahoma. In 2019 there were 112 fatalities in speed-related crashes in Oklahoma, compared to 133 in 2018.

### *Motorcycle Fatalities and Unhelmeted Motorcycle Fatalities*

Motorcycle fatalities in Oklahoma have remained fairly consistent over the past several years, with 89 fatalities in 2017 and 89 in 2018; this number dropped to 66 in 2019. Unhelmeted fatalities have varied over the last several years from 48 in 2017, to 53 in 2018, and 38 in 2019.

### *Drivers Under Age 21 Involved in Fatality Crashes*

Young drivers continue to be overrepresented in crash reports, both here and nationwide. In Oklahoma there were 76 drivers under age 21 involved in fatal crashes compared to 83 in 2018 – bearing in mind that like the .08 or more BAC statistic above, the fatality victim was not necessarily the driver under age 21.

### *Pedestrian Fatalities\**

Pedestrian fatalities both in Oklahoma and nationwide have been on the increase over the last several years. In Oklahoma, there were 82 pedestrian fatalities in 2019 compared to 64 in 2018, and 83 in 2019.

*\*This program area is identified as a high-risk program area and applications addressing this problem are strongly encouraged.*

### *Pedalcyclist Fatalities*

Bicycles and other types of human-propelled devices constitute this program area. While fatalities have remained relatively low and consistent over the last several years, with 7 fatalities in 2017 and 5 in 2016, 2018 saw a significant increase with 16 fatalities. There were 13 pedalcyclist fatalities in 2019.





## APPENDIX B – Countermeasures and Planned Activities

Based on the program area you've selected, choose 1-2 countermeasure in the corresponding box. For detailed descriptions, see [Countermeasures That Work, 9<sup>th</sup> Edition](#).

<b>Driver Education and Behavior – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Driver Education &amp; Training</li> <li>▪ Public Information &amp; Education</li> </ul>	<ul style="list-style-type: none"> <li>▪ School Programs</li> </ul>
<b>Impaired Driving (Drug and Alcohol) – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Breath Test Devices</li> <li>▪ High Visibility Enforcement</li> <li>▪ Highway Safety Office Program Management</li> <li>▪ Impaired Driving Statewide Law Enforcement Coordinator</li> <li>▪ Impaired Driving Prevention Paid Media</li> <li>▪ Impaired Driving Task Force</li> <li>▪ Judicial Education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Laboratory Drug Testing Equipment</li> <li>▪ Law Enforcement Outreach Liaison</li> <li>▪ Law Enforcement Training</li> <li>▪ Preliminary Breath Test (PBT) Devices</li> <li>▪ Public Information &amp; Education</li> <li>▪ Publicized Sobriety Checkpoints</li> <li>▪ Integrated Enforcement</li> <li>▪ School Programs</li> </ul>
<b>Motorcycle Safety – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Community Outreach Programs</li> <li>▪ Motorcycle Rider Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Motorcycle Safety Public Education</li> <li>▪ Paid Media</li> </ul>
<b>Non-motorized (Pedestrians and Bicyclist) – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Bike/Ped Safety High Visibility Enforcement</li> <li>▪ Elementary-age Child Bicyclist Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public Information &amp; Education</li> <li>▪ Safe Routes to School</li> </ul>
<b>Occupant Protection (Adult and Child Passenger Safety) – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Child Restraint System Inspection Station(s)</li> <li>▪ CPS Technician Training &amp; Education</li> <li>▪ High Visibility Enforcement</li> <li>▪ Occupant Protection Paid Media</li> </ul>	<ul style="list-style-type: none"> <li>▪ OP Statewide Law Enforcement Coordinator</li> <li>▪ Public Information &amp; Education</li> <li>▪ Statewide Car Seat Distribution Program</li> </ul>
<b>Police Traffic Services – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ High Visibility Enforcement</li> <li>▪ High Visibility Saturation Patrols</li> <li>▪ Integrated Enforcement</li> <li>▪ Law Enforcement Training</li> <li>▪ OP Highway Safety Office Program Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preliminary Breath Test (PBT) Devices</li> <li>▪ Public Information &amp; Education</li> <li>▪ Publicized Sobriety Checkpoints</li> <li>▪ Publicized Traffic Safety Checkpoints</li> <li>▪ Short-term, High Visibility Law Enforcement</li> </ul>
<b>Speed Management – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ High Visibility Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>▪ High Visibility Saturation Patrols</li> </ul>
<b>Teen Traffic Safety Program – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Driver Education &amp; Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ School Programs</li> </ul>
<b>Traffic Records – countermeasures:</b>	
<ul style="list-style-type: none"> <li>▪ Improves accessibility of a core highway safety database</li> <li>▪ Improves completeness of a core highway safety tabase</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improves Analysis and Evaluation of Crash Data</li> </ul>

