



# **FEDERAL FISCAL YEAR 2023 GRANT PROPOSAL GUIDE**

ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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## Governor's Office of Highway Safety Grant Process

### Phase I JAN-MAR

- FFY Proposals available and notification sent
- FFY Grant Training
- FFY Proposals due

### Phase II APR - JUN

- Selected agency grant presentations
- FFY proposals evaluated/reviewed by GOHS
- Final selection of grant proposals completed

### Phase III JUL - SEPT

- FFY Highway Safety Plan submitted by July 1st to NHTSA
- Agencies notified of grant request approval or denial
- Grant contracts prepared by GOHS staff
- Final contracts reviewed and sent to agencies

### Phase IV OCT - DEC

- Current FFY grants finalized (Ends September 30th)
- New FFY grants begin October 1st
- Current FFY Final Reports of Cost Incurred due October 15th
- Current FFY Annual Performance Report submitted to NHTSA December 31st

# GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS)

## PURPOSE AND AUTHORITY:

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 405b, § 405c, § 405d, § 405f and subsequent amendments; Fixing America's Surface Transportation (FAST) Act; Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21); Arizona Revised Statutes; the Arizona Vehicular Code; and Administrative Orders issued by the Federal Highway Administration (FHWA), the National Highway Traffic Safety Administration (NHTSA), and the Arizona Governor's Office of Highway Safety (GOHS).

NHTSA funds grant projects under the Highway Safety Act. Federal funds are authorized under the Act to assist state and political subdivisions in conducting highway safety programs approved by the respective governor and the U. S. Secretary of Transportation.

GOHS prepared this guide to provide guidance in conforming to the federal fiscal and technical requirements. All governmental and non-profit agencies are encouraged to take an active part in Arizona's Highway Safety Program. Please contact GOHS when you need information or assistance.

If any proposal submitted by an agency is then funded by another source, the submitting agency must notify GOHS in writing immediately. Failure to make this notification may result in supplanting, which is a direct violation of Federal rules, or may adversely affect future funding opportunities.

## FUNDING CRITERIA GUIDELINES:

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program. Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.

Federal grants are funded in the form of reimbursable contract expenditures. GOHS reimburses funds on the basis of a written claim made by the applicant agency each time funds are expended.

## GENERAL REQUIREMENTS:

All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). Email a copy of the most recent independent audit of your agency to: [grants@azgohs.gov](mailto:grants@azgohs.gov)

Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.

Highway Safety Act funds may be used for conducting inventories, need studies, engineering studies, systems development, program implementation, or for purchasing equipment. (Program implementation can include putting new programs into use and the training required for their use.)

## Buy America Act

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. § 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than twenty-five (25) percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

Guidance	Buy America Act Procedure for Highway Safety Grant Programs
Date of Issuance	November 16, 2015 (REVISED)
OPI	NRO-010

The Buy America Act, 23 U.S.C. § 313, prohibits States from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products unless they are produced in the United States. This prohibition applies to steel, iron and **all** manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement. There is no minimum purchase threshold that exempts the need for a waiver. For compliance purposes, American-made covers any product that is manufactured **or** assembled in the United States.

**It is the Agency's responsibility to confirm the equipment is Buy America compliant. A letter from the manufacturer may be required for any equipment with a per unit cost of \$5,000.00 or more.**

### GRANT PROPOSAL TRAINING INFORMATION:

Federal Fiscal Year 2023 grant request templates will be downloaded as a fillable PDF document through the GOHS website and submitted to [Grants@azgohs.gov](mailto:Grants@azgohs.gov) for funding consideration as of February 2022.

### Questions or Comments

If your Agency has questions or comments on the submittal process or the application itself, please email [Grants@azgohs.gov](mailto:Grants@azgohs.gov) and GOHS will address your questions as quickly as possible. If you need immediate assistance, please contact your current GOHS Grant Coordinator or call the GOHS mainline at (602) 255-3216 and someone will assist you.

### GENERAL PROPOSAL APPLICATION INSTRUCTIONS:

#### How to Apply

Applying for a GOHS grant begins with submission of a proposal and signed cover letter. Grant applications are available for download in PDF format on the GOHS website beginning February 2022 at the following link: <https://gohs.az.gov/grant-opportunities> (Click link or copy & paste in your browser)

Your Agency will complete the fillable PDF template for the prospective grant request area in full. You will need to “Save As” the PDF form on your computer. Incomplete or missing information on a grant application will not be accepted.

Grant proposals are to be emailed to [Grants@azgohs.gov](mailto:Grants@azgohs.gov) once completed and finalized by your Agency. Proposals submitted after Friday, March 4, 2022 at 5 pm will NOT be accepted. Fill out a separate application for each area as multiple funding area requests on a single proposal will not be accepted. All supporting documentation for your grant request should be attached in your submission email in PDF format.

The “Subject” line in the submission email shall be titled in the following matter:

Example:            “Agency Name” – “Abbreviated Program Area” Request FFY 2023

Example:            ABC Sheriff’s Office – AL Request FFY 2023

Example:            Small Town Police Department – PTS Request FFY 2023

### **COVER LETTER INSTRUCTIONS:**

A cover letter to the attention of the Director of the Governor’s Office of Highway Safety shall be submitted on agency letterhead and must be signed by the agency head authorized to commit your agency to conduct the grant should it be approved for funding. The cover letter should summarize the total number of proposals submitted, total dollar amount requested, and if submitting for multiple grant projects, prioritize the funding request.

Email both the cover letter and your FFY 2023 grant application to the [Grants@azgohs.gov](mailto:Grants@azgohs.gov) email address. Paper proposals will not be accepted.

### **FEDERAL FISCAL YEAR 2023:**

GOHS grant funding is based on the Federal fiscal year calendar which begins on October 1, 2022 and ends on September 30, 2023. Grants for the 2023 Federal fiscal year are awarded for a one-year period.

If selected, GOHS staff will assist your agency in finalizing the contractual grant agreement. Development of the grant agreement will begin at GOHS in June 2022; however, **grants are not considered approved until fully executed by the GOHS Director**. Therefore, it is incumbent upon the agency to be prepared to initiate the grant timelines by the October 1, 2022 start date.

Upon written notification from GOHS that your proposed grant agreement has been selected, it is imperative that your agency Project Administrator research the procurement processes for obtaining grant funded items (equipment bids, etc.) in order to complete the project in a timely manner. However, **do not incur any costs prior to the contract execution**.

If your City Council or Board of Supervisors is not scheduled to meet before your proposal is submitted, include the date of their next meeting in your scanned cover letter and forward the resolution to GOHS as soon as it is signed and certified. Failure to do this can invalidate your proposal. Do not hold contracts

from going forward to your City Council.

Include your governing board's requirements (i.e., some require a resolution to submit the proposal and then another one to accept the contract). Others simply have a monetary limit. Sample resolution and certification are located at the end of this document.

### **PROPOSAL REVIEW:**

Proposals will be reviewed by GOHS staff to determine:

- Past performance of the agency (performance in submitting statistics and fiscal compliance, past grant awards, etc.)
- Whether the crash and activity data covering the three preceding years indicates a significant problem
- Whether the proposed goals and objectives address the problem



## **“Grants for Performance”**

### **GOHS Funded Programs Descriptions**

#### **Accident Investigation (AI)**

Accident Investigation area grants provide funding to improve the overall ability of the Vehicular Crime Units (VCU) detectives to investigate fatality and serious injury collisions. Funding supports the purchase of Capital Outlay to provide the agencies with the most technically advanced accident measuring equipment and documentation systems to reconstruct collisions for causation for subsequent criminal prosecution. Additionally, funding provides both in-state and out-of-state training for VCU personnel to receive the most current training and trends in the field of collision reconstruction.

#### **Impaired Driving (AL)**

Impaired Driving Program area grants strive to remove alcohol and other drug impaired drivers from the road through highly effective enforcement and public education programs, traffic adjudication, and licensing systems. Law enforcement agency grants additionally provide funding for DUI saturation patrol enforcement throughout the year, and multi-agency task forces during specific holiday periods such as: St Patrick’s Day, Cinco de Mayo, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, and Christmas through New Year’s Holiday season and on other days with high numbers of alcohol or drug-related collisions (such as Super Bowl Weekend and Back to School). Enforcement efforts are conducted through combined agency efforts to cover all enforcement jurisdictions. These programs provide a highly visible and united DUI message to the community during these periods.

#### **Emergency Medical Services (EMS)**

Victims of motor vehicle collisions must be assured of receiving life-saving emergency medical service no matter where or when the collision occurs. To meet this challenge, GOHS funds some cost effective programs that incorporate effective strategies for improving Arizona EMS system’s ability to meet the needs of collision victims.

GOHS provides funding for: rescue equipment, medical equipment and supplies, training, data collection and reporting systems, injury prevention programs, communications equipment, and program evaluation.

#### **Occupant Protection (OP)**

Occupant Protection grants provide highly effective programs which reduce traffic fatalities and injuries by increasing the usage of seat belts and child safety/booster seats. These grants provide traffic safety education, low-cost child safety seats, bilingual educational programs and materials, and overtime funds to conduct child safety seat checks and enforcement.

Federal funds also pay for car seat technician recertification training so that agencies can maintain a sufficient number of technicians to meet the public demand. A strong commitment requires help from

the entire community including public agencies and the private sector, to increase seat belt and child safety seat compliance and correct usage.

### **Pedestrian and Bicycle Safety (PS)**

GOHS grantees conduct traffic safety programs including bicycle rodeos for elementary, middle and high schools, and community groups in an effort to increase awareness among various age groups. To boost compliance with the law and decrease injuries, safety bicycle helmets are properly fitted and distributed to children in need. Other programs target high-risk populations and areas with multicultural public education addressing safer driving, biking and walking behaviors.

A bicycle and pedestrian community program should be designed to increase safety awareness and skills among pedestrians and bicyclists and should also address driver behaviors. Two types of programs are described below. A comprehensive program should include both elements: 1) education and 2) enforcement.

### **Police Traffic Services/Speed Control (PTS)**

The Police Traffic Safety/Speed Control program focuses on enforcing and encouraging compliance with seat belt use, speed limit, aggressive/reckless driving, distracted driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses (ERE) to conduct enhanced enforcement directed toward the described documented problem. Additional funding may support the purchase of Capital Outlay to be implemented to resolve the described problem.

Examples of funded equipment include: motorcycles, radar and laser speed measuring devices, visible speed display radar trailers, and computers.

### **Roadway Safety/Traffic Records (RS, TR)\***

GOHS Roadway Safety grants do not include highway design, maintenance or construction. Rather, it is a program intended to effect improvements in the roadway environment by enabling traffic engineers and others with traffic engineering responsibilities to identify and recommend solutions to traffic hazards attributable to the roadway and its appurtenances. An engineering solution represents a long-term improvement that should reduce not only the incidences of serious collisions, but also the need for close monitoring by law enforcement.

Roadway Safety grants may include the procurement and use of computer software to identify critical collision locations. When performed in conjunction with a Traffic Records program, a Roadway Safety grant may provide a grantee agency with a broad based, comprehensive Geographical Information System (GIS) or other similar automated system.

\*Agencies are encouraged to use the "OT Proposal" on the GOHS website for this category.

## **Motorcycle Safety (MS)\***

The Motorcycle Safety program focuses on the reduction of motorcycle fatalities and serious injury collisions through enforcement, public awareness and education. Activities include but are not limited to impaired motorcycle operation, speeding, aggressive/reckless driving and other traffic violations. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses to conduct enhanced enforcement directed toward the described documented problem. Additional funding may support the purchase of Capital Outlay, Professional and Outside Services, and Materials/Supplies to be implemented to resolve the described problem.

\*Agencies are encouraged to use the "PTS Proposal" on the GOHS website for this category.

## FFY 2023 Grant Proposal Development:

### Section A: Agency Application Information

In this section your Agency will provide contact information for your grant if awarded. Please make sure each section is completely filled in.

Agency	The contact information for the Agency requesting grant funding.
Governmental Unit	The name of the City/Town/County that oversees the Agency requesting funds. State Agencies, Fire Districts, and Non-Profits may not need to fill this section in if it does not apply to them.
Authorized Office of Governmental Unit	The name and title of the city/town manager or board chairman who will sign the contract.
Projector Director	The name of the requesting Agency's Chief/Sheriff/Director who has the authority to submit a grant funding request to GOHS.
Project Administrator	The name of the grant project administrator who will be the main point of contact for the grant, if awarded. This may be a Sergeant, Lieutenant, Commander, Grant Coordinator, etc.
Financial Contact	The name of the requesting Agency's financial contact for anything financial related to the grant, if awarded.

### Section B-1: Agency Overview

Provide a Project Title and a brief Project Description in this section. The following information is also required:

Department Size	The total amount of sworn officers within your department.
Total Population	The total citizen population that your Agency serves. A Fire District or Non-Profit may put the number of citizens served within their community/region.
Total Road Mileage	The total road mileage that your Agency serves.
Crash Data	The crash data related to the program area funding being requested. This data will help GOHS prioritize funding for Agencies/Areas of the State that show the most need to address increasing trends in traffic related injuries and fatalities.

## **Section B-1: Enforcement Data**

### **Traffic Data Report – Law Enforcement (If Applicable) – See Sample One**

In addition to some data gathered by GOHS, the data provided in the proposal will be used to evaluate your proposal in comparison to data submitted from other agencies. If selected, updated preliminary 2021 data will be required as the baseline measurement for the program goals and objectives.

The Traffic Data Report - Law Enforcement provides statistics to evaluate the need and potential effectiveness of the proposed project. Collection of relevant data is appropriate in identifying problems within communities. Three years of traffic data must be completed and attached to your proposal.

### **Traffic Data Summary – Fire District (If Applicable) – See Sample Two**

For regional EMS proposals, the problem statement must include the number of traffic collision responses, extrications, age of equipment, response times, and size of response areas for each jurisdiction/station that may receive some equipment.

### **No Traffic Data Summary is required for non-profit organizations.**

If your department does not have accurate data concerning traffic-related crashes, please contact the Arizona Department of Transportation, Motor Vehicle Division (Traffic Records Section 602-712-7011), adjudicating court/prosecutors' office, and/or own respective agency traffic records section.

**SAMPLE ONE**  
**Traffic Data Report – Law Enforcement**  
**For Law Enforcement Agencies ONLY**

	2021	2020	2019
Total Contacts (Traffic Stops)			
Total Sober Designated Drivers Contacted			
Total Know Your Limit Contacts			
DRE Evaluations			
<b>TOTAL DUI ARRESTS</b>			
Total DUI Aggravated			
Total DUI Misdemeanor			
Total DUI Extreme (.15 or Above)			
Under 21 DUI Citations			
Average BAC			
Distracted Driving Citations			
Total DUI Drug Arrests			
30-Day Vehicle Impounds			
Seat Belt Citations			
Child Restraint Citations			
Criminal Speed Citations			
Reckless Driving Citations			
Civil Speed Citations			
Other Citations			
Other Arrests			
Participating Officer/Deputies (Cumulative)			

**SAMPLE TWO**  
**TRAFFIC DATA SUMMARY – FIRE DEPARTMENT/DISTRICT REPORT**  
*For Emergency Medical Services Agencies ONLY*

	2021	2020	2019
Total Crashes			
Total Injury Crashes			
Total Fatal Crashes			
Traffic Calls for Service			
Total Injuries			
Total Fatalities			
Crash to Hospital Arrival Times (Min.)			

## Section B-2: Problem Identification

Provide a narrative of the highway safety problem in your community/jurisdiction. Describe the nature and magnitude of the problem using valid, up-to-date statistical data. Identify which program area(s) have the greatest need, i.e., impaired driving, occupant protection, speeding and aggressive driving, pedestrian safety, etc. Include the following:

- What is happening,
- When it is happening,
- Where it is happening, and the
- Contributing factors.

## Section C: Goals and Objectives

Follow the instructions outlined under SECTION C:

Grant goals and objectives should be stated in measurable terms, be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a “by date”). Establishing the “by date” assists in developing the full grant agreement upon acceptance of the proposal. These dates establish the full grant timeline.

Goals and objectives related to statistical data should be based upon a December 31, 2021 completion date. Goals and objectives related to completion of grant activities should have a September 30, 2023 completion date.

**Goals and objectives** serve as the foundation upon which the grant is built. Goals are what your Agency hopes to accomplish by implementing a traffic safety grant and represents an end result.

### **NOTE:**

The goals and objectives outlined on the selected proposal template are required. Each agency should provide goals and objectives specific to their community.

## Section D: Project Strategies and Activities (Method of Procedure)

Provide, list, or describe specific planned activities that your agency will perform to achieve your project objectives. Activities should describe:

- What will be done,
- Who will do it, and
- When it will take place.

Objectives and subsequent activities in your project should follow the SMART method: *Reference the agency using 3<sup>rd</sup> person pronouns.*

**S = Specific**

**M = Measurable**



**A = Action-Oriented**  
**R = Realistic**  
**T = Time-Framed**

Project Strategies and Activities should be broken out and include an estimate of expenditures for each quarter.

## **Section E: Detailed Budget**

### **Budget Narrative**

This schedule is a detailed narrative explanation and justification of individual expenditures outlined in the Budget Summary Page. The Budget Narrative should be complete, covering all cost categories and individual line-items reflected in the Budget Summary. Provide specific details on how the granted funding will be implemented related to the previously outlined request.

GOHS reserves the right to limit reimbursement of Employee Related Expenses (ERE) from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the grantee shall absorb any and all expenditures in excess of total amount awarded.

Care should be taken in estimating costs. Grant costs must be reasonable and proportional to the stated problem. See on-line attachments for Budget Summary. The agency should research costs associated with proposed projects to ensure accurate funding.

#### **Personnel Services and Employee Related Expenses:**

Personnel Services is for overtime salaries. It is the policy of GOHS not to fund full-time or part time positions unless approved by the agency director.

Employee Related Expenses (ERE) is for the benefits received, i.e., FICA (social security), Medicare, worker's compensation, long-term disability (LTD), and pension. Typically, this percentage is less for overtime than it is for straight time. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a **maximum rate of 40 percent**.

All proposals shall include the applying agency's current percentage (%) for employee related expenses. Employee Related Expenses does not apply to health and dental insurance as the contributions are allocated out of a regularly funded budgeted position.

#### **Professional and Outside Services:**

This category is reserved for contracted outside services. Examples of outside services include refurbishment of vehicles, public service announcements, brochures, production of signs and other public awareness and educational materials.

#### **Travel In-State:**

This category is for attending highway safety-related workshops, conferences, and/or training within the State of Arizona. Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage

will be reimbursed only for personal vehicles. Brochures providing conference/training information outlining content and costs must be included with proposal.

Conference registration, lodging, and State of Arizona per diem rates will be reimbursed to the agency in accordance with ARS §38-624.

### **Travel Out-of-State:**

This category is for attending highway safety-related workshops, conferences, and/or training outside the State of Arizona. Include breakdown of registration fees (if applicable), lodging, per diem, airfare, ground transportation, (rental cars only if it can be demonstrated that this is the most economical mode of ground transportation). Except as separately approved by NHTSA, costs for international travel are not allowable. Brochures providing conference/training information outlining content and costs must be included with proposal.

Conference registration, round-trip airfare, ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, hotel transportation), lodging, and State of Arizona per diem rates will be reimbursed to the agency in accordance with ARS §38-624.

### **Materials and Supplies:**

This category is for items with a single unit value of less than \$5,000.00. Items include, and are not limited to, car seats, lidars, radars, in-car video systems, Portable Breath Testers (PBTs) and PBT mouthpieces, blood kits, DRE supplies, breath testing instrument gas canisters, etc. Additional items purchased under this section would include public information and educational materials to support a traffic safety program such as informational brochures.

### **Capital Outlay:**

**NOTE: The Agency must assure the capital item requested meets the Buy America requirement (23 U.S.C. § 313).**

This category is for equipment that has a life of at least three years and has a single unit cost of \$5,000.00 or more. This includes, and is not limited to, marked and unmarked enforcement vehicles, marked enforcement motorcycles, evidentiary breath testing devices (Intoxilyzers), radar trailers, and collision extrication equipment.

Obtain appropriate estimates from vendors, and include tax, delivery, shipping, and set-up costs. Attempt to anticipate increases in costs that may occur between the time the grant is proposed and the grant start date. It is strongly recommended that you request assistance from your financial office to estimate accurate program costs. An inaccurate budget estimate could result in insufficient grant funds.

**Photographs and estimated cost sheets** must be provided as attachments for subsequent review by GOHS staff.

## **SPECIFIC REQUIREMENTS:**

Grantees should review the Arizona State Procurement Office (SPO) for items on state contract or listed on the Western States Contracting Alliance (WSCA). For more information, follow this link to Procure AZ: <https://procure.az.gov/bsol/> or to WSCA: <http://www.aboutwsca.org/content.cfm>.

**Remember the “BUY AMERICA” NHTSA requirement.**

## **SPEED DETECTION:**

### **Requirements for Speed Detection Devices**

The grantee will be responsible for providing all personnel the appropriate training for using the speed detection devices purchased under this contract implementing a NHTSA approved training course.

The grantee will maintain written documentation (copy of the training certificates) which will be available for review by GOHS.

Some models are on State contract or WSCA.

### **Requirements for Speed Monitoring Trailer Systems**

Speed monitoring trailers are portable, self-contained speed display units. This equipment may be used for enforcement, public information, education and data collection. The grantee will maintain a written policy covering usage of the Speed Trailer System, which will be available upon request for review by GOHS.

## **VIDEO:**

### **Requirements for In-Car Video Systems**

The grantee will be responsible for providing all personnel the appropriate training for using the In-Car Video System purchased under this contract.

The grantee will maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

The grantee will maintain a written policy covering training and usage regarding an In-Car Video System which will be available upon request for review by GOHS.

Some models are on State contract or WSCA.

## **BREATH TESTING:**

### **Requirements for Portable Breath Test Devices (PBTs)**

The grantee will be responsible for providing all personnel the appropriate training for using the Portable Breath Test Devices (PBTs) purchased under this contract. PBTs will be calibrated per the specifications outlined by the respective manufacturer. Written documentation will be maintained by the agency and will be available upon request for review by GOHS.

Some models are on State contract or WSCA. \$500 is the maximum allotted funding amount per portable breath test device.

### **Requirements for Intoxilyzers (Evidentiary Breath Testing Instruments)**

The successful vendor must certify that the devices purchased are on the NHTSA Conforming Products List and must meet, or exceed, NHTSA model specifications. In addition, the devices must be certified and approved by the Arizona Department of Public Safety per Arizona Administrative Code R9-14-403.

The grantee will be responsible for providing all personnel the appropriate training for using the Intoxilyzers purchased under this contract implementing a NHTSA approved training course.

The grantee will maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

Intoxilyzers will be operated and calibrated under the standard quality assurance procedures per the appropriate outlined procedures listed in the Arizona Administrative Code.

### **POLICE PACKAGE VEHICLES:**

#### **Requirements for Police Package Vehicle (Marked and Unmarked)**

A police package vehicle must include, at a minimum, emergency equipment (lights and siren) and a police radio system. The vehicle may include a speed detection device and an in-car video system. The make, model, and color of this vehicle may or may not be that which is associated with traditional enforcement vehicles.

A sample of vehicle markings and decals are required to be provided to the GOHS Director for review and written approval prior to placement on vehicle. The Director will determine the maximum dollar amount to be awarded for an SUV or sedan vehicle.

#### **Requirements for Police Package Motorcycle**

A police package motorcycle must include, at a minimum, emergency equipment (lights and siren), a police radio system, and helmet with microphone. The motorcycle may include a speed detection device.

A sample of motorcycle markings and decals are required to be provided to the GOHS Director for review and written approval prior to placement on motorcycle. The Director will determine the maximum dollar amount to be awarded for a motorcycle.

### **OTHER CONTRACT SPECIFICS:**

## **Requirement for Child Safety Seats**

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period. Child Safety Seats will only be distributed by certified Child Passenger Safety Technicians along with appropriate installation instruction and education.

## **Requirements for Professional and Outside Services**

A copy of all contracts for "Professional and Outside Services" will be required to be submitted to the GOHS Director for written approval before execution.

## **Requirements for Public Information and Education Materials**

Prior to the printing and distribution of public information, education materials, and news releases, a sample will be required to be provided to GOHS for review and written approval.

## **Requirements for Paid Media**

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

Prior to the printing and distribution of public information, education materials, and news releases, a sample will be provided to GOHS for review and written approval. If this is not done, costs relating to the printing and distribution of the materials may not be reimbursed.

## **EQUIPMENT:**

### **Requirements for Equipment**

The grantee shall include a high-quality color photograph of all equipment purchased under this contract. The agency should obtain decals from GOHS and place on the equipment prior to photographing it.

The grantee shall complete the Capital Outlay Equipment form for all individual equipment purchases of \$5,000.00 or more. The form is to be attached and submitted with the next quarterly report subsequent to the delivery of the equipment.

## **METHOD OF PROCUREMENT**

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub-grantees will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the grantee documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

## LIMITATIONS AND CONDITIONS:

### 1. Facilities

- a. Costs for land are not allowable.
- b. Costs for construction or reconstruction of permanent facilities, such as paving, driving ranges, towers, and portable and non-portable skid pads are not allowable.
- c. Costs for construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures are not allowable.

Examples of office furnishings and fixtures

Desk	Credenza	Storage Cabinet
Chair	Bookcase	Portable Partition
Table	Filing Cabinet	Picture, Wall Clock
Shelving	Floor Covering	Draperies & Hardware
Coat Rack	Office Planter	Fixed Lighting/Lamp

- d. Costs for highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under the NHTSA Highway Safety Grant Funding Guidance Allowable Costs with Conditions for selected Items, Part II.A.2), luminaire supports, and utility poles are not allowable. (FHWA safety construction Federal-aid funds are available.)

### 2. Personnel

It is the policy of GOHS to not fund positions. The only Personnel Services and Employee Related Expenses that will be funded are for overtime and special detail funding.

### 3. Equipment

Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes.

- a. Costs for safety belts and air bags/automatic restraints are not allowable.
- b. Costs for child restraint devices are allowable if they comply with NHTSA performance standard FMVSS #213. An educational component **must** be included in your proposal.

The individual administering this program **must** have a certified national child safety seat technician available to the agency prior to distributing any child safety seats. You may contact

GOHS or refer to the National Safe Kids website for scheduled training. The cost of this training may be included in your proposal and will be evaluated for financial need.

It is GOHS policy to provide funding to agencies so they may order their own respective child restraint systems in bulk and have them drop-shipped to approved agencies.

- c. Costs for police officer uniforms, weapons, handguns, shotguns, mace, batons, riot helmets, bulletproof vests, motor boots, and ammunition are not allowable.
- d. Costs for fixed and portable truck scales, including costs associated with transportation and use, are not allowable.
- e. Costs for mainframe computers are not allowable.
- f. Costs for commercial lease or purchase of motorcycles are not allowable; however, police package solo motorcycles and helmets with microphones are allowable costs.
- g. Costs for traffic signal preemption systems are not allowable. (FHWA Federal-aid highway program funds are available.)
- h. It is the policy of the GOHS not to fund indirect costs.

#### 4. Training

- a. Costs for training are allowable using curriculum developed or endorsed by USDOT/NHTSA/GOHS or their equivalent.

It is the policy of GOHS to reimburse the **lowest registration fee** offered, i.e. early registration versus late or on-site registration.

- b. Development costs for new training curriculum and materials are allowable if they will not duplicate materials for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet state and local instructional needs.
- c. Costs to pay for an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported by Federal funds under an approved project, are not allowable.
- d. Training costs for helicopter pilots, fixed wing pilots, and observers are not allowable.
- e. The cost to pay for an individual's salary while pursuing training or to pay the salary of the individual's replacement, except when the individual's salary is already supported with highway safety funds under an approved project, are not allowable.
- f. Costs of training employees of Federal and military agencies are not allowable.

## 5. Subcontractors

All contracts between a sub-grantee agency and subcontractor(s) must be reviewed by the GOHS Director and approved in writing prior to execution. If this is not completed, costs relating to the subcontractor may not be reimbursed.

### **Additional Important Contract Exclusions:**

**Supplanting** is replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local or Federally-recognized Indian tribal government is prohibited.

**Alcoholic beverages** for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment are not allowable.

**Entertainment costs** including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.

### **Requirements for Emergency Medical Services:**

The following information is to provide further clarification for agencies applying to GOHS for Federal grant funds under the EMS highway safety program area specifically.

1. **Eligibility:** Agencies that are tax-based and non-profit agencies may apply to GOHS for Federal grant funds.
2. **Relation to Highway Safety:** GOHS reviews grant proposals based on how the request applies to "highway safety." When submitting a request for equipment or training, explain why the equipment is needed and how the requested items relate directly to highway safety and will contribute to the reduction of crashes, fatalities and injuries.
3. **Statistics:** Provide information on the number of highway miles the agency responds to, where the agency is located and the other agencies nearby that also respond to the same area. Provide statistics for the previous three (3) years of the number of crashes responded to, the number of resulting injuries, fatalities and average response time. Statistics will be reported to GOHS during the contract period if grant funds are awarded.
4. **Equipment:** Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes. The purchase price for equipment directly related to highway safety is fundable at 100%. (i.e., extrication tools, airbag lifting set, etc.)



**SAMPLE RESOLUTION and CERTIFICATION**

*(Note: When preparing your agency's Resolution, please enter the one appropriate choice from within each set of brackets or other appropriate information for that section if choice is not listed.)*

**RESOLUTION**

**Resolution Number:** \_\_\_\_\_

**A RESOLUTION OF THE [COUNCIL, BOARD] OF THE [CITY, TOWN, COUNTY] OF \_\_\_\_\_, ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA’S 2018 (requested fiscal year) HIGHWAY SAFETY PLAN:**

**WHEREAS**, the Governor’s Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

**WHEREAS**, the [City, Town, County] of \_\_\_\_\_, through the [Police/Fire Department, Sheriff's Office], is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

**NOW, THEREFORE, BE IT RESOLVED** by the [Council, Board] of the [City, Town, County] of \_\_\_\_\_, Arizona as follows:

- 1. THAT approval of the submission of projects for consideration in Arizona’s \*20\_\_\_\_ (requested fiscal year) + Highway Safety Plan is granted.
- 2. THAT \_\_\_\_\_, [Chief of Police, Fire Chief, Sheriff] is appointed agent for the [City, Town, County] of \_\_\_\_\_, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

**PASSED AND ADOPTED** by the [Council, Board] of the [City, Town, County] of \_\_\_\_\_, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
**[CITY, TOWN, COUNTY] CLERK**

\_\_\_\_\_  
**[MAYOR, BOARD OF SUPERVISOR]**

\_\_\_\_\_  
**Print Name and Telephone Number**

\_\_\_\_\_  
**Print Name and Telephone Number**

**CERTIFICATION**

**I HEREBY CERTIFY** that the foregoing Resolution Number \_\_\_\_\_ was duly passed and adopted by the [Council, Board] of the [City, Town, County] of \_\_\_\_\_, Arizona, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that a quorum was present at the meeting.

\_\_\_\_\_  
[CITY, TOWN, COUNTY] CLERK

**APPROVED AS TO FORM:**

\_\_\_\_\_

SAMPLE

## Governor's Office of Highway Safety (GOHS) Staff

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