

# OHIO TRAFFIC SAFETY OFFICE

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FFY 2025 Proposal Guidelines Presentation

# FFY 2025 Solicitation Package

The FFY 2025 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 2025 Grants, click on “Grant Solicitation Package”.

- All grants - Pages 3 – 31
- Impaired Driving Enforcement Program / Selective Traffic Enforcement Program – Pages 32 – 37

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

**All 2023 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](mailto:kdwilliams@dps.ohio.gov)

**LEL** - Jeff Anspach: 937/441-6239 or [janspach@co.logan.oh.us](mailto: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:

**OTSO Planner** - Kelvin Williams: 614/466-3170 or [kdwilliams@dps.ohio.gov](mailto:kdwilliams@dps.ohio.gov)

**LEL** - Jeff Anspach: 937/441-6239 or [janspach@co.logan.oh.us](mailto:janspach@co.logan.oh.us)

**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](mailto:mlgarrett-tackett@dps.ohio.gov)

**LEL** – Colleen Petro: 440/812-6202 or [cnpetro391@gmail.com](mailto: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](mailto:mlgarrett-tackett@dps.ohio.gov)

**LEL** - Colleen Petro: 440/812-6202 or [cnpetro391@gmail.com](mailto: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](mailto:kdwilliams@dps.ohio.gov)

**LEL** - Paul Humphries: 513/266-0639 or [swohiolel@gmail.com](mailto: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](mailto:jlkarchnick@dps.ohio.gov)

**LEL** – Todd Carpenter: 740/403-8533 or [ohioselel@gmail.com](mailto: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](mailto:mlgarrett-tackett@dps.ohio.gov)

**LEL** - Todd Carpenter: 740/403-8533 or [ohioselel@gmail.com](mailto: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](mailto:jlkarchnick@dps.ohio.gov)

**LEL** - Paul Humphries: 513/266-0639 or [swohiolel@gmail.com](mailto:swohiolel@gmail.com)

**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](mailto:jlkarchnick@dps.ohio.gov)

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

# Contact Information

- Contact information may change throughout the year, 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 2025 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on Thursday, May 23, 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 2023 data, there were 1,240 fatalities on Ohio's roads. Ohio's current fatality rate is 1.12 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 2025, OTSO worked with the University of Akron to conduct 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 2021, 2022, and preliminary 2023.

# 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 12-month cycle (October 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, 2025), 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.

# Proposal Types

- Impaired Driving Enforcement Program/Selective Traffic Enforcement Program
- Ohio State Highway Patrol High Visibility Enforcement Program
- OVI Task Force
- Safe Communities
- Summer Holiday Enforcement Program
- General (for all other traffic safety activities not listed)

# 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 2025 Grant Solicitation Package).

## **Funding Limitations**

- The basic funding eligibility factors listed in this document will apply to NHTSA grants in accordance with 23 USC Chapter 4 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 2025 Grant Solicitation Package. In these Terms and Conditions, the term “sub-recipient”, “state”, “state highway safety agency” refers/applies to the Administering Agency of the project.

- 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.

- 3) Nondiscrimination (applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). See pages 10 - 13 of the Grant Solicitation Package for full requirements.

- 4) Diversity / Inclusion Training

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

# Terms and Conditions

- **5) The Drug-Free Workplace Act of 1988 (41 U.S.C. 8103)**  
The State will provide a drug-free workplace. See pages 13 - 14 of the Grant Solicitation Package for full requirements.
- **6) Political Activity (Hatch Act)** (applies to subrecipients as well as States)  
The State 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.
- **7) Certification Regarding Federal Lobbying** (applies to subrecipients as well as States)  
Certification for Contracts, Grants, Loans, and Cooperative Agreements. See pages 14- 15 of the Grant Solicitation Package for full requirements.

# Terms and Conditions

- **8) Restriction on State Lobbying** (applies to subrecipients as well as States)

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, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

- **9) Certification Regarding Debarment and Suspension** (applies to Subrecipients as well as States)

See pages 15 – 18 of the Grant Solicitation Package for full requirements.

# Terms and Conditions

- 10) **Buy America Act** (applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.



# Terms and Conditions

- **11) CERTIFICATION ON CONFLICT OF INTEREST** (applies to subrecipients as well as States)

## **General Requirements**

No employee, officer or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. See pages 19 - 20 of the Grant Solicitation Package for full details.

# Terms and Conditions

- **11) CERTIFICATION ON CONFLICT OF INTEREST CONT.**

## **Disclosure Requirements**

No State or its subrecipient, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. See pages 19 – 20 of the Grant Solicitation Package for full details.

# Terms and Conditions

- 12) Prohibition on Using Grant Funds to Check for Helmet  
Helmet Usage (applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

- 13) Policy on Seat Belt Use

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

# Terms and Conditions

- 14) Policy on Banning Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

# 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 page 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 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 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 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 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. 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 OTSO. All training requests and purchases must be submitted to and approved by 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, 2025.

# 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 15<sup>th</sup> 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 1<sup>st</sup>, 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 15<sup>th</sup>, 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 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, 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 OTSO. All of the equipment, materials and/or supplies provided to the sub-recipient for use under this agreement must be returned to 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, OTSO has the right to revise or terminate the agreement in writing.

# Terms and Conditions

- 43) **Enforcing Seat Belt Laws**

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

- 45) **Mandatory Blitzes**

Funding for all 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

- 46) **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:

**Winter Holiday DSOGPO:** December 13, 2024 – January 1, 2025

**CIOT:** May 19 – June 1, 2025

**DSOGPO:** August 15 – September 1, 2025

# IMPAIRED DRIVING ENFORCEMENT PROGRAM / SELECTIVE TRAFFIC ENFORCEMENT PROGRAM

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Proposal Guidelines



# FFY 2025 Impaired Driving Enforcement Program / Selective Traffic Enforcement Program Changes

- Special Distracted Driving removed from required Blitz.
- Speed Enforcement Week added July 21 – 25, 2025 for required STEP only Blitz.
- If an agency is eligible to apply for IDEP/STEP and they do not apply, they will no longer be eligible for SHEP.

# Impaired Driving Enforcement Program / Selective Traffic 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.

# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## Impaired Driving Enforcement Program (IDEP)

- A law enforcement agency must conduct HVE activities in areas to impact their impaired driving fatal crashes. **Overtime enforcement will be considered for funding between 6 p.m. and 6 a.m. at those times and locations deemed appropriate, based on local needs and as supported by local fatal/serious injury crash problem identification.**

## Selective Traffic Enforcement Program (STEP)

- 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.)

# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## Minimum Eligibility Requirements

- To be eligible for IDEP/STEP grant funding, your agency must have an established road patrol that conducts routine traffic enforcement and satisfy all of the following requirements:
  - During 2021, 2022, and 2023, your jurisdiction experienced an average of at least 2.0 motor vehicle related fatal crashes (total of six or more fatal crashes during these three years) as reported in the Fatality Analysis Reporting System (FARS).
  - Each agency must request hours for both the IDEP and the STEP program to conduct enforcement during mandatory blitzes, the national “Winter Holiday Drive Sober or Get Pulled Over”, “Click It or Ticket” and “Drive Sober or Get Pulled Over” enforcement campaigns and additional non-blitz hours throughout the year based on fatal/serious injury crash problem identification.

# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## Minimum Eligibility Requirements (cont.)

- Submit a press release to the local media announcing the grant award.
- Conduct all OTSO mandatory blitzes, including the “Winter Holiday Drive Sober or Get Pulled Over”, “Click It or Ticket”, and “Drive Sober or Get Pulled Over” enforcement campaigns.
- **Agency is required to use 50 percent of IDEP/STEP hours during mandatory blitz periods.**
- 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.

# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## Jurisdiction Sizes

The OTSO will reimburse each jurisdiction based on the chart below for high visibility enforcement activities. The amount of reimbursable hours is based upon the jurisdiction's population size:

Jurisdiction Population Size	
Small	1,000 – 99,999
Medium	100,000 – 300,000
Large	Over 300,000

Maximum Number of Reimbursable Hours Per Agency		
Jurisdiction Size	IDEP Hours	STEP Hours
Small	350 hours	350 hours
Medium	550 hours	550 hours
Large	650 hours	650 hours

# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## Mandatory Blitzes/National Enforcement Campaigns

<b>Dates</b>	<b>Blitz/National Campaign</b>	<b>Grant Program</b>
October 18 - 31, 2024	Halloween	IDEP Only
November 27 - 30, 2024	Thanksgiving	IDEP and/or STEP
December 1, 2024	Thanksgiving	IDEP and/or STEP
December 13 - 31, 2024	Winter Holiday Driver Sober or Get Pulled Over	IDEP Only
January 1, 2025	Winter Holiday Driver Sober or Get Pulled Over	IDEP Only
February 9 - 10, 2025	Super Bowl	IDEP Only
March 14 - 17, 2025	St. Patrick's Day	IDEP Only
April 2025	Distracted Driving Month	STEP Only
April - May 2025	Prom	IDEP and/or STEP
May 19 - June 1, 2025	Click it or Ticket	STEP Only
July 3 - 6, 2025	4th of July	IDEP Only
July 21 - 25, 2025	Speed Enforcement Week	STEP Only
August 15 - September 1, 2025	Driver Sober or Get Pulled Over	IDEP Only
October 2024 and/or September 2025	Homecoming	IDEP and/or STEP

Blitz hours do not have to be evenly dispersed, hours should be dispersed based on crash problem identification.

# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## Mandatory Blitzes/National Enforcement Campaigns (cont.)

Jurisdiction Size	CIOT Required Hours	DSOGPO Required Hours
Small	63	63
Medium	99	99
Large	117	117

These minimum hours are based on the agency requesting the maximum amount of hours. If requesting fewer hours, at least 18 percent of the STEP hours requested must be worked during the CIOT mobilization and at least 18 percent of the IDEP hours requested must be worked during the DSOGPO mobilization.



# Impaired Driving Enforcement Program / Selective Traffic Enforcement Program

## **Allowable Costs**

- Labor Expenses (Salaries and Wages)
- STEP Education Efforts
  - Small - \$1,500      Medium - \$2,500      Large - \$3,500
- Fuel/Transportation Costs (5% of direct labor costs)

Refer to pages 34 – 35 of the FFY2025 Grant Solicitation Package for details on each cost category.

# Impaired Driving Enforcement Program / Selective Traffic 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 pages 35 - 36 of the FFY2025 Grant Solicitation Package for details on each cost category.

# Next Steps

- OTSO will begin proposal reviews in June.
- 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-September. 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](mailto:otso@dps.ohio.gov)

# Reminder

- All FFY2025 Traffic Safety Grant Proposals must be submitted via the website no later than 11:59 p.m. on **Thursday, May 23, 2024.**