



**FFY 2022 HIGHWAY SAFETY GRANT
FUNDING GUIDELINES**

**SPECIAL SOLICITATION
for Impaired Driving Countermeasures Projects**

**South Carolina Department of Public Safety
May 5, 2021**

TABLE OF CONTENTS

PURPOSE OF THE SPECIAL SOLICITATION FUNDING GUIDELINES	1
HIGHWAY SAFETY GRANT CYCLE FFY 2022.....	2
DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM.....	3
ASSISTANCE IN DEVELOPING GRANT PROPOSALS	8
PRIORITY EMPHASIS PROGRAM AREA ELIGIBLE FOR SPECIAL SOLICITATION	
FUNDING IN FFY 2022	9
PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS	9
ENFORCEMENT PROJECTS.....	9
ADJUDICATION/PROSECUTION PROJECTS	10
RESPONSIBILITIES OF FUNDED APPLICANTS.....	11
OVERVIEW & GENERAL FUNDING REQUIREMENTS/LIMITATIONS.....	15
CRITERIA FOR GRANT APPLICATION REVIEW.....	22
HIGHWAY SAFETY APPLICATION REVIEW CHECKLIST	24
FREQUENTLY ASKED QUESTIONS.....	26

PURPOSE OF THE SPECIAL SOLICITATION FUNDING GUIDELINES

The purpose of this manual, prepared by the Office of Highway Safety and Justice Programs (OHSJP) of the South Carolina Department of Public Safety, is to outline the specific criteria to be followed in the preparation of Highway Safety grant applications and to assist potential applicants in determining whether a proposed traffic safety activity is eligible for funding in Federal Fiscal Year (FFY) 2022. The manual provides direction for the state's highway safety planning process and presents concise guidelines to assist state and local agencies in obtaining federal funding support for highway safety programs. Highway Safety Funds are received on an annual basis from the National Highway Traffic Safety Administration (NHTSA) of the U. S. Department of Transportation (USDOT).

Those interested in applying for FFY 2022 Highway Safety Special Solicitation funding are strongly encouraged to view the Impaired Driving Countermeasures Special Grant Solicitation Workshop video series to be available on <https://scdps.sc.gov/ohsjp/hs-grants> and to attend the virtual Question & Answer session to be held on June 9, 2021 at 9:00AM. Please note that only the following entities are eligible for consideration for Highway Safety funding: (1) State agencies; (2) private, non-profit organizations listed as 501(c)3; (3) political subdivisions (city/county governments); and (4) state, local and federally recognized tribal governments.

Please note that a law enforcement applicant must be in compliance with Section 56-5-6560 of the South Carolina Code of Laws regarding the reporting of Public Contact Information to be considered eligible for funding. Likewise, applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office. Those in a delinquent status will not be eligible for funding.

FFY 2022 Highway Safety Special Solicitation Grant Applications must be received electronically by the Office of Highway Safety and Justice Programs by 11:59 PM on Wednesday, June 30, 2021. Applications received after June 30, 2021, will not be considered. The grant application must be completed using *SCDPS Grants*, the Office of Highway Safety and Justice Programs' online grant management system. The Highway Safety application will be available on *SCDPS Grants* beginning on May 19, 2021.

Any supporting documents and/or appendices to the application may be uploaded as an attachment or mailed to the following address:

**Jasmine Simmons, Impaired Driving Countermeasures Program Coordinator
SC Department of Public Safety
Office of Highway Safety and Justice Programs
Post Office Box 1993
Blythewood, SC 29016**

Please be sure to include the grant application number on any mailed documents. Mailed documents must be received in the Office of Highway Safety and Justice Programs by 11:59 PM on June 30, 2021 in order to be considered. An application is considered complete when all required documents are included.

Following the submission deadline, the OHSJP will utilize a multi-level review process to determine whether an application is approved or disapproved. Grant award announcements will be mailed prior to the start of the FFY 2022 grant period which is Tuesday, **October 1, 2021**.

HIGHWAY SAFETY GRANT CYCLE FFY 2022

- May 5, 2021: Notification of solicitation of applications and workshop announcement emailed to potential applicants.
- May 5, 2021: Posting of FFY 2022 Highway Safety Grant Special Solicitation Funding Guidelines for Impaired Driving Countermeasures Projects on the SC Department of Public Safety's website: <http://scdps.sc.gov/ohsjp>.
- May 19, 2021: Impaired Driving Countermeasures Special Grant Solicitation Workshop video series available on <http://scdps.sc.gov/ohsjp>.
- May 19, 2021: Application opens. The grant application must be completed using *SCDPS Grants* <https://www.scdpsgrants.com>.
- June 2, 2021: Deadline to RSVP and submit questions to the OHSJP for the Impaired Driving Countermeasures Special Solicitation Question & Answer session. **Please contact Ms. Kayla Boston via phone or email by June 2, 2021 to RSVP. All questions must be emailed to Ms. Boston by June 2, 2021** at the following email address: KaylaBoston@scdps.gov. She may be reached via phone at (803) 896-8707.
- June 9, 2021: Virtual Impaired Driving Countermeasures Special Solicitation Question & Answer Session, 9:00 AM-9:50 AM.
- June 30, 2021: Due date for Special Solicitation Grant Applications. In order to be considered for funding, **all grant applications must be received electronically by the OHSJP by 11:59 PM on Friday, June 30, 2021. Applications received after 11:59 PM on June 30, 2021, will not be considered.**
- September 2021: FFY 2022 grant awards issued with funding beginning October 1, 2021. Notification of applicants not approved for funding.

DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM

Traffic Collision Statistics (preliminary data): Statistics for South Carolina indicate that during 2019, approximately 141,030 traffic collisions were reported; this is a 0.96% increase from 2018, when 142,406 collisions were reported. Collisions in 2019 resulted in 1,005 fatalities and an estimated 55,125 injuries. The number of traffic fatalities in 2019 was about 3% lower than in 2018, when 1,036 persons were fatally injured in South Carolina traffic collisions.

Mileage Death Rate (preliminary data): The state's mileage death rate (MDR), or traffic fatalities per 100 million miles of travel, in 2019 was 1.73, a 4.95% decrease from 2018 when the MDR was 1.82. According to the most recent data available, the national mileage death rate in 2019 was 1.10. Based on 2019 figures, South Carolina's MDR of 1.73 was 57% higher than the national mileage death rate of 1.10.

2019 SC Traffic Collision Statistics Clock (preliminary data): Breaking collision statistics down by time in 2018 indicated the following:

- * 1 Traffic Collision was reported every 3.7 minutes.
- * 1 Traffic Death was reported every 8.7 hours.
- * 1 Non-fatal Traffic Injury was reported every 9 minutes.
- * 1 Property-Damage-Only Collision was reported every 5.2 minutes.

In 2019, South Carolina had 3,909,045 licensed drivers who operated 4,717,845 registered motor vehicles on a roadway system of 79,234 miles of streets and highways.



DUI Involvement in Collisions:

According to NHTSA's Fatality Analysis Reporting System (FARS) 2018 data, alcohol-impaired fatalities for 2018 totaled 291. FARS data showed a total of 1,465 drivers involved in fatal collisions in South Carolina during 2018. Of those 1,465 drivers, 291 had a blood alcohol concentration (BAC) of .08 or greater, which accounted for 19.89% of all drivers involved in fatal collisions.



Speed Involvement in Collisions (preliminary data):

According to the SC Department of Public Safety's preliminary data for 2019, of the approximately 58,361 total traffic-related injuries reported in 2019, 18,314, or 31.4%, occurred in speeding-related collisions. Injuries in speeding-related traffic collisions decreased from 19,042 in 2018 to 18,314 in 2019, a decrease of over 3.8%. The percentage of traffic-related injuries that involved speeding decreased slightly from 32.8% in 2018 to 31.4% in 2019.

Persons seriously injured in speeding-related traffic crashes increased from 2018 to 2019 with 958 persons injured in 2018 and 1,095 in 2019, an increase of 14.3%. The percentage of persons seriously injured in speed-related traffic collisions decreased, from 36.3% in 2018 to 33.8% in 2019. In comparison, state data shows that South Carolina's overall speeding-related fatalities decreased by about 9.0%, from 379 fatalities in 2018 to 345 fatalities in 2019.

Five-Year Collision Data: In order to examine traffic collision trends over time, the Office of Highway Safety and Justice Programs’ staff reviewed collision data for the period 2015-2019. During this five-year period, the state’s MDR in 2015 was at 1.89 before decreasing slightly to 1.87 in 2016, and decreasing slightly again to 1.78 in 2017. For 2018, the state’s MDR increased to 1.82 but a decline in the state’s MDR (1.73) was observed in 2019. Collision statistics for the period are presented in the chart below.

South Carolina Collision Statistics 2015 - 2019

Year	Total Collisions	Total Fatalities	Total Persons Injured	Death Rate
2015	133,961	979	58,604	1.89
2016	141,599	1,020	61,899	1.87
2017	141,874	989	60,566	1.78
2018	142,406	1,036	58,053	1.82
2019	141,030	1,005	58,361	1.73

All 2019 data are preliminary

Top Primary Contributing Factors 2019

2019 Top Primary Contributing Factors		
Fatal Collisions	Injury Collisions	Total Collisions
Driving Too Fast for Conditions	Driving Too Fast for Conditions	Driving Too Fast for Conditions
Driver Under Influence	Failed To Yield Right of Way	Failed To Yield Right of Way
Failed To Yield Right of Way	Disregarded Signs/Signals/Etc.	Improper Lane Usage/Change
Lying &/Or Illegally In Roadway	Followed Too Closely	Followed Too Closely
Wrong Side/Wrong Way	Driver Under Influence	Distracted/Inattention

All 2019 data are preliminary

Location of Highest Numbers of Property-Damage-Only Crashes: During the five-year period from 2015-2019, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry and Spartanburg counties.

Location of Highest Numbers of Injury Crashes: The locations of the largest number of injury collisions during the five-year period from 2015-2019 were Charleston, Greenville, Richland, Horry, and Spartanburg counties.

Location of Highest Numbers of Fatal Crashes: The locations of the largest number of fatal crashes during the five-year period from 2015-2019 were Greenville, Horry, Charleston, Spartanburg and Richland counties.

Driver Groups Involved in Crashes: During the five-year period, the age groups with the highest number of drivers involved in serious injury and/or fatal collisions (presented in order) included drivers ages 20-24, 25-29, and 30-34. Drivers under the age of 30 continued to be over-represented in traffic crashes, and males continued to be involved in a higher percentage and number of crashes than female drivers.

An Analysis by the Office of Highway Safety and Justice Programs: Based on traffic data over the 2015-2019 period, the charts on pages 6-7 show counties in the state of South Carolina which lead the state in statistical categories regarding fatal and severe injury collisions (number of fatal and severe injury collisions and number of fatal and severe injury by DUI-related collisions). Grant projects submitted for the FFY 2022 Special Solicitation impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.

SC Fatal and Severe Injury Collisions 2015-2019 (2019 Preliminary)						
County	2015	2016	2017	2018	2019	2015- 2019
Greenville	252	300	292	272	335	1,451
Charleston	281	272	280	263	308	1,404
Horry	299	269	278	241	242	1,329
Spartanburg	202	201	175	220	214	1,012
Richland	198	214	168	143	202	925
Anderson	161	192	174	148	153	828
Lexington	151	142	165	176	172	806
York	125	143	128	125	158	679
Berkeley	148	102	109	102	124	585
Florence	86	91	79	97	132	485
Beaufort	107	102	105	78	82	474
Orangeburg	79	96	76	103	111	465
Aiken	96	88	108	86	74	452
Dorchester	85	75	68	65	71	364
Pickens	67	61	69	78	81	356
Lancaster	86	85	65	43	57	336
Laurens	67	66	65	70	67	335
Sumter	60	68	59	50	85	322
Oconee	53	51	55	58	69	286
Georgetown	63	43	67	61	43	277
Colleton	56	66	50	47	45	264
Cherokee	51	48	59	47	53	258
Darlington	52	64	38	38	56	248
Greenwood	62	47	46	43	49	247
Kershaw	33	56	49	48	47	233
Jasper	43	60	31	36	55	225
Chesterfield	44	38	44	28	44	198
Chester	39	39	40	42	37	197
Williamsburg	38	38	41	33	43	193
Clarendon	32	33	36	22	46	169
Newberry	34	35	32	26	28	155
Fairfield	22	29	28	32	20	131
Dillon	24	21	27	24	28	124
Marion	23	13	20	19	35	110
Union	23	21	16	21	26	107
Marlboro	20	21	15	13	29	98
Hampton	23	17	16	12	23	91
Abbeville	17	17	24	14	19	91
Barnwell	26	15	16	19	13	89
Lee	16	13	13	25	18	85
Edgefield	17	20	14	13	14	78
Calhoun	15	13	17	15	14	74
Bamberg	13	16	11	18	9	67
Saluda	15	13	18	9	11	66
Allendale	10	9	7	12	9	47
McCormick	10	8	5	8	6	37
	3,424	3,431	3,298	3,143	3,557	16,853

SC Fatal and Severe Injury DUI Alcohol and/or Drug Collisions 2015-2019 (2019 Preliminary)						
County	2015	2016	2017	2018	2019	2015-2019
Greenville	70	88	71	63	55	347
Horry	55	40	52	31	53	231
Lexington	44	52	49	49	36	230
Spartanburg	48	50	28	41	47	214
Anderson	42	36	54	33	31	196
Richland	41	47	31	38	36	193
Charleston	24	31	46	38	45	184
York	28	29	26	31	40	154
Berkeley	28	27	29	23	24	131
Aiken	24	27	20	23	17	111
Florence	14	19	20	22	25	100
Laurens	22	17	20	18	18	95
Orangeburg	21	18	15	17	21	92
Beaufort	18	17	24	17	12	88
Dorchester	19	16	19	8	19	81
Lancaster	18	20	16	9	14	77
Darlington	17	17	12	10	18	74
Oconee	16	8	17	12	20	73
Pickens	12	14	13	10	20	69
Kershaw	8	17	16	13	12	66
Cherokee	15	15	16	8	12	66
Sumter	10	16	13	10	16	65
Colleton	19	11	12	11	9	62
Greenwood	16	9	11	11	12	59
Chesterfield	13	12	10	8	11	54
Jasper	9	12	5	6	15	47
Clarendon	10	9	9	4	14	46
Chester	7	10	10	10	5	42
Georgetown	13	5	10	8	5	41
Williamsburg	12	6	7	6	7	38
Abbeville	5	4	13	3	7	32
Lee	7	5	4	9	6	31
Union	6	6	4	8	4	28
Newberry	9	10	4	4	0	27
Fairfield	3	7	5	6	5	26
Edgefield	4	5	3	2	6	20
Barnwell	7	4	3	3	3	20
Marion	3	2	4	2	6	17
Dillon	2	2	6	2	4	16
Saluda	2	5	4	1	4	16
Hampton	3	1	2	6	2	14
Marlboro	3	2	0	2	5	12
Bamberg	2	3	1	3	1	10
Calhoun	0	2	2	3	2	9
McCormick	2	2	1	0	3	8
Allendale	1	1	2	1	2	7
	752	756	739	643	729	3,619

ASSISTANCE IN DEVELOPING GRANT PROPOSALS

Research Assistance

Applicants are encouraged to visit the following websites for a wealth of research information (including, but not limited to, crash statistics) for developing Highway Safety grant applications:

- National Highway Traffic Safety Administration (NHTSA): www.nhtsa.gov
- Statistical Analysis and Research Section of the SC Department of Public Safety's Office of Highway Safety and Justice Programs: https://scdps.sc.gov/ohsjp/stats_overview
- SC Target Zero website: <http://www.sctargetzeroplan.org/>

Assistance from Office of Highway Safety and Justice Programs

Applicants are strongly encouraged to contact the OHSJP early in the process for assistance and guidance in completing and submitting grant applications (e.g., forming appropriate project goals, objectives, evaluation measures, etc.). Listed below are contact names and program area(s) of expertise. The OHSJP staff can be reached at 803-896-9950

- Jasmine Simmons: Impaired Driving Countermeasures
- Sabrina Culp: Impaired Driving Countermeasures
- Angela Campbell: Financial/Budget
- Talima Richburg: Financial/Budget
- Holly Durham: Financial/Budget

All other questions can be directed to Joi Brunson, Grants Administration Manager.

Applicants can also find further guidance using the Highway Safety Application Review Checklist on pages 24-25 and the Frequently Asked Questions on pages 26-27.

PRIORITY EMPHASIS PROGRAM AREA ELIGIBLE FOR SPECIAL
SOLICITATION FUNDING IN FFY 2022



Impaired Driving Countermeasures: The enforcement, adjudication, education, and systematic improvements necessary to impact impaired driving. This includes alcohol-impaired driving enforcement programs and the prosecution of alcohol-impaired driving offenses. See pages 9-11 for additional information regarding applying for a grant under this program area.

PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

ENFORCEMENT PROJECTS

1. Alcohol-Impaired Driving Enforcement Programs (Statewide and Community)



In order for alcohol-impaired driving enforcement programs to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for an alcohol-impaired driving enforcement team. Jurisdictions must have a high incidence of alcohol-related crashes or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major alcohol-impaired-driving problem and to demonstrate that increased enforcement will have a significant impact on the reduction of alcohol-related traffic collisions. The traffic officers assigned to conduct program activities must be highly trained and skilled in order to detect a potential DUI-alcohol. They must be able to administer proper field sobriety tests, videotape the suspect, supervise administration of the breath test during booking proceedings, and provide adequate case documentation for court presentation.

Proposals for either statewide or community Alcohol-Impaired Driving Enforcement Programs must:

- a. Describe how the enforcement effort will be initiated to increase DUI arrests and to reduce alcohol-related collisions, to include an enforcement plan detailing specific days/nights of the week and hours the specialized alcohol-impaired driving enforcement will be conducted. **Grant activities must primarily be conducted during night and weekend shifts between the hours of 3 PM and 6 AM, except in cases in which an officer is required to appear in court or scheduled to attend approved training.** Include an enforcement plan and a sample monthly schedule of the officers assigned to conduct project activities;
- b. List the enforcement tools, such as video equipment, needed to implement the project and cost projections. Explain how these tools will be utilized in furthering project objectives;

- c. Describe the need for this specialized program, based on the number of alcohol-related collisions, injuries, and fatalities now occurring in the area to be covered by the program; and
- d. Demonstrate and document the increase in personnel hours planned for alcohol-impaired driving enforcement.
- e. Equipment, such as vehicles, will only be considered when there is a **demonstrated** need. **Refer to pages 17-20 of this document for a sample listing of allowable equipment.** Equipment required to implement an alcohol-impaired driving enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.
- f. Agencies applying for and receiving funding for Impaired Driving Countermeasures enforcement programs must agree to continue or begin participation in the South Carolina Law Enforcement Network (SCLEN).
- g. If funding was received in the previous fiscal year, applicants must provide an analysis of the results of the previous year's activities (e.g. the number of DUI arrests compared with previous years, the number of speeding citations compared with previous years, the number of citations for other violations issued compared with previous years, the number of traffic crashes and fatalities compared with previous years, etc.).

ADJUDICATION/PROSECUTION PROJECTS

Special DUI Prosecutors

The goal of this project category is to increase the conviction rate of DUI offenders in priority counties, where there is a backlog of DUI cases as well as a problem of effectively prosecuting DUI jury trials. Project applications must:

- a. Provide the number of *nolle prosequere* cases, or the number of cases dismissed over the past three years, and the average of these cases;
- b. Demonstrate that the targeted county has a substantial backlog of DUI cases. Comparisons with the backlogs of other jurisdictions would be helpful. The age of backlogged cases should also be provided;
- c. Outline DUI-related training to be provided for the assigned prosecutor, including improving officer knowledge of DUI investigative techniques and current statutory and case law developments;

- d. Establish special goals for increasing the jury trial conviction rate of Summary Court DUI prosecutions and for decreasing the DUI case backlog;
- e. Discuss how the project will be evaluated;
- f. Discuss how DUI cases are currently being handled with existing staff;
- g. Provide a sound approach for project implementation; and
- h. Provide the conviction rate for the previous three years, by county, in the judicial circuit.

RESPONSIBILITIES OF FUNDED APPLICANTS

When a project is funded, the authorized official of the recipient agency enters into a written contractual agreement with the SC Department of Public Safety that outlines specific responsibilities. A few conditions of the agreement are:

Reporting Requirements

- Monthly Enforcement Data Reports (enforcement projects only)
- Quarterly Progress Reports (programmatic)
- A Final Narrative Report

Claims

Claims for reimbursement are to be submitted on designated forms as issued by the OHSJP. Claims may be submitted no more than once each month and no less than once a quarter; however, claims are held if the grant recipient is delinquent in the submission of required reports or completion of other necessary actions. Failure to submit claims as required may result in project termination.

Procurement

Proper procurement procedures as required by federal, state, and local statutes (OMB Super Circular [2 CFR Part 200 Subparts A-F], 23 CFR Part 1300), and if applicable, the SC Consolidated Procurement Code and Regulations) are to be followed. In addition,

- **All** purchases must be submitted to the OHSJP for review and approval prior to expending funds.
- If the subgrantee utilizes their agency procurement guidelines, relevant documentation must be submitted to the OHSJP to support these purchases (including, but not limited to, approval procedures and specific procurement

guidelines/laws). The agency's Procurement Officer may be required to submit additional documentation, if requested.

- The updated SC Procurement Code procurement thresholds are as follows :
 - **Small Purchases (\$0-\$10,000):** Small purchases not exceeding ten thousand dollars may be accomplished without securing competitive quotations if the prices are considered reasonable. Your Agency's purchasing department must annotate the purchase requisition: 'Price is fair and reasonable' and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order.
 - **Small Purchases (\$10,001-\$25,000):** Written request for written quotes from a minimum of three qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase over ten thousand dollars but not in excess of twenty-five thousand dollars.
 - **Advertised Small Purchases (\$25,001-\$100,000):** Written solicitation of written quotes, bids, or proposals may be made for a small purchase, other than a small purchase of construction, not in excess of one hundred thousand dollars. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.
- All contracts for services must be submitted for review and approval prior to execution. **Only under exceptional circumstances are sole source contracts approved.**
- Purchases in excess of \$5,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through the standard approval process prior to August 1.
- All grant-funded purchases must be requested, purchased, invoiced, delivered and paid on or before September 30. Therefore, any purchases made under the FFY 2022 grant must be documented with purchase requisitions/purchase orders dated on or before September 30, 2022.
- Police vehicles and all other equipment items identified in the grant budget are encouraged to be purchased during the first quarter of the grant period. If the subgrantee is unable to purchase items in the first quarter of the grant period, a written justification will be provided to the OHSJP Financial Staff for review.

Agencies failing to follow these procedures will not receive reimbursement for such procurements. Purchases for items that are on a state contract require approval from the OHSJP Financial Staff prior to purchase, to ensure the purchase meets all requirements. Recipient agency staff should verify contract dates prior to purchase to ensure that the contract is in existence at the time of purchase and includes both the contract number and expiration date on documentation submitted when reimbursement is requested.

Written Requests

- Requests for grant revisions after a grant is awarded must be submitted to the Office of Highway Safety and Justice Programs prior to the implementation of the change. Revisions cannot be implemented until written approval is granted by the Office of Highway Safety and Justice Programs. **Retroactive approval of revisions will not be granted, and costs incurred in such situations will not be reimbursed.**
- Reimbursement for travel expenditures must be in accordance with the Approved Budget. All trainings and/or conferences must be approved by the OHSJP prior to attendance and listed in the budget narrative. Failure to obtain such prior written approval will result in such travel expense claims being denied for reimbursement using grant funds. If grant funded personnel are unable to travel for any reason, the OHSJP will not reimburse for those expenditures. The subgrantee is encouraged to request a refund from the original vendor to be reimbursed for any unused travel expenses.

Personnel

- Time sheets must be maintained for all personnel performing grant activities, reflecting the hours worked on and charged to the project. Costs associated with the performance of tasks outside the scope of the grant will not be reimbursed.
- For Alcohol Enforcement Programs and DUI Prosecutors, the OHSJP can reimburse for time spent performing activities, not positions. NHTSA highway safety grants used for enforcement and prosecutorial projects are for performing highway traffic safety activities, not for hiring State or local law enforcement and prosecutors. Therefore, project agreements involving law enforcement or prosecutors must specify hours of eligible activity required to perform the project. Project agreements may not be expressed in terms of full or part-time employee positions. Please note that activity hours for Alcohol Enforcement Programs may be performed by more than one law enforcement officer. For example, you may assign up to four officers to perform Alcohol Enforcement activities as long as the awarded activity hours are not exceeded.

- Reimbursement for hours of eligible activity includes compensation for time spent on the activity and a corresponding proportional share of fringe benefits (i.e., those fringe benefits, excluding leave hours, earned during the hours performing activity under a NHTSA-funded grant).
- Law enforcement officers performing grant-funded Alcohol enforcement must primarily work nights and weekends (between the hours of 3 PM - 6 AM). Time worked outside of these hours should have the reason noted on the time sheet (i.e. court, presentation, training, etc.).
- All personnel performing grant activities must be identified by name and date of hire. Any changes in personnel performing grant activities must be reported in writing on agency letterhead. Work performed prior to the documented hire date or after the documented termination date under the grant cannot be reimbursed. Grant activities may be reimbursed only for personnel specifically identified in the approved grant budget.

Special Activities

Agencies receiving Highway Safety Grant funds for alcohol-impaired driving enforcement projects shall assist the Office of Highway Safety and Justice Programs in activities associated with Halloween Impaired Driving Countermeasures (Halloween); Sober or Slammer, Christmas/New Year's (December and January); and Sober or Slammer/Labor Day (September).

Equipment Purchased with Grant Funds

- All equipment purchased with Highway Safety grant funds must be used for the originally authorized grant purposes for which it was acquired, whether or not the project continues to be supported by federal funds. Agencies receiving funds to purchase equipment must notify the Office of Highway Safety and Justice Programs and request disposition instructions when (1) equipment becomes obsolete, and the agency desires to sell or dispose of the equipment; or (2) the equipment is no longer able to be used for the original purpose. No disposition of property can be made by the subgrantee until written instructions are provided by the Office of Highway Safety and Justice Programs.
- Property Control records must be submitted for all equipment purchased with Highway Safety funds. The equipment is subject to an annual property inventory to verify use in accordance with the original grant-funded activities. Serial numbers listed on the Property Control Form should reflect visible serial numbers on the installed equipment.

OVERVIEW & GENERAL FUNDING REQUIREMENTS/LIMITATIONS

The Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety is charged with the administration of highway safety programs throughout the state. Highway safety programs in South Carolina originated under the Highway Safety Act of 1966 and have promoted safety in a variety of areas through state and local projects.

On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act requires states to continue providing a data-driven traffic safety enforcement program to prevent traffic violations, collisions, collision fatalities, and collision injuries in areas of the state most at risk for such incidents.

To be eligible for federal funds, each traffic safety problem must be substantiated through appropriate data analysis, and the proposed solutions must possess a potential for impact.

General Requirements:

All proposals submitted should demonstrate:

1. A highway safety problem/need exists;
2. A measurable impact on highway and traffic safety;
3. Cost effectiveness;
4. A comprehensive and systematic approach implemented in a well-defined geographic area;
5. A method for project evaluation (both performance and impact evaluation);
6. All cost items are an integral part of an approved highway safety program and have been justified accordingly.

Special Note Regarding General Costs of Government:

Federal grant funds may not be used for activities considered "general costs of government" (2 CFR § 200.444) according to long-standing Federal law, codified in the government-wide rule for Federal grants (the Supercircular), unless specifically allowed under the Federal statute or regulation. The rationale is that Federal funds should not support costs incurred by a State or locality in the ordinary course of conducting its own affairs. General costs of government include salaries and other expenses associated with government operation. The Supercircular specifically identifies "police" (i.e., law enforcement) and "prosecutors," who carry out government services normally provided to the general public. (2 CFR § 200.444(a)(4-5)).

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds and/or the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be replacement of general costs of government and is not allowable.

General Allowable Costs:

To be allowable, an applicant's costs must be necessary, reasonable, allocable, and used in accordance with appropriate statutes and implementing grant regulations. Highway Safety grant funds are to be used to support state problem identification, planning, and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadway environment and which contribute to the reduction of crashes, deaths, and injuries.

1. The following are some examples of eligible items for Highway Safety Special Solicitation grant funding:
 - Implementation of a comprehensive enforcement program for detecting, investigating, arresting, and convicting alcohol-impaired drivers.
 - Program coordination for alcohol-impaired driving prevention, public information, and education activities.
 - Necessary mission-related equipment, training, and travel.
 - Evaluation of the effectiveness of program or project improvements.
 - The cost of training is allowable using curricula developed by, equivalent to, or endorsed by USDOT/NHTSA.
 - Development costs of new training curricula and materials are allowable if they will not duplicate materials already developed for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.
2. Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations, and individuals for state or local highway safety support services or products consistent with the applicable OMB Circular, provided applicable procurement purchasing procedures are followed.
3. Costs are allowable to support a specific highway safety project with educational activities that offer specific educational items/educational printed materials. Documentation must be available to show that such activities do not violate state law. Educational items, activities, and any printed materials must directly relate to the project objectives and must be preapproved by the OHSJP and specifically listed in the budget.

4. Costs of meetings and conferences, in which the primary purpose is the documentable dissemination of technical information, are allowable, including meals, transportation, rental of meeting facilities, and other incidental costs with prior approval from the OHSJP and specifically listed in the budget.

Specific Examples of Allowable/Non-Allowable Costs:

The provisions stated in the following sections are not intended to deny flexibility in supporting potential traffic collision and injury reduction activities; however, the conditions do serve as a guide in describing costs that **are allowable or not allowable for highway safety funding**.

1. Facilities

- a. The cost of land is not allowable.
- b. The cost of construction or reconstruction of driving ranges, towers, and skid pads is not allowable.
- c. The cost of construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings or structures is not allowable. The following are some examples of those items considered as furnishings or fixtures, for which costs are not allowable:

Desk	Coat Rack	Floor Covering	Picture/Clock
Chair	Credenza	Storage Cabinet	Draperies
Table	Book Case	Portable Partition	Fixed Lighting
Filing Cabinet	Shelving	Office Planter	Lamp

2. Promotional Items

The costs of promotional items are not eligible for reimbursement (promotional items include but are not limited to: pens, shirts, keychains, etc.)

3. Equipment –

- a. Costs for major (\$5,000 or more) equipment purchases as well as the purchase of in-car cameras, require specific prior approval from NHTSA.
- b. Costs shall be allocated and pro-rated based on utilization for highway safety purposes where major multi-purpose equipment is a planned purchase. **The OHSJP will only reimburse the lesser of 90% of the base price paid (without add-ons) if the item is not on state contract, or 90% of the base state contract price for all vehicles and equipment**

installed in the vehicle (including but not limited to radar, in-car radio, single cell cage, console, emergency equipment and lighting, siren, in-car camera, center console, docking station, scanner/printer, installation and install supplies, push bumper) and all other associated costs. The OHSJP will not reimburse for add-ons to the vehicle or equipment (for example, upgraded engines). This 10% buy-in allows the subgrantee to utilize the grant-funded vehicle for activities outside of the grant (such as for general operational activities), allowing for an approximate, proportional use of the vehicle for grant-related activities (90%) and non-grant-related activities (10%).

c. Equipment purchased with grant funds can only be used in conjunction with project activity hours as listed in the Program Objectives. Vehicles previously purchased in Federal Fiscal Year 2020 or before with 100% federal funds must only be used in support of grant activity hours, with no breaks in mileage. For vehicles purchased with a 10% buy-in, the travel support document should reflect miles driven only in respect to project activity hours or approved training.

d. Purchase of the following equipment items is allowable only if they are part of a comprehensive traffic enforcement program:

(NOTE: Equipment-only applications will not be considered for funding.)

- 1) Vehicle Light Bar Package, 8-light strobe, takedown lights
(Must be mounted on exterior of vehicle and primarily blue in color).
- 2) Vehicle Passenger Transportation Cage or Safety Barrier for use between front seat and back seat to prevent rear seat occupants from injuring law enforcement front seat occupants.
- 3) Vehicle Mobile Radio Unit
- 4) In-Car Mobile Video Unit
- 5) Power Control Center
- 6) Hand-held radar units/LIDAR units. Devices must meet federal Standards
- 7) Siren-Speaker
- 8) Traffic Cones (SCDOT specification – Not to exceed \$25 each)
- 9) Push Bumpers

10) Fire Extinguishers

11) Electronic Siren

12) Police vehicle – May only be awarded if it is determined that the vehicle is needed to implement the project. **Written justification is required.** Please note that grant-funded vehicles must only be used for the detection and apprehension of impaired and/or speeding motorists, or motorists committing other moving violations for the useful life of the vehicle. Vehicles purchased with grant funds may match the color of your agency's fleet, but must be marked with specific "Target Zero" and SCLN logos as indicated by the Office of Highway Safety and Justice Programs (also for the life of the vehicle). The agency is encouraged to follow current guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police. Vehicle purchases must comply with the Buy America Act. If you choose to use an agency vehicle or you are not awarded equipment, you may choose to request funds to purchase "Target Zero" and "SCLN" magnets/decals, however they are not required on agency-owned vehicles.

13) Alcohol testing devices used for training purposes (Devices must be on the Conforming Product List issued by the U.S. Department of Transportation and the International Association of Chiefs of Police).

14) Mobile Data Terminals/Laptops (limited to \$3,000 each)

d. The following items are not allowable for purchase/reimbursement with grant funds:

- 1) Mainframe computers
- 2) Weapons, uniforms, or badges
- 3) Stop sticks
- 4) Passive alcohol sensors
- 5) Monthly cell phone service
- 6) Monthly radio service charges
- 7) Golf carts
- 8) License plate readers

- 9) Electronic speed limit signs
- 10) Permanent signage/signage without a safety message
- 11) Monthly wifi/mifi service charges
- 12) Purchase of body-worn cameras
- 13) Speed/checkpoint trailers
- 14) Block/in-service trainings
- 15) Leave hours of any kind
- 16) Hours spent working a natural disaster

NOTE: All equipment with a unit cost over \$5,000 and motor vehicle purchases must comply with the BUY AMERICA ACT:

The Buy America Act (BAA) prohibits subgrantees from using highway safety grant funds under Title 23 U.S.C. Chapter 4 §313 to purchase products, unless they are produced (manufactured or assembled) 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 BAA requirement.

Subgrantees must have vendors complete the BAA Certificate for Compliance Form for purchases with highway grant funds to be eligible for reimbursement.

A product's listing on State Contract does not certify that it complies with the BAA.

4. Travel

- a. The cost of international travel is not allowable, except as separately approved by NHTSA and the state.
- b. The Office of Highway Safety and Justice Programs must approve all requests for out-of-state travel in writing and in advance, and must be specifically listed in the Travel section of the approved application budget.
- c. The current policy of the S.C. Comptroller General's Office only allows for reimbursement after the lodging has occurred. Therefore, billing payments made upfront through travel websites (ex. Expedia, Kayak, Travelocity, etc.) are considered "advance payments" for lodging and will not be reimbursed through the state.

- d. The cost of day-to-day patrol mileage for an officer performing grant activity is allowable based on the approved grant mileage rate if there are corresponding activity hours worked. *See mileage requirements on page 27.

5. Training

- a. Costs are allowable to pay for the salary and pro rata share of fringe benefits of individuals assigned to perform grant activities while pursuing OHSJP-approved training when prior approval is obtained and trainings are specifically listed in the budget narrative.
- b. **The purchase of portable alcohol breath testing devices is allowable if listed in the budget narrative, but the devices may be used only in a training context.**

6. Alcohol Treatment Services

The cost of counseling and other alcohol and drug abuse treatment services, the cost of the promotion of such services, and the cost of any materials related to treatment services are **not** allowable.

7. Letters of Support:

Letters of support are requested with the grant application **only** if funds are requested for multi-agency traffic enforcement projects and other projects involving multiple partners.

8. Matching Requirements:

Grant applications are 100% federally funded for FFY 2022. No cash match is required for any eligible applicant. If you choose to request equipment in your application and it is approved, please note that a 10% buy-in* is required for all vehicle, and associated equipment, purchases. *See additional information on page 17.

9. Limitations of Federal Funding:

Federal funding is limited to the support of new highway safety activities, the upgrading/expansion of established highway safety activities, or both.

10. Indirect Cost Rates:

- **States and Local Government and Tribe:** Agencies must prepare an indirect cost proposal, and submit it to the State Indirect Cost Officer for review and approval. The OHSJP reserves the right to negotiate indirect cost rate charges to a grant prior to award. If the subgrantee has never had a federally negotiated indirect cost rate, the De Minimis indirect cost rate of 10% of the Modified Total Direct Costs (MTDC) may be applied if the Agency is able to

submit documentation certifying that an indirect cost rate has never been utilized. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E and Appendix VII to Part 200 for more details.

- **Private, Non-Profit Organizations:** private, non-profit organizations receiving federal funds are authorized to recover indirect costs. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E for more details.

CRITERIA FOR GRANT APPLICATION REVIEW

Applications for proposed highway safety activities from qualified applicants will be reviewed by OHSJP staff in accordance with the review criteria listed below. Recommendations by the OHSJP staff will then be forwarded to the SC Public Safety Coordinating Council for its review/approval pursuant to Section 23-6-520, SC Code of Laws, 1976, as amended. Applications for funding will be reviewed on the following basis:

1. The degree to which the proposal addresses a national or state-identified problem area. Consideration will **ONLY** be given to applicants proposing major alcohol countermeasures programs within the counties identified previously as having the highest numbers and percentages of alcohol-related traffic collisions, deaths, and injuries during the last three years.
2. The extent to which the proposal meets the published criteria within the specific guidelines.
3. The degree to which the applicant identifies, analyzes, and comprehends the local or state problems. **Applicants who do not demonstrate a traffic safety problem/need will not be considered for funding.**
4. The extent to which the proposal seeks to provide a realistic and comprehensive approach toward problem solution, including documenting coordination with local and state agencies necessary for successful implementation.
5. The assignment of specific and measurable objectives with performance indicators capable of assessing project activity.
6. The extent to which the estimated cost justifies the expected results.
7. The ability of the proposed efforts to generate additional identifiable highway safety activity in the program area; the ability of the applicant to become self-sufficient and to continue project efforts once federal funds are no longer available.

8. The ability of the applicant to successfully implement the project based on the agency's past experience in implementing similar projects; the capability of the agency to provide necessary administrative support to the project.
9. For projects funded in previous fiscal years, the quality of work and the responsiveness to grant requirements demonstrated in past funding years; current or past grant performance, results of past monitoring visits, and the timeliness and thoroughness of required reports.
10. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.
11. Law enforcement applicants must be current in the reporting of Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws.

HIGHWAY SAFETY APPLICATION REVIEW CHECKLIST



ALL APPLICATIONS SHOULD BE REVIEWED PRIOR TO SUBMISSION USING THE CHECKLIST PROVIDED BELOW. IF THERE ARE ANY NEGATIVE ANSWERS, PLEASE REVISE YOUR APPLICATION TO ENSURE COMPLIANCE IN PROVIDING THE NECESSARY INFORMATION.

Yes	No	
—	—	1. Is the problem statement clear and concise?
—	—	2. Is sufficient information regarding the problem provided?
—	—	3. Has sufficient data been provided in the problem analysis to prove the problem?
—	—	4. Has adequate information on the current situation been provided in the problem analysis?
—	—	5. Are the objectives stated in measurable terms for specific time periods?
—	—	6. Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
—	—	7. Will the performance indicators listed measure the attainment of stated objectives?
—	—	8. Has the source or method of collecting data to measure effect been identified?
—	—	9. Will the indicators listed measure the impact of program goals?
—	—	10. Has an evaluation plan been included in the application?
—	—	11. Has the subject of continuation of project activity for future years been adequately discussed?
—	—	12. If funding was received in the previous fiscal year, has a thorough analysis of the results of the previous year's project been included in the narrative?
—	—	13. Does the application fall under one of the program areas identified for funding?

- 14. Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy?
- 15. Is the agency current in the submission of fines, fees, and surcharges?
- 16. Is the agency current in reporting Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws?
- 17. Have funding requests for items other than equipment been included?

FREQUENTLY ASKED QUESTIONS

1. Can we receive funding for equipment only?

- a. No, highway safety grants must also have a significant programmatic component.

2. Can we receive funding for items such as pens, shirts, and bags with our logo/emblem printed on them?

- a. No, the National Highway Traffic Safety Administration (NHTSA) has deemed these items to be classified as ‘Promotional’ and not eligible for reimbursement using NHTSA grant funds.

3. How can we determine the best budget estimate to use for training/travel expenses as we complete the application?

- a. The OHSJP is only able to reimburse the maximum allowable rates established by our agency and NHTSA. If desired, your agency can pay any remaining amount (i.e., If the expenses are \$200 and the OHSJP can only reimburse \$175, your agency may pay the \$25 out of your agency’s funds).

Lodging cannot exceed the U.S. General Services Administration (GSA) rate. You can visit <http://www.gsa.gov/portal/content/104877> to gauge what the rate may be in FFY 2022.

Meals cannot be more than the State of South Carolina’s per diem, as listed below. If your agency’s policy is stricter, please follow that policy.

	IN-STATE	OUT OF STATE	DEPART BEFORE	RETURN AFTER
Breakfast	\$8.00	\$10.00	6:30 am	11:00 am
Lunch	\$10.00	\$15.00	11:00 am	1:30 pm
Dinner	\$17.00	\$25.00	5:15 pm	8:30pm
Maximum	\$35.00	\$50.00		

Reimbursement for mileage cannot be higher than your agency’s rate. The maximum reimbursement for mileage is updated by the Internal Revenue Service (IRS) in January.

4. How does the OHSJP determine which projects to recommend for grant funding?

- a. Several things are considered and the information provided here represents only a fraction of the process used to compile recommendations for funding.

If more guidance is desired for your organization/agency, please view the Impaired Driving Countermeasures Special Grant Solicitation Workshop video series to be available on <https://scdps.sc.gov/ohsjp/hs-grants> and/or call staff at 803-896-9950 for more assistance. You may also submit questions to the OHSJP and attend the virtual Impaired Driving Countermeasures Special Solicitation Question & Answer session. The OHSJP staff reads every application and looks at the charts outlined on page 7 to determine which counties are experiencing the most fatalities and severe injury collisions for the eligible program area, impaired driving countermeasures. The priority counties for funding are represented in red bold font on the chart. Organizations/agencies are encouraged to apply for the Special Solicitation grant funding in counties that are experiencing problems with impaired driving. Availability of grant funds and specifics requested in the application are also considered.

5. If we are approved for funding for a Federal Fiscal Year 2022 highway safety grant, can we increase the grant funds requested in the application?

- a. No, the grant funding amount cannot be altered by the applicant. The level of funding for an agency/organization can be lowered by the OHSJP at the time of funding recommendation. However, the overall requested amount listed in the application cannot be increased.

6. If I currently have a highway safety grant, do I have to apply again?

- a. Yes, if you would like to be considered for an additional year of funding. Grants are awarded for one fiscal year only.

7. When should I start applying for FFY 2022 grants?

- a. The grant application will open no later than May 19, 2021 and everyone is encouraged to begin applying as soon as possible. The deadline for application submission is **11:59 PM Wednesday, June 30, 2021.**

8. What are the dates for FFY 2022/when does FFY 2022 start and end?

- a. October 1, 2021–September 30, 2022