



# FFY 2025 GRANT APPLICATION

Idaho Transportation Department  
Office of Highway Safety



## Instructions:

This application consists of three sections: Application Information, Grant Narrative, and Project Budget. Please complete each section and submit via email or mail. An incomplete application will not be considered. **The application deadline is 5:00 pm MST, Wednesday, January 31, 2024.** Email to: [ohsgrants@itd.idaho.gov](mailto:ohsgrants@itd.idaho.gov) or mail to: ITD Office of Highway Safety, PO Box 7129, Boise, ID 83707-1129. All grants operate on the federal fiscal year, October 1 to September 30.

## SECTION 1 – APPLICATION INFORMATION (10 pts)

Agency Name

Agency Address

Agency Type

EIN Tax ID Number

UEI Unique Entity Identifier

## Primary Contact (The agency contact with signing authority)

Name and Title

Address

Email

Phone Number

## Grant Manager Contact (Responsible for managing the everyday activities of the grant)

Name and Title

Address

Email

Phone Number

Primary Contact Signature  
(Electronic signature is acceptable)

Grant Manager Signature  
(Electronic signature is acceptable)

*Note: Applications that rank higher than the group population rate for fatal and serious injury crashes will be given higher priority. **Grant funds are considered "seed" money. There is no guarantee that projects funded one year will receive funding the next.***

**SECTION 2 – GRANT NARRATIVE (Total: 70 points)**

**A. Project Focus (5pts)**

Select a project focus area from the box below. Multiple areas may be selected.

Check all areas that apply.

Impaired Driving	Speed/Aggressive Driving
Distracted Driving	Occupant Protection
Youthful/Mature Drivers	Child Passenger Safety
Motorcycle Safety	Other
Bicycle/Pedestrian	

**B. Problem Identification (15 pts)**

Establish your project goal with a description of the problem/need. Use the most recent data available to support the goal. You may use your agency’s data, WebCars analysis, [ITD Crash Data Dashboards](#), the [2022 Traffic Crash Report](#), or other sources such as community health data provided by the Idaho Department of Health and Welfare at [gethealthy.dhw.idaho.gov](http://gethealthy.dhw.idaho.gov). If you have questions regarding data feel free to contact one of the research analyst principals to help, [kelly.campbell@itd.idaho.gov](mailto:kelly.campbell@itd.idaho.gov) or [steve.rich@itd.idaho.gov](mailto:steve.rich@itd.idaho.gov).

**C. Grant Implementation (15 pts)**

Summarize how your agency or organization plans to implement the grant and how the project will aid in achieving your goal(s).

**D. Grant Activity Summary (15 pts)**

Create a list of planned events, enforcement, and education/outreach activities. For example: participating in community events, attending school safety fairs, youth peer-to-peer traffic safety programs, social media, news releases, etc. Provide a timeline with anticipated start and completion dates. Include any traffic-related training, e.g., sending personnel to the Idaho Highway Safety Summit.

**E. Assessment and Performance Evaluation (15 pts)**

Explain what type of measurements and data your agency or organization intends to collect and verify the goal(s) were met. Your agency will be required to provide a quarterly report throughout the year. If this is a multi-year project, summarize the accomplishments for the previous year’s grant funded activities.

**F. Attachment: Subrecipient Financial Risk Assessment (5 pts)**

Please attach the Subrecipient Financial Risk Assessment FY25 form with the application.

**G. Other Attachments: (Optional)**

Attach any other information that may be beneficial to your project, such as local letters of support requesting the benefit of an NHTSA-funded project in their community.

**SECTION 3 – PROJECT BUDGET (20 pts)**

In this section, describe with as much detail as possible the cost/expenses associated with the proposed project. Identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching funds may include salaries of individuals working on the project, mileage incurred while working on the project, training provided, office supplies or any other in-kind or matching funds. You do not have to show match in each category however, the **total match must be at least 25% of the total amount you are requesting for the project.** The OHS programs are federally funded through National Highway Traffic Safety Administration grants, and locals may be asked to provide documentation that shows the community is requesting this benefit. (See next page)



## Grant Application BUDGET Worksheet

Idaho Transportation Department Office of Highway Safety

Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

	BUDGET	
	Local Match	Grant Funded
<b>PERSONNEL COSTS (HS H901)</b>		
i.e. regular hours, overtime hours, percent of benefits, admin support, etc.		
Subtotal Personnel Costs		
<b>TRAVEL (HS H902)</b>		
ID state rate = .655 per mile effective 7/19/22, also includes lodging and per diem		
Subtotal Travel		
<b>CONTRACTUAL SERVICES (HS H903)</b>		
i.e. education, training		
Subtotal Contractual Services		
<b>CONSUMABLES (HS H904)</b>		
i.e. equipment		
Subtotal Commodities		
<b>DIRECT COSTS (HS H905)</b>		
i.e. conference fees		
Subtotal Other Direct Costs		
<b>INDIRECT COSTS (HS H906)</b>		
Subtotal Indirect Costs		
<b>GRANT REQUEST TOTAL</b>		