**FY21**

**Mississippi Office Of Highway Safety**

**Funding Guidelines for**

**Law Enforcement**

**Grant Applications**



Mississippi Department of Public Safety

Division of Public Safety Planning

Office of Highway Safety

1025 Northpark Drive

Ridgeland, MS 39157

Telephone: (601) 977-3700

**mohs@dps.ms.gov**

**Schedule for Application Process:**

* **Deadline for submission of initial electronic application is: March 6, 2020.**
* **All applicants will be notified of application results no later than June 2020.**

**Purpose of the Funding Guidelines****:**

The purpose of this document is to outline the specific criteria to be followed in the preparation of highway safety applications for funding. The manual provides direction and guidelines to assist state and local agencies in obtaining federal funding support for their highway safety programs.

The Mississippi Office of Highway Safety (MOHS) receives annual funding under the Highway Safety Act of 1966, State and Community Highway Safety Grant Program currently operating under the new authorization Fixing America’s Surface Transportation Act (FAST). The funding was established to provide financial assistance to states to stimulate the development of traffic safety projects at the state and local levels. The funding is received from the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) to the state to support highway safety programs. The success of the programs is determined by the efforts and interest demonstrated by the state and local agencies with traffic safety responsibilities.

Annually, the State produces a Highway Safety Plan (HSP), which provides for statewide initiatives, directs activity toward resolving identified traffic safety problems, and establishes statewide targets and performance measures for highway safety. The planning process incorporates the solicitation of applications or proposals (through the problem identification process) for highway safety activities from state agencies and political subdivisions to ensure a statewide effort that will satisfy state highway safety objectives. Applications for funding submitted for traffic safety activities are not restricted to any dollar value but must provide evidence of being cost effective. Applications must state in detail the goals of the project, the problem to be addressed, and the associated activities.

These guidelines are provided to assist the applicant agency in developing traffic safety activities, eligible for federal support and aid in reaching state highway safety goals and objectives. The FY21 grant year **begins** **October 1st** and **end September 30th.** Applications can be requested for funding for a full year (October-September), mini grants (See OP/PT grants) or specified dates selected by the Applicant. All dates will be approved by MOHS.

**FY21 Mississippi Office of Highway Safety Targets, Performance Measures and Strategies**

Per Federal guidelines, the Mississippi Office of Highway Safety must set targets, performance measures and strategies that will be accomplished on an annual basis to remain in federal and state compliance and meet all federal and state requirements for funding.

By funding agencies and projects across the State of Mississippi, the MOHS hopes to achieve success in these target areas and reach all proposed performance measures, by performing specialized strategies.

**C-1 Core Outcome Measure/Number of Traffic Fatalities (FARS):** To decrease the expected rise of total fatalities from 664 fatalities (2014-2018) to expected rise to 682.84 fatalities (2017-2021) by the end of December 31, 2021.

**Available Applicant Criteria and Program Areas for Law Enforcement Applications:**

**Eligible Applicants:** All law enforcement jurisdictions, which can include municipal, county and state law enforcement agencies.

**Eligible Program Expenses:** Salary, Overtime, Training, Travel, Equipment, Supplies, Contractual Services.

**FY21 MOHS Law Enforcement Program Areas:**

**Alcohol Countermeasures (154AL)** - Alcohol enforcement projects are strictly for alcohol only related activities, programs and projects. Agencies must have a presence of alcohol related fatalities, injuries, crashes and citations in the area of service. The alcohol program is to work within the state to reduce alcohol related DUI fatalities, crashes and injuries through high visibility enforcement, checkpoints, saturation patrols and earned media.

**Impaired Driving (405d)** - The Impaired Driving program is for enforcement agencies working to reduce alcohol & drug related fatalities on our roadways. Agencies must have a presence of alcohol and drug related fatalities, injuries, crashes and citations in the area of service. Grant funds are to reduce alcohol and drug related fatalities, injuries and crashes through high visibility enforcement, checkpoints, saturation patrols and earned media.

**Occupant Protection (402 OP)** - The Occupant Protection program is to reduce the number of unbelted fatalities, injuries, crashes among adults and children. Agencies must have a presence of unbelted fatalities, injuries, crashes and citations in the area of service. The use of high visibility enforcement during national campaigns (Click It or Ticket), as well as other special events and holiday periods in an effort to increase the usage rate through the enforcement of state restraint laws. To educate the public on the importance and proper use of child restraints to reduce the severity of injuries and the number of fatalities resulting from vehicle crashes and to measure the results of enforcement and educational programs by conducting surveys and evaluating the results. The Occupant Protection program will also focus on the enforcement of not only adult drivers, but the enforcement of child restraint laws.

**Police Traffic Services (402 PT)** - The traffic enforcement necessary to directly impact fatalities, injuries and crashes which includes all aspects of traffic enforcement in the combined areas of Occupant Protection, Child Restraint and Speed. Police Traffic Service programs will work with all national priority program blitz campaigns of Drive Sober or Get Pulled Over and Click It or Ticket. The Police Traffic Services program will focus on all aspects of highway safety through high visibility enforcement, checkpoints, saturation patrols and earned media and must show performance in occupant protection, child restraints and speed control.

**Application Availability:**

Application packets will be available at: Department of Public Safety website at <https://www.dps.ms.gov> and the Mississippi Office of Highway Safety website at: [www.highwaysafety.ms.gov](http://www.highwaysafety.ms.gov).

Continuation grant applicants will receive an email on February 3, 2020 with the application packet that will contain the MOHS FY21 Grant Application and Grant Funding Guidelines.

**All completed grant applications must be submitted electronically to the Mississippi Office of Highway Safety email address at:**

**mohs@dps.ms.gov**

Grant applications may be submitted early but are due no later than by 5:00 p.m. on March 6, 2020. Grant applications received after the due date will be noted and may be delayed in processing for the upcoming grant year.

For FY21, the MOHS is offering following four (4) separate applications. Please select the application that will best fit your agencies need, problem identification and targets.

1. Alcohol and Impaired Driving Law Enforcement (154/405)

2. Occupant Protection Law Enforcement (402)

3. Police Traffic Service Law Enforcement (402)

4. Public Information, State Agencies and Specialized Funding (154, 405, 402)

**Instructions for the Completion of Application**

**Signature Sheet:**

Please fill out the FY21 Sub-grant Application Signature sheet in completion.

1. Applicant Name, Mailing Address, Telephone and Email Address.
2. Date: Date of the Application Submission
3. Beginning Date and Ending Dates: Application begin/end dates will have options based on the grant application that the agency is applying for during the FY21 grant year. Please see the following options and provide a “X” in the box of your choice:

Impaired Driving Grants (154 or 405d)

\_\_\_\_Full Grant (October 1, 2020-September 30, 2021)

Occupant Protection (402)

\_\_\_\_Full Grant: (October 1, 2020-September 30, 2021)

\_\_\_\_ Mini Grant: (April 1, 2021-September 30, 2021)

\_\_\_\_ Other (Specify Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Police Traffic Services (402)

\_\_\_\_Full Grant: (October 1, 2020-September 30, 2021)

\_\_\_\_ Half Grant: (January 1, 2021-September 30, 2021)

\_\_\_\_ Mini Grant: (April 1, 2021- September 30, 2021)

\_\_\_\_ Special Wave Grant: (April 1, 2021-June 30, 2021)

1. Sub-grantee Payment Method: Completed
2. DUNS #- Data Universal Numbering System (Dun & Bradstreet); city/county clerk can provide.
3. Congressional District
4. Program Title: Program that you are applying for grant funding.
5. Funding Requested
   1. Cost Category
      1. Personal Services-Salary
      2. Contractual Services
      3. Travel
      4. Equipment
      5. Commodities
   2. Source of Funds
      1. Federal
      2. State
      3. Local
      4. Other
6. Agreement Statement.
7. Approved Signature of Authorized Official for Jurisdiction to Apply.

**Problem Identification:**

**Location (Law Enforcement Grants)**

Fill out the chart on the application to reflect the number of miles within the service area, number of population served and any major roadways in the area of service.

|  |  |
| --- | --- |
| City Name: |  |
| County Name: |  |
| Surrounding Counties: |  |
| Troop District: |  |
| Number of Officers In Agency: |  |
| Number of Officers to Work Grant: |  |

|  |  |
| --- | --- |
| Number of Square Miles: |  |
| Number of Population: |  |
| Major Roadways in the Area: |  |

**Problem Identification Summary: (Law Enforcement)**

Please provide a detailed problem identification description for the location that the grant will seek funding, such as high speed areas, college/universities, factories, community events, alcohol related establishments, etc.

**Please limit to 350 words for the Problem Identification Summary**. Please give as much information as possible about how your agency will work toward the highway safety issues for the area of service your agency is applying for.

**Problem Identification:**

**Proposed Target, Performance Measure and Strategies to be achieved during FY21:**

This section must be completed for all project applications. Please provide a description of how the agency will counter the problems stated in the problem identification sections above. **Please use Agency 2018 Fatal Crash and Fatality data, if available.**

**Target for Project:**

What targets will your agency accomplish during the FY21 grant year?

**Please use fatality data first, if agency has no fatalities during 2018, please use injury data. If agency does not have injuries, then agency should use data related to crashes.**

**Targets for Enforcement Projects**

**(154AL) Alcohol Countermeasures Applications:**

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of alcohol related fatalities from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of alcohol related injuries from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of alcohol related crashes from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

**(405d) Impaired Driving Applications:**

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of alcohol related fatalities from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of drug related fatalities from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of alcohol related injuries from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of drug related injuries from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of alcohol related crashes from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of drug related crashes from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

**(402) Occupant Protection Applications:**

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of unbelted fatalities from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of unbelted injuries from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of unbelted crashes from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

**(402) Police Traffic Services Applications:**

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of unbelted fatalities from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of unbelted injuries from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of unbelted crashes from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of speed fatalities from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of speed injuries from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

The jurisdiction/agency of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will (reduce or maintain) the number of speed crashes from \_\_\_\_\_ in 2018 to \_\_\_\_\_ by the end of 2021.

**Police Traffic Service applications must include an unbelted and speed target.**

**\*\*Note\*\* Be reasonable with your targets, do not set a target that your agency will not be able to attain or maintain.**

**Performance Measure for Project:**

How will your agency measure the performance during the FY21 grant year to accomplish the target set?

**Please use Agency 2019 Agency grant funded citation data, if available. If your agency has never applied for grant funds or hasn’t applied in several years, please start your “grant funded” citations at “0”.**

**(154AL) Alcohol Countermeasures Applications:**

Performance Measure: (Increase or Maintain) the number of grant funded DUI Arrest citations, by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

**(405d) Impaired Driving Applications:**

\*\*If applying for 405d Impaired Driving Funding, a performance measure for alcohol and drug must be included.

Performance Measure: (Increase or Maintain) the number of grant funded DUI Other (drug) citations, by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

**Alcohol/Impaired Driving Performance Measure Example:**

Increase the number of grant funded DUI citations by 10% from (80) in FY19 to (88) DUI citations during FY21.

Increase the number of grant funded DUI Other (drug) citations by 10% (34) in FY19 to (37) in FY21.

**402 Occupant Protection Applications:**

\*\* Occupant Protection applications must include both a seatbelt and child restraint performance measure.

Performance Measure: (Increase or Maintain) the number of grant funded Seatbelt citations by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

Performance Measure: (Increase or Maintain) the number of grant funded Child Restraint citations by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

**Occupant Protection Performance Measure Example:**

Increase the number of grant funded seatbelt citations by 10% from (199) in FY19 to (219) in FY21.

Increase the number of grant funded child restraint citations by 15% from (28) in FY19 to (32) in FY21.

**402 Police Traffic Services Applications:**

\*\* Occupant Protection applications must include seatbelt, child restraint and speed performance measures.

Performance Measure: (Increase or Maintain) the number of grant funded Seatbelt citations by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

Performance Measure: (Increase or Maintain) the number of grant funded Child Restraint citations by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

Performance Measure: (Increase or Maintain) the number of grant funded Speed citations by \_\_% from \_\_\_\_ in FY19 to \_\_\_\_in FY21.

**Police Traffic Services Performance Measure Example:**

Increase the number of grant funded seatbelt citations by 10% from (199) in FY19 to (219) in FY21.

Increase the number of grant funded child restraint citations by 15% from (28) in FY19 to (32) in FY21.

Increase the number of grant funded speed citations by 20% from (30) in FY19 to (36) in FY21.

**\*\*Note\*\* Be reasonable with your performance measures, do not set measures that your agency will not be able to attain or maintain. Performance measures are reviewed throughout the grant year for performance efficiency and effectiveness.**

**Strategies for Project:**

What strategies will your agency perform to reach your performance measure and reach the target for the FY21 grant year?

**Strategy Example:**

* Conduct at least \_\_\_\_\_ checkpoints during year. (Enforcement Only)
* Conduct at least \_\_\_\_\_\_ saturation patrols during year. (Enforcement Only)
* Conduct at least \_\_\_\_\_\_ alcohol presentations during year (If Applicable for 154 Alcohol Funding Grants Only with a Full-time Officer)
* Will there be Law Enforcement Instructor training (SFST, ARIDE, DRE) hours/time conducted and/or claimed

during grant period? (Individual Officers Only-This is a requirement for instructors to receive reimbursement)

\_\_\_\_\_ Yes \_\_\_\_\_\_ No

**NOTE: If applicants will be performing saturation patrols or checkpoints, please provide the grant funded numbers that your agency anticipates to perform during the grant year.**

Saturation Patrols: Saturation patrols involve an increased enforcement effort, targeting specific areas, to identify and arrest the impaired driver (DUI Saturation Patrols) or identify seatbelt violations (OP Saturation Patrols). Multiple agencies often combine and concentrate their resources to conduct saturation patrols.

Checkpoints: Checkpoints are defined as law enforcement officials that evaluate drivers for signs of alcohol or drug impairment (DUI Checkpoints) or seatbelt usage (OP Checkpoints) at certain points on the roadway. Vehicles are stopped in a specific sequence, such as every other vehicle or every fourth, fifth or sixth vehicle.

The frequency with which vehicles are stopped depends on the personnel available to staff the checkpoint and traffic conditions. Checkpoints are not mandatory for Occupant Protection and or Police Traffic Service Grants

**FY21 Proposed Program Coordination:**

If grant is awarded, please identify the following persons that will be working on grant activities and will be responsible for the grant. **NOTE: The signatory official is the Mayor, Board of Supervisors President, or Commissioner**

|  |  |
| --- | --- |
| Name of Chief/Sheriff/Partner: | Name of Project Director: |
| Phone Number: | **Phone Number:** |
| Email Address: | **Email Address:** |

|  |  |
| --- | --- |
| Name of Financial Manager: | Name of Signatory Official: |
| Phone Number: | **Phone Number:** |
| Email Address: | **Email Address:** |

**FY21 Proposed**

**Program Coordination:**

**Proposed Project Staff for Grant Responsibilities:**

Submit information for proposed project staff that will be funded with federal funds under the grant agreement.

\*Unallowable Personnel Expenses for FY21: Fringe benefits (FICA & Retirement) and health insurance will not be allowable personnel expenses during FY21 for law enforcement agencies.

The Individual Officer(s) on this project is defined as an officer working enforcement at approximately 2080 hours at an approximate rate of pay per hour.

The MS Office of Highway Safety may provide funding for an Individual DUI Officer. In order to maintain funding for an individual officer, an agency must be a continuation project and meet 60% of the following criteria:

* At least (1) DUI Fatal in 2018;
* At least (1) DUI Injury in 2018;
* Top 30 Alcohol or Drug Fatality County;
* FY19 Grant Funded Arrests of 52 or higher, per officer;
* Met or Exceeded Performance Measures agreed upon by agency in FY19 Grant Agreement

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| --- | --- | --- | --- | --- | --- |
| Personnel Title: | % of Time | Regular  Rate of Pay | Overtime  Rate of Pay | # of Hours | Total |
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**\*\*The regular and overtime rate of pay noted above should be the rate of pay the officer is paid by your agency. The rate of pay should not be increased for grant purposes. If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation.**

* Individual Officer @ (rate of pay) x (# of hours) = (total salary)
* Officers over-time or regular time above and beyond normal work hours @ approx. (rate of pay) X approx. (# of hours) = (total amount)
* Dispatcher over-time or regular time above and beyond normal work hours @ approx. (rate of pay) X approx. (# of hours) = (total salary)
* Jailer over-time or regular time above and beyond normal work hours @ approx. (rate of pay) X approx. (# of hours) = (total salary)
* Transporter over-time or regular time above and beyond normal work hours @ approx. (rate of pay) X approx. (# of hours) = (total salary)

**FY21 Proposed Contractual Services Expenses:**

Include a detailed assessment of contractual services within the program area in which you will be applying. Also, include a cost estimate for all contractual needs (rental, shipping costs, etc.). All expenses must be in accordance to current state and federal guidelines.

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| --- | --- | --- |
| Type of Contractual Services Expenses: | Quantity/Amount of Service/Amount per Month | Total Costs of Expenses: |
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| Total Contractual Service Expense: |  |  |

**Examples of Proposed Contractual Service Expenses:**

(Type of Service) (Quantity) X (Price) = (total)

(Type of Service) (Amount of Service) X (% being requested) = (amount to reimburse)

(Type of Service) (Amount per month) X 12 = (amount to reimburse)

**FY21 Proposed Travel Expenses:**

Include a detailed assessment of travel needs within the program area in which you will be applying. Also, include a cost estimate for all travel needs (airfare, hotel, hotel taxes, per diem, mileage, parking, baggage and gratuity). All expenses must be in accordance to current state and federal guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Travel | Number of People: | Cost: | Total: |
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| Total Travel Expense: |  |  |  |

Possible travel opportunities for FY21 funds:

* In-State Conferences
  + Registration fee (amount)
  + Room rate (amount) X (#) of nights X (%)= (total)
  + 20% room rate (amount) X (#) of days= (total)
  + Meals (per diem total) X (#) of days = (total)
  + 20% gratuity X (total meals) = (total)
  + Trip amount per person (total of all above)
  + Number of people (#) x (trip amount) = (total travel amount)
* Out of State Conferences
  + Registration fee (amount)
  + Room rate (amount) X (#) of nights X (%) room taxes = (total)
  + Meals (per diem total) X (#) of days = (total)
  + 20% gratuity X (Total meals) = (total)
  + Airfare (amount)
  + Misc. (baggage, parking, taxi, etc.) (amount)
  + Trip amount per person (total of all above)
  + Number of people (#) x (trip amount) = (total travel amount)

**FY21 Proposed Equipment:**

Grant funding must be tied to performance, data and problem identification. Applications that are requesting equipment only applications will not be funded. Please list the cost for each piece of equipment requested.

Federal guidelines require equipment purchased must be essential to the project. If any equipment is requested in the application, **please include quotes (0 to $5,000.00 requires one quote, over $5,000.00 requires two quotes)** for the equipment, equipment descriptions and a thorough explanation of the use of the equipment and how it will impact the target and the agency problem identification.

All equipment must be approved by MOHS and/or NHTSA and be included on the Conforming Product List (CPL) and must be used specifically for the purposes for which is purchased. CPL list can be found at:

* Alcohol Screening Devices: (Only 154/405D/402PTS)

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14582.pdf>

* Breath Alcohol Measurement Devices: (Only 154/405D/402PTS)

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14581.pdf>

* Calibrating Units for Breath Alcohol Testers(Only 154/405D/402PTS)

<http://www.dot.gov/sites/dot.dev/files/docs/20121022_CPL_Calibrating_Units.pdf>

* Radar Speed –Measuring Devices (Only 402PTS)

<http://www.nhtsa.gov/people/injury/enforce/SpeedMeasure/radarcpldec162002.htm>

* Lidar Speed-Measuring Devices (Only 402PTS)

<http://icsw.nhtsa.gov/people/injury/enforce/SpeedMeasure/lidarcpldec162002.pdf>

**Unallowable equipment for FY21: Guns, Ammunition, Uniforms, Vehicles, Body Armor, Body Cameras. Radar and/or lidars are unallowable under Alcohol/Impaired Driving funding sources.**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Equipment: | # Requested: | Cost Per Item  (Quote Required): | Line Total: |
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| Total Equipment Expense: |  |  |  |

**Examples of Proposed Equipment Expenses:**

(Equipment name): (Quantity) X (Price) = (total)

**FY21 Proposed Commodities:**

Include a detailed assessment of other grant expenses within the program area in which you are applying. Also, include a cost estimate for all additional grant expenses (mouthpieces, tape, office supplies, etc.). (Based on current state and federal guidelines)

Federal guidelines require commodities purchased must be essential to the project. If any commodities are requested in the application, **please include quotes (0 to $5,000.00 requires one quote, over $5,000.00 requires two quotes)** for the commodities, commodities descriptions and a thorough explanation of the use of the commodities and how it will impact the target and the agency problem identification.

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| --- | --- | --- | --- |
| Type of Commodity Expenses: | Quantity | Cost Per Item  (Quote Required): | Total of Expense: |
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| Total of Commodity Expenses: |  |  |  |

**Examples of Proposed Commodities Expenses:**

* (Type of Service) (Quantity) X (Price) = (total)

Mississippi Office of Highway Safety

**MOHS FY21 Application Submission**

The application submitted to the MOHS is a request for funds. Funding is based on funds available to the MOHS through federal and state funds. Application requests received are not guaranteed and will be subject to be adjusted, as funding is available.

Each application will be reviewed by the MOHS staff and management for application completeness, data provided, citation information, budget requests of personnel, contractual services, travel, equipment and other expenses requested to enhance the already existing program. The proposed targets, performance measure and strategies are also reviewed for effectiveness and efficiency.

Applications received from continuation grant agencies will be reviewed by MOHS staff and management for application completeness, data provided, citation information, budget requests of personnel, contractual services, travel, equipment and other expenses requested to enhance the already existing program. Grants will also be funded based on the review of past grant performance of meeting targets and performance measures, expenditure of previous grant funds and information from program documentation and assessments.

The MOHS grant program is a data driven program and all applications must represent a need and the ability to help reach the State’s target and performance measures to help reduce fatalities, crashes and injuries.

**Submission of A-133 Financial Audit:**

All applicants for the FY21 MOHS Grant Application must submit a copy of the most recent A-133 financial audit from requesting agency. If the A-133 financial audit is not included with the grant application, the application will not be considered for funding eligibility.

**Incomplete Applications:**

If all sections of this Application are not filled out, documentation provided and/or justifications provided, this Application will not be considered for review and/or approval.

**Agreement of Understanding and Compliance:**

The Agreement of Understanding and Compliance documents will be attached within the FY21 Grant Agreement. The Applicant will be required to sign all compliance documents upon receipt of the finalized Grant Agreement between the State, MOHS and applicant.

**REMINDER**

**Applications must include:**

* **FY21 Application (with Signatory Official signature and date included)**
* **Most Recent Financial Audit of Agency**
* **Cost Allocation of Contractual Services**
* **Applications are due: March 6, 2020**

**Contact Information:**

**Mississippi Office of Highway Safety**

**Mississippi Department of Public Safety**

**Division of Public Safety Planning**

**1025 Northpark Drive**

**Ridgeland, Mississippi 39157**

**Office - 601.977.3700**

**Email:mohs@dps.ms.gov**

**Website:** [**www.highwaysafety.ms.gov**](http://www.highwaysafety.ms.gov)

**Website:** [**www.dps.ms.**](http://www.dps.ms.)**gov**