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FFY 2018 Grant Information Training

February 14, 2017



# Outline

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- ❖ Grants for Performance
- ❖ GOHS FFY 2018 Funding
- ❖ Requirements for Grant Applications
- ❖ Financial and Reimbursement Requirements
- ❖ Reporting Requirements
- ❖ GOHS Forms

# Grants for Performance

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- ❖ Statistical reporting of DUI Enforcement and Traffic Data is necessary to justify Agency requests for funding.
- ❖ Statistics are used to measure the progress towards an Agency's goals and objectives.
- ❖ Continuous reporting of statistics throughout the grant cycle reflects an Agency's ability to manage contract activity and funding.
- ❖ Timely fiscal and operational performance during the grant cycle may determine an Agency's ability to procure future funding.



# GOHS FFY 2018 Funding

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- ❖ **ALL FUNDING IS SPECIFIC TO HIGHWAY SAFETY**
- ❖ Grant cycle runs from October 1, 2017 through September 30, 2018
- ❖ Applications accepted **only** via email at [Grants@azgohs.gov](mailto:Grants@azgohs.gov).
- ❖ Proposals are broken up into the following areas:
  - Overtime and Employee Related Expenses (ERE)
  - Professional and Outside Services
  - Travel for training– in and out-of-state
  - Materials and Supplies
  - Capital Outlay

# Requirements for Grant Applications

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## ❖ Estimated costs for grant proposal

### ➤ Overtime and Employee Related Expenses (ERE)

- GOHS will not pay ERE in excess of **40%**
- The total amount of overtime requested will be allocated between overtime and ERE
- The Agency will absorb the costs of the ERE exceeding their approved amounts

### ➤ Professional and Outside Services

- Provide a detailed description for all services and costs associated with obtaining these services. For example:
  - ✓ *Print shop cost for brochures, posters, banners, or flyers*
    - *Graphic designers and/or software specialists*
  - ✓ *Specialized training by instructors or conference presenters*

# Requirements for Grant Applications - (cont'd)

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## ❖ Estimated costs for grant proposal (continued)

### ➤ Travel In and Out-of-State

- Conference or Training Class – Attach to emailed Proposal
  - ✓ *Schedule or Agenda*
  - ✓ *List of conference hotel(s) hosting the event*
  - ✓ *Estimated cost for lodging and per diem based on Arizona Department of Administration (ADOA) travel reimbursement rates: [https://gao.az.gov/publications/SAAM/Supp\\_1\\_trvrates-012308.pdf](https://gao.az.gov/publications/SAAM/Supp_1_trvrates-012308.pdf)*
  - ✓ *Estimated costs for airfare and mileage, as allowable*

### ➤ Materials and Supplies

- Provide an estimated quote for the cost of materials and supplies
- Include the quantity, price per unit, tax, and shipping

### ➤ Capital Outlay

- Provide an estimated quote for the cost of equipment
- Include the quantity, price per unit, tax, and shipping
- Include the installation fee(s)



# Grant Application Process

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- ❖ The FFY 2018 Grant Proposals became available online January 27<sup>th</sup>.
- ❖ The DEADLINE for submission is COB **March 3, 2017**. Any Proposals submitted AFTER this date may not be accepted.
- ❖ There have been a few minor changes from last year, but most of the application process remains the same.

# Grant Application Process (cont'd)

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## FFY 2018 Grant Proposal Templates

*(Please read the 2018 Grant Proposal Guide in full before completing proposal templates)*

- [AI - Accident Investigation](#)
- [AL - Impaired Driving](#)
- [EM - Emergency Medical](#)
- [OP - Occupant Protection](#)
- [Other - Non-Law Enforcement / Non-Profit](#)
- [PS - Pedestrian and Bicycle Safety](#)
- [PT - Police Traffic Services \(STEP\)](#)

**For each program area you are applying for you must submit a separate proposal.**



# Application Sections

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- ❖ Section A: Agency Application Information
- ❖ Section B-1: Agency Overview
- ❖ Section B-2: Problem Identification
- ❖ Section C: Goals and Objectives
- ❖ Section D: Project Strategies and Activities
- ❖ Section E: Detailed Project Budget
- ❖ Section F: Additional Proposal Information

# Grant Application Process

## Section A – Agency Application Information

❖ The Agency Project Coordinator **must** identify the following:

➤ **Project Director**

- The head of the agency receiving the funding (Director, Chief, Sheriff, or CEO)

Project Director:

Name:	<input type="text"/>
Title	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

➤ **Project Administrator**

- The individual at the agency responsible for day-to-day contract administration (agency contact for GOHS staff)

Project Admin:

Name:	<input type="text"/>
Title:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

➤ **Fiscal/Financial Contact**

- The individual at the agency who prepares the Report of Costs Incurred (RCI) and provides supporting financial documentation of expenditures

Financial Contact:

Name:	<input type="text"/>
Title:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>



# Grant Application Process

## Section B-1 – Agency Overview

### SECTION B-1: Agency Overview – LAW ENFORCEMENT PROJECTS

Fill in the information and statistics in this section for your jurisdiction.

Project Title:

Project Description: (1 or 2 paragraphs, brief overview)

Number of sworn officers:

Total Population in your city/town or county:

Total Road Mileage: Highway  Local  Total

### Law Enforcement

Crash Data: Include all data for your jurisdiction, not crashes only worked by your agency.

	2016	2015	2014
Total Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Injury Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fatal Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Alcohol-related Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Alcohol-related Serious Injuries	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Alcohol-related Fatalities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Speed-related Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Speed-related Serious Injuries	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Speed-related Fatalities	<input type="text"/>	<input type="text"/>	<input type="text"/>

The data above represents: County  City/Town

### Fire Department/Districts

	2016	2015	2014
Total Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Injury Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fatal Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traffic Calls for Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Serious Injuries	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fatalities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crash to Hospital Arrival Times (Min.)	<input type="text"/>	<input type="text"/>	<input type="text"/>

The data above represents: District  City/Town



# Grant Application Process

## Section B-1 – Agency Overview (cont'd)

### Enforcement Data:

Fill in the information and statistics for your jurisdiction.

	2016	2015	2014
Total Contacts (Traffic Stops)			
Total Sober Designated Drivers Contacted			
<b>TOTAL DUI ARRESTS</b>			
Total DUI Aggravated			
Total DUI Misdemeanor			
Total DUI Extreme (.15 or Above)			
Under 21 DUI Citations			
Average BAC			
Minor Consumption / Possession Citations			
Total DUI Drug Arrests			
30-Day Vehicle Impounds			
Seat Belt Citations			
Child Restraint Citations			
Criminal Speed Citations			
Aggressive Driving Citations			
Civil Speed Citations			
Other Citations (except speed)			
Other Arrests			
Participating Officer/Deputies (Cumulative)			



# Grant Application Process

## Section B-2 – Problem Identification

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- ❖ Provide a narrative of the highway/traffic 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.



# Grant Application Process

## Section C – Goal and Objectives

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Based on your problem identification stated in Section B-2, fill in the blanks for each agency Goal and Contract Objective outlined below.

### Agency Goals:

To decrease the number of impaired driving-related crashes  % from  during calendar year 2016 to  by December 31, 2018.

To decrease fatalities in impaired driving-related crashes  % from  in calendar year 2016 to  by December 31, 2018.

To decrease serious injuries in impaired driving-related crashes  % from  in calendar year 2016 to  by December 31, 2018.

### Contract Objectives:

To participate in a minimum of  DUI saturation patrols per quarter during FFY 2018.

To participate in a minimum of  DUI task force operations per quarter during FFY 2018.

### Additional Contract Objectives:

*In addition to the required goals and objectives, create two additional contract objectives that your agency can achieve by the end of FFY 2018.*

# Grant Application Process

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

In the spaces below, list or describe specific planned activities that your agency will perform in order to achieve their project objectives on a quarterly basis. 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:

- S = Specific**
- M = Measurable**
- A = Action-Oriented**
- R = Realistic**
- T = Time-Framed**

Here is where you enter  
estimated quarter  
expenditures .

1st Quarter: 10/01/2017 - 12/31/2017

Estimated 1st Quarter Expenditures:

# Budget Forms

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- ❖ Personnel Services
- ❖ Professional & Outsides Services
- ❖ Travel
- ❖ Materials & Supplies
- ❖ Capital Outlay
- ❖ Total Estimated Cost





# Grant Application Process

## Section E – Detailed Project Budget

Please fill in the budget category that relates to your agency's project proposal. Please note that GOHS only grants overtime projects at a maximum employee related expense (ERE) rate of 40%.

**Personnel Services**

**Description:**

Personnel Services:	Employee Related Expenses:			
Description	Requested Amount	Overtime Amount	ERE Amount	ERE %
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
<b>Total:</b>				

# Grant Application Process

## Section E – Detailed Project Budget (cont'd)

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### Professional & Outside Services

**Description:**

**Professional & Outside Services:**

Description	Requested Amount
<b>Total:</b>	\$ 0.00

# Grant Application Process

## Section E – Detailed Project Budget (cont'd)

**Travel**

**Description:**

**Travel In-State:**

Description	Transport	Lodging	Per Diem	Misc.	Amount
					0.00
					0.00
					0.00
					0.00
					0.00
<b>Total:</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Travel Out-of-State:**

Description	Transport	Lodging	Per Diem	Misc.	Amount
					0.00
					0.00
					0.00
					0.00
					0.00
<b>Total:</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



# Grant Application Process

## Section E – Detailed Project Budget (cont'd)

**Materials & Supplies  
Capital Outlay**

*Description: If a single piece of Capital Outlay equipment is over \$5,000, please submit a separate grant proposal.*

**Materials & Supplies:**

Description	Quantity	Price Per Unit	Tax	Shipping	Amount

**Total:**

**Capital Outlay:**

Description	Quantity	Price Per Unit	Tax	Shipping	Amount

**Total:**

# Grant Application Process

## Section E – Detailed Project Budget (cont'd)

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### Total Estimated Costs

Description	Requested Amount
Personnel Services	\$ 0.00
Employee Related Expenses	\$ 0.00
Professional & Outside Services	\$ 0.00
Travel In-State	\$ 0.00
Travel Out-of-State	\$ 0.00
Materials & Supplies	\$ 0.00
Capital Outlay	\$ 0.00
<b>Total:</b>	<b>\$ 0.00</b>

**ERE:** 0.00%



# Grant Application Process

## Section F – Additional Proposal Information

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- ❖ If there is any additional information that your agency would like to attach to your proposal, please include as a PDF attachment in the email.
- ❖ Additional information may include: pictures, invoice estimates, City/Town/County resolutions, additional enforcement information, etc.

# Submitting Your Proposal

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- ❖ Each grant proposal must have a cover letter signed by your authorized representative to commit your agency to conduct the grant. This is usually the Agency Director, Sheriff, Chief, etc.
- ❖ The cover letter must include the items requested in numerical order of importance with your first choice being the top priority. Some examples are:
  - 1. Impaired Driving (AL) - Overtime funding for DUI Task Force deployments.
  - 2. Impaired Driving (AL) - Portable Breath Testers (PBT's) for DUI investigations.
  - 3. Police Traffic Services/Speed Control (PT) - Moving radar for police package motorcycles and handheld LIDARs.
- ❖ Send ALL proposal information and attachments via email to [Grants@azgohs.gov](mailto:Grants@azgohs.gov).

# Personnel Changes

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- ❖ GOHS requires notification of any changes to personnel associated with the grant process.
  - Agency coordinators can provide these updates by sending a letter to the GOHS Director Alberto Gutier. Letters regarding change of grant personnel should include the following:
    - *The name, position, title, email and phone number of the individuals that are departing, as well as, the incoming personnel they are replacing.*



# Financial & Reimbursement Requirements

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## ❖ Reports of Costs Incurred (RCI)

### ➤ Employee Related Expenses (ERE)

- Health, Dental and Life insurance is **not** part of ERE

- ✓ *GOHS does not provide reimbursement for expenses that are already part of your agency's budgeted position*

- ✓ GOHS will not pay ERE in excess of **40%** and these records must be available for audit

## ❖ Supporting documentation

➤ Proof of Payment is required in order for the Agency to be reimbursed

➤ All financial supporting documentation must be available for audit in the event of a monitoring review

### RCI Documents

- [RCI Form](#)
- [RCI Instructions](#)
- [RCI Sample](#)
- [Overtime Records Sheet](#)
- [Overtime Records Sheet Sample](#)
- [Capital Outlay Form](#)



# Reporting Requirements

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## Statistical Reporting

GOHS DUI & Traffic Safety Agency Reporting and mandatory enforcement reporting can be located at:

<http://www.azgohs.gov/dui-dre-reporting/>



# Reporting Requirements (continued)

## Report due dates for FFY 2018 RCIs, Quarterly Reports and Final Statement of Accomplishments

Reporting Period	Due Date
1 <sup>st</sup> RCI and Quarterly Report (October 1, 2017 to December 31, 2017)	<b>January 30, 2018</b>
2 <sup>nd</sup> RCI and Quarterly Report (January 1, 2018 to March 31, 2018)	<b>April 20, 2018</b>
3 <sup>rd</sup> RCI and Quarterly Report (April 1, 2018 to June 30, 2018)	<b>July 20, 2018</b>
4 <sup>th</sup> RCI and Quarterly Report (July 1, 2018 to September 30, 2018)	<b>October 15, 2018</b>
Final Statement of Accomplishments Report*	<b>October 15, 2018</b>

*\* Final Statement of Accomplishments Report is a SEPARATE document – summary of year in review*



# GOHS Forms

- ❖ All Templates for Reports of Costs Incurred (RCIs), Quarterly Reports, and Final Statement of Accomplishments Report are available on the GOHS website: <http://www.azgohs.gov/grant-opportunities/>

## RCI Documents

- [RCI Form](#)
- [RCI Instructions](#)
- [RCI Sample](#)
- [Overtime Records Sheet](#)
- [Overtime Records Sheet Sample](#)
- [Capital Outlay Form](#)

## Quarterly Report Documents

- [Quarterly Report](#)
- [Quarterly Enforcement Report Chart](#)
- [Final Statement of Accomplishments Report](#)

- ❖ All forms require **original** signatures. **Please mail original forms and documentation to:**

*Governor's Office of Highway Safety  
1700 West Washington Street  
Executive Tower, Suite 430  
Phoenix, Arizona 85007*



# Questions??

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Governor's Office of Highway Safety

Phone: (602) 255-3216