



FFY 2027 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 27, 2026.** 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 individual with signing authority for the agency or organization)*

Name and Title

Address

Email Phone Number

Grant Manager Contact *(Responsible for managing the everyday activities of the grant, cannot be the same as above)*

Name and Title

Address

Email Phone Number

Primary Contact Signature
(Electronic signature is acceptable)

Grant Manager Signature
(Electronic signature is acceptable)

The signatures above certify that the funding eligibility requirements in the Grant Application Instructions have been met.

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 goals and objectives, including a description of the problem/need, using the most recent available data. Applications that rank higher than the group population rate for Fatal and Serious Injury crashes will be given higher priority.

You may use your agency's data, WebCars analysis, [JTD Crash Data Dashboards](#), the [2024 Annual Traffic Crash Report](#), or other sources, such as community health data from the Idaho Department of Health and Welfare at [gethealthy.dhw.idaho.gov](#). If you have questions about data, contact one of the Research Analyst Principals at 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 activities will aid in achieving your goals and objectives.

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

Create a Community Outreach, Education, and Engagement Plan that includes a proposed list of events and activities in the space below, or 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 media, etc.).

E. Assessment and Performance Evaluation (20 pts)

Explain what type of measurements and data your agency or organization intends to collect and verify that the goal(s) were met. Your agency will be required to provide quarterly reports 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 FY27 Subrecipient Financial Risk Assessment form to the application. This form should be completed by someone with knowledge of the agency's financial details.

G. Other Attachments: (Optional)

Attach any additional information that may benefit your project, such as local letters of support requesting the benefit of an NHTSA-funded project in their community. For example, if the activity includes youth traffic safety education, a letter from the local school principal supporting the project would be advantageous.

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 a match in each category; however, the **total match must be at least 25% of the total amount of federal funds being requested**.

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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)		
Subtotal Personnel Costs		
TRAVEL (HS H902)		
Subtotal Travel		
CONTRACTUAL SERVICES (HS H903)		
Subtotal Contractual Services		
CONSUMABLES (HS H904)		
Subtotal Commodities		
DIRECT COSTS (HS H905)		
Subtotal Other Direct Costs		
INDIRECT COSTS (HS H906)		
Subtotal Indirect Costs		
GRANT REQUEST TOTAL		

**Benefits may include PERSI, Workers Comp, Long Term Disability, Unemployment, Life Ins., Medical/Dental, and must be billed as a percentage of personnel costs being billed with each claim.*

- All STEP grants need to see changes for 2027 in the Grant Application Instructions.
- All grant claims **must** be billed monthly or quarterly and submitted within 60 days following the completion of the activity.
- Only claims received before November 15, 2027, will be reimbursed unless prior approval is obtained from the Highway Safety Manager
- Grant awards will be contingent upon receipt of NHTSA approval of the Annual Grant Application and the anticipated allocation of grant funds.
- Partial awards may be necessary until OHS has received 100% of the NHTSA funds.
- NHTSA grant funds are not guaranteed and subject to Federal Reporting Requirements.

FY27 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?				

