



**Idaho Office of Highway Safety**  
**FY27 GRANT APPLICATION INSTRUCTIONS**

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## Introduction

The Idaho Transportation Department's Office of Highway Safety (OHS) provides grant funding to enhance existing enforcement or other traffic safety awareness measures that support efforts addressing specific behavior-related traffic safety priority areas. The focus areas for grant-funded enforcement (\*overtime and regular hours) or other educational efforts to include Impaired Driving, Aggressive Driving, Distracted Driving, Occupant Protection, Bicycle, Pedestrian, Motorcycle Safety, Youthful Drivers, Traffic Records, Roadside Safety, and Emergency Medical Services/Post-Crash Care. Grants may be awarded for projects addressing traffic safety deficiencies, expanding an ongoing activity, or developing a new program or intervention. This application is intended for year-long enforcement grants and is not the same as the Traffic Enforcement Grant Program Agreement (TEGPA) for participation in mobilizations and mini-grants.

By law, the National Highway Traffic Safety Administration (NHTSA) Highway Safety Funds cannot be used for highway construction, maintenance, or design, nor to supplant regular duty activities. 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 the purchase of office furniture.

## General Information

This guide provides funding information and instructions for completing the grant application. Please read the document carefully and refer to it as needed. If you have any questions or need assistance completing the application, contact any of the staff members listed at the end of this document.

| FY 2027 Grant Application Process Timeline |  |
|--|--|
| January 5, 2026                            | Request for Applications released. OHS will send a letter or email confirming receipt of your application to the Primary Contact.  |
| February 27, 2026                          | Grant Application Deadline @ 5:00 p.m. MST   |
| March 2026                                 | OHS staff reviews applications and submits them for scoring  |
| May 2026                                   | OHS presents the Draft Highway Safety Plan to the Idaho Traffic Safety Commission for approval. Successful applicants will be notified of their tentative award by July, 2026. |
| June 2026                                  | ITD Board reviews and approves the Highway Safety Plan   |
| August 2026                                | NHTSA reviews and approves the Highway Safety Plan   |
| September 2026                             | New FY27 grantees will receive a conditional award notice  |
| October 2026                               | Start of the new Fiscal Year, grantees will receive their grant documents to sign, followed by the notice to proceed when fully executed.                                      |

## 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 crash data or other data/documentation?
- Are goals, objectives, and activities clearly stated?
- Is the Grant Application and Budget complete, correct, and relevant?
- Are all activities \*eligible for funding?

## Scoring

- Section 1 – Application Information (5 pts)
- Section 2 – Grant Narrative (Total 85 pts)
- Section 3 – Project Budget (10 pts)

## Important Notes

- Applications that rank higher than the group population rate for Fatal and Serious Injury crashes will be given higher priority.
- 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.
- NHTSA grant funds are subject to federal Reporting Requirements.
- All grant claims must be received within 60 days following the completion of the activity.
- The final year-end claim must be received on or before October 15, 2027, unless prior approval for a later date is granted in writing by the Highway Safety Manager.
- OHS will reach out to the Grant Contact identified on the application for questions raised during the scoring process.
- FY27 will be the final year of the 3-year STEP grants. STEP 1, 2, and 3-year grant recipients may apply for overtime-only or regular hours grants in FY27.
- \*Overtime only patrols for enhanced traffic enforcement will be eligible beginning in FY28.

## 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. Successful applicants will be notified of their tentative award by July, 2026. The applicant Primary Contact will be notified in September following NHTSA's approval of the Annual Grant Application.

## 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 on available funding. Partial awards may be necessary until 100% of NHTSA funds have been received.

## STEP PROGRAM CHANGE FOR FY27

Law Enforcement \*STEP grants are limited to 3 consecutive years of funding support for up to 2,080 hours of traffic-enforcement-eligible activities per year.

See the following example based on an average hourly rate of \$30 per hour (\$62,400).

- Yr1: Award up to 75%, match 25% Federal \$46,800: Match \$15,600
- Yr2: Award up to 50%, match 25% Federal \$31,200: Match \$7,800
- Yr3: Award up to 25%, match 25% Federal \$15,600: Match \$3,900

Highway safety grants are intended to provide “seed money” to launch new programs, much like start-up capital for a new business. All grant-funded projects are intended to become self-sufficient when grant funding ends and should continue operating with local or state funds.

Federal highway safety grants may be used only to enhance existing efforts, not to supplement routine traffic patrol operations. Grant funds may be used only to support additional, directed traffic safety activities that address the previously identified specific focus areas, based on documented problem identification and conducted at above-normal staffing and patrol levels.

Directed overtime or regular-hour patrols must focus on impaired driving, speeding, occupant protection, or other behaviors identified through problem identification, and are eligible when they address demonstrated traffic safety needs. In contrast, routine patrols, responding to general calls for service, completing crash reports, or conducting crash reconstructions are considered routine agency responsibilities and are not eligible for grant reimbursement.

### 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 address 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 that result in fatal and serious injuries through dedicated, sustained traffic enforcement. The Idaho STEP program is a year-long grant program that may fund up to 2,080 hours (calculated on the average pay per patrol officer) of regular duty time for 75% the first year, at 50% in year two, and 25% in year three, plus an identified number of overtime hours. Grants are awarded on an annual basis. Using problem identification and data, agencies focus on traffic-priority areas. Please provide crash and citation comparison data for up to three years 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 27, 2026 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://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 2024 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](https://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](mailto: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 that 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 FY27 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 primarily federally funded through the National Highway Traffic Safety Administration (NHTSA) or through other Federal funds. Overtime enforcement efforts and reimbursement should be spread throughout the fiscal year appropriately and not utilized at one time.

**SAMPLE - Grant Application BUDGET Worksheet**

Idaho Transportation Department Office of Highway Safety

|   |   |              |  |
|---|---|--------------|--|
| Agency: Any County Sheriff's Office                     | Project Title: Impaired High Visibility Enforcement |              |  |
|   | <b>BUDGET</b>                                       |              |  |
|   | State/Local Match                                   | Grant Funded |  |
| <b>PERSONNEL COSTS (HS H901)</b>                        |   |              | 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  |              |  |
| <b>Subtotal Personnel Costs</b>                         | \$1,612.50  | \$17,500.00  |  |
| <b>TRAVEL (HS H902)</b>                                 |   |              | 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   |  |
|   |   |              |  |
| <b>Subtotal Travel</b>                                  | \$3,944.00  | \$2,200.00   |  |
| <b>CONTRACTUAL SERVICES (HS H903)</b>                   |   |              | Contractual services may include services required to carry out the grant activities by a third party contractor, i.e. trainer, event coordinator, media, etc... |
|   |   |              |  |
| <b>Subtotal Contractual Services</b>                    | \$0.00  | \$0.00       |  |
| <b>CONSUMABLES (HS H904)</b>                            |   |              | Consumable are equipment or items used to support the activities of the grant.   |
| Handheld FC20 Breathalyzer                              |   | \$2,000.00   |  |
|   |   |              |  |
| <b>Subtotal Commodities</b>                             | \$0.00  | \$2,000.00   |  |
| <b>DIRECT COSTS (HS H905)</b>                           |   |              | 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   |  |
|   |   |              |  |
| <b>Subtotal Other Direct Costs</b>                      | \$0.00  | \$0.00       |  |
| <b>INDIRECT COSTS (HS H906)</b>                         |   |              | Before using, a rate must be substantiated by the grantee. CFR2 Part 200.414   |
|   |   |              |  |
| <b>Subtotal Indirect Costs</b>                          | \$0.00  | \$0.00       |  |
| <b>GRANT REQUEST TOTAL</b>                              | \$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](mailto: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 28, 2026.** 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](mailto:josephine.middleton@itd.idaho.gov), (208) 334-8112

**Community Engagement & Partnerships, Law Enforcement Liaison Program:**

[jillian.garrigues@itd.idaho.gov](mailto:jillian.garrigues@itd.idaho.gov) (208) 334-8557

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

[denise.dinnauer@itd.idaho.gov](mailto:denise.dinnauer@itd.idaho.gov), (208) 334-4460

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

[bill.kotowski@itd.idaho.gov](mailto: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](mailto:lisa.losness@itd.idaho.gov), (208) 334-8103

**Youthful Drivers, Distracted Driving, Occupant Protection Grants:** [tabitha.smith@itd.idaho.gov](mailto:tabitha.smith@itd.idaho.gov), \_

(208) 334-8104

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

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

**Crash Data, Statistical Reporting:** [steve.rich@itd.idaho.gov](mailto:steve.rich@itd.idaho.gov), (208) 334-8116

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