

# FY18

## MISSISSIPPI OFFICE OF HIGHWAY SAFETY

### FUNDING GUIDELINES FOR GRANT APPLICATIONS



**MISSISSIPPI**  
**Office of Highway Safety**

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Office of Highway Safety

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## **Schedule for Application Process:**

- **Deadline for submission of initial electronic application is: November 30, 2016.**
- **All applicants will be notified of application results no later than June, 2017.**

## **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. Programs, projects and funding **begin October 1<sup>st</sup> and end September 30<sup>th</sup>**, unless specified otherwise by MOHS.

## **FY18 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 maintain traffic fatalities by a five year average (2010-2014) of 615 by the end of 2017. To decrease the number of traffic fatalities by an additional .50% for a long term goal of 612 fatalities by the end of 2018. \*Based on preliminary state data the MOHS is expecting a large increase in fatalities in 2015.

C-2 Core Outcome Measure/Serious Injury: To maintain the number of serious traffic injuries by a five year average (2010-2014) of 6,342 by the end of 2017. To decrease the number of serious injuries by an additional 1.0% for a long term goal of 6,279 by the end of 2018.

C-3 Core Outcome Measure/Fatality Rate: To maintain the number of fatalities by VMT from a five year average (2010-2014) of (1.57) by the end of 2017. To maintain the fatality rate of (1.57) for a long term target of by the end of 2018.

C-4 Core Outcome Measure/Unrestrained Passengers: To decrease the number of unrestrained passenger vehicle occupant fatalities in all seating positions by 2.5% from a five year average (2010-2014) of 301 to 293 by the end of 2017. To decrease the number of unrestrained passenger vehicle occupant fatalities by an additional 1% for a long term goal of 291 by the end of 2018.

C-5 Core Outcome Measure/Alcohol and Other Drugs: To decrease the number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 and above by 1.0% from five year average (2010-2014) of 182 to 180 by the end of 2017. To decrease the number of fatalities by an additional 1% for a long term goal of 178 by the end of 2018.

C-6 Core Outcome Measure/ Speed: To decrease the number of speeding-related fatalities by 4% from five year average (2010-2014) of 110 to 106 by the end of 2017. To decrease the number of speeding related fatalities by an additional 5% for a long term goal of 100 by the end of 2018.

C-7 Core Outcome Measure/Motorcycles: To decrease the number of motorcyclist fatalities by 3.00% from five year average (2010-2014) of 44 to 42 by the end of 2017. To maintain the number of motorcyclist fatalities for a long term goal of 42 by the end of 2018.

C-8 Core Outcome Measure/Un-helmeted Motorcyclists: *To decrease the number of un-helmeted motorcyclist fatalities 15% from five year average (2010-2014) of 7 to 6 by the end of 2017. To decrease the number of un-helmeted motorcyclist fatalities for a long term goal of 5 by the end of 2018.*

C-9 Core Outcome Measure/Under 21: To decrease the number of drivers aged 20 or younger involved in fatal crashes by 3.0% from five year average (2010-2014) of 79 to 76 by the end of 2017. To decrease the number of drivers aged 20 or younger by an additional 1% for a long term goal of 75 by the end of 2018.

C-10 Core Outcome Measures/Pedestrians: To decrease the number of pedestrian fatalities by 3% from five year average (2010-2014) of 50 to 49 by the end of 2017. To decrease the number of pedestrian fatalities by an additional 1% for a long term goal of 48 by the end of 2018.

C-11 Core Outcome Measure: Bicyclist: To maintain the number of bicycle fatalities of the five year average (2010-2014) of 5 by the end of 2017. To reduce the number of pedestrian fatalities by 20% for a long term target of 4 by the end of 2018.

B-1 Core Behavior Measure/Occupant Protection: To increase statewide observed seatbelt use of front seat outboard occupants in passenger vehicles from the 2015 annual survey number of 79.60% to 80% by the end of 2016. To increase the statewide observed seatbelt use rate to 80.26% by the end of 2017.

### Activity Measures:

Activity Measure/Speed: To increase the number of speeding citations issued during grant funded enforcement activities by 10% from five year average (2011-2015) of 23,433 to an increased goal of 25,777 by the end of FY17. To increase the number of speeding citations issued during grant funded enforcement activities by an additional 5% for a long term goal of 27,065 by the end of 2018.

Activity Measure/Seat Belts: To increase the number of seatbelt citations during grant funded enforcement activities by 3% from five year average (2011-2015) of 25,330 to 26,090 by the end of FY17. To increase the number of seatbelt citations issued during grant funded activities by an additional 2% for a long term goal of 26,612 by the end of 2018.

Activity Measure/Impaired Driving: To maintain the number of impaired driving arrests made during grant funded activities for the five year average (2011-2015) of 11,764 by the end of FY17. To increase the number of impaired driving arrests issued during grant funded activities by an additional 1% for a long term goal of 11,882 by the end of 2018.

### Additional MOHS Targets and Performance Measures:

MOHS Outcome Measure: Teen-AL: Maintain alcohol impaired fatalities from 16-20 year old drivers at the five year average (2010-2014) of 12 by the end of FY17. Decrease alcohol impaired fatalities from 16-20 year old drivers by an additional 10% for a long term goal of 11 by the end of 2018.

MOHS Outcome Measure: Teen-OP: Maintain unrestrained fatalities from 16-20 year old drivers by the five year average (2010-2014) of 27 by the end of FY17. To decrease unrestrained fatalities from 16-20 year old drivers by an additional 5% for a long term goal of 26 by the end of 2018.

MOHS Outcome Performance Measure: Alcohol Impaired: Reduce motorcycle fatalities involving alcohol impaired riders 8% from the 2014 state data number of 12 to 11 by the end of FY17. To decrease the number of motorcycle fatalities involving alcohol impaired riders for a long term goal of 10 by the end of 2018.

MOHS Outcome Performance Measure: Impaired Motorcycle: Reduce motorcycle impaired related fatalities by 25% from the five year average (2010-2014) of 3 to 2 by the end of FY17. To decrease motorcycle impaired fatalities by an additional 50% for a long term goal of 1 by the end of 2018.

### Available Applicant Criteria and Program Areas:

**Eligible Applicants:** All law enforcement jurisdictions, State agencies, Judicial, Colleges/Universities, Non-profit Organizations & Community Organizations

**Eligible Program Expenses:** Full time and/or part time Salary, Overtime, Training, Travel, Equipment, Supplies, Contractual Services and Indirect Costs.

## **FY18 MOHS Program Areas:**

Alcohol High Visibility & High Fatality (AL/Drugs) - High Visibility is enforcement agencies working to reduce alcohol & drug related fatalities on our roadways. High Fatality is judges and prosecutors working to adjudicate repeat offenders thereby reducing overall alcohol related fatalities, increase education and training necessary for the greatest impact in the largest single highway safety problem.

Occupant Protection (OP) - 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. Child Passenger Seat Technician (CPST) Training, Public Education, Community Outreach, & Seat Belt Survey.

Police Traffic Services (PT) - The traffic enforcement necessary to directly impact fatal and injury crashes which includes all aspects of traffic enforcement (Impaired Driving, Occupant Protection and Speed), public education, training and outreach.

Traffic Records (TR) - 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 System such as eCite, eGrant, etc. Program activities must be specific to highway safety information.

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

Public Information & Enforcement (PI&E): Public Information & Enforcement projects are to reach the public on highway safety issues across the state. Reach the public through projects on seat belt safety, impaired driving and any other program designated by MOHS. Youth Programs, Community Outreach, & Educational/Training Conference.

## **Instructions for the Completion of Application**

All application packets will be sent to applicants electronically via email and also available on the MOHS website at: Department of Public Safety website at <http://www.dps.state.ms.us> 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 October 3, 2016, with the application packet that will contain the MOHS FY18 Grant Application and Grant Funding Guidelines.

All completed grant applications must be submitted to the Mississippi Office of Highway Safety email address at: **[mohs@dps.ms.gov](mailto:mohs@dps.ms.gov)**

## **Signature Sheet:**

Please fill out the FY18 Sub-grant Application Signature sheet in completion.

1. Name, Mailing Address, Telephone, Fax and Email Address
2. Date: Date of the Application Submission
3. Beginning Date and Ending Dates: Completed
4. Sub-grantee Payment Method: Completed
5. DUNS #- Data Universal Numbering System (Dun & Bradstreet); city/county clerk can provide
6. Congressional District
7. Program Title: Program that you are applying for grant funding.
8. Funding Requested
  - a. Cost Category
    1. Personal Services-Salary
    2. Fringe Amount (**PI&E, College & Universities, State Agencies Only**)
    3. Contractual Services
    4. Travel
    5. Equipment
    6. Commodities
    7. Indirect Costs
  - b. Source of Funds
    1. Federal
    2. State
    3. Local
    4. Other

## **Problem Identification:** **Location**

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.

<b>City Name:</b>	
<b>County Name:</b>	
<b>Surrounding Counties:</b>	
<b>Troop District:</b>	
<b>Number of Officers In Agency:</b>	
<b>Number of Officers to Work Grant:</b>	

<b>Number of Square Miles:</b>	
<b>Number of Population:</b>	
<b>Major Roadways in the Area:</b>	

**Problem Identification Summary:**

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.**

**Problem Identification**  
**Total Number of Citations 2013-2015**

This section must be filled out completely for all project applications. Continuation grants, please provide “grant” funded citation information. If data is unavailable, please insert (NA) for not available.

<b>Agency Citation Data Totals</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Total:</b>
<b>All Traffic Citations</b>				
<b>Agency Speed Citations</b>				
<b>Agency Seatbelt Citations</b>				
<b>Agency Child Restraint Citations</b>				
<b>Agency DUI Arrests (Alcohol)</b>				
<b>Agency DUI-Other (Drug)</b>				

<b>Grant Funded Citation Data Totals- Continuation Grants ONLY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Total:</b>
<b>Grant Funded Speed Citations</b>				
<b>Grant Funded Seatbelt Citations</b>				
<b>Grant Funded Child Restraint Citations</b>				
<b>Grant Funded DUI Arrests (Alcohol)</b>				
<b>Grant Funded DUI Other (Drug)</b>				

**Total Public Information and Education Presentations:**

This section must be filled out completely for all project applications. Continuation grants, please provide “grant” funded presentation information. If data is unavailable, please insert (NA) for not available.

<b>PI&amp; E Efforts</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Total:</b>
<b>Presentations Given</b>				
<b># of People Reached</b>				
<b>Evaluations Received</b>				

**Proposed Target, Performance Measure and Strategies to be achieved during FY18:**

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 2014 Fatal Crash and Fatality data, if available.**

**Target for Project:**

What targets will your agency accomplish during the FY18 grant year?

**Target for Enforcement Project:**

The jurisdiction/agency of \_\_\_\_\_ will (reduce or maintain) the number of (alcohol related, drug impaired, unbelted or speed) injuries from \_\_\_\_\_ in 2015 to \_\_\_\_\_ by the end of 2018.

The jurisdiction/agency of \_\_\_\_\_ will (reduce or maintain) the number of (alcohol related, drug impaired, unbelted or speed) crashes from \_\_\_\_\_ in 2015 to \_\_\_\_\_ by the end of 2018.

The jurisdiction/agency of \_\_\_\_\_ will (reduce or maintain) the number of (alcohol related, drug impaired, unbelted or speed) fatalities from \_\_\_\_\_ in 2015 to \_\_\_\_\_ by the end of 2018.

**Alcohol Related Target Examples:**

Target: To reduce alcohol related crashes from (21) the 2014 to (16) by the end of FY18. To reduce alcohol related fatal crashes from (1) in 2015 to (0) by the end of FY18.

**Occupant Protection Target Example:**

Target: Reduce the number of crashes involving non belted passengers or occupants from (11) in 2014 to (9) by the end of FY18; to reduce the number of injury crashes from (81) in 2015 to (76) by the end of FY18, and reduce the number of unbelted injuries from (6) in 2015 to (5) by the end of FY18.

**Police Traffic Services Target Example:**

Target: To reduce motor crashes involving non belted passengers or occupants from (16) crashes in 2015 to (14) crashes by the end of FY18. To reduce the number of motor vehicle crashes unbelted not injured from (12) in 2015 to (10) by the end of FY18. Reduce the number of speed related crashes from (40) in 2015 to (36) by the



end of FY18.

**Motorcycle Target Example:**

Target: Reduce the number of motorcycle fatalities within the five 5 zone areas by 10% from (26) in 2015 to (24) during FY18. Reduce the number of motorcycle crashes from (422) in 2015 in (415) during FY18.

**Public Information and Enforcement Target & Example:**

The jurisdiction/agency of \_\_\_\_\_ will attribute to (reduce or maintain) the number of (alcohol related, drug impaired, unbelted or speed) injuries from \_\_\_\_\_ in 2015 to \_\_\_\_\_ by the end of 2018.

The jurisdiction/agency of \_\_\_\_\_ will attribute to (reduce or maintain) the number of (alcohol related, drug impaired, unbelted or speed) crashes from \_\_\_\_\_ in 2015 to \_\_\_\_\_ by the end of 2018.

The jurisdiction/agency of \_\_\_\_\_ will attribute to (reduce or maintain) the number of (alcohol related, drug impaired, unbelted or speed) fatalities from \_\_\_\_\_ in 2015 to \_\_\_\_\_ by the end of 2018.

Target: Reduce alcohol related fatalities from (3) in 2015 to (2) during FY18 and reduce (16) alcohol related crashes to (14) in 2014 during FY18 within the target counties.

Target: To decrease the fatality crashes from (1) unbelted fatality in 2015 to (0) in FY16 in the targeted counties.

**Youth Target Example:**

Target: Reduce youth alcohol-related fatalities 15-20 by 10% from (19) in 2015 to (17) in FY18. Reduce youth alcohol-related crashes 15-20 by 10% from (174) in 2015 to (157) in FY18.

**\*\*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:**

**“What we are forced to count is the senseless loss of life and injury due to crashes. We also count the phenomenal loss of quality of life we all face when crashes affect our lives. As long as we have to count these tragedies, we are going to count those actions that we know will prevent these tragedies.”**

How will your agency measure the performance during the FY18 grant year to accomplish the target set?

**Please use Agency 2015 Agency Citation data, if available.**

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

Performance Measure: Increase the number of DUI citations by 10% from (80) in 2015 to (88) DUI citations

during FY18.

Performance Measure: Increase DUI Other (drug) arrests by 10% (34) in 2015 to (37) in FY18.

Performance Measures: Increase by 10% DUI/Other arrests (31) to (34) during FY17; increase DRE evaluations from (4) for FY15 to (5) for FY18.

**Occupant Protection Performance Measure Example:**

Performance Measure: Increase grant funded seatbelt citation by 10% from (199) citations in 2015 to (219) citations in FY18. Increase the number of grant funded child restraints by 15% from (28) citations in 2015 to (32) citations in FY18.

**Police Traffic Services Performance Measure Example:**

Performance Measure: Increase grant funded Seat Belt Citations by 10% or from (770) in 2015 to (847) in FY18, grant funded child restraint citations from 10% from (32) in 2015 to (35) in FY18 and grant funded speed citations by 20% from (30) in 2015 to (36) in FY18.

**Motorcycle Performance Measure Example:**

Performance Measure: Increase number of motorcycle outreach presentations from (36) in 2015 to (45) in FY18.

**Public Information and Enforcement Target Example:**

Performance Measure: Increase number of outreach presentations from (20) in 2015 to (32) in FY18, increase the number of awareness fairs from (20) to (24), increase the number of compliance checks from (6) to (12), conduct (12) Roll Call briefings and conduct (3) Impaired Driving Prevention Town Hall Meetings in the targeted area.

**Youth Performance Measure Example:**

Performance Measures: Conduct seat belt checks at the entrance and exit to schools to increase the seat belt usage from (64%) in 2015 to (70%) of seat belt usage in FY18. Participant in a minimum of (3) per month seat belt related activities in the \_\_\_\_\_ Schools and school events in FY18.

**\*\*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 FY18 grant year?

Strategy Example:

- Conduct at least \_\_\_\_\_ checkpoints during quarter. (If Applicable)
- Conduct at least \_\_\_\_\_ saturation patrols during quarter. (If Applicable)

**NOTE: If applicants will be performing saturation patrols or checkpoints, please provide the grant**

**funded numbers that will be performed during the 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

**FY18 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:

<b>Name of Chief/Sheriff/Partner:</b>	<b>Name of Project Director:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>

<b>Name of Financial Manager:</b>	<b>Name of Signatory Official:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>

<b>Name of LEL Project Director/Co-Project Director :</b>
<b>Phone Number:</b>
<b>Email Address:</b>

**FY18 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 FY18: Fringe benefits (FICA & Retirement) and health insurance will not be allowable personnel expenses during FY18 for law enforcement agencies. During FY18, grant administrators and/or grant personnel will not be allowable personnel expenses for law enforcement agencies. Law Enforcement personnel must be kept to a full time officer(s) and overtime expenses for those that are performing law enforcement duties within the law enforcement agency.

<b>Personnel Title:</b>	<b>% of Time</b>	<b>Hourly Salary</b>	<b># of Hours</b>	<b>Total of Time</b>

**Examples of Personnel: (Grant Administrators are Unallowable in FY18)**

- Full-time 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.  $(\text{rate of pay}) \times \text{approx. (\# of hours)} = (\text{total salary})$

**The MOHS will not allow any raises for officers, unless the whole agency has received a raise. A letter must accompany the application on agency letter head stating that the agency did receive raises in the previous year (not anticipated). Raises for individuals will not be allowed.**

**Fringe Amounts (PI&E, College and Universities and State Agencies Only)**

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

Personnel:	Fringe Item:	%	Total
<b>Total Fringe:</b>			

**Examples of Fringe Amounts (PI&E, College and Universities and State Agencies Only)**

**Add any additional Fringe expenses as needed.**

- $(\text{Title of Person}) - \frac{(\text{total of salary being claimed above}) \times 7.65\%}{(\text{total of salary being claimed above}) \times 15.75\%} = \frac{(\text{total FICA})}{(\text{total Ret.})}$   
Total fringe =  $(\text{total fringe})$

**FY18 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.). (Based on current state and federal guidelines) For non-law enforcement applications that will be applying for grant funds such as rent, indirect costs, etc. Cost allocations must be included with the application request.

Type of Contractual Services Expenses:	Quantity/Amount of Service/Amount per Month	Total Costs of Expenses:
<b>Total Contractual Service</b>		

<b>Expense:</b>		
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**Examples of Proposed Contractual Service Expenses:**

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

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

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

**FY18 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, per diem, mileage, parking, baggage and other travel related expenses). (Based on current state and federal guidelines).

<b>Type of Travel</b>	<b>Number of People</b>	<b>Cost:</b>	<b>Total:</b>
<b>Total Travel Expense:</b>			

**Travel Information:**

Provide detailed description on 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 FY18 funds:

- In-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)
  - 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)

- MS Stars Conference-Hosted by the Mississippi Office of Highway Safety
  - Room Rate: \$100.00 X 4 nights X 20% room taxes = \$480.00
  - Meals: \$41.00 per day (5) =\$205.00
  - Tips: \$205.00 x 20%= \$41.00
  - Total: \$726.00=X (# of people) = (total)

**FY18 Proposed Equipment:**

Please list the cost for each piece of equipment requested.

**Please note: Federal guidelines require equipment purchased must be essential to the project. If any equipment is requested in the application that is over \$5,000.00, please include quotes for the equipment, equipment descriptions and a through explanation of the use of the equipment.**

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](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 FY18: 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:	Line Total:
<b>Total Equipment Expense:</b>			

**Describe how equipment will be used for grant purposes:**

Also provide detailed description of how the equipment will be used during FY18 for the grant purposes. Be as detailed as possible on how the equipment will benefit the program and work to help to accomplish your target and achieve your performance measures.

**Examples of Proposed Equipment Expenses:**

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

**FY18 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)

Type of Commodity Expenses:	Quantity	Price of Commodity:	Total of Expense:
<b>Total of Commodity Expenses:</b>			

**Examples of Proposed Commodities Expenses:**

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

**FY18 Proposed In-Direct Costs:**

List all proposed indirect costs for which you will be requesting for FY18. If requesting indirect costs, please include your agency approved indirect cost approval letter.

List All Indirect Costs:	Amount of Indirect Costs:
<b>Total of Indirect Costs:</b>	

**Examples of Proposed In-Direct Costs Expenses:**

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



## **FY18 Match Amounts:**

List all Match items and amounts that the agency will use as match for FY18, documentation must be provide if agency claims match.

<b>List All Match Items:</b>	<b>Amount of Match Amounts:</b>
<b>Total of Match Amounts:</b>	

# Mississippi Office of Highway Safety

## **MOHS FY18 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.

### **Applications must include:**

- **FY18 Application**
- **Most Recent Financial Audit of Agency**
- **Letter for Agency Raises (If Applicable, Whole Agency Must Receive)**

### **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 FY18 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. The following compliance certifications and assurances will be included in the Grant Agreement.

**More Information, Contact:**

Mississippi Department of Public Safety  
Division of Public Safety Planning  
Mississippi Office of Highway Safety  
1025 Northpark Drive  
Ridgeland, Mississippi 39157  
Office - 601.977.3700; Fax - 601.977.3701  
Email: [mohs@dps.ms.gov](mailto:mohs@dps.ms.gov)  
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