

OHIO TRAFFIC SAFETY OFFICE

FFY 2024 Summer Holiday Enforcement
Program (SHEP) Proposal Guidelines
Presentation

FFY 2024 SHEP Solicitation Package

The FFY 2024 SHEP Solicitation Package is available in PDF format online at <https://otso.ohio.gov/>

At the top, click on “Grants”. Click on the “Federal Funding” on the left. Under FFY 2024 Grants, click on “Summer Holiday Enforcement Program Grant Solicitation Package”.

This presentation will cover highlights of the package, review the entire package before submitting your proposal.

All 2022 data referenced in this document is preliminary.

Contact Information – District 1

County	OSP Patrol Post
Allen	Lima
Defiance	Defiance
Fulton	Toledo
Hancock	Findlay
Hardin	Findlay
Henry	Bowling Green
Lucas	Toledo
Paulding	Van Wert
Putnam	Lima
Van Wert	Van Wert
Williams	Defiance
Wood	Bowling Green

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3170 or kdwilliams@dps.ohio.gov

LEL – Jeff Anspach: 937/441-6239 or janspach@co.logan.oh.us

OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 2

County	OSP Patrol Post
Crawford	Bucyrus
Erie	Sandusky
Huron	Norwalk
Marion	Marion
Ottawa	Sandusky
Richland	Mansfield
Sandusky	Fremont
Seneca	Fremont
Wyandot	Bucyrus

Contact Information:

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OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 3

County	OSP Patrol Post
Ashland	Ashland
Cuyahoga	Cleveland
Holmes	Wooster
Lorain	Elyria
Medina	Medina
Stark	Canton
Summit	Canton
Wayne	Wooster

Contact Information:

OTSO Planner - Michelle Garrett-Tackett: 614/752-0244 or mlgarrett-tackett@dps.ohio.gov

LEL – Colleen Petro: 440/812-6202 or cnpetro391@gmail.com

OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 4

County	OSP Patrol Post
Ashtabula	Ashtabula
Columbiana	Lisbon
Geauga	Chardon
Lake	Chardon
Mahoning	Canfield
Portage	Ravenna
Trumbull	Warren

Contact Information:

OTSO Planner - Michelle Garrett-Tackett: 614/752-0244 or mlgarrett-tackett@dps.ohio.gov

LEL – Colleen Petro: 440/812-6202 or cnpetro391@gmail.com

OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 5

County	OSP Patrol Post
Auglaize	Wapakoneta
Champaign	Springfield
Clark	Springfield
Darke	Dayton
Greene	Xenia
Logan	Marysville
Mercer	Wapakoneta
Miami	Piqua
Montgomery	Dayton
Preble	Dayton
Shelby	Piqua
Union	Marysville

Contact Information:

OTSO Planner - Kelvin Williams: 614/466-3170 or kdwilliams@dps.ohio.gov

LEL – Paul Humphries: 513/266-0639 or swohiolel@gmail.com

OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 6

County	OSP Patrol Post
Delaware	Delaware
Fairfield	Lancaster
Franklin	Columbus
Knox	Mt. Gilead
Licking	Granville
Madison	West Jefferson
Morrow	Mt. Gilead
Perry	Lancaster
Pickaway	Circleville

Contact Information:

OTSO Planner – Julie Karchnick: 614/466-3114 or jlkarchnick@dps.ohio.gov

LEL – Todd Carpenter: 740/403-8533 or ohioselel@gmail.com

OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 7

County	OSP Patrol Post
Belmont	St. Clairsville
Carroll	New Philadelphia
Coshocton	Zanesville
Guernsey	Cambridge
Harrison	Steubenville
Jefferson	Steubenville
Monroe	St. Clairsville
Morgan	Marietta
Muskingum	Zanesville
Noble	Cambridge
Tuscarawas	New Philadelphia
Washington	Marietta

Contact Information:

OTSO Planner - Michelle Garrett-Tackett: 614/752-0244 or mlgarrett-tackett@dps.ohio.gov

LEL – Todd Carpenter: 740/403-8533 or ohioselel@gmail.com

OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 8

County	OSP Patrol Post
Adams	Georgetown
Brown	Georgetown
Butler	Hamilton
Clermont	Batavia
Clinton	Wilmington
Fayette	Wilmington
Hamilton	Cincinnati
Highland	Wilmington
Warren	Lebanon

Contact Information:

OTSO Planner – Julie Karchnick: 614/466-3114 or jlkarchnick@dps.ohio.gov

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OSP Patrol Post: <https://statepatrol.ohio.gov/help-center/local-post>

Contact Information – District 9

County	OSP Patrol Post
Athens	Athens
Gallia	Gallipolis
Hocking	Athens
Jackson	Jackson
Lawrence	Ironton
Meigs	Gallipolis
Pike	Chillicothe
Ross	Chillicothe
Scioto	Portsmouth
Vinton	Jackson

Contact Information:

OTSO Planner – Julie Karchnick: 614/466-3114 or jlkarchnick@dps.ohio.gov

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Contact Information

- Contact information may change throughout the year, the OTSO will keep sub-grantees as up to date as possible.
- These Contact Information slides will be updated as needed. Please refer back to these slides.

Traffic Safety Grant Program Overview

- The Federal Highway Safety Act of 1966 directed the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) of the U.S. Department of Transportation to jointly administer various highway safety projects. This federal grant program provides federal funds administered through the Ohio Department of Public Safety (ODPS), Ohio Traffic Safety Office (OTSO) to eligible entities to be used in part for, but not limited to, traffic safety education, enforcement and awareness.

Traffic Safety Grant Program Overview

- Funds are to be used for short-term highway safety support, with the intent that other sources of funding will sustain programs over the long term.
- The federal grant program operates on a reimbursement basis.
- OTSO will use the following criteria to determine each grant proposal's funding eligibility:
 - Met the submission deadline
 - Met the minimum proposal requirements
 - Explained how the proposal specifically helps reduce Ohio's traffic-related fatal crashes

Traffic Safety Grant Program Overview

- OTSO will award grants based on:
 - The amount of funding available to OTSO
 - The total number of proposals submitted to OTSO
 - Past performance of the sub-grantee (if applicable)
- OTSO reserves the right to limit the number of grants awarded and the awarded amounts at any time based on available funding, ability to impact statewide goals and performance.

Traffic Safety Grant Program Overview

- FFY 2024 SHEP Grant Proposals must be submitted via the website no later than 11:59 p.m. on Thursday, February 15, 2024.
- Late proposals will not be considered for funding. OTSO is not responsible for an applicant's personal computer or internet access failure occurring at the proposal deadline. In the event OTSO experiences an internal server malfunction, OTSO will notify Proposal Administrators of an updated submission deadline.

Competitive Grants Funding Priorities

- Ohio has joined the national effort, *Toward Zero Deaths: A National Strategy on Highway Safety*.
- According to preliminary 2022 data, there were 1,178 fatalities on Ohio's roads. Ohio's current fatality rate is 1.09 fatalities per 100 million vehicle miles traveled.
- Competitive grants will be directed toward those state and local community traffic safety activities that will have the greatest impact toward fatal crash reduction.
- Each proposal should focus on one or more of these issues:
 - Alcohol/drug-impaired driving
 - Occupant protection
 - And/or Speed management

Problem Identification Process

- For FFY 2024, OTSO conducted an in-depth analysis of traffic crash data to identify and prioritize traffic safety problems and to target fatal crash locations for traffic safety programming. OTSO focuses the majority of its grant funding on these areas. They have been identified as locations where programming may have the most impact on a statewide level.
- The data used in this process include traffic crash data from 2020, 2021, and 2022.

Standard Proposal Guidelines for All Grants

Reimbursement Only Policy

- This federal grant program operates on a reimbursement basis. The administering agency must first incur the cost for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense.

Food

- Costs relating to food for meetings, award banquets, etc. are not allowable.

Standard Proposal Guidelines for All Grants

Eligible Entities

- To be eligible to receive funds under this federal grant program, the proposing agency must be one of the following:
 - Local unit of government or council of government (e.g., county, city, township, village, law enforcement agency, board of education, health department, metropolitan planning organization, etc.)
 - State agency
 - Non-profit organization, church, hospital, educational service center, college or university

Standard Proposal Guidelines for All Grants

Required Personnel

- Each proposal is required to have at least one of each of the following:
 - **Authorizing Official** – the authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with OTSO, should the proposal be approved for funding.
 - **Project Director** – The project director is designated as the agency's liaison with OTSO by the authorizing official. Should the proposal be approved for OTSO funding, this individual will oversee the daily activities of the grant and ensure that the scope of work and evaluation are completed as proposed. This individual will also serve as the primary contact person for the grant.
 - **Fiscal Officer** – The fiscal officer is responsible for the fiscal activities of the agency. This individual is responsible for overseeing the grant's budget, as well as submitting properly prepared claims for reimbursement to OTSO.

GRANTS Plus System and Document Access

- **Each proposal must identify the personnel on the General Information page in the GRANTS Plus system. Sub-recipient staff that will need access to the grant, will need to be added to the proposal on the Add/Edit People page under Management Tools.**
- See either the “Grantee Manual” located under “My Training Materials” in GRANTS Plus for additional instructions on creating user accounts and adding staff to the grant or “See Instructions” link under Sub-Recipient Staff Access on the Applicant Assurances page.

Standard Proposal Guidelines for All Grants

Grant Period and Project Commencement

- This federal grant period has a 6-month cycle (April 1 – September 30).
- Each approved proposal will begin grant activity based upon the assigned Authorized to Proceed Date and an executed agreement between OTSO and the administering agency.
- It will terminate at the end of the federal fiscal year (September 30, 2024), unless otherwise specified in the agreement.

Standard Proposal Guidelines for All Grants

Grant Period and Project Commencement

- No costs will be reimbursed for any activity performed prior to the designated authorized to proceed date or after the termination date of the agreement.
- Unspent funds that remain at the end of the grant period will be retained by OTSO.

Standard Proposal Guidelines for All Grants

Preparing the Grant Proposal

- Adhere to the requirements described in each section. Periodically reviewing the instructions as the proposal is prepared will ensure full compliance with the requirements.
- Submitting a proposal that does not comply with the requirements could adversely affect the consideration that the proposal receives in the review and/or award process.
- Write a clear concise grant proposal that can be easily understood. Do not include past grant award activities and/or accomplishments.

Traffic Safety Grant Funding Policies

- All agencies receiving grants must comply with all federal, state, and local laws and regulations, including those mentioned in this section, as well as those noted in the Terms and Conditions (pages 10 – 31 of the FFY 2024 Summer Holiday Enforcement Grant Solicitation Package).

Funding Limitations

- The basic funding eligibility factors listed in this document will apply to NHTSA grants in accordance with 23 USC Section 402, 23 USC Section 164, and 23 USC Section 405. They should be implemented in conjunction with the appropriate Office of Management and Budget (OMB) circular:
 - State and Local Governments – 2 CFR Part 225
 - Educational Institutions – 2 CFR Part 220
 - Non-Profit Organizations – 2 CFR Part 230
 - Hospitals – 2 CFR Part 215

Traffic Safety Grant Funding Policies

Funding Limitations

- To be allowable, costs must be necessary and reasonable.
- If in doubt, contact OTSO to determine if a particular cost item is fundable prior to submission of the proposal.

Auditing Requirements

- You are required to retain a copy of your most recent Audit Report, Management Letter and/or single Audit Report and provide it to OTSO upon request.

Terms and Conditions

The complete Terms and Conditions is on pages 10 – 31 of the FFY 2024 Summer Holiday Enforcement Program Grant Solicitation Package.

- 1) Agreement

Any inconsistencies between agreements and any attached documents shall be resolved in favor of the most current revised agreement on the online system, which shall be the controlling document.

- 4) Diversity / Inclusion Training

All personnel that will work on this grant must complete any sub-recipient agency required diversity / inclusion training.

- 6) Political Activity (Hatch Act)

The sub-recipient will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- 8) Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities.

Terms and Conditions

- 16) Supplanting

Grant funds must not be used to supplant state or local funds, meaning that grant funds must not be used to replace routine or local expenditures for costs of activities that constitute general expenses required to carry out the overall responsibilities of the sub-recipient and/or its sub-recipients.

- 19) OTSO/Sub-recipient Meetings

Sub-recipients must attend all scheduled OTSO/Sub-recipient meetings to coordinate and review activity including current crash data to achieve high visibility enforcement and awareness.

Terms and Conditions

- 20) Press Release

Each sub-recipient is required to submit a press release to their local media announcing the grant award, including amount and purpose of award.

- 22) Required Personnel

Each proposal/grant is required to have, at a minimum, an authorizing official, a project director and a fiscal officer. See pages 6-7 of the Grant Solicitation Package for a description of each. This information must be kept current.

- 23) GRANTS User Accounts/Password Security

For security purposes, each person using the GRANTS Plus system must have a separate user name and password. Each account must have its own email account. **Sub-recipient agency personnel must not share passwords with agency staff or ODPS staff.**

Terms and Conditions

- 24) Labor Costs

All work (personnel labor costs) reimbursed under this grant must be for actual paid hours worked. Labor costs based on a percentage of hours worked or hours accrued as comp time will not be accepted for reimbursement. Leave hours (e.g., sick, vacation, personal, holiday, etc.) are not reimbursable as direct labor. The employer's share of fringe benefits (e.g., retirement, Medicare, etc.) are eligible for reimbursement. Worker's Compensation is not eligible for reimbursement. Documentation verifying fringe percentages must be available to the OTSO upon request.

- 25) Personnel Activity Reports

Personnel Activity Reports may be required for any individual working on this federal grant program. These reports, at a minimum, must document date worked, detailed explanation of activity performed and the number of hours per date to be charged to this agreement. This document must be signed and dated by the individual and their immediate supervisor, maintained by the administering agency and submitted as a part of the reimbursement documentation required.

Terms and Conditions

- 29) Supplies / Materials / Other Direct Costs

All supplies, materials, and other direct costs must be used for approved traffic safety activities throughout its useful life. All purchases must be submitted to and approved by OTSO on a Request to Purchase form prior to incurring the cost. Outreach efforts should be made and materials should be provided to reach the county's ethnic and/or limited English speaking populations.

Alcohol is not allowed to be purchased with funds from this grant.

The sub-recipient must submit a final draft copy of all materials to OTSO for approval prior to production. In addition:

A.) All materials shall include federal sponsorship credit and/or disclaimer clauses as directed by OTSO. The credit line shall state: Funded by U.S. DOT/NHTSA and ODPS.

B.) All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.

C.) All data results, reports, equipment, supplies and other materials (including but not limited to electronic versions) developed by the sub-recipient must be available to ODPS/OTSO upon request.

Terms and Conditions

- 31) Travel

Any request for travel and associated costs must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring any travel related costs.

Attendance at any conference/seminar/workshop that charges a registration fee must be submitted to and approved by the OTSO on a Request to Purchase form prior to registration. All conferences/seminars/workshops must be traffic safety related; an agenda must be provided to the OTSO.

All out of state travel conducted under this grant agreement will be reimbursed using U.S. General Services Administration (GSA) rates based on travel location or your agency's travel policy whichever is less. A current travel policy must be submitted with the grant proposal. The OTSO will not reimburse for meals provided by the conference. Dietary restrictions need to be worked out with the conference organizer. Alcohol is not allowed to be purchased with funds from this grant.

Terms and Conditions

- 32) Training

The cost of training personnel for traffic safety purposes may be funded when the training supports both the goals and scope of work of the approved grant program and the goals of the OTSO. All training requests and purchases must be submitted to and approved by the OTSO on a Request to Purchase form prior to incurring the cost.

- 33) Request to Purchase (RTP)

All RTPs must be submitted to OTSO by August 1, 2024.

Terms and Conditions

- 34) Expenditure Reports

This agreement will operate on a reimbursement basis only. The administering agency must first incur the costs for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense. Expenditure Reports with accurate documentation and corresponding report information must be submitted monthly. If there wasn't any activity, a zero expenditure report must be submitted. The expenditure report must be submitted online to the OTSO by the 15th calendar day of the following month. Failure to submit these reports in a timely manner will cause a delay in payment of claims, may jeopardize funding for present and future projects and may result in being placed in "Sub-Recipient on Notice" status.

Terms and Conditions

- 38) Final Report and Final Expenditure Report

A final comprehensive annual report **and** a properly documented final claim for reimbursement are due to the OTSO November 1st.

The final expenditure report will not be reviewed until the annual report has been submitted.

- a) If either the final expenditure report or the annual report are not submitted by November 1st, a 10 percent penalty may be deducted from the final expenditure report.
- b) If either the final expenditure report or the annual report are not submitted by November 15th, the final expenditure report will not be reimbursed.

The previous year's final expense report and/or annual report will be completed during the current federal fiscal year with a reasonable amount of hours.

Terms and Conditions

- 39) Records Retention

All records relating to project activity and/or expenditures must be maintained for review by representatives of the federal or state government for at least three years following the final reimbursement payment.

- 41) Termination of Agreement

Either the OTSO or the sub-recipient may terminate this Agreement for any reason by giving the other party 30 days written notice. If the Agreement is cancelled under this provision, the OTSO shall reimburse the sub-recipient for approved work completed and documented to that date. Upon termination all data results, reports and other materials developed by the sub-recipient will become the property of the OTSO. All of the equipment, materials and/or supplies provided to the sub-recipient for use under this agreement must be returned to the OTSO upon request within 30 days of said written notice. Should any change in federal funding adversely affect the OTSO's ability to complete the fiscal year's activities, the OTSO has the right to revise or terminate the agreement in writing.

Terms and Conditions

- 68) **Enforcing Seat Belt Laws**

The agency will enforce all seat belt and child restraint laws on all traffic stops made under this grant.

- 70) **Mandatory Blitzes**

Funding for all the OTSO identified blitzes must be used for overtime traffic enforcement, saturations patrols and OVI checkpoints only. Directing traffic, conducting parking detail at events, crash investigations, criminal investigations (i.e., drug investigation/enforcement, assaults, thefts, etc.), any non-traffic safety related activities, or any activities not identified in scope of work or work plan are not reimbursable activities.

Terms and Conditions

- **71) National Enforcement Campaigns**

All agencies utilizing overtime enforcement funds from OTSO are required to participate in the “Click It or Ticket” (CIOT) mobilization and both “Drive Sober or Get Pulled Over” (DSOGPO) alcohol crackdowns.

Scheduled dates for the national enforcement campaigns are:

CIOT: May 20 – June 2, 2024

DSOGPO: August 16 – September 2, 2024

SUMMER HOLIDAY ENFORCEMENT PROGRAM

Proposal Guidelines

Summer Holiday Enforcement Program

- High Visibility Enforcement (HVE) is a universal traffic safety approach designed to create deterrence and change unlawful traffic behaviors. HVE combines highly visible and proactive law enforcement targeting a specific traffic safety issue. Law enforcement efforts are combined with visibility elements and a publicity strategy to educate the public and promote voluntary compliance with the law.

Summer Holiday Enforcement Program

Summer Holiday Enforcement Program (SHEP)

- A law enforcement agency must conduct HVE activities in areas to impact their fatal crashes (e.g. occupant protection, speed, alcohol and drugged driving, aggressive driving, motorcycle crash reduction, failure to yield, etc.). Overtime enforcement will be considered for funding at **one** local event based on local needs and as supported by local fatal/serious injury crash problem identification.

Summer Holiday Enforcement Program

Minimum Eligibility Requirements

- To be eligible for SHEP grant funding, your agency (county sheriff's office or police department) must have an established road patrol that conducts routine traffic enforcement and satisfy all of the following requirements:
- Not have an existing 2024 IDEP / STEP grant.
- During 2020, 2021, and 2022, your jurisdiction experienced an average of at least 1.67 motor vehicle related fatal crashes (total of five or more fatal crashes during these three years) as reported in the Fatality Analysis Reporting System (FARS).
- Each agency must request hours and conduct overtime enforcement during the mandatory blitzes (including the national "Click It or Ticket" and "Drive Sober or Get Pulled Over" enforcement campaigns) and one local summer event.
- Your agency must submit to their local media a press release announcing the grant award.

Summer Holiday Enforcement Program

Minimum Eligibility Requirements (cont.)

- Attempt to publicize efforts during each blitz and national enforcement campaign. Agencies will take appropriate action to contact media about the intent of the targeted enforcement activity prior to its implementation and the results of the enforcement efforts upon completion.
- All sub-recipients are required to work with other jurisdictions on common corridors to achieve the HVE concept.

If your agency agrees to meet all of these requirements, your agency is eligible for funding consideration for up to 350 hours for the SHEP grant program.

Summer Holiday Enforcement Program

Mandatory Blitzes/National Enforcement Campaigns

Dates	Blitz/National Campaign
April 2024	Distracted Driving Month
May 20 – June 2, 2024	Click It or Ticket
July 4 – 7, 2024	4 th of July
August 18 – September 4, 2024	Drive Sober or Get Pulled Over
April - September	ONE Local Summer Event (must be named)

Summer Holiday Enforcement Program

Allowable Costs

- Labor Expenses (Salaries and Wages)

Refer to page 33 for details on each cost category.

Summer Holiday Enforcement Program

Unallowable Costs

- Vehicle Mileage
- Food
- Paid Advertising/Public Communications
- Equipment
- Certain Labor Costs
- Worker's Compensation
- Alcoholic Beverages
- Lobbying
- Grant Proposal Preparation and Submission

Refer to page 34 for details on each cost category.

Next Steps

- OTSO will begin proposal reviews in February.
- If corrections are needed in the proposal, it will be opened up for corrections. You will receive an email stating that modifications are required. Return to the GRANTS Plus System. The proposal will be on your Task List. Click on the proposal link to open the proposal.
- After all corrections have been made, return to the proposal menu and click “Submit Modified Application”.

Next Steps

- OTSO strives to have all approved grants executed by mid-March. In order to achieve this, proposals that have been sent back for corrections need to be returned to OTSO promptly for re-review.

Questions?

- If you have any questions, please email your questions to otso@dps.ohio.gov

Reminder

- All FFY2024 Summer Holiday Enforcement Program Grant Proposals must be submitted via the website no later than 11:59 p.m. on **Thursday, February 15, 2024.**