



# **2020 HIGHWAY SAFETY FUNDING GUIDELINES**

**South Carolina Department of Public Safety  
Office of Highway Safety and Justice Programs  
November 9, 2018**

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## TABLE OF CONTENTS

<b>PURPOSE OF THE FUNDING GUIDELINES .....</b>	<b>1</b>
<b>DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM .....</b>	<b>3</b>
<b>ASSISTANCE IN DEVELOPING GRANT PROPOSALS.....</b>	<b>12</b>
<b>PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2019 .....</b>	<b>13</b>
<b>PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS .....</b>	<b>14</b>
ENFORCEMENT PROJECTS .....	14
ADJUDICATION/PROSECUTION PROJECTS .....	17
OCCUPANT PROTECTION AND EDUCATION/OUTREACH PROJECTS .....	19
<b>RESPONSIBILITIES OF FUNDED APPLICANTS .....</b>	<b>21</b>
<b>OVERVIEW AND GENERAL FUNDING REQUIREMENTS/LIMITATIONS .....</b>	<b>25</b>
<b>CRITERIA FOR GRANT APPLICATION REVIEW .....</b>	<b>32</b>
<b>HIGHWAY SAFETY APPLICATION REVIEW CHECKLIST .....</b>	<b>34</b>
<b>FREQUENTLY ASKED QUESTIONS.....</b>	<b>36</b>





## PURPOSE OF THE 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) 2020. 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 2020 Highway Safety funding are strongly encouraged to attend the Funding Guidelines workshop to be held December 6, 2018. Information on the registration and location of the workshop can be found on page 2 of this manual. The deadline for registering for this workshop is November 27, 2018. 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 Indian 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. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.**

**FFY 2020 Highway Safety Grant Applications must be received electronically by the Office of Highway Safety and Justice Programs by 5:00 PM on Friday, February 1, 2019. Applications received after 5:00 PM on February 1, 2019, will not be considered. The grant application must be completed using South Carolina DPS Grants, the Office of Highway Safety and Justice Programs' online grant management system. South Carolina DPS Grants will be available on the South Carolina Department of Public Safety website beginning December 14, 2018.**

**All requested information on the electronic application must be completed and submitted via South Carolina DPS Grants. Any supporting documents and/or appendices to the application may be uploaded as an attachment or mailed to the following address:**

**Ms. Cheryl W. Worrell, Grants Administration Manager  
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 5:00 PM on February 1, 2019 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 award is approved or disapproved. Grant award announcements will be mailed prior to the start of the FFY2020 grant period which is Tuesday, **October 1, 2019**.

### **HIGHWAY SAFETY GRANT CYCLE FFY 2020**

- November 16, 2018: Notification of Solicitation of Applications and Availability of Funding Guidelines Mailed to Potential Applicants.
- November 19, 2018: Posting of FFY 2020 Highway Safety Funding Guidelines on the SC Department of Public Safety's website: <http://scdps.sc.gov/ohsjp> .
- November 27, 2018: Deadline for Registering for OHSJP Funding Guidelines Work. **Please call Ms. Katrina Larry by 5:00 PM, November 27, 2018 to register.** She may be reached at (803) 896-9950. Seating is limited.
- December 6, 2018: Location and time of the Highway Safety Funding Guidelines Workshop for Grant Applicants. The South Carolina Department of Public Safety, Room CG- 52, 10311 Wilson Boulevard, Blythewood, South Carolina 29016 (please use the front entrance which has the SC DPS emblem, not the CSC emblem/entrance).
- December 14, 2018 Application opens. The grant application must be completed using SCDPS Grants <https://www.scdpsgrants.com> .
- February 1, 2019: Due Date for Grant Applications. **All grant applications must be received electronically by the OHSJP by 5:00 PM on Friday, February 1, 2019. Applications received after the due date will not be considered.**
- September 2019: FFY 2020 Grant Awards Issued with Funding Beginning October 1, 2019. 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 2017, approximately 141,854 traffic collisions were reported; this is a 0.18% increase from 2016, when 141,599 collisions were reported. Collisions in 2017 resulted in 989 fatalities and an estimated 60,555 injuries. The number of traffic fatalities in 2017 was 3.04% lower than in 2016, when 1,020 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 2017 was 1.78, a 4.81% decrease from 2016 when the MDR was 1.87. According to the most recent data available, the national mileage death rate in 2016 was 1.19. Based on 2016 figures, South Carolina's MDR of 1.87 was 57% higher than the national mileage death rate of 1.19 (2016 Final FARS).

**2017 SC Traffic Collision Statistics Clock (preliminary data):** Breaking collision statistics down by time in 2017 indicated the following:

- \* 1 Traffic Collision was reported every 3.7 minutes.
- \* 1 Traffic Death was reported every 8.9 hours.
- \* 1 Non-fatal Traffic Injury was reported every 8.7 minutes.
- \* 1 Property-Damage-Only Collision was reported every 5.2 minutes.

In 2017, South Carolina had 3,808,212 licensed drivers who operated 4,523,372 registered motor vehicles on a roadway system of 77,364 miles of streets and highways.



### **DUI Involvement in Collisions:**

According to NHTSA's Fatality Analysis Reporting System (FARS) 2016 data, alcohol-impaired fatalities for 2016 totaled 341. Based on the preliminary FARS 2017 Annual Report File (ARF) data, alcohol-impaired fatalities for 2017 currently comes to 313. FARS data also stated that there were a total of 1,405 drivers involved in fatal collisions in South Carolina during 2016. Of those 1,405 drivers, 341 had a blood alcohol concentration (BAC) of .08 or greater, which accounted for 24% of all drivers involved in fatal collisions. For 2017, FARS ARF data gives a total of 1,359 drivers involved in fatal collisions in South Carolina. Of the 1,359 drivers, 313 had a BAC of .08 or greater, which accounted for 23% 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 2017, of the approximately 60,562 total traffic-related injuries reported in 2017, 20,273, or 33.5%, occurred in speeding-related collisions. Injuries in speeding-related traffic collisions decreased from 20,954 in 2016 to 20,273 in 2017, a decrease of



3.2%. The percentage of traffic-related injuries that involved speeding decreased slightly from 33.8% in 2016 to 33.5% in 2017.

Incapacitating injuries in speeding-related traffic crashes decreased from 2016 to 2017 with 1,088 such injuries occurring in 2016 and 1,027 in 2017, a decrease of 5.6%. The percentage of traffic-related incapacitating injuries that involved speeding increased, from 35.7% in 2016 to 36% in 2017. In comparison, state data shows that South Carolina's overall speeding-related fatalities decreased by 3.6%, from 413 fatalities in 2016 to 398 fatalities in 2017.

**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 2013-2017. During this five-year period, the state's MDR was at a historical low in 2013 at 1.57 before increasing to 1.65 in 2014, 1.89 in 2015, and decreasing slightly again to 1.87 in 2016. For 2017, the state's MDR decreases to 1.78. Collision statistics for the period are presented in the chart below.

### South Carolina Collision Statistics 2013 - 2017

Year	Total Collisions	Total Fatalities	Total Persons Injured	Death Rate
2013	113,260	767	50,938	1.57
2014	119,173	823	53,029	1.65
2015	133,961	979	58,604	1.89
2016	141,599	1,020	61,899	1.87
2017	141,854	988	60,555	1.78

All 2017 data are preliminary.

### Top Primary Contributing Factors 2017

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

All 2017 data are preliminary.



**Location of Highest Numbers of Property-Damage-Only Crashes:** During the five-year period from 2013-2017, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry, and Spartanburg.

**Location of Highest Numbers of Injury Crashes:** The locations of the largest number of injury collisions during the five-year period 2013-2017 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 2013-2017 were Greenville, Horry, Charleston, Richland, and Spartanburg Counties.

**Driver Groups Involved in Crashes:** During the five-year period, the age groups with the highest number of drivers involved in fatal and severe injury collisions (presented in order) included drivers ages 20-24, 25-29, and 15-19. Drivers under the age of 30 continued to be over-represented in traffic crashes, based on the size of the category of licensed drivers in this group. 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 2013-2017 period, the charts on pages 6-11 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, number of fatal and severe injury by DUI-related collisions, and number of fatal and severe injury by speed-related collisions). Grant projects submitted for FFY 2020 impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.





<b><i>All Fatal and Severe Injury Collisions South Carolina 2013-2017 (2017 Preliminary Data)</i></b>						
<b>County</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2013-2017</b>
<b>Horry</b>	307	330	299	269	278	1,483
<b>Charleston</b>	314	308	281	272	276	1,451
<b>Greenville</b>	309	277	252	300	292	1,430
<b>Richland</b>	205	180	198	214	168	965
<b>Spartanburg</b>	185	178	202	201	175	941
<b>Anderson</b>	149	139	161	192	173	814
<b>Lexington</b>	142	137	151	142	165	737
<b>Berkeley</b>	187	153	148	102	109	699
<b>York</b>	124	127	125	143	128	647
<b>Beaufort</b>	67	95	107	102	105	476
<b>Aiken</b>	82	91	96	88	108	465
<b>Florence</b>	93	78	86	91	79	427
<b>Orangeburg</b>	97	75	79	96	75	422
<b>Dorchester</b>	78	70	85	75	68	376
<b>Lancaster</b>	56	83	86	85	65	375
<b>Pickens</b>	68	69	67	61	69	334
<b>Laurens</b>	63	58	67	66	65	319
<b>Sumter</b>	63	58	60	68	59	308
<b>Georgetown</b>	71	46	63	43	67	290
<b>Colleton</b>	57	44	56	66	50	273
Darlington	52	59	52	64	38	265
Cherokee	39	56	51	48	60	254
Greenwood	47	40	62	47	46	242
Oconee	27	48	53	51	55	234
Jasper	46	46	43	60	31	226
Kershaw	50	28	33	56	49	216
Williamsburg	41	42	38	38	41	200
Chesterfield	36	35	44	38	43	196
Chester	30	33	39	39	40	181
Newberry	36	26	34	35	32	163
Clarendon	24	21	32	33	36	146
Fairfield	22	26	22	29	28	127
Dillon	16	27	24	21	27	115
Barnwell	18	32	26	15	16	107
Marion	22	27	23	13	20	105
Hampton	24	20	23	17	16	100
Abbeville	26	13	17	17	25	98
Marlboro	15	26	20	21	15	97
Union	17	18	23	21	16	95
Calhoun	19	18	15	13	17	82



<i>All Fatal and Severe Injury Collisions South Carolina 2013-2017 (2017 Preliminary Data)</i>						
<b>County</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2013-2017</b>
Saluda	15	13	15	13	18	74
Edgefield	14	8	17	20	14	73
Bamberg	20	11	13	16	11	71
Lee	12	16	16	13	13	70
Allendale	11	11	10	9	7	48
McCormick	6	6	10	8	5	35
	<b>3,402</b>	<b>3,302</b>	<b>3,424</b>	<b>3,431</b>	<b>3,293</b>	<b>16,852</b>



<i>All Fatal and Severe Injury DUI Alcohol and/or Drug Collisions South Carolina 2013-2017 (2017 Preliminary Data)</i>						
<b>County</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2013- 2017</b>
<b>Greenville</b>	89	81	70	88	71	399
<b>Horry</b>	60	59	55	40	52	266
<b>Lexington</b>	37	42	44	52	49	224
<b>Richland</b>	59	46	41	47	30	223
<b>Anderson</b>	50	35	42	36	54	217
<b>Spartanburg</b>	41	40	48	50	28	207
<b>Charleston</b>	33	39	24	31	45	172
<b>Berkeley</b>	46	35	28	27	29	165
<b>York</b>	31	25	28	29	27	140
<b>Aiken</b>	22	26	24	27	20	119
<b>Laurens</b>	24	24	22	17	20	107
<b>Florence</b>	24	28	14	19	20	105
<b>Orangeburg</b>	31	19	21	18	15	104
<b>Beaufort</b>	16	19	18	17	23	93
<b>Lancaster</b>	15	18	18	20	16	87
<b>Dorchester</b>	17	14	19	16	18	84
<b>Pickens</b>	19	21	12	14	13	79
<b>Sumter</b>	17	17	10	16	13	73
<b>Darlington</b>	13	13	17	17	12	72
<b>Kershaw</b>	20	6	8	17	16	67
Cherokee	6	14	15	15	16	66
Oconee	8	14	16	8	17	63
Georgetown	15	17	13	5	10	60
Greenwood	10	14	16	9	11	60
Colleton	9	6	19	11	12	57
Chesterfield	13	5	13	12	10	53
Williamsburg	14	6	12	6	7	45
Newberry	11	10	9	10	4	44
Chester	7	8	7	10	10	42
Clarendon	6	5	10	9	9	39
Jasper	8	5	9	12	5	39
Abbeville	10	4	5	4	13	36
Fairfield	5	9	3	7	5	29
Lee	5	6	7	5	4	27
Saluda	8	3	2	5	4	22
Union	2	4	6	6	4	22
Barnwell	3	4	7	4	3	21
Dillon	5	6	2	2	6	21
Marion	5	4	3	2	4	18
Edgefield	1	4	4	5	3	17
Calhoun	5	5	0	2	2	14



<i>All Fatal and Severe Injury DUI Alcohol and/or Drug Collisions South Carolina 2013-2017 (2017 Preliminary Data)</i>						
<b>County</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2013- 2017</b>
Bamberg	2	4	2	3	1	12
Hampton	1	5	3	1	2	12
Marlboro	3	2	3	2	0	10
McCormick	1	4	2	2	1	10
Allendale	2	0	1	1	2	6
	<b>829</b>	<b>775</b>	<b>752</b>	<b>756</b>	<b>736</b>	<b>3,848</b>



<i>All Fatal and Severe Injury Speed/Too Fast For Conditions South Carolina 2013-2017 (2017 Preliminary Data)</i>						
County	2013	2014	2015	2016	2017	2013-2017
Horry	88	90	86	71	91	426
Greenville	88	81	64	78	83	394
Charleston	82	82	80	71	75	390
Richland	69	67	62	86	61	345
Spartanburg	55	72	77	67	67	338
Lexington	63	56	59	46	55	279
Anderson	58	49	52	67	49	275
Berkeley	68	47	55	44	40	254
York	47	35	42	53	44	221
Aiken	29	38	45	42	46	200
Laurens	37	26	37	44	34	178
Orangeburg	32	31	31	37	38	169
Beaufort	16	37	33	34	38	158
Florence	28	19	29	36	25	137
Darlington	27	30	26	34	17	134
Dorchester	23	29	30	24	23	129
Pickens	28	22	22	26	25	123
Lancaster	17	27	28	24	18	114
Sumter	24	21	13	26	24	108
Georgetown	23	19	19	17	27	105
Jasper	22	20	17	29	17	105
Greenwood	28	15	24	20	15	102
Cherokee	18	26	17	20	17	98
Newberry	21	14	18	19	21	93
Colleton	17	16	16	20	19	88
Oconee	11	18	21	13	24	87
Chesterfield	11	16	20	13	23	83
Chester	13	16	19	17	17	82
Kershaw	14	8	13	20	23	78
Williamsburg	16	16	13	15	16	76
Clarendon	10	10	14	19	22	75
Fairfield	14	7	11	19	10	61
Dillon	2	13	13	12	16	56
Marlboro	9	15	13	10	9	56
Union	9	8	11	13	9	50
Abbeville	16	6	5	10	12	49
Marion	6	7	16	6	8	43
Barnwell	4	17	10	4	7	42
Hampton	12	5	9	6	5	37
Calhoun	9	7	5	6	8	35
Edgefield	7	3	5	10	7	32
Saluda	5	3	8	7	9	32



<i>All Fatal and Severe Injury Speed/Too Fast For Conditions South Carolina 2013-2017 (2017 Preliminary Data)</i>						
County	2013	2014	2015	2016	2017	2013- 2017
Lee	4	1	5	7	9	26
Bamberg	7	4	7	5	2	25
Allendale	6	4	3	3	4	20
McCormick	2	2	3	4	1	12
	<b>1,195</b>	<b>1,155</b>	<b>1,206</b>	<b>1,254</b>	<b>1,210</b>	<b>6,020</b>



## 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.dot.gov](http://www.nhtsa.dot.gov)
- Statistical Services Section of the SC Department of Public Safety's Office of Highway Safety and Justice Programs: [https://scdps.sc.gov/ohsjp/stats\\_overview](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 Office of Highway Safety and Justice Programs (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 toll free at 1-877-349-7187.

- Debbie Jordan: Police Traffic Services/Speed Enforcement, Occupant Protection, Two-wheel Vehicle Safety
- Jasmine Simmons: Impaired Driving Countermeasures
- Lt. Doug Connelly: Traffic Records
- Angela Campbell: Questions regarding the completion of the budget pages

**All other questions can be directed to Cheryl Worrell, Grants Administration Manager.**

Applicants can also find further guidance using the Highway Safety Application Review Checklist on pages 34-35 and the Frequently Asked Questions on pages 36-37.



## PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2020



**Impaired Driving Countermeasures:** The enforcement, adjudication, education, and systematic improvements necessary to impact impaired driving. This includes programs focusing on youth alcohol traffic safety issues. See pages 14-15 and 17-18 for additional information regarding applying for a grant under this program area.



**Occupant Protection:** The development and implementation of programs designed to increase usage of safety belts among all age groups and proper usage of child restraints. See pages 19-20 for additional information regarding applying for a grant under this program area.



**Police Traffic Services/Speed Enforcement:** The development or enhancement of traffic enforcement programs necessary to directly impact traffic crashes, fatalities, and injuries. Speeding programs are a priority; however, these programs should also include attention to DUI enforcement and occupant protection. Components of grant proposals may also include efforts to educate and improve the driving skills, attitudes, and behaviors of young drivers, 20 or younger. See pages 15-16 for additional information regarding applying for a grant under this program area.



**Traffic Records (Statewide Emphasis):** The continued development and implementation of a statewide program (the South Carolina Collision and Ticket Tracking System, or SCCATTS) designed to enhance the collection, analysis, and dissemination of collision data, thereby increasing the capability for identifying and alleviating highway safety problems.

### **Other Potential Funding Areas**

Other program areas may be eligible for funding in FFY 2020. Please contact Cheryl Worrell of the Office of Highway Safety and Justice Programs at 1-877-349-7187 for information on applying for a grant in these potential funding areas.





## PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

### **ENFORCEMENT PROJECTS**

The following projects are eligible for funding in FFY 2020:

#### **1. Impaired Driving (DUI) Enforcement Programs (Statewide and Community)**



In order for 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 impaired driving enforcement team. Jurisdictions must have a high incidence of alcohol and/or drug-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 impaired-driving problem and to demonstrate that increased enforcement will have a significant impact on the reduction of drug and/or alcohol-related traffic crashes. The traffic officers assigned to such programs must be highly trained and skilled in order to detect a potential DUI. 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 Impaired Driving Enforcement Programs must:

- a. Describe how the enforcement effort will be initiated to increase DUI arrests and to reduce alcohol/drug-related crashes, to include an enforcement plan detailing specific days/nights of the week and hours the specialized impaired driving enforcement will be conducted. **Grant-funded personnel must work only 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 specialized training.** Include an enforcement plan and a sample monthly schedule of the grant-funded officers;
- 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. Demonstrate/discuss the department's commitment to the program. Include a detailed description as to how the department intends to provide continuing support, both programmatic and financial, after the end of the grant period;
- d. Describe the public information strategies and educational components to be implemented as a part of the program. Such components should focus on the risks of drinking and driving and the likelihood of apprehension. Public



information strategies and educational components should focus on certain groups that have been identified as being at high risk for driving under the influence (i.e., males ages 25-34) and repeat offenders;

- e. Describe the need for this specialized program, based on the number of DUI-related crashes, injuries, and fatalities now occurring in the area to be covered by the program; and
- f. Demonstrate and document the increase in personnel and personnel hours planned for impaired driving enforcement.
- g. The purchase of equipment will not be considered unless the equipment is required to develop a new Impaired Driving Countermeasures enforcement unit, to improve an ongoing Impaired Driving Countermeasures enforcement program, or to support a statewide enforcement campaign. **Refer to pages 28-29 of this document for a sample listing of allowable equipment.** Support equipment required to implement a DUI enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.
- h. Priority will be given to those agencies actively participating in the South Carolina Law Enforcement Network (SCLLEN). Agencies applying for and receiving funding for Impaired Driving Countermeasures enforcement programs must agree to continue or begin participation in the SCLLEN.
- i. Continuation programs 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.).

## 2. Speed (Police Traffic Services)



In order for traffic enforcement proposals to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for increased traffic enforcement.

Jurisdictions must have a high incidence of speed-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 problem and to demonstrate that increased enforcement will have a major impact on the reduction of traffic crashes.

- a. Programs initiating a traffic division within cities or counties must ensure and document the department's commitment to operate a comprehensive



traffic enforcement program, not only during the grant period, but also after federal funds are no longer available. These programs must develop and implement an enforcement plan to address the issue of speed enforcement primarily, but should also include enforcement for alcohol and drug impaired driving, safety belt use and child passenger safety laws, and other hazardous driving actions. Sufficient manpower must be provided to have an effective impact on collision reduction.

- b. Proposals may establish, on a statewide or community level, specialized speed, DUI, occupant protection, or other selective traffic enforcement programs using full-time employment to concentrate on areas of known speeding activity, high DUI, or high collision rates.
- c. The purchase of equipment will not be considered unless the equipment is required to develop a new traffic enforcement unit, to improve an ongoing traffic enforcement program, or to support a statewide enforcement campaign. **Refer to pages 28-29 of this document for a sample listing of allowable equipment.** Support equipment required to implement an enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders.
- d. Priority will be given to those agencies actively participating in the South Carolina Law Enforcement Network (SCLN). Agencies applying for and receiving funding for police traffic services/speed enforcement programs must agree to continue or begin participation in the SCLN.
- e. Continuation programs must provide an analysis of the results of the previous year's activities (e.g., the number of speeding citations compared with previous years, the number of DUI arrests 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.).
- f. All applications should address how funding will serve to decrease the number of collisions, injuries, and fatalities in their respective jurisdictions through increased enforcement and educational efforts. As a result of the establishment of the grant-funded unit, subgrantees funded for traffic safety enforcement units should clearly enhance the existing police traffic services.
- g. All police traffic services/speed enforcement programs must incorporate DUI enforcement and occupant protection enforcement (to include night-time safety belt enforcement) as major components of their effort.
- h. All police traffic services/speed enforcement programs must include educational, media, and training components to support the enforcement program.



## ***ADJUDICATION/PROSECUTION PROJECTS***

The following projects are eligible for funding in FFY 2020:

### **1. Traffic Safety Resource Prosecutor**

A Traffic Safety Resource Prosecutor (TSRP) project would provide critical support to enhance the capability of the states' prosecutors and law enforcement to effectively prosecute traffic safety violations. Proposals for projects that establish a Traffic Safety Resource Prosecutor must:

- a. Assess training needs and develop and provide training programs for prosecutors, law enforcement officers, and other traffic safety professionals with an emphasis on the effective prosecution of impaired driving cases;
- b. Provide technical assistance and legal research to prosecutors on a wide variety of legal issues, including probable cause; Standardized Field Sobriety Testing (SFST) implied consent, breath/blood testing, accusatory instruments, pre-trial procedures, trial practice, and appellate practice;
- c. Serve as a resource to prosecutors in the state on impaired driving and other traffic cases;
- d. Prepare briefs, legal memoranda, and other pleadings for use at hearings, trials, or on appeal of such cases;
- e. Train and provide technical assistance to state, local, and county law enforcement in methods of evidence gathering, especially newly emerging technology and trial techniques, which will improve the ability of prosecutors to effectively prosecute impaired driving cases;
- f. Coordinate with the Office of Highway Safety and Justice Programs to serve as the liaison with additional prosecutors to enable them to become more involved in traffic safety initiatives;
- g. Respond to written and verbal inquiries made by prosecutors concerning criminal law, associate administrative issues, procedure, or special problems, and offer competency and expertise in providing a broad range of technical assistance and support services for prosecuting traffic safety offenses;
- h. Meet regularly with law enforcement agencies to explain prosecutorial policy, answer questions, and receive suggestions; foster improved law enforcement/prosecutor cooperation; strengthen effective law enforcement and prosecution strategies; and regularly apprise prosecuting attorneys on evolving areas of traffic safety law;



- i. Serve as an active participant in the state's Impaired Driving Prevention Council.
- j. Provide consultation on and prosecute, or serve as second chair on, difficult impaired driving cases at various locations around the state.

### **2. 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.



## ***OCCUPANT PROTECTION AND EDUCATION/OUTREACH PROJECTS***

### **1. Innovative Community Safety Belt Projects and Projects Focusing on Minority Groups, Rural Populations, and Youth Safety Belt Use**

A need exists to implement community projects that include minority groups, rural populations, and young drivers, to encourage and promote safety belt and passive restraint use. Priority will be given to community-wide initiatives using innovative and creative approaches to encourage/promote the proper use of occupant restraints and to increase usage rates. While limited public information and education efforts may be a component of a community safety belt project, the primary focus should not be media centered.

Schools are an important arena in which to reach students, parents, and others who transport students. Studies have indicated that children can be very influential in promoting safety belt usage in families. Studies have also shown that teenagers and young males are over-represented in fatal and injury crashes. Traditionally, belt usage rates among these groups have been low.

Projects in this category should be comprehensive in scope to include the medical and business community in promoting highway safety in the schools. They should be educational or promotional programs designed to measurably increase usage of safety belts among these population groups. Projects should also focus on entire school districts, involve students, parents, teachers, and administrators, and should be tied in to all school activities.

### **2. Education for Young People**



Projects with a specific focus on young drivers, age 20 or younger, with education on alcohol and/or drugs, safety belt usage, and speeding will be given consideration. Educational projects typically have a greater focus on young drivers and provide more exposure to the alcohol/drug and highway safety messaging than do public awareness (media) campaigns. Educational projects could include the conducting of mock DUI trials in schools, the conducting of actual DUI trials in high schools, and the implementation of victim impact panels. Parameters for an educational program include, but are not limited to, the following:

- a. Projects must accurately define the focus population. Young (age 20 or younger) drivers and/or young people who have not yet reached driving age are appropriate groups;
- b. Projects must specify a methodology for reaching the defined population. The methodologies designed should clearly outline the manner in which the



group will be accessed and the anticipated number to be impacted by the project;

- c. Projects eligible for funding should be located in school districts, colleges, universities, and city or county agencies that deal with safety education or recreation;
- d. Educational projects should provide in-depth education to a specific population, measuring and evaluating that impact; and
- e. Applicants should identify in their proposal what existing highway safety education is now being done in the community by other organizations (examples: Mothers Against Drunk Driving [MADD], Students Against Destructive Decisions [SADD], local law enforcement, Department of Health and Environmental Control [DHEC], etc.) and within the school system.



## 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

- Quarterly Progress Reports (programmatic)
- A Final Narrative Report

### Claims

Claims for reimbursement are to be submitted on designated forms as issued by the SC Department of Public Safety, Office of Highway Safety and Justice Programs (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 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.
- \* Items \$2,500 or less: Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Written documentation of verbal quotes is acceptable or written verification that the quoted price secured is fair and reasonable.
- \* Items costing \$2,500.01 to \$4,999.99: This documentation must include three (3) written quotes. The three quotes should be submitted with the applicable Request For Payment (RFP).
- \* Items costing \$5,000 or more: Any item whose total cost is \$5,000 or more requires the submission of bids to the OSHJP for review and approval prior to the acceptance of any bid. Three quotes **and** written approval of purchase **must** be secured before funds are expended.





- \* Purchases costing \$10,000 or more require written solicitation of written quotes, bids, or proposals. Bid specifications/requests for proposals must be reviewed and approved by the OHSJP staff prior to issuance. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. Once bids/proposals are received, subgrantees must submit bids/proposals for review and approval prior to acceptance of any bid.
- \* 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 \$10,000 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, and received on or before September 30. Therefore, any purchases made under the FFY 2020 grant must be documented with purchase requisitions/purchase orders dated on or before September 30, 2020.

**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. Failure to obtain such prior written approval may 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 grant-funded personnel, reflecting the hours worked on and charged to the project. If personnel are funded 100% through the grant, their activity must be 100% in support of activities agreed upon in the grant award. Costs for grant-funded personnel performing tasks outside the grant will not be reimbursed.
  - Grant-funded DUI personnel can only 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 funded under a grant must be identified by name and date of hire. Any changes in grant personnel, reassignments, or terminations must be reported in writing on agency letterhead. Costs for personnel services may be reimbursed only for work performed within the dates of hire. Work performed prior to the documented hire date or after the documented termination date under the grant cannot be reimbursed. Personnel costs can be reimbursed only for personnel specifically identified in the approved grant budget. If the budget specifies, for example, one (1) traffic officer at 100%, reimbursement of personnel expenses cannot be made for two officers, each working 20 hours of a 40-hour shift. Reimbursement can be made only for the one officer.

### **Special Activities**

- \* All agencies receiving Highway Safety Grant funds shall assist the Office of Highway Safety and Justice Programs in activities associated with Sober or Slammer, Christmas/New Year's (December and January); Buckle Up South Carolina (May); Operation Southern Shield (July); Sober or Slammer/Labor Day (September); and the observance of National Child Passenger Safety Week (September).

### **Equipment Purchased with Grant Funds**

- \* All equipment purchased with Highway Safety grant funds must be used for the originally authorized grant purposes for as long as needed for those purposes. 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 needed 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 a biennial 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.
  
- \*All equipment purchased with Highway Safety Funds must be purchased within the first year of the grant.



## OVERVIEW AND 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, crashes, crash fatalities, and crash 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:**

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 grant funding:
  - \* Implementation of educational efforts to increase public compliance with occupant protection laws.
  - \* Implementation of a comprehensive enforcement program for detecting, investigating, arresting, and convicting impaired drivers.
  - \* Development and administration of countermeasures programs to correct identified problems.
  - \* Program coordination for 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.
  - \* Purchase of child restraint devices is allowable if they are in compliance with NHTSA performance standard FMVSS #213 for these devices.
  - \* 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 state 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.



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.

### **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. Personnel**

Grant-funded personnel are allowable and must expend 100% of their time in the development, implementation, and evaluation of the activities specified in the approved grant application. Grant-funded traffic officers, for example, are provided to increase the level of traffic law enforcement in a jurisdiction. As such, they are prohibited from providing funeral escorts or parade duty. In addition, since the primary function of grant-funded officers is to prevent and reduce collisions, injuries, and fatalities by proactive enforcement measures, these officers should respond to traffic collisions only **in emergency situations**, such as when no other officer is available to respond, or during inclement weather when proactive enforcement is hindered.

#### **2. 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



**3. Promotional Items**

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

**4. Equipment –**

- a. Costs for major (\$5,000 or more) equipment purchases as well as purchase of in-car cameras, require specific prior approval of 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.
- c. 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. Recording accessories for In-Car Video Unit
6. Power Control Center
7. Hand-held radar units/LIDAR units. Devices must meet federal standards.
8. Siren-Speaker
9. Traffic Cones (SCDOT specification – Not to exceed \$25 each)
10. Push Bumpers
11. Fire Extinguishers
12. Electronic Siren



13. Cellular Phone-Basic Service
14. Passive alcohol sensors are not allowable.
15. Police vehicle – **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” 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.**
16. 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)
17. Purchase of mainframe computers is not allowable. Mobile Data Terminals/Laptops are limited to \$3,000 each
18. Purchase of weapons, uniforms, or badges is not allowable.
19. Stop sticks are not allowable.
20. Purchase of body-worn cameras is not allowable.

**NOTE: All equipment with a 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.**

**If products are assembled in the United States, significant transformation must take place to comply with the BAA.**

**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.**





**5. 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, unless the specific travel destination has been previously approved and is 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 a grant-funded officer is allowable based on the approved grant mileage rate.

**6. Training**

- a. Costs are allowable to pay for a grant-funded employee's salary while pursuing OHSJP-approved training when prior approval is obtained.
- b. **The purchase of portable alcohol breath testing devices is allowable, but the devices may be used only in a training context.**

**7. 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.

**8. 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.

**9. Matching Requirements:**

Grant applications are 100% federally funded for FFY 2020. No cash match is required for any eligible applicant.

**10. 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.



### 11. Indirect Cost Rates:

- **States and Local Government and Indian 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 Office of Highway Safety and Justice Programs (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. Priority consideration will be given to applicants proposing major alcohol countermeasures, motorcycle safety, occupant protection, pedestrian safety, speed enforcement, and traffic records programs within the counties identified previously as having the highest numbers and percentages of alcohol- and/or speed-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 continuation projects, 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 a continuation project, 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?



## 2020 Highway Safety Funding Guidelines

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- —     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 I included funding requests for items other than equipment?



## FREQUENTLY ASKED QUESTIONS

1. Can we get funding for only equipment?
  - a. No, highway safety grants must also have a significant programmatic component, including requests for personnel.
2. Can we get 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 can pay the \$25 out of your agency's funds).

Lodging cannot be more than 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 2020.

- i. Meals cannot be more than the State of South Carolina's per diem, as listed below.

	<u>In state</u>	<u>Out of state</u>	<u>Depart before</u>	<u>Return after</u>
<u>Breakfast</u>	\$6.00	\$7.00	6:30 am	11:00 am
<u>Lunch</u>	\$7.00	\$9.00	11:00 am	1:30 pm
<u>Dinner</u>	\$12.00	\$16.00	5:15 pm	8:30 pm
<u>Maximum</u>	\$25.00	\$32.00		

- ii. Reimbursement for fuel cannot be higher than your agency's rate. The maximum reimbursement for fuel is updated by the Internal Revenue Service (IRS) in January.
4. How does the OHSJP determine who 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 attend the Funding Guidelines Workshop on December 6 and/or call staff at 1-877-349-7187 for more assistance. The OHSJP staff reads every application and looks at the charts outlined on pages 6-11 to determine what counties are experiencing the most fatalities and severe injury



collisions for each program area. The priority counties for funding are highlighted on each of the charts. Organizations/agencies are encouraged to apply for the program area(s) in which their counties are experiencing problems (i.e. impaired driving, speeding, or occupant protection). 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 2020 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, grants are awarded for one fiscal year only.
7. When should I start applying for FFY 2020 grants?
  - a. The grant application will open on December 14, 2018 and everyone is encouraged to begin applying as soon as possible. The deadline for application submission is **5:00 PM Friday, February 1, 2019.**
8. What are the dates for FFY 2020/when does FFY 2020 start and end?
  - a. October 1, 2019–September 30, 2020