



Idaho Office of Highway Safety
FY25 GRANT APPLICATION INSTRUCTIONS

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Introduction

The Idaho Transportation Department's Office of Highway Safety (OHS) provides grant funding for efforts addressing specific behavior-related traffic safety priority areas. These include: Impaired Driving, Aggressive Driving, Distracted Driving, Occupant Protection, Bicycle, Pedestrian, Motorcycle Safety, Youthful Drivers, Traffic Records, Roadside Safety and EMS. Grants may be awarded for assisting OHS in targeting traffic safety deficiencies, expansion of an ongoing activity, or development of a new program or intervention. This application is for year-long grants and is not the same as the Traffic Enforcement Grant Program Agreement (TEGPA) or mini-grants.

The National Highway Traffic Safety Administration (NHTSA) Highway Safety Funds, by law, cannot be used for highway construction, maintenance, or design. Requests for NHTSA grant funds are not appropriate for projects such as safety barriers, turn lanes, traffic signals, or crosswalk markings. Additionally, funds cannot be used for facility construction or for the purchase of office furniture.

General Information

This guide is intended to provide funding information and instructions regarding the proper completion of the grant application. Please read the document carefully and refer to it as needed. If at any time you have questions or need assistance filling out the application, contact any of the staff members listed at the end of this document.

FY 2025 Grant Application Process Timeline	
December 1, 2023	Request for Applications released
January 31, 2024	Grant Application is due to OHS January 31, 2024 @ 5:00 p.m. MST
March 2024	OHS staff reviews applications and submits them for scoring
May 2024	OHS presents the Highway Safety Plan, including potential grant awards, to Idaho Traffic Safety Commission for approval
June 2024	ITD Board reviews and approves the Highway Safety Plan
July 2024	NHTSA reviews and approves the Highway Safety Plan
August 2024	New FFY 2025 grants will be awarded and subgrantees notified
October 2024	Start of the new FFY

Selection Criteria

Grant applications will be reviewed and scored by a selected group representing all aspects of highway safety per NHTSA guidelines. Grants will be awarded according to their score ranking based on the following criteria:

- Is the problem/need clearly identified?
- Is the problem supported by state and/or local data or documentation?
- Are goals and performance measures clearly stated?
- Is the Grant Application and Budget complete, correct, and relevant?

Scoring

- Section 1 – Application Information (10 pts)
- Section 2 – Grant Narrative (70 pts)
- Section 3 – Project Budget (20 pts)

Applications that rank higher than the group population rate for fatal and serious injury crashes will be given higher priority.

Notification

OHS will send a letter or email confirming receipt of your application to the Primary Contact. All grant applications are reviewed and scored during the month of March. The applicant Primary Contact will be notified in August if awarded.

Agencies Eligible to Receive Funding

Government agencies, political “subdivisions” of the state and local government agencies, state colleges and universities, school districts, businesses and certain qualified organizations are eligible to receive highway safety grant funding. Non-profit organizations applying for funding must make a copy of 501c (3) status available.

Project Funding Period

Grants are administered on a federal fiscal year basis (October 1 – September 30). All grants are awarded annually based upon available funding. Grant funded projects, which OHS determines as statewide activities benefiting all citizens of Idaho, may be funded for a longer period of time at OHS’s discretion.

Highway safety grants are intended to provide “seed money” to begin new programs, much like start-up capital is to a new business. All grant funded projects are intended to become self-sufficient when grant funding terminates and continue to operate with local or state funds. To promote self-sufficiency and project continuation, agencies are expected to provide a local hard dollar or in-kind match of 25%.

Funded Traffic Priority Areas

Impaired Driving – Includes impaired driving (alcohol/drugs), youth alcohol programs, and community prevention/intervention programs. Grant applications should include one or more of the following activities: specialized enforcement, education, training, and public information efforts.

Aggressive Driving – Includes speeding, red light running, failure to yield, following too close, and other high risk aggressive driving behaviors. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts.

Distracted Driving – Includes efforts to create public awareness, enforce the existing hands-free law, and other high risk distracted driving behaviors. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts.

Occupant Protection – Includes seat belt use awareness, seat belt enforcement, special needs, teens, minority programs, and other education programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage and attitudinal surveys, and public information efforts.

Child Passenger Safety – Includes establishing or expanding child passenger safety inspection sites, child passenger safety technician training, special needs training, and other child passenger safety programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage surveys, attitudinal surveys, and public information efforts.

Pedestrian and Bicycle Safety – Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists sharing the roadway. Grant applications should include the following activities: education, training, enforcement, surveys, and public information efforts.

Motorcycle Safety – Includes programs to increase safety awareness and skills among motorcyclists or motorists sharing the roadway. Applications should include one or more of the following activities: education, training, and public information efforts.

Youthful Drivers – Funding is provided to eliminate fatal and injury crashes by 15-19 year old drivers. Emphasis is placed on prevention through education and enforcement activities. Agencies are encouraged to work with local teen groups such as impaired driving offenders, student governments, and other student organizations dedicated to increasing peer-to-peer education of traffic safety issues. Proposed projects should focus on creating change in teen driving behaviors.

Selective Traffic Enforcement Program (STEP) –The Selective Traffic Enforcement Program (STEP) combats traffic crashes resulting in fatal and serious injuries through dedicated and sustained traffic enforcement. The Idaho STEP program is a year-long grant program that may fund up to 2,080 hours of regular duty time per year and an identified number of overtime hours. Grants are awarded on an annual basis. Using problem identification and data, agencies focus on the traffic priority areas. Please provide crash and citation comparison data for up to three years prior to the current grant funded year.

Highway Safety Grant Application Guidelines

Grant applications must be submitted to the Office of Highway Safety **on or before January 31, 2024 by 5:00 p.m. MST** in order to be considered. Please make sure you have completed all sections of the application.

APPLICATION INSTRUCTIONS

SECTION 1 - Application Information

Provide relevant, current and correct contact information regarding this project and the person(s) associated with it.

- A. **EIN, Tax ID Number**
- B. **UEI, Unique Entity Identifier.** You must first be registered with the System of Award Management ([SAM.gov](https://sam.gov)).

SECTION 2 - Grant Narrative

Provide a project description by thoroughly completing the following A – F in this section.

- A. **Project Focus** - Select a project focus area. You may check more than one area if appropriate.
- B. **Problem Identification** - In this section you will establish your project goal(s) with an explanation of the need for your program and the problem you are addressing. Describe the target population affected and use data specific to that population to support your goal. You may use your agency's data, [ITD Crash Data Dashboards](#), [WebCars](#), 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. If you have questions regarding data feel free to contact one of the research analyst principals to help: kelly.campbell@itd.idaho.gov or steve.rich@itd.idaho.gov.
- C. **Grant Implementation** - Summarize how you plan to implement the grant and how the project will aid in reaching the established goal(s).
- D. **Grant Activity Summary** - Provide a list of planned activities, events, enforcement, and outreach/education including community events, social media, etc. with a timeline of anticipated start and completion dates.
- E. **Assessment and Performance Evaluation** - This section requires you to describe what type of data you intend to collect to verify how you met your project goal(s). Be sure to clearly state which data will be collected and indicate how you will report on the progress of your project.
Note: If this is an enforcement grant, all grant funded performance activity must be tracked.
- F. **Attachment: Subrecipient Financial Risk Assessment FY25 form.**
- G. **Other Attachments:** Attach any other information that may be beneficial to your project such as local letters of support requesting the benefit of a NHTSA-funded project in their community.

SECTION 3 - Project Budget

In this section, please describe in as much detail as possible the cost/expenses associated with the proposed project. Also identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching funds can 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, but your **total match must be at least 25% of the total amount you are requesting for the project.**



SAMPLE - Grant Application BUDGET Worksheet

Idaho Transportation Department Office of Highway Safety

Agency: Any County Sheriff's Office	Project Title: Impaired High Visibility Enforcement		
	BUDGET		
	State/Local Match	Grant Funded	
PERSONNEL COSTS (HS H901)			Personnel costs include wages and may include the benefits paid against the wage.
Officer OT including benefits = 35/hr x 500 hrs.		\$17,500.00	
Admin to process claims and reports = 16.5/hr x 25 hrs.	\$412.50		
Officer hrs. during DRE Sem = 40 hrs x \$30	\$1,200.00		
Subtotal Personnel Costs	\$1,612.50	\$17,500.00	
TRAVEL (HS H902)			Travel costs include mileage, airfare, per-diem, and lodging. Does not include conference fees.
Mileage traveled during OT = .58/mi. x 6500	\$3,944.00		
DRE Seminar (airfare, hotel, per-diem)		\$2,200.00	
Subtotal Travel	\$3,944.00	\$2,200.00	
CONTRACTUAL SERVICES (HS H903)			Contractual services may include services required to carry out the grant activities by a third party contractor, i.e. trainer, event coordinator, media, etc...
Subtotal Contractual Services	\$0.00	\$0.00	
CONSUMABLES (HS H904)			Consumable are equipment or items used to support the activities of the grant.
Handheld FC20 Breathalyzer		\$2,000.00	
Subtotal Commodities	\$0.00	\$2,000.00	
DIRECT COSTS (HS H905)			Direct costs include items that support the success of the grant activities, i.e. conference fees and training.
Advanced DRE Seminar Fee		\$2,000.00	
Subtotal Other Direct Costs	\$0.00	\$0.00	
INDIRECT COSTS (HS H906)			Before using, a rate must be substantiated by the grantee. CFR2 Part 200.414
Subtotal Indirect Costs	\$0.00	\$0.00	
GRANT REQUEST TOTAL	\$5,556.50	\$21,700.00	

HELPFUL TIPS

- Complete all Sections.
- Write a direct Problem Statement supported by data.
- Identify clear Goals & Objectives with anticipated start and completion dates.
- Describe how you will track success.
- Consider partnerships.

- Review/ask for feedback.
- Submit application on time.

GRANT APPLICATION SUBMITTAL

Once you have completed the Grant Application and Risk Assessment,
email to: ohsgrants@itd.idaho.gov
or mail to: ITD Office of Highway Safety
PO Box 7129
Boise, ID 83707-1129

Submittal deadline is 5:00 p.m. MST, Wednesday, January 31, 2024. If you need assistance with your application or have questions regarding the process, contact any of our Grant Project Managers listed below.

OHS Contact Information:

Highway Safety Manager: josephine.middleton@itd.idaho.gov, (208) 334-8112

Community Traffic Safety, Law Enforcement Liaison Program: bill.kotowski@itd.idaho.gov,
(208) 334-8690

Police Traffic Services, Year-Long Enforcement Grants: denise.dinnauer@itd.idaho.gov, (208) 334-4460

Motorcycle Safety, Bicycle/Pedestrian Grants: jillian.garrigues@itd.idaho.gov, (208) 334-8557

Impaired Driving, Child Passenger Safety Grants: lisa.losness@itd.idaho.gov, (208) 334-8103

Youthful Drivers, Distracted Driving, Occupant Protection Grants: tabitha.smith@itd.idaho.gov,
(208) 334-8104

SWET & Crash Data: kelly.campbell@itd.idaho.gov, (208) 334-8105

e-Impact or Quick Crash: kirstin.weldin@itd.idaho.gov, (208) 334-8113

Crash Data & WebCars Username: steve.rich@itd.idaho.gov, (208) 334-8116

Resources:

[ITD Crash Data Dashboards](#)

[Crash Data Dashboard Overview training video](#), 9 minutes

[WebCars](#)

[2021 Traffic Crash Report](#)

[Get Healthy Idaho Data](#)