

FY24
MISSISSIPPI OFFICE OF HIGHWAY SAFETY
FUNDING GUIDELINES FOR
PUBLIC INFORMATION AND EDUCATION,
STATE AGENCIES, AND SPECIALIZED FUNDING
GRANT APPLICATIONS



Mississippi Department of Public Safety
Division of Public Safety Planning
Office of Highway Safety
1025 Northpark Drive
Ridgeland, MS 39157
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mohs@dps.ms.gov

Schedule for Application Process:

- Application released November 11, 2022 – Application packets will be available at the following sites: Department of Public Safety website – <https://www.dps.ms.gov>
- Application Deadline December 12, 2022 – Grant applications may be submitted early but are due no later than 5:00 p.m. on December 12, 2022. Grant applications received after the due date will be noted and may be delayed in processing for the upcoming grant year.
- Funding Notification – All applicants will be notified of application results no later than July 2023.
- Completed grant applications packets must be **submitted electronically** to the Mississippi Office of Highway Safety email address at:

mohs@dps.ms.gov

A complete grant application packet should only include:

1. The FY24 Grant Application
2. Most recent A-133 Financial Audit. If your agency doesn't meet the requirement for an A-133 Audit, you should submit the most recent financial audit. If an audit is not included with the grant application, the application will not be considered for funding eligibility.

Note: Do not submit policies and payroll schedules in the application packet. If approved for funding, MOHS will request required documents for FY24 at a later date.

Available Applicant Criteria and Program Areas:~~Error! Bookmark not defined.~~

Eligible Applicants: All law enforcement jurisdictions (activities other than enforcement), State agencies, Judicial, Colleges/Universities, Non-profit Organizations and Community Organizations.

Eligible Program Expenses: Personal Services-Salary, Fringe, Contractual Services, Travel, Equipment, Commodities, Indirect Costs, Match.

Program Areas:

- Alcohol (154)
- Alcohol and Drug Impaired Driving (405d)
- Occupant Protection (402/405b)
- Driver's Education (402)
- Research: Surveys and Evaluation (402)
- Special Occupant Protection (402)

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 FY24 grant year **begins October 1st** and **end September 30th**. Applications can be requested for funding for a full year (October-September) or specified dates selected by the Applicant. All dates will be approved by MOHS.

FY24 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 the target areas and reach all proposed performance measures, by performing specialized strategies.

FY24 MOHS Program Areas:

Alcohol Countermeasures (154AL) - Alcohol projects such as DUI Prosecution, DUI Judicial, law enforcement training, public education and outreach. These funds are strictly for alcohol only related activities, programs and projects.

Impaired Driving (405d) - The Impaired Driving program is for projects working to reduce alcohol and drug related fatalities and injuries on our roadways. Grant funds are used for educational courses and trainings.

Occupant Protection (402/405) - 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. Activities also include child passenger seat technician (CPST) training, public education, community outreach, and seat belt survey.

Traffic Records - The collection, analysis and dissemination of crash, citation, as well as, all other electronic data systems related to highway safety which assist and increase the capability for identifying and alleviating highway safety problems. Centralized Data Systems, Data website, Electronic Data Entry/Collection/Reporting Program activities must be specific to highway safety information.

Public Information & Education (PI&E): Public Information & Education projects are to reach the public on highway safety issues across the state. The projects should focus on seat belt safety, impaired driving drivers education, youth programs, community outreach, educational/training conference, and any other program designated by MOHS.

Instructions for the Completion of Application Signature Sheet:

Fill out the FY24 Grant Application Signature sheet in its entirety.

1. Applicant Name, Mailing Address, Telephone and Email Address.
2. Date: Date of the Application Submission
3. Beginning and Ending Dates: See the following options and provide a “X” in the box of your choice:
 Full Grant (October 1, 2023 - September 30, 2024)
 Other (Specify Date: _____)
4. Sub-grantee Payment Method: Completed
5. UEI # - Unique Entity Identifier; city/county clerk can provide. This number must be “**active**” and remain active throughout the grant period.
6. Congressional District
7. Program Title: Program you are applying for grant funding. 154 Alcohol, 405d Alcohol and Drug, 402 Occupant Protection, 405b Occupant Protect, 402 Driver’s Education, 402 Special Occupant Protection, 402 Traffic Records.
8. Funding Requested
 - a. Cost Category
 1. Personal Services-Salary

- 2. Personal Services-Fringes
- 3. Contractual Services
- 4. Travel
- 5. Equipment
- 6. Commodities
- 7. Indirect Cost
- 8. Match Amount

b. Source of Funds

- 1. Federal
- 2. State
- 3. Local
- 4. Other

9. Agreement Statement: Completed

10. Approved Signature of Authorized Official (CEO, Director, Mayor, Board of Supervisor President, Commissioner) for Jurisdiction to Apply.

Prior Experience with Federal Awards:

Fill out the chart on the application to reflect if the applicant had prior experience with the same or a similar federal sub-award. Answer Yes or No to the requested questions. This section must be completed for all project applications.

Problem Identification: Location

This section must be filled out completely for all project applications. If this will be a “Statewide” program and will not target a specific city and/or county, indicate “Statewide” for City, County, Troop District, Square Miles and Population. If the program will only focus on a specific city and/or county, list each separately.

City Name to Serve:	
County Name to Serve:	
Troop District:	
Number of Personnel In Agency:	
Number of Personnel to Work Grant:	

Number of Square Miles:	
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Number of Population:	
Age Group to Serve (PI&E Applicants):	

Problem Identification Summary:

What is the focus area?

	Public Information and Education
	Public Information and Education – Youth 16-20
	Training (Law Enforcement)
	Research (Survey and Problem Identification)
	Traffic Records System and Enhancements

What is the program funding source?

	154 Alcohol
	405d Alcohol and Drug Impaired Driving
	402/405b Occupant Protection
	402 Driver’s Education
	402 Child Restraint
	402 Special Occupant Protection
	402 Traffic Records

Problem Identification Summary:

Please provide a detailed problem identification description for the area the program will target for funding, such as high fatality/injury/crash areas, youth, adults, college/universities, community events, training needs, program research, etc.

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

Proposed Target, Performance Measure and Strategies to be achieved during FY24:

TARGET: 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. **Use 2020 State Data for fatality and injury crashes. If state data is not available, provide local data.**

Target for Projects: What targets will your agency work toward accomplishing during the FY24 grant year?

Alcohol Countermeasures Programs:

The jurisdiction/agency will attribute to the reduction of the number of alcohol related fatalities from _____ in 2020 to _____ by the end of 2024.

Impaired Driving Programs:

The jurisdiction/agency will attribute to the reduction of the number of alcohol related fatalities from _____ in 2020 to _____ by the end of 2024.

The jurisdiction/agency will attribute to the reduction of the number of drug related fatalities from _____ in 2020 to _____ by the end of 2024.

Seat Belt/Child Restraint Programs:

The jurisdiction/agency will attribute to the reduction of unbelted fatalities from _____ in 2020 to _____ by the end of 2024.

Driver's Education Programs:

The jurisdiction/agency will attribute to the reduction of unbelted fatalities from _____ in 2020 to _____ by the end of 2024.

The jurisdiction/agency will attribute to the reduction of speed fatalities from _____ in 2020 to _____ by the end of 2024.

Other Targets for Programs: Please provide additional targets, if not listed above.

Target Examples:

The jurisdiction/agency will attribute to the reduction of the number of alcohol related fatalities from 5 in 2020 to 3 by the end of 2024.

The jurisdiction/agency will attribute to the reduction of unbelted fatalities from 10 in 2020 to 5 by the end of 2024.

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

PERFORMANCE MEASURE: Continuation Projects should use **2022 grant funded data**, if available. If your agency has never applied for grant funds or has not applied in several years, please start your “grant funded” data at “0”. **Select “increase or maintain”** and remove areas that do not pertain to your program area.

Performance Measure for Projects: What grant funded performance goals will your agency work toward accomplishing during the FY24 grant year to obtain the set target?

Alcohol Countermeasures Programs:

(Increase or Maintain) the number of grant funded alcohol related presentations from ____ in 2022 to ____ by the end of 2024.

Impaired Driving (405d) Programs:

(Increase or Maintain) the number of grant funded alcohol related presentations from ____ in 2022 to ____ by the end of 2024.

(Increase or Maintain) the number of grant funded drug related presentations from ____ in 2022 to ____ by the end of 2024.

(Increase or Maintain) the number of grant funded legal technical assistance trainings and presentations to judges, prosecutors, clerks and law enforcement officers from ____ in 2022 to ____ by the end of 2024.

Seat Belt/Child Restraint Education Programs:

(Increase or Maintain) the number of grant funded unbelted presentations from ____ in 2022 to ____ by the end of 2024.

(Increase or Maintain) the number of grant funded child restraint presentations from ____ in 2022 to ____ by the end of 2024.

(Increase or Maintain) the number of grant funded car seat checks from ____ in 2022 to ____ by the end of 2024.

(Increase or Maintain) the number of CPS technicians from ____ in in 2022 to ____ by the end of 2024.

Driver's Education Programs:

(Increase or Maintain) the number of grant funded unbelted presentations from ____ in 2022 to ____ by the end of 2024.

(Increase or Maintain) the number of grant funded speed related presentations from ____ in 2022 to ____ by the end of 2024.

Alcohol/Impaired Training Programs:

(Increase/Maintain) the number of grant funded SFST trainings by from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of grant funded SFST Instructor trainings from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of grant funded ARIDE trainings from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of law enforcement officers trained in SFST from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of law enforcement officers re-certified in SFST from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of law enforcement officers trained in ARIDE from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of law enforcement officers trained in DRE from ____ in 2022 to ____ by the end of 2024.

(Increase/Maintain) the number of grant funded SFST Instructors from ____ in 2022 to ____ by the end of 2024.

Performance Measure Examples:

Increase the number of grant funded alcohol related presentations from 20 in 2022 to 32 by the end of 2024.

Increase the number of grant funded unbelted presentations from 15 in 2022 to 25 by the end of 2024.

Maintain the number of CPS technicians from 153 in 2022 to 153 by the end of 2024.

Increase the number of grant funded SFST Instructors from 20 in 2022 to 25 by the end of 2024.

Other Performance Measures for Programs: Please provide additional performance measures, if not listed above.

****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: This section must be completed for all project applications.

Strategies for Project: What strategies will your agency perform to reach the performance measure and reach the target for the FY24 grant year? For example:

- Provide educational sessions/courses
- Provide training
- Conduct activities/presentations

- Conduct health and/or safety fairs
- Conduct pre and post survey
- Dissiminate information
- Community presentations
- Perform statistical analyses
- Access data
- Conduct observational survey

Other Strategies for Programs: Please provide additional strategies, if not listed above.

FY24 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 Director, CEO, University President, Mayor, Board of Supervisors President, or Commissioner.**

Name of Chief/Sheriff/Director:	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:

FY24 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. **If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation.**

Salary Amounts:

Personnel Title:	% of Time	Hourly Salary	# of Hours	Total:

Total Salary:				

Examples of Salary:

- Director @ (rate of pay) x (# of hours) = (total salary)
- Training Coordinator @ (rate of pay) x (#of hours)= total salary

Fringe Amounts:

Personnel:	Fringe Item:	%	Total
Total Fringe:			

Examples of Fringe Amounts. Add any additional Fringe expenses as needed.

- (Title of Person) – $\frac{\text{(total of salary being claimed above)}}{\text{(total of salary being claimed above)}} \times 7.65\% = \text{(total FICA)}$
 $\frac{\text{(total of salary being claimed above)}}{\text{(total of salary being claimed above)}} \times 17.40\% = \text{(total Retirement)}$
 Total fringe = (total fringe)

FY24 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/venue fee, shipping costs, etc.). All expenses must be in accordance to current state and federal guidelines. For applications that will be applying for grant funds such as rent, utilities, etc. cost allocations must be included with the application request.

Type of Contractual Service Expenses:	Quantity/Amount of Service/Amount per Month	Total Costs of Expenses:
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)

FY24 Proposed Travel Expenses:

Include a detailed assessment of travel needs within the program area. Also include a cost estimate for all travel needs (airfare, hotel, hotel taxes, per diem, mileage, parking, baggage, gratuity, etc.). All expenses must be in accordance to current state and federal guidelines. Meals can only be claimed with an overnight hotel stay.

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

Travel Justification:

Provide a detailed description of why your agency needs to travel and how it will benefit your program and the State of Mississippi. Provide justification for travel consideration.

Possible travel opportunities for FY24 funds:

- **In-State Travel**
 - Room rate (amount) X (%) room taxes X (#) of nights = (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)
- **In-State Travel - Mileage**
 - Approximately (#) miles X approximately .575/mile = (total)
- **In-State Conferences**
 - Registration fee (amount)
 - Room rate (amount) X (%) room taxes X (#) of nights = (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 (%) room taxes X (#) of nights = (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)

FY24 Proposed Equipment:

Grant funding must be tied to performance, data and problem identification. **Applicants 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, Over \$50,000.00 requires sealed bids)** 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 law enforcement equipment must be approved by MOHS and/or NHTSA, 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)/ Lidar Speed-Measuring Devices (Only 402PTS)
<http://www.theiacp.org/portals/0/documents/pdfs/Combined-CPL.pdf>

Unallowable equipment for FY24: Furniture and Fixings, Guns, Ammunition, Uniforms, Vehicles, Body Armor and Body Cameras. Radar and lidars are unallowable under alcohol/impaired funding sources.

Unallowable Costs for Facilities and Construction

Construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures. Examples of office furnishings and fixtures:

- | | | |
|-------------|------------------|--------------------------|
| • Chair | • Bookcase | • Portable Partition |
| • Table | • Filing Cabinet | • Picture, Wall Clock |
| • Shelving | • Floor Covering | • Draperies and Hardware |
| • Coat Rack | • Land | • Fixed Lighting/Lamp |

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

Describe how equipment will be used for grant purposes:

Provide detailed description of how the equipment will be used during FY24 for grant purposes. Be as detailed as possible on how the equipment will benefit the program and work to help to accomplish the targets and the performance measures.

Examples of Proposed Equipment Expenses:

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

FY24 Proposed Commodities:

Include a detailed assessment of other grant expenses within the program area. Also include a cost estimate for all additional grant expenses (office supplies, brochures and flier paper, ink, easel stands/flip charts, etc.). All expenses must be in accordance to 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.

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

Commodity Justification:

Provide a thorough explanation of the use of the commodities and how it will impact the target and the agency problem identification.

Examples of Proposed Commodities Expenses:

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

FY24 Proposed Indirect Costs:

List all proposed indirect costs. If requesting indirect costs, please include your agency approved indirect cost approval letter. If indirect costs change during application process and/or changes will go into effect before the effective date of the grant agreement, please provide documentation to the MOHS, as soon as changes have been approved.

List All Indirect Costs:	Amount of Indirect Costs:
Total of Indirect Costs:	

FY24 Match Amounts:

List all items and amounts that the agency will use as match. Documentation must be provide if agency claims match.

List All Match Items:	Amount of Match Amounts:
Total of Match Amounts:	

Mississippi Office of Highway Safety

MOHS FY24 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 FY24 MOHS Grant Application must submit a copy of the most recent A-133 financial audit from the 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. This includes missing signatures.

Agreement of Understanding and Compliance:

The Agreement of Understanding and Compliance documents will be attached within the FY24 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. Certifications and assurances will be included in the Grant Agreement.

REMINDER

Applications must include:

- **FY24 Application (with Signatory Official signature and date included)**
- **Most Recent Financial Audit of Agency**
- **Cost Allocation of Contractual Services (If Applicable)**
- **Quotes for Equipment and Commodities (If Applicable)**
- **Applications are due: December 12, 2022**

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.dps.ms.gov**