



south carolina
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FFY 2025 Highway Safety Grant Program
Grant Solicitation Workshop

January 2024

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FFY 2025 Highway Safety Grant Solicitation Workshop Agenda

- SC Traffic Collision Statistics
- Highway Safety Grant Program Priority Projects
 - Priority Projects
 - Writing a Successful Grant Application
- Financial Requirements

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2023 SCATTS Report as of 1-11-2024

SCATTS

SOUTH CAROLINA COLLISION & TICKET TRACKING SYSTEM

Office of Highway Safety

Highway Patrol

South Carolina Seatbelt Usage 2023

1/1/2023 Through 12/31/2023

Fatal Crash and Fatality Date Comparison

1/1/2023 Through 12/31/2023

VS

1/1/2022 Through 12/31/2022

| | | | | | |
|---------------|----------|------|----------------|------------|------|
| Fatal Crashes | 1/1/2023 | 926 | Persons Killed | 12/31/2023 | 997 |
| Fatal Crashes | 1/1/2022 | 1018 | Persons Killed | 12/31/2022 | 1093 |
| Difference | | -92 | Difference | | -96 |

*The statistics above are of a preliminary nature and are subject to change ... for informational purposes only.

TOTAL Fatalities (includes passengers, pedestrians, pedalcyclists, etc.) 997

| | | | | | | | |
|---------------|----|-------------|-----|---------------|-----|-------|----|
| Pedalcyclists | 23 | Pedestrians | 174 | Motorcyclists | 119 | Other | 32 |
|---------------|----|-------------|-----|---------------|-----|-------|----|

Number of Fatalities with Access to seatbelts (passengers inside cars, trucks and vans) 649

Number of Passengers not wearing seatbelts 339

Number of Passengers wearing seatbelts 270

Number of Passengers with unknown seatbelt usage 40

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Statewide Stats Traffic Collisions 2018-2022 (2022 Preliminary Data)

| Summary by Year | | | | | | |
|-----------------|-----------------|------------------|--------------------------------|------------------|----------------|-----------------|
| Year | Fatal Collision | Injury Collision | Property Damage Only Collision | Total Collisions | Persons Killed | Persons Injured |
| 2018 | 969 | 38,138 | 103,299 | 142,406 | 1,036 | 58,053 |
| 2019 | 927 | 38,532 | 101,637 | 141,096 | 1,006 | 58,410 |
| 2020 | 964 | 32,869 | 87,402 | 121,235 | 1,066 | 47,985 |
| 2021 | 1,112 | 36,460 | 110,152 | 147,724 | 1,198 | 53,596 |
| 2022 | 1,018 | 34,065 | 108,325 | 143,408 | 1,093 | 50,146 |
| | 4,990 | 180,064 | 510,815 | 695,869 | 5,399 | 268,190 |

Summary by Year Speed Related Collisions

| Summary by Year Speed Related Collisions | | | | | | |
|--|-----------------|------------------|--------------------------------|------------------|----------------|-----------------|
| Year | Fatal Collision | Injury Collision | Property Damage Only Collision | Total Collisions | Persons Killed | Persons Injured |
| 2018 | 379 | 12,854 | 32,917 | 46,150 | 414 | 19,042 |
| 2019 | 346 | 12,478 | 30,517 | 43,341 | 384 | 18,319 |
| 2020 | 362 | 10,678 | 26,690 | 37,730 | 410 | 15,190 |
| 2021 | 461 | 11,345 | 31,816 | 43,622 | 500 | 16,273 |
| 2022 | 385 | 10,422 | 30,151 | 40,958 | 421 | 15,077 |
| | 1,933 | 57,777 | 152,091 | 211,801 | 2,129 | 83,901 |

Includes collisions where at least one contributing factor was 03: Driving too Fast for Conditions, 04: Exceeded Authorized Speed Limit, or 12: Aggressive Operation of a Vehicle.

Summary by Year Alcohol or Drug Involved Collisions

| Summary by Year Alcohol or Drug Involved Collisions | | | | | | |
|---|-----------------|------------------|--------------------------------|------------------|----------------|-----------------|
| Year | Fatal Collision | Injury Collision | Property Damage Only Collision | Total Collisions | Persons Killed | Persons Injured |
| 2018 | 293 | 2,437 | 2,793 | 5,523 | 319 | 3,622 |
| 2019 | 300 | 2,511 | 2,729 | 5,540 | 339 | 3,824 |
| 2020 | 347 | 2,476 | 2,886 | 5,709 | 396 | 3,578 |
| 2021 | 388 | 2,646 | 2,979 | 6,013 | 431 | 3,927 |
| 2022 | 373 | 2,289 | 2,626 | 5,288 | 418 | 3,410 |
| | 1,701 | 12,359 | 14,013 | 28,073 | 1,903 | 18,361 |

Calculation by OHSJP based on one of five contributing factors being 16-Driver Under the Influence, positive alcohol or drug test results, or one of two violation codes being '99'-DUI.

Summary by Year Restraint Use for Motor Vehicle Occupants (Automobiles, pick-up trucks, other trucks, vans, and SUVs)

| Summary by Year Restraint Use for Motor Vehicle Occupants (Automobiles, pick-up trucks, other trucks, vans, and SUVs) | | | | | | |
|---|-----------------|--------------|--------------------------|------------------------|-----------------|--------------------|
| Year | Restraint Used? | Fatal Injury | Suspected Serious Injury | Suspected Minor Injury | Possible Injury | No Apparent Injury |
| 2018 | None | 341 | 474 | 809 | 1,181 | 2,054 |
| | Restraint Used | 323 | 1,376 | 8,282 | 39,797 | 279,579 |
| | Unknown | 34 | 86 | 351 | 1,620 | 17,068 |
| 2019 | None | 308 | 571 | 891 | 1,019 | 2,124 |
| | Restraint Used | 300 | 1,671 | 10,546 | 37,401 | 275,512 |
| | Unknown | 42 | 124 | 446 | 1,500 | 18,129 |
| 2020 | None | 380 | 533 | 909 | 1,278 | 2,648 |
| | Restraint Used | 305 | 1,235 | 8,150 | 30,628 | 221,128 |
| | Unknown | 32 | 114 | 394 | 1,242 | 16,918 |
| 2021 | None | 392 | 542 | 1,133 | 1,413 | 2,944 |
| | Restraint Used | 349 | 1,500 | 9,717 | 33,313 | 275,659 |
| | Unknown | 44 | 141 | 482 | 1,420 | 20,710 |
| 2022 | None | 387 | 486 | 1,042 | 1,403 | 3,056 |
| | Restraint Used | 293 | 1,224 | 9,347 | 30,904 | 265,579 |
| | Unknown | 38 | 117 | 484 | 1,441 | 20,656 |
| | | 3,568 | 10,194 | 52,983 | 185,560 | 1423764 |

Restraint Use data from TR-310 includes the following: Shoulder Belt, Lap Belt, Shoulder & Lap Belt, Child Safety Seat, and Other.

Summary by Year Pedestrian Involved Collisions

| Summary by Year Pedestrian Involved Collisions | | | | | | |
|---|-----------------|------------------|--------------------------------|------------------|----------------|-----------------|
| Year | Fatal Collision | Injury Collision | Property Damage Only Collision | Total Collisions | Persons Killed | Persons Injured |
| 2018 | 167 | 879 | 38 | 1,084 | 170 | 1,031 |
| 2019 | 165 | 925 | 29 | 1,119 | 168 | 1,092 |
| 2020 | 187 | 762 | 26 | 975 | 192 | 915 |
| 2021 | 191 | 911 | 42 | 1,144 | 194 | 1,053 |
| 2022 | 172 | 867 | 48 | 1,087 | 173 | 969 |
| | 882 | 4,344 | 183 | 5,409 | 897 | 5,060 |
| Includes collisions where at least one Pedestrian was involved. | | | | | | |

How Can We Help You?



Stats We Provide For Applicants

- SC Population Rate (per 1,000) for Fatal and Serious Injury Collisions (Per County)
- SC Population Rate (per 1,000) for Fatal and Serious Injury DUI Alcohol and/or Drug Collisions (Per County)
- SC Population Rate (per 1,000) for Fatal and Serious Injury Speed Too Fast for Conditions Collisions (Per County)
- SC Population Rate (per 1,000) for Pedestrians Fatally or Seriously Injured (Per County)
- SC Population Rate (per 1,000) for Occupants with Access to a Seatbelt Fatally or Seriously Injured (Per County)

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Spartanburg County Time and Age

| 2023 Motor Vehicle Driver Involved Time Breakdown | | | | | | | 2023 Motor Vehicle Driver Involved Age Breakdown | | | | | | |
|---|-------------------------------------|--------------------------------------|--|------------------------|----------------|-----------------|--|-------------------------------------|--------------------------------------|--|------------------------|----------------|-----------------|
| Time | Drivers Involved in Fatal Collision | Drivers Involved in Injury Collision | Drivers Involved in Property Damage Only Collision | Total Drivers Involved | Drivers Killed | Drivers Injured | Age Group | Drivers Involved in Fatal Collision | Drivers Involved in Injury Collision | Drivers Involved in Property Damage Only Collision | Total Drivers Involved | Drivers Killed | Drivers Injured |
| 12:01am-8:00am | 14 | 440 | 1,741 | 2,195 | 7 | 263 | 0-15 | 0 | 10 | 51 | 61 | 0 | 6 |
| | | | | | | | 16-25 | 22 | 657 | 2,146 | 2,825 | 9 | 383 |
| 8:01am-4:00pm | 21 | 1,212 | 4,435 | 5,668 | 10 | 676 | 26-40 | 17 | 825 | 2,920 | 3,762 | 8 | 478 |
| | | | | | | | 41-60 | 17 | 739 | 2,618 | 3,374 | 6 | 422 |
| 4:01pm-12:00am | 43 | 1,149 | 3,775 | 4,967 | 16 | 658 | 61+ | 20 | 455 | 1,477 | 1,952 | 10 | 289 |
| | | | | | | | Unknown | 2 | 115 | 739 | 856 | 0 | 19 |
| | 78 | 2,801 | 9,951 | 12,830 | 33 | 1,597 | | 78 | 2,801 | 9,951 | 12,830 | 33 | 1,597 |

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Spartanburg County Top Roadways and Intersections

Top 4 Roadways by Total Collisions in Spartanburg County in 2023

| Roadway | Fatal Collision | Severe Injury Collision | Other Injury Collision | Total Collisions | Persons Killed | Persons Severely Injured |
|----------------|-----------------|-------------------------|------------------------|------------------|----------------|--------------------------|
| US Primary-29 | 3 | 9 | 183 | 673 | 5 | 10 |
| US Primary-221 | 6 | 6 | 85 | 368 | 6 | 9 |
| Interstate-26 | 5 | 3 | 43 | 297 | 6 | 6 |
| SC Primary-296 | 4 | 3 | 62 | 303 | 4 | 4 |

Top 4 Intersections by Total Collisions in Spartanburg County for 2023

| Route1 | Route2 | Fatal Collision | Severe Injury Collision | Other Injury Collision | Total Collisions | Persons Killed | Persons Seriously Injured |
|-----------------|-----------------|-----------------|-------------------------|------------------------|------------------|----------------|---------------------------|
| US Primary-0029 | SC Primary-0295 | 0 | 0 | 11 | 51 | 0 | 0 |
| Interstate-0085 | SC Primary-0290 | 0 | 1 | 10 | 40 | 0 | 1 |
| SC Primary-0056 | SC Primary-0056 | 0 | 0 | 6 | 35 | 0 | 0 |
| SC Primary-0295 | SC Primary-0296 | 0 | 0 | 4 | 33 | 0 | 0 |

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DDACTS

- DDACTS helps users to identify "hot spots," or areas where there is a high incidence of crashes.
- After just one year of DDACTS implementation from March 2013 to March 2014, the Evesham, New Jersey Police Department had a 35 percent reduction in motor vehicle crashes.
- In 2013, Egg Harbor Township in New Jersey saw a 9 percent reduction in motor vehicle crashes.
- The Peters Township Police Department, located in Western Pennsylvania, implemented DDACTS in 2013. Comparing 2012 data to 2013 the agency experienced an 11 percent decrease in injury crashes in the targeted DDACTS enforcement area.

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Statisticians' Contact Information

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- Larry Long kennethlong@scdps.gov
- Rafael Hellebuyck rafaelhellebuyck@scdps.gov
- Sam Zuidema samanthazuidema@scdps.gov

Any Questions?



Highway Safety Grant Program

As the designated State Highway Safety Office (SHSO), the OHSJP administers \$10-\$12 million in Highway Safety grant funds each year from the National Highway Traffic Safety Administration (NHTSA) of the US Department of Transportation (USDOT).

HIGHWAYS OR DIEWAYS
THE CHOICE IS YOURS

These funds, as well as other pools of federal funds for which the state may qualify or apply and receive, are used to assist, via grants, eligible entities in carrying out specific programs that will have a direct impact in reducing the number of collisions and traffic-related fatalities and injuries.

Visit <https://scdps.sc.gov/ohsjp/hs-grants> for additional Highway Safety program information and resources.

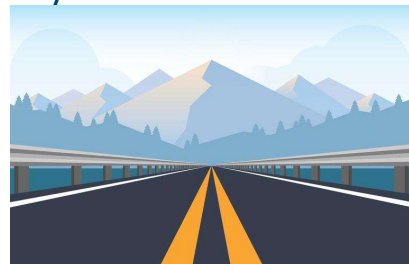
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Purpose of Highway Safety Funding

Highway safety grant funding is intended to provide support for highway safety activities to improve driver behavior and reduce motor vehicle-related deaths and injuries. Funding may be used for the following:

- The development of new highway safety activities in identified priority emphasis areas
- The expansion of established highway safety activities in identified priority emphasis areas



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Priority Emphasis Areas Eligible for Funding in FFY 2025



Police Traffic Services

- Traffic Enforcement
- Law Enforcement Training



Impaired Driving

- DUI Enforcement
- Training Projects
- Prosecution/Adjudication
- Court Monitoring



Highway Safety Education

- Judicial Education
- Occupant Safety Education
- Mature/Older Driver Education
- Young Driver Education
- Pedestrian Safety Education
- Community-based Education

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Eligible Project Types

- **Enforcement Programs**
 - PTS Enforcement (General Traffic Enforcement)
 - Speed Enforcement
 - Occupant Protection Enforcement
 - Pedestrian Enforcement
 - Law Enforcement Target Zero Challenge Grants
 - DUI Enforcement
- **Prosecution/Adjudication**
 - Special DUI Prosecutors
 - Special DUI Paralegals
- **Training Projects (for law enforcement and prosecutors)**
- **Education/Outreach**
 - Occupant Protection and Child Passenger Safety (CPS)
 - Pedestrians
 - Mature Drivers, Young Drivers, Community-based programs, etc.

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PTS Enforcement Projects

- Agencies may apply for PTS enforcement, specialized enforcement, or Law Enforcement Target Zero Challenge enforcement projects
- Proposals must:
 - Report a high incidence of crashes or a significant increase over the previous year
 - Provide crash and citation data to support or demonstrate the highway safety problem
 - Develop an enforcement plan to address the issues identified within your jurisdiction (speeding, impaired driving, restraint use, etc.).

Law Enforcement Target Zero Challenge Enforcement Projects

- Law Enforcement Target Zero Challenge enforcement projects must, at minimum, conduct specialized enforcement activities during four major mobilization periods:
 - Christmas/New Year's *Sober or Slammer! (SOS!)*
 - Buckle Up, South Carolina (*BUSC*)
 - Operation Southern Slow Down
 - Labor Day *Sober or Slammer! (SOS!)*
- Proposals must:
 - Not exceed \$10,000 and include a statement certifying that the agency will participate in the 2025 Target Zero Challenge
 - Describe how the enforcement effort will be initiated in the jurisdiction to increase enforcement traffic laws, including safety belt and child passenger safety laws, and other hazardous driving actions.

Impaired Driving Enforcement Projects

- Agencies may apply for DUI enforcement grants
- Proposals must:
 - Report a high incidence of DUI-related crashes or a significant increase over the previous year
 - Provide crash data to support or demonstrate the impaired driving problem
 - Include a DUI enforcement plan that will describe the enforcement efforts that will be initiated to increase DUI-related arrests and reduce DUI-related collisions, injuries, and fatalities

Activities eligible for reimbursement

General/Specialized Enforcement Projects

- Dedicated traffic enforcement
- Conducting checkpoints
- Conducting saturation patrols
- Participating in LEN-sponsored and/or multi-jurisdictional checkpoints
- Court time
- Allowable and OHSJP-approved trainings
- Attending LEN Meetings

Law Enforcement Target Zero Challenge Enforcement Projects

- Dedicated traffic enforcement
- Conducting checkpoints
- Conducting saturation patrols
- Participating in LEN-sponsored and/or multi-jurisdictional checkpoints

Please note:

- Dedicated traffic enforcement hours (straight time, overtime, or a combination of both), **must** be indicated in the application.
- If any overtime enforcement activity hours will be claimed, the law enforcement agency **must** have an existing overtime policy, and it **must** be submitted as part of the grant application.
- A law enforcement agency can submit separate applications for both a PTS enforcement grant (general or specialized) project and a DUI enforcement grant project. **However, an officer can only be assigned to perform hours on one grant .**
- Personnel performing DUI enforcement grant activities should be highly trained and skilled to detect impaired driving and **must work primarily night and weekend shifts between the hours of 3:00 PM and 6:00 AM.**

Training Projects

- Agencies may apply for funding to provide training for law enforcement officers and/or prosecutors.
- Eligible project types:
 - **Traffic Safety Officer Training:** provides essential traffic safety training for law enforcement officers
 - **Impaired Driving Countermeasures Training:** provides essential impaired driving detection and enforcement training for law enforcement officers
 - **Traffic Safety Resource Prosecutor:** provides essential education and support to enhance the capability of the state's prosecutors and law enforcement officers to effectively prosecute traffic safety violations
- Proposals must include an assessment of training needs, and descriptions of courses to be offered along with the number of training courses to be provided.

Special DUI Prosecutor Projects

- Goal → to increase the conviction rate of DUI offenders in priority counties, where there is a backlog of DUI cases and a problem of effectively prosecuting DUI jury trials
- Proposals must:
 - Demonstrate the targeted county/counties has a substantial backlog of DUI cases, including the age of those cases
 - Provide the conviction rate for the previous three years in the county or judicial circuit
 - Provide the number of *nolle prosequi* cases, or number of cases dismissed over the past three years
 - Provide project evaluation and implementation plans

Special DUI Paralegal Projects

- Purpose → to provide paralegal assistants to law enforcement who prosecute misdemeanor traffic cases without assistance in Summary Court with a goal of impacting the number of administrative-related dismissals of DUI cases
- Special DUI Paralegal activities are those intended to aid in the preparation of cases for court and may include the following:
 - Providing clerical and research assistance
 - Processing discovery requests forwarded to officers in response to DUI cases
 - Tasks related to the officers' Office of Motor Vehicle Hearing (OMVH) appearances related to DUI arrests.

Proposals must:

- Demonstrate that the targeted county has a substantial backlog of DUI cases and provide the number of administrative-related dismissals of traffic cases (if possible)
- Discuss how DUI cases are currently being handled with existing staff, including current processing times for discovery requests and other related tasks

Court Monitoring

- Purpose → to provide data on DWI/DUI court or administrative hearing activities.
- Goal → Impact DUI conviction rates by providing data on DUI conviction rates, sanctions imposed, and differences in outcomes across judges and courts.
- Proposals must:
 - Identify counties in which courts will be monitored and demonstrate the existence of a DUI problem in those counties
 - Discuss current DUI conviction rates in the counties identified for court monitoring efforts

Highway Safety Education Projects

- Highway safety education projects are those that educate and inform. They are also designed to bring awareness to the many risks presented to roadway users and teach simple ways to improve safety.
- Eligible project types include the following:
 - Judicial education
 - Child and adult passenger safety education
 - Mature/Older Driver Education
 - Young Driver Education
 - Pedestrian safety education
 - Community-based education

State Judicial Outreach Liaison Project

- Goal→ to provide critical support to improve the delivery of justice in impaired driving through education, communication, community outreach activities, and collegial and ethical collaboration with judges, traffic safety entities, and stakeholders
- Proposals must include a plan to accomplish the following activities:
 - Contact and establish a working relationship with judges and judicial educators to promote judicial education related to sentencing and supervision of DWI offenders, evidentiary issues, legal updates, alcohol/drug testing, and monitoring technology
 - Identify barriers that hamper effective training, education, or outreach to the courts and recommend alternative means to address these issues and concerns
 - Share information, as appropriate, with Law Enforcement Liaisons (LEs), the OHSJP, NHTSA Regional Offices, TSRPs, and Prosecutor and Probation Fellows about opportunities to improve the criminal justice system

Child and Adult Passenger Safety Education

- Goal→ to promote the importance of proper usage of seat belts and child passenger safety restraints in motor vehicles.
- Allowable activities may include the following:
 - Pursuing Child Passenger Safety Technician (CPST) and Child Passenger Safety Technician Instructor (CPSTI) certifications;
 - Teaching the Child Passenger Safety Technician Certification course
 - Conducting community seat check events, caregiver education and the distribution of Child Passenger Safety Seats



Child and Adult Passenger Safety Education

➤ Proposals should

- Identify how efforts to increase the number of actively certified CPSTs and CPSTIs will be accomplished;
- Include a minimum number of CPST training courses to be provided throughout the grant year;
- Identify how efforts to increase the number of permanent fitting stations will be accomplished;
- Identify how efforts to increase access to child safety seat inspection events, particularly in underserved communities will be accomplished;
- Include a minimum number of educational presentations to be conducted;
- Identify the number of child safety seats to be distributed within the community. The distribution of seats must be supported by a distribution plan which includes a description of how seats will be distributed to underserved populations and the methods used to track distribution.

Population-specific Education Programs

- Mature/Older Driver Education: the goal is to reduce fatalities and serious injuries involving mature drivers
- Young Driver Education: the goal is to reduce fatalities and serious injuries involving young (20 and under) drivers
- Pedestrian safety education: the goal is to reduce fatalities and serious injuries involving pedestrians
- Community-based education: the goal is to address traffic safety issues (speeding, impaired driving, etc.) among underserved/overrepresented populations

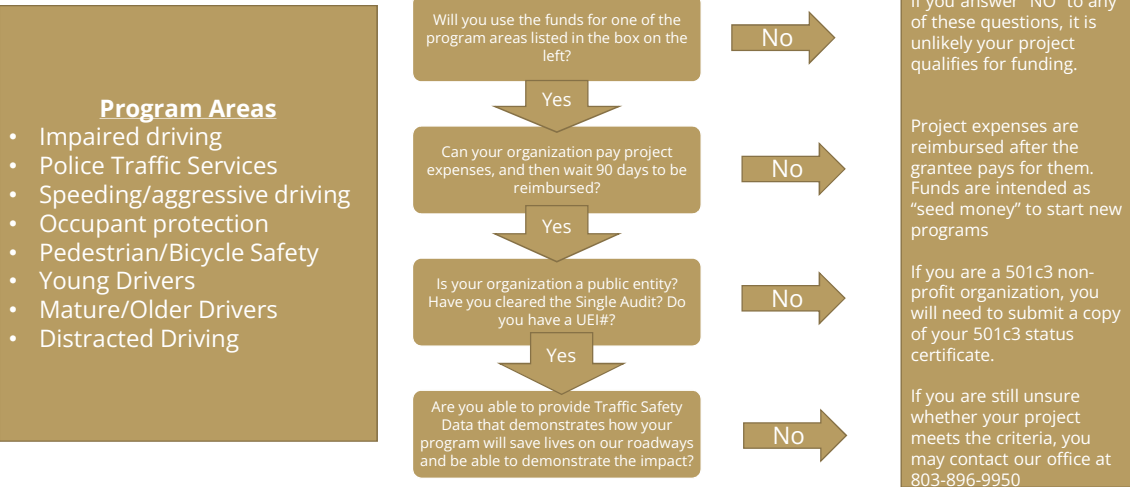
Population-specific Education Programs

- Proposals for these project types should accomplish/include the following:
 - accurately define the focus population.
 - specify a methodology for reaching the defined population.
 - should be located in school districts, colleges, universities, and city or county agencies that deal with safety education or recreation;
 - should provide in-depth education to a specific population and should measure and evaluate that impact.

Overview of Items Eligible for Highway Safety Funding

- Implementation of enforcement programs
- Program coordination for impaired driving prevention, public information, and educational activities.
- Necessary mission-related equipment, training, and travel
- Evaluation of the effectiveness of highway-related programs or project improvement.
- Purchase of child restraint devices in compliance with NHTSA performance standard FMVSS #213. A plan to distribute and track distribution must be in place.
- Development costs of new training curricula and materials are allowable if they will not duplicate materials already developed for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.

Are you eligible for a HS Grant?



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You've decided to apply...NOW WHAT?



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Show us the data!

- Data is the foundation of a good project proposal and grant application
 - Use the data to clearly illustrate your problem
 - Data sources: collision reports, citations, radar readings, heat maps, surveys, pre-and post- tests, CPS checklists, research, blood draws, etc.
 - Establish a baseline to gauge whether progress was made to address the problem
- Remember: Every good project starts with data and ends with evaluation

Why are You Applying?



Because there's a problem, right? Tell us about it in the **Problem Statement**

An effective Problem Statement will use the five W's and the H strategy:

- **Why** are you requesting funds?
- **Who** is involved and impacted?
- **Where** and **when** is the problem occurring?
- **What** will you do with the funds?
- **How** much money do you need?

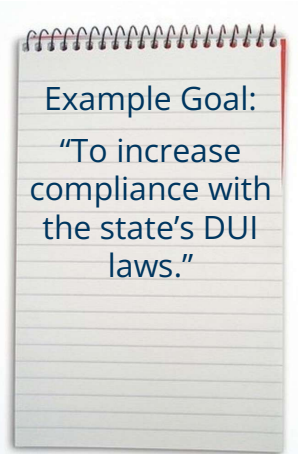
Goals

Goals will broadly answer the question of what will be achieved.

Program Goal: a broad statement of what the project hopes to accomplish long-term.

- The final impact or outcome of the proposed project
- General, intangible, and abstract
- Should be linked to the problem statement

Goals are statements of final impact and/or outcome.



Objectives

Objective are the steps toward accomplishing the Program Goal(s).

- Narrow, precise, tangible, concrete, and measureable
- Includes a time-point by which the objective should be met

Purpose:

- Establish benchmarks
- Facilitate monitoring and evaluation



Specific Objectives

Objectives are the steps toward accomplishing a goal.



Example objective:

"To conduct a minimum of 2 DUI enforcement saturation patrols on high DUI collision corridors every week during the grant period to identify and cite violators."

FOR
EXAMPLE

Project Narrative

- Tell us what your organization plans to do to address the problem identified in the problem statement.
- These activities should be incorporated into your objectives and include specifics. What will be done? Who will do it? How will it be done?
 - Example: The Smith Police Department will use the proven countermeasure of high visibility enforcement, supported by earned media, to combat its DUI problem. Officers in marked police vehicles will conduct saturation patrols on weekend evenings on roadways identified through ongoing data analysis as high DUI collision corridors and/or DUI collision hot spots. The saturation patrols will be specifically focused on stopping and citing impaired drivers as well as other motorists who violate SC traffic laws and put other roadway users at risk.

Implementation Schedule

- The implementation schedule should be used to convey your process (i.e. the information you've included in your Project Narrative).
- This schedule provides a pathway for success by identifying deliverables and milestones which must be achieved on a timely basis
 - The application requires you to identify by quarter each activity and task that will be performed in support of your project. The activities should align with your objectives, and your implementation schedule should also include evaluation and reporting.

Evaluation

- Remember, your project should have at least one goal that is supported by SMART objectives. The objectives are what you will use to determine (or evaluate) whether the project was successful.
- In this section of your application, be sure to answer the following questions:
 - What data will I collect?
 - How often will I collect and analyze the data?
 - Did the project reach the target audience?
 - Did the project do what it was intended to do?

Highway Safety Review Checklist

(Located in the Highway Safety FFY 2025 Funding Guidelines)

- ☐ Is the problem statement clear and concise?
- ☐ Is sufficient information regarding the problem provided?
- ☐ Has sufficient data been provided in the problem analysis to prove the problem?
- ☐ Has adequate information on the current situation been provided in the problem analysis?
- ☐ Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
- ☐ Will the performance indicators listed measure the attainment of stated objectives?

Highway Safety Review Checklist

- ☐ Has an evaluation plan been included in the application?
- ☐ Has the subject of continuation of project activity been adequately discussed?
- ☐ If funding was received in the previous fiscal year, has a thorough analysis of the results of the previous year's project been included in the narrative?
- ☐ Does the application fall under one of the program areas identified for funding?
- ☐ Have all costs been satisfactorily justified according to the approach proposed?
- ☐ Has sufficient budget detail been given, and all figures checked for accuracy?



Things to Keep in Mind

- Review grant rules and timelines before drafting your application
- Applicants are encouraged to take advantage of technical assistance
- Write your problem statement and narrative, then build your budget
- Some grant application dollar amounts are reduced during the review process

Any Questions?



Financial Requirements

Claims

- Requests for reimbursement are submitted to OHSJP on a Request for Payment Form (RFP).
- RFPs must be submitted at least once a quarter.
- Failure to submit claims as required may result in the de-obligation of the project.
- OHSJP Highway Safety grants are governed by 2 CFR 200 (The Super Circular). We will cover many of the topics today outlined in the federal regulations
- Claims may be held if the grant recipient is delinquent in the submission of required reports or completion of other necessary actions.



rev. 05/21
Page 1

STATE OF SOUTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
HIGHWAY SAFETY PROGRAM REQUEST FOR PAYMENT/QUARTERLY FISCAL REPORT

Police Traffic Services

| | | | | | | | |
|---|--------------------------|---------------------|-----------------------|--|----------------|-------|--|
| 1. GENERAL INFORMATION | | | | Request for Payment Number: _____ | | | |
| Subgrantee Name: _____ | | | | County No. _____ | | | |
| Address: _____ | | | | Period Ending Date: _____ | | | |
| Project Title: _____ | | | | Grant Period: _____ | | | |
| Grant Number(s): _____ | | Payment Type* _____ | | Grant Type: _____ Reimbursable | | | |
| *Interim Payment, Final Payment, Automatic Deduction | | | | | | | |
| 2. BUDGET CATEGORIES | | | | | | | |
| | EXPENDITURES THIS PERIOD | | | TOTAL EXPENDITURES TO DATE | | | |
| | Grantor Amount | Activity Hours | Total | Grantor Amount | Activity Hours | Total | |
| Activity Hours | | | | | | | |
| Contractual Services | | | | | | | |
| Travel | | | | | | | |
| Equipment | | | | | | | |
| Other | | | | | | | |
| 3. TOTAL COSTS: | - | - | - | - | - | - | |
| 4. PROJECT INCOME: | | | | | | | |
| 5. UNPAID OBLIGATIONS: | | | | | | | |
| 6. CERTIFICATION | | | | | | | |
| I certify that this is a correct statement of project costs for the period identified above and that the appropriate documentation to support these costs is attached. Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant. | | | | | | | |
| Project Director Signature _____ | | | | Date _____ | | | |
| OFFICE OF HIGHWAY SAFETY USE ONLY: | | | | | | | |
| Account Number _____ | Object _____ | \$ _____ | Approved Amount _____ | Vendor No. _____ | | | |
| Grants Administration Accountant _____ | | | | Highway Safety Grants Accounting Manager _____ | | | |
| Accounts Payable Designee _____ | | | | OHSJP Administrative Manager _____ | | | |

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Procurement

- Compliance with bidding procedures is required per all applicable federal, state, and local guidelines (2 CFR Part 200 Subpart F [formerly OMB Circular A-133]), and if applicable, the SC Consolidated Procurement Code and Regulations.
- When the subgrantee utilizes their agency procurement guidelines, relevant documentation must be submitted to the OHSJP to support these purchases (including, but not limited to approval procedures and specific procurement guidelines/laws).
- The updated SC Procurement Code is available at:
<https://www.procurement.sc.gov/legal/procurement-law>
- All approved grant-funded purchases must be requested, purchased, received, invoiced, and paid on or before September 30, 2025.
- All purchases must be submitted to the OHSJP for review and approval prior to expending funds.
- Any subgrantee that fails to follow the outlined purchasing procedures will not receive reimbursement.

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State Contracts

- The OHSJP recommends procurement of approved and budgeted equipment items through State Purchasing (General Services) under a state contract, if available, and allowable per your Agency guidelines.
- A listing of goods and services available for purchase under State Contract is available at: <https://procurement.sc.gov/contracts/search?b=9919-0-0>
- Items purchased under State Contract must still be approved by the OHSJP prior to purchase.

General Costs of Government*

Note:

Federal grant funds may not be used for activities considered “general costs of government” (2 CFR § 200.444) according to long-standing Federal law, codified in the government-wide rule for Federal grants (the Supercircular), unless specifically allowed under the Federal statute or regulation. The rationale is that Federal funds should not support costs incurred by a State or locality in the ordinary course of conducting its own affairs.

- General costs of government include salaries and other expenses associated with government operation. The Supercircular specifically identifies “police” (i.e., law enforcement) and “prosecutors,” who carry out government services normally provided to the general public. (2 CFR § 200.444(a)(4-5)).
- The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be replacement of general costs of government and is not allowable.

*Formerly known as ‘supplanting’

General Allowable Costs

- An applicant's costs must be necessary, reasonable, allocable, and used in accordance with the Terms and Conditions specified in the grant.
- Highway Safety grant funds are to be used to support state problem identification and planning and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadways. Programs should promote a reduction in traffic crashes, deaths, and injuries.

Funding Limitations

In FFY 2025, requests for vehicle purchases will not be considered.

As in previous years:

Equipment-only grant applications will not be considered for funding.

Grant projects are awarded on a year-to-year basis.

All applicants must submit a grant application by 11:59 PM on the deadline date of March 8, 2024 to be considered for FFY 2025 funds.

Unallowable Costs

- Vehicles/equipment installed in vehicles
- Weapons/weapons box/locked storage
- Uniforms/badges/standard issue items
- Body-worn cameras
- Passive alcohol sensors
- Main-frame computers
- Stop sticks
- Land
- Promotional items
- License Plate Readers
- Electronic Speed Limit Signs
- Golf Carts
- Speed/checkpoint trailers
- Permanent signage or signage without a safety message
- The cost of construction, rehabilitation, or remodeling of state, local, or private buildings or structures
- International Travel
- Office furniture and fixtures including, but not limited to the following: desks, chairs, tables, filing cabinets, coat racks, book cases, shelving, pictures, clocks, drapes, portable partitions
- Monthly cell phone charges
- Monthly radio service charges
- Monthly Wi-Fi/Mi-fi service charges
- Block/in-service trainings
- Leave hours of any kind (annual, sick, holiday, comp, etc.) for activity hours based grants
- Hours spent working a natural disaster

Project Activity Hours

- Time sheets must be maintained for all project activity hours, reflecting the hours worked on and charged to the grant. **The total activity hours requested for reimbursement MUST match the total activity hours listed on your MEDR.**
- Project Activity MUST be 100% in support of activities agreed upon in the grant award.
- For example, providing funeral escorts, parade duty, or hurricane/natural disaster hours are not considered project activities.

Monthly Activity Time Record

- Only list the hours worked and approved training hours that are applicable to the grant activities as listed in the Specific Objectives.
- Hours recorded must be reflected on back up documentation (i.e. agency time sheets, payroll reports).
- Must be signed and certified by the Project Director.
- There should be a corresponding form for each individual assigned.

rev. 09/20 MONTHLY ACTIVITY TIME RECORD Page 3

Subgrantee Name: _____

Grant No.: _____ Project Title: _____

Name of Employee Performing Activity: _____ Title: _____

Activities Performed: _____

Month: _____ Year: _____

| Day of Month | Activity Hours Worked | *Approved Training Hours | Day of Month | Activity Hours Worked | *Approved Training Hours |
|--------------|-----------------------|--------------------------|-----------------------------|-----------------------|-------------------------------|
| 1 | | | 17 | | |
| 2 | | | 18 | | |
| 3 | | | 19 | | |
| 4 | | | 20 | | |
| 5 | | | 21 | | |
| 6 | | | 22 | | |
| 7 | | | 23 | | |
| 8 | | | 24 | | |
| 9 | | | 25 | | |
| 10 | | | 26 | | |
| 11 | | | 27 | | |
| 12 | | | 28 | | |
| 13 | | | 29 | | |
| 14 | | | 30 | | |
| 15 | | | 31 | | |
| 16 | | | | | |
| | | | Total Activity Hours Worked | | Total Approved Training Hours |
| | | | 0 | | 0 |

*Approved training hours must be supported by documentation

Employee: _____

Certified Correct: _____

Project Director's Signature

Project Hours

Agencies may apply for combined overtime and straight time activity hours on a single Police Traffic Services Enforcement, Impaired Driving Countermeasures Enforcement, and Occupant Protection Programs.

The same officer may not be assigned to a multiple grant projects (for example, an officer cannot be assigned to an impaired driving enforcement project and a police traffic services enforcement project).

There is not a limit to the number of officers that may be assigned; however, non-percentage based fringes (health, dental, vision insurance) are only eligible costs for up to 4 officers per grant. All other officers assigned are eligible to claim percentage based fringes (FICA/medicare, retirement, worker's compensation).

Reimbursement of Hours

Straight-time and overtime activity hours

Reimbursement for hours of eligible activity includes compensation for time spent on the activity and a corresponding proportional share of fringe benefits (i.e., those fringe benefits, **excluding** leave hours, earned during the hours performing activity).

Eligibility for Reimbursement of Overtime Hours

You may request reimbursement of overtime hours provided the following:

- You must have a line item in your grant budget for overtime activity hours (along with a justification of the need for overtime activity hours).
- You must have an overtime policy in place at the time of application and be in compliance with that overtime policy.
- The hours being requested as overtime must be grant-related in nature.
- The officer must be in overtime status per your payroll records.

Grant-funded Equipment

- Equipment will only be considered when there is a demonstrated need in the problem identification statement.
- **FFY 2025 application requests for vehicles will not be considered.**
- Support equipment required to implement an enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of traffic/DUI offenders.

Allowable equipment purchases

Hand-held radar units*
LIDAR units*
Lighting (i.e. lighting used at checkpoints)

*Devices must meet federal standards

Other allowable purchase items

- Traffic Cones (up to \$25 each)
- Thermal paper for use during activity hours

Note: Equipment-only grant applications will not be considered for funding in FFY 2025.



Buy America Act

- The Buy America Act, 23 U.S.C. § 313, prohibits states from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced (manufactured or assembled) in the United States. This prohibition applies to steel, iron, and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement.
- To qualify for reimbursement, purchases of items with a unit cost greater than \$5,000 and/or all motor vehicle purchases must comply with Buy America AND meet any bid requirements of the procurement process, if applicable.

BIDDER/PROPOSER: _____

**BUY AMERICA CERTIFICATE
FOR COMPLIANCE WITH TITLE 23 USC §313
(For Procurement of Steel, Iron, or Manufactured Products)**

Funds for the items requested herein are subject to the provisions of The Buy America Act (Title 23 U.S.C. §313), which prohibits States from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced in the United States. This prohibition applies to steel, iron and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive The Buy America Act (BAA) requirement. There is no minimum purchase threshold that exempts the need for a waiver.

Contractors are cautioned to carefully review BAA before claiming compliance. If you indicate on the Bidding Schedule/Price-Business Proposal you are in compliance with BAA, you are certifying that the items/services offered qualify under the BAA.

The Bidder/Proposer hereby certifies that it **can comply** with the requirements of Title 23 U.S.C. §313 and the applicable regulations in 49 CFR Part 661.

Executed on _____, 20____, at _____ (City) _____ (State)
(Date)

Typewritten or Printed Name Signature of Authorized Official Title

Please list below the specific product(s) that you, the Bidder/Proposer, certify are in compliance with the Buy America Act:

Domestic Preferences

The subgrantee should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

Travel and Training

- The travel support document should reflect miles driven only in respect to project activity hours or approved training.
- The Office of Highway Safety and Justice Programs must approve all requests for out-of-state travel in writing and in advance, and must be specifically listed in the Travel section of the approved application budget.
- The mileage rate should match what is listed in the grant (and your Agency policy) and the maximum allowable rate is determined by the federal government (IRS). If your Agency rate is less than the IRS rate, you must use your Agency rate.
- There must be a corresponding entry for a particular day on the activity time sheets that matches an entry on the mileage document for that same day in order for the subgrantee to receive reimbursement for mileage.
- Must be signed by Project Director before mileage reimbursement can take place.

Mileage must only be listed if there is a corresponding project activity hours entry on the Monthly Activity Time Record.

Certification: I certify that this is a correct statement of allowable travel cost for the period identified above and conforms with applicable local and grant regulations.

Project Director
Date

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Travel Terms and Conditions

If the approved attendee is unable to travel or attend a training for any reason, the OHSJP will not reimburse for those expenditures.

The subgrantee is encouraged to request a refund from the original vendor to be reimbursed for any unused travel expenses.

State of South Carolina Meal Per Diem

| | In-State | Out of State | Depart Before | Return After |
|-----------|----------|--------------|---------------|--------------|
| Breakfast | \$8 | \$10 | 6:30 AM | 11:00 AM |
| Lunch | \$10 | \$15 | 11:00 AM | 1:30 PM |
| Dinner | \$17 | \$25 | 5:15 PM | 8:30 PM |
| Maximum | \$35 | \$50 | | |

Indirect Cost Rates

States and Local Government and Indian Tribes: Each agency receiving grants to which indirect costs may be charged must have an approved indirect cost rate. Agencies must prepare an indirect cost proposal, and submit it to the State Indirect Cost Officer for review and approval. The OHSJP reserves the right to negotiate indirect cost rate charges to a grant prior to award. If the agency does not have a negotiated rate, they can elect to charge the De Minimis indirect cost rate of 10% of the Modified Total Direct Costs (MTDC).

Private, Non-Profit Organizations: private, non-profit organizations receiving federal funds are authorized to recover indirect costs.

Grant Monitoring

A programmatic and financial monitoring visit will be conducted at least once during the grant period.

The OHSJP Monitoring Team will conduct the visit either virtually or in-person. The Project Director will receive advance notification of the visit and be provided a financial questionnaire to be returned prior to the visit.



Any Questions?



***SCDPS Grants* New User Registration Deadline:**
Friday, February 23, 2024 5:00 PM

Applications must be submitted via *SCDPS Grants* by:
Friday, March 8, 2024 11:59 PM

Highway Safety Grant Program Staff Contacts

Programmatic staff

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 - (803) 896-9947
- Sabrina Culp, Planning and Evaluation Program Coordinator
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 - (803) 896-7793
- Vacant, Impaired Driving Program Coordinator
 - (803) 896-9961
- Shawnée Goodman, Program Manager
 - ShawneeGoodman@scdps.gov
 - (803)896-8784

Financial Staff

- Talima Richburg, Grants Administration Accountant
 - TalimaRichburg@scdps.gov
 - (803) 896-5781
- Brian Hilpisch, Grants Administration Accountant
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 - (803) 896-6848
- Ivy Brown, Grants Administration Accountant
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 - (803) 896-7636
- Angela Campbell, HS Grants Accounting Manager
 - AngelaCampbell@scdps.gov
 - (803) 896-7815

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Highway Safety Grant Program Resources



- Highway Safety Grant Program website: <https://scdps.sc.gov/ohsjp/hs-grants>
- SCDPS Fatality Dashboard: <https://fatality-count-scdps.hub.arcgis.com/>
- South Carolina Traffic Collision Fact Book: https://scdps.sc.gov/ohsjp/stat_services/factbooks
- For more information on NHTSA's execution of BIL: <https://www.nhtsa.gov/bipartisan-infrastructure-law>

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Body-Worn/In-Car Camera Grant Program



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BWC / ICVC Application

- The BWC/ICVC Grant Funds Program Application is **NOT** available on the SCDPS Grants webpage
- Application is available on the SCDPS webpage located at <https://scdps.sc.gov> under Highway Safety and Justice Programs.

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