



**Idaho Office of Highway Safety
FY26 GRANT APPLICATION INSTRUCTIONS**

PO Box 7129
Boise, ID 83707-1129
Phone: (208)334-8100

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 2026 Grant Application Process Timeline	
December 16, 2024	Request for Applications released. OHS will send a letter or email confirming receipt of your application to the Primary Contact.
February 14, 2025	Grant Application Deadline @ 5:00 p.m. MST
March 2025	OHS staff reviews applications and submits them for scoring
May 2025	OHS presents the Highway Safety Plan to the Idaho Traffic Safety Commission for approval. Successful applicants will be notified of their tentative award by May 31, 2025.
June 2025	ITD Board reviews and approves the Highway Safety Plan
July 2025	NHTSA reviews and approves the Highway Safety Plan
September 2025	New FY26 grants will be awarded and subgrantees notified
October 2025	Start of the new Fiscal Year

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 (0 pts)
- Section 2 – Grant Narrative (Total 80 pts)
- Section 3 – Project Budget (20 pts)

Important Notes

- Applications that rank higher than the group population rate for Fatal and Serious Injury crashes will be given higher priority.
- Law Enforcement STEP grants are limited up to 3 consecutive years of grant funding support. Yr1: Award up to 75%, match 25%, Yr2: Award up to 50%, match 50%, Yr3: Award up to 25%, match 75%.
- Grant awards will be contingent upon receipt of NHTSA approval of the Annual Grant Application in September and the first allocation of grant funds. Partial awards may be necessary until 100% of NHTSA funds have been received by OHS.
- Partial awards may be necessary until 100% of NHTSA funds have been received by OHS.
- NHTSA grant funds are subject to federal Reporting Requirements.
- All grant claims must be received within 60 days following the completion of the activity.
- Only claims received prior to November 15, 2026 will be paid.

Notification

Successful applicants will be notified of their tentative award by May 31, 2025. 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 September 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. Partial awards may be necessary until 100% of NHTSA funds have been received.

STEP PROGRAM CHANGE FOR FY26

Law Enforcement STEP grants are limited up to 3 consecutive years of grant funding support. Yr1: Award up to 75%, match 25%, Yr2: Award up to 50%, match 50%, Yr3: Award up to 25%, match 75%.

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

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 Friday, February 14, 2025 by 5:00 p.m. MST to be considered.

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://www.sam.gov)).

SECTION 2 - Grant Narrative

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

- A. **Project Focus** - Select a project focus area. You may check more than one area if appropriate.
- B. **Problem Identification** – Establish your project goal(s) with a description of the problem/need. Use the most recent data available to support the goal(s). You may use your agency's data, WebCars analysis, ITD Crash Data Dashboards, the 2023 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, 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
- C. **Grant Implementation & Activity Summary** - Summarize how your agency or organization plans to implement the grant and how the project will aid in achieving your goal(s).
- D. **Community Outreach, Education and Engagement Plan** – Create a tentative list of proposed events related to community outreach, education and engagement efforts. This should include a timeline with anticipated start and completion dates (examples: community events, school safety fairs, youth peer-to-peer traffic safety programs, etc.). *You may use the attached Appendix A if preferred.*
- E. **Assessment and Performance Evaluation** – 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. **Attach the Subrecipient Financial Risk Assessment FY26 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 – Describe in detail 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 wages of individuals working on the project, mileage incurred while working on the project, training provided, 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 the National Highway Traffic Safety Administration (NHTSA).

 <p>SAMPLE - Grant Application BUDGET Worksheet Idaho Transportation Department Office of Highway Safety</p>			
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-diems, 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	

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, Friday, February 14, 2025. 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 Engagement & Partnerships, Law Enforcement Liaison Program:

jillian.garrigues@itd.idaho.gov (208) 334-8557

Police Traffic Services, Year-Long Enforcement Grants/STEP Program, Equipment:

denise.dinnauer@itd.idaho.gov, (208) 334-4460

Media, Highway Safety Summit, Motorcycle Safety, Bicycle/Pedestrian Grants:

bill.kotowski@itd.idaho.gov, (208) 334-8690

Year Long Grants, Impaired Driving, Prosecuting Attorney Program, 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, Statistical Reporting: steve.rich@itd.idaho.gov, (208) 334-8116

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

[WebCars](#)



FFY 2026 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, Friday, February 14, 2025.** Email to:

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

Agency Name

Agency Address

Agency Type Law Enforcement EIN Tax ID Number
 Non-Profit UEI Unique Entity Identifier
 EMS
 Other

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)

Important Notes:

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SECTION 2 – GRANT NARRATIVE

A. Project Focus

Select a project focus area from the box below. Check all areas that apply.

Impaired Driving	<input type="checkbox"/>	Pedestrian Safety	<input type="checkbox"/>
Distracted Driving	<input type="checkbox"/>	Speed/Aggressive Driving	<input type="checkbox"/>
Youthful Drivers	<input type="checkbox"/>	Occupant Protection	<input type="checkbox"/>
Motorcycle Safety	<input type="checkbox"/>	Child Passenger Safety	<input type="checkbox"/>
Bicycle Safety	<input type="checkbox"/>	Other	

B. Problem Identification (20 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 [2023 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, contact one of the Research Analyst Principals to help, kelly.campbell@itd.idaho.gov or steve.rich@itd.idaho.gov.

C. Grant Implementation & Activity Summary (20 pts)

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

D. Community Outreach, Education and Engagement Plan. (20 pts)

Create a Community Outreach, Education and Engagement Plan showing a proposed list of events related to community outreach, education and engagement efforts in the space below ***OR you can use the attached Appendix A.*** This should include a timeline with anticipated start and completion dates (examples: community events, school safety fairs, youth peer-to-peer traffic safety programs, social, etc.).

E. Assessment and Performance Evaluation (20 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 (10 pts)

Please attach the FY26 Subrecipient Financial Risk Assessment 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 (10 pts)

Describe in detail, 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 wages of individuals working on the project, mileage incurred while working on the project, training provided, 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 the National Highway Traffic Safety Administration (NHTSA) 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 (25%)	Grant Funded (75%)
PERSONNEL COSTS (HS H901)		
Traffic enforcement regular hours, overtime hours, (includes benefit %), admin support, etc.		
Grant Activity Hours related to Community Outreach, Education and Engagement		
Subtotal Personnel Costs	\$0.00	\$0.00
TRAVEL (HS H902)		
ID state rate = .67 per mile (includes lodging and per diem)		
Subtotal Travel	\$0.00	\$0.00
CONTRACTUAL SERVICES (HS H903)		
i.e. education, training		
Subtotal Contractual Services	\$0.00	\$0.00
CONSUMABLES (HS H904)		
i.e. equipment		
Subtotal Commodities	\$0.00	\$0.00
DIRECT COSTS (HS H905)		
i.e. conference fees		
Subtotal Other Direct Costs	\$0.00	\$0.00
INDIRECT COSTS (HS H906)		
Subtotal Indirect Costs	\$0.00	\$0.00
GRANT REQUEST TOTAL	\$0.00	\$0.00

FY26 GRANT APPLICATION – APPENDIX A

D. Community Outreach, Education and Engagement Plan. (20 pts)

Prepare a Community Engagement Plan showing a proposed list of events related to community outreach, education and engagement efforts. This should include a timeline with anticipated start and completion dates (examples: community events, school safety fairs, youth peer-to-peer traffic safety programs, etc.). Please list separately. Use an additional sheet if necessary.

Example:

Month	Type of Event	Location	Anticipated Partners	Target Audience
October 2025	School Safety Fair	xxxxx High School	School Resource Officer	High School Students 15-18
Proposed Key Message: <i>Communicate safe driving behaviors (specifically Distracted Driving) for students aged 15-18 that are either taking Driver's Education, Driving with a Permit, or a new driver. An assembly will be held addressing the student body along with time for Q&A.</i>				
How do you plan to measure success? <i>The attending Officer will document the number of students in attendance and Distract Driving brochures distributed. In addition, capture key points of concern with young drivers. This is an event that we plan on partnering with xxxx High School annually.</i>				

Month	Type of Event	Location	Anticipated Partners	Target Audience
Proposed Key Message:				
How do you plan to measure success?				

Month	Type of Event	Location	Anticipated Partners	Target Audience
Proposed Key Message:				
How do you plan to measure success?				