



FFY 2023 HIGHWAY SAFETY FUNDING GUIDELINES

**South Carolina Department of Public Safety
December 30, 2021**

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PURPOSE OF THE FUNDING GUIDELINES

The purpose of this manual, prepared by the Office of Highway Safety and Justice Programs (OHSJP) of the South Carolina Department of Public Safety, is to outline the specific criteria to be followed in the preparation of Highway Safety grant applications and to assist potential applicants in determining whether a proposed traffic safety activity is eligible for funding in Federal Fiscal Year (FFY) 2023. The manual provides direction for the state's highway safety planning process and presents concise guidelines to assist state and local agencies in obtaining federal funding support for highway safety programs. Highway Safety funds are received on an annual basis from the National Highway Traffic Safety Administration (NHTSA) of the U. S. Department of Transportation (USDOT).

Those interested in applying for FFY 2023 Highway Safety funding are strongly encouraged to attend the Grant Solicitation Workshop to be held virtually on January 19, 2022. Details regarding workshop registration can be found on page 2 of this manual. The deadline to RSVP for this workshop is January 13, 2022. **Please note that only the following entities are eligible for consideration for Highway Safety funding: (1) State agencies; (2) private, non-profit organizations listed as 501(c)3; (3) political subdivisions (city/county governments); and (4) state, local and federally recognized tribal governments.**

Please note that a law enforcement applicant must be in compliance with Section 56-5-6560 of the South Carolina Code of Laws regarding the reporting of Public Contact Information to be considered eligible for funding. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.

FFY 2023 Highway Safety grant applications must be received electronically by the Office of Highway Safety and Justice Programs by 11:59 PM on Friday, February 25, 2022. Applications received after February 25, 2022, will not be considered. The grant application must be completed using *SCDPS Grants*, the Office of Highway Safety and Justice Programs' online grant management system. The Highway Safety application will be available on *SCDPS Grants* beginning January 19, 2022.

Any supporting documents and/or appendices to the application may be uploaded as an attachment or mailed to the following address:

**Ms. Shawnée Goodman, Highway Safety Grant Program Manager
SC Department of Public Safety
Office of Highway Safety and Justice Programs
Post Office Box 1993
Blythewood, SC 29016**

Please be sure to include the grant application number on any mailed documents. Mailed documents must be received in the Office of Highway Safety and Justice Programs by 11:59 PM on February 25, 2022 in order to be considered. An application is considered complete when all required documents are included.

Following the submission deadline, the OHSJP will utilize a multi-level review process to determine whether an application is approved or disapproved. Grant award announcements will be mailed prior to the start of the FFY 2023 grant period which is Saturday, **October 1, 2022**.

HIGHWAY SAFETY GRANT CYCLE FFY 2023

- December 30, 2021: Notification of solicitation of applications and workshop announcement emailed to potential applicants.
- December 30, 2021: Posting of FFY 2023 Highway Safety Funding Guidelines on the SC Department of Public Safety's website: <http://scdps.sc.gov/ohsjp> .
- January 13, 2022: RSVP Deadline for Highway Safety Grant Solicitation Workshop. **Please contact Ms. Jessica Leneave by January 13, 2022 to RSVP.** She may be reached at JessicaLeneave@scdps.gov or (803) 896-9965.
- January 19, 2022: Virtual Highway Safety Grant Solicitation Workshop, 10:00 AM- 12:00 PM.
- January 19, 2022: Application opens. The grant application must be completed using *SCDPS Grants* <https://www.scdpsgrants.com>.
- February 11, 2022: *SCDPS Grants* New User Registration Deadline. New users must submit their subgrantee user registration requests no later than **5:00 PM on Friday, February 11, 2022.**
- February 25, 2022: Due date for Highway Safety grant applications. **All grant applications must be received electronically by the OHSJP by 11:59 PM on Friday, February 25, 2022. Applications received after the due date will not be considered.**
- September 2022: FFY 2023 grant awards issued with funding beginning October 1, 2022. Notification of applicants not approved for funding.

DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM

Traffic Collision Statistics (preliminary data): Statistics for South Carolina indicate that during 2020, approximately 121,178 traffic collisions were reported; this is a 14.12% decrease from 2019, when 141,096 collisions were reported. Collisions in 2020 resulted in 1,065 fatalities and an estimated 47,966 injuries. The number of traffic fatalities in 2020 was 5.86% higher than in 2019, when 1,006 persons were fatally injured in South Carolina traffic collisions.

Mileage Death Rate (preliminary data): The state's mileage death rate (MDR), or traffic fatalities per 100 million miles of travel, in 2020 was 1.98, a 13.79% increase from 2019 when the MDR was 1.74. According to the most recent data available, the national mileage death rate in 2019 was 1.10. Based on 2019 figures, South Carolina's MDR of 1.74 was about 58% higher than the national mileage death rate of 1.10.

2020 SC Traffic Collision Statistics Clock (preliminary data): Breaking collision statistics down by time in 2020 indicated the following:

- * 1 Traffic Collision was reported every 4.3 minutes.
- * 1 Traffic Death was reported every 8.3 hours.
- * 1 Non-fatal Traffic Injury was reported every 11 minutes.
- * 1 Property-Damage-Only Collision was reported every 6 minutes.

In 2020, South Carolina had 3,946,831 licensed drivers who operated 4,777,157 registered motor vehicles on a roadway system of 79,190 miles of streets and highways.



DUI Involvement in Collisions:

According to NHTSA's Fatality Analysis Reporting System (FARS) 2019 data, alcohol-impaired fatalities for 2019 totaled 330 (2019 is the most recent year in which FARS data is available). FARS data showed a total of 1,381 drivers involved in fatal collisions in South Carolina during 2019. Of those 1,381 drivers, 263 had a blood alcohol concentration (BAC) of .08 or greater, which accounted for 19.04% of all drivers involved in fatal collisions.



Speed Involvement in Collisions (preliminary data):

According to the SC Department of Public Safety's preliminary data for 2020, of the approximately 47,966 total traffic-related injuries reported in 2020, 15,192 or 31.7%, occurred in speeding-related collisions. Injuries in speeding-related traffic collisions decreased from 18,319 in 2019 to 15,192 in 2020, a decrease of 17.1%. The percentage of traffic-related injuries that involved speeding increased slightly from 31.4% in 2019 to 31.7% in 2020.

Incapacitating injuries in speeding-related traffic collisions decreased by 14.61% from 2019 to 2020 with 1,095 such injuries occurring in 2019 and 935 in 2020; however, the percentage of traffic-related incapacitating injuries that involved speeding increased, from 33.8% in 2019 to 35.9% in 2020. Although total and incapacitating traffic-related injuries that involved speeding

decreased in 2020 when compared to 2019, state data shows that South Carolina’s overall speeding-related fatalities increased by 7.6%, from 384 fatalities in 2019 to 413 fatalities in 2020.

Five-Year Collision Data: In order to examine traffic collision trends over time, the Office of Highway Safety and Justice Programs’ staff reviewed collision data for the period 2016-2020. During this five-year period, the state’s MDR in 2016 was at 1.87 before decreasing to 1.78 in 2017, 1.82 in 2018, and decreasing to 1.74 in 2019. For 2020, the state’s MDR increased to 1.98. Collision statistics for the period are presented in the chart below.

South Carolina Collision Statistics 2016 - 2020

Year	Total Collisions	Total Fatalities	Total Persons Injured	Death Rate
2016	141,599	1,020	61,899	1.87
2017	141,874	989	60,555	1.78
2018	142,406	1,036	58,053	1.82
2019	141,096	1,006	58,410	1.74
2020	121,178	1,065	47,966	1.98

All 2020 data are preliminary

Top Primary Contributing Factors 2020

2020 Top Primary Contributing Factors		
Fatal Collisions	Injury Collisions	Total Collisions
Driving Too Fast for Conditions	Driving Too Fast for Conditions	Driving Too Fast for Conditions
Driver Under Influence	Failed To Yield Right of Way	Failed To Yield Right of Way
Lying &/Or Illegally In Roadway	Disregarded Signs/Signals/Etc.	Improper Lane Usage/Change
Failed to Yield Right of Way	Driver Under Influence	Followed Too Closely
Wrong Side/Wrong Way	Followed Too Closely	Distracted/Inattention

All 2020 data are preliminary

Location of Highest Numbers of Property-Damage-Only Crashes: During the five-year period from 2016-2020, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry, and Spartanburg counties.

Location of Highest Numbers of Injury Crashes: The locations of the largest number of injury collisions during the five-year period from 2016-2020 were Charleston, Greenville, Richland, Horry, and Spartanburg counties.

Location of Highest Numbers of Fatal Crashes: The locations of the largest number of fatal crashes during the five-year period from 2016-2020 were Greenville, Horry, Charleston, Spartanburg and Richland counties.

Driver Groups Involved in Crashes: During the five-year period, the age groups with the highest number of drivers involved in fatal collisions (presented in order) included drivers ages 25-29, 20-24, and 30-34. The age groups with the highest number of drivers involved in severe-injury collisions (presented in order) included drivers ages 25-29, 20-24, and 30-34. Drivers under the age of 30 continued to be over-represented in traffic crashes, based on the size of the category of licensed drivers in this group. Male drivers continued to be involved in a higher number of both serious injury and fatal collisions than female drivers.

An Analysis by the Office of Highway Safety and Justice Programs: Based on traffic data over the 2016-2020 period, the charts on pages 6-8 show counties in the state of South Carolina which lead the state in statistical categories regarding fatal and severe injury collisions (number of fatal and severe injury collisions, number of fatal and severe injury by DUI-related and/or drug collisions, and number of fatal and severe injury by speed-related collisions). Grant projects submitted for FFY 2023 impacting counties listed and ranked in the tables, which lead in the above-referenced statistical categories, will be given priority for federal funding.

SC Fatal and Severe Injury Collisions 2016-2020 (2020 Preliminary)						
County	2016	2017	2018	2019	2020	2016-2020
Greenville	300	292	272	335	257	1,456
Charleston	272	280	263	306	302	1,423
Horry	269	278	241	242	206	1,236
Spartanburg	201	175	220	213	206	1,015
Richland	214	168	143	201	174	900
Anderson	192	174	148	152	135	801
Lexington	142	165	176	171	123	777
York	143	128	125	157	141	694
Berkeley	102	109	102	124	109	546
Orangeburg	96	76	103	112	118	505
Florence	91	79	97	132	91	490
Beaufort	102	105	78	82	83	450
Aiken	88	108	86	74	77	433
Dorchester	75	68	65	71	72	351
Pickens	61	69	78	81	57	346
Sumter	68	59	50	85	80	342
Laurens	66	65	70	69	64	334
Lancaster	85	65	43	58	60	311
Oconee	51	55	58	70	61	295
Colleton	66	50	47	45	55	263
Georgetown	43	67	61	44	41	256
Cherokee	48	59	47	53	48	255
Kershaw	56	49	48	47	49	249
Darlington	64	38	38	56	35	231
Greenwood	47	46	43	49	46	231
Jasper	60	31	36	55	46	228
Williamsburg	38	41	33	43	36	191
Chesterfield	38	44	28	44	34	188
Chester	39	40	42	37	27	185
Clarendon	33	36	22	46	28	165
Newberry	35	32	26	28	22	143
Fairfield	29	28	32	20	31	140
Dillon	21	27	24	28	24	124
Union	21	16	21	26	30	114
Marion	13	20	19	35	24	111
Marlboro	21	15	13	29	28	106
Hampton	17	16	12	23	29	97
Lee	13	13	25	18	19	88
Abbeville	17	24	14	19	13	87
Calhoun	13	17	15	14	20	79
Edgefield	20	14	13	14	15	76
Barnwell	15	16	19	13	12	75
Bamberg	16	11	18	9	10	64
Saluda	13	18	9	11	8	59
Allendale	9	7	12	9	10	47
McCormick	8	5	8	6	5	32
	3,431	3,298	3,143	3,556	3,161	16,589

SC Fatal and Severe Injury DUI Alcohol and/or Drug Collisions 2016-2020 (2020 Preliminary)						
County	2016	2017	2018	2019	2020	2016-2020
Greenville	88	71	63	55	53	330
Lexington	52	49	49	36	35	221
Horry	40	52	31	53	41	217
Spartanburg	50	28	41	47	49	215
Charleston	31	46	38	45	33	193
Richland	47	31	38	36	40	192
Anderson	36	54	33	31	32	186
York	29	26	31	40	34	160
Berkeley	27	29	23	24	20	123
Florence	19	20	22	25	17	103
Aiken	27	20	23	17	13	100
Orangeburg	18	15	17	21	26	97
Beaufort	17	24	17	12	20	90
Laurens	17	20	18	18	14	87
Dorchester	16	19	8	19	21	83
Oconee	8	17	12	20	20	77
Sumter	16	13	10	16	22	77
Lancaster	20	16	9	14	14	73
Pickens	14	13	10	20	15	72
Colleton	11	12	11	12	25	71
Cherokee	15	16	8	12	15	66
Kershaw	17	16	13	12	8	66
Darlington	17	12	10	18	6	63
Greenwood	9	11	11	12	11	54
Chesterfield	12	10	8	11	9	50
Jasper	12	5	6	15	6	44
Clarendon	9	9	4	14	7	43
Chester	10	10	10	5	5	40
Georgetown	5	10	8	5	4	32
Abbeville	4	13	3	7	5	32
Lee	5	4	9	6	6	30
Williamsburg	6	7	6	7	4	30
Union	6	4	8	4	5	27
Newberry	10	4	4	0	8	26
Fairfield	7	5	6	5	3	26
Edgefield	5	3	2	6	8	24
Marion	2	4	2	6	3	17
Dillon	2	6	2	4	3	17
Saluda	5	4	1	4	2	16
Marlboro	2	0	2	5	6	15
Barnwell	4	3	3	3	2	15
Hampton	1	2	6	2	4	15
Calhoun	2	2	3	2	1	10
Bamberg	3	1	3	1	1	9
McCormick	2	1	0	3	2	8
Allendale	1	2	1	2	2	8
	756	739	643	732	680	3,550

SC Fatal and Severe Injury Speed/Too Fast for Conditions Collisions 2016-2020 (2020 Preliminary)						
County	2016	2017	2018	2019	2020	2016-2020
Greenville	78	83	79	101	82	423
Spartanburg	67	67	89	83	84	390
Charleston	71	76	70	69	99	385
Horry	71	91	69	73	61	365
Richland	86	61	56	56	58	317
Lexington	46	55	74	72	38	285
Anderson	67	49	51	57	47	271
Orangeburg	37	38	47	64	58	244
York	53	44	48	50	44	239
Berkeley	44	40	34	45	40	203
Aiken	42	46	34	29	33	184
Laurens	44	34	37	37	24	176
Florence	36	25	38	35	35	169
Beaufort	34	38	31	25	22	150
Pickens	26	25	30	30	23	134
Sumter	26	24	19	30	29	128
Darlington	34	17	18	22	17	108
Lancaster	24	18	19	22	22	105
Oconee	13	24	26	22	20	105
Kershaw	20	23	18	20	20	101
Dorchester	24	23	16	17	21	101
Georgetown	17	27	22	15	16	97
Jasper	29	17	15	15	16	92
Williamsburg	15	16	19	23	16	89
Clarendon	19	21	15	19	12	86
Colleton	20	19	15	9	20	83
Cherokee	20	17	13	15	17	82
Chester	17	17	16	15	14	79
Newberry	19	21	13	12	14	79
Greenwood	20	15	10	21	11	77
Chesterfield	13	23	10	14	14	74
Fairfield	19	10	17	5	17	68
Dillon	12	16	12	13	11	64
Marlboro	10	9	9	13	11	52
Union	13	9	7	7	14	50
Marion	6	8	7	17	9	47
Calhoun	6	8	10	12	10	46
Hampton	6	5	5	15	12	43
Lee	7	9	10	5	9	40
Abbeville	10	12	4	10	3	39
Edgefield	10	7	5	6	9	37
Barnwell	4	7	8	6	7	32
Allendale	3	4	7	6	5	25
Saluda	7	9	2	5	2	25
Bamberg	5	2	7	0	4	18
McCormick	4	1	3	4	1	13
	1,254	1,210	1,164	1,241	1,151	6,020

ASSISTANCE IN DEVELOPING GRANT PROPOSALS

Research Assistance

Applicants are encouraged to visit the following websites for a wealth of research information (including, but not limited to, collision statistics) for developing Highway Safety grant applications:

- National Highway Traffic Safety Administration (NHTSA): www.nhtsa.gov
- Statistical Analysis and Research Section of the SC Department of Public Safety's Office of Highway Safety and Justice Programs: https://scdps.sc.gov/ohsjp/stat_services
- SC Target Zero plan:
https://www.scdot.org/performance/pdf/reports/BR1_SC_SHSP_Dec20_rotated.pdf

Assistance from Office of Highway Safety and Justice Programs

Applicants are strongly encouraged to contact the OHSJP early in the process for assistance and guidance in completing and submitting grant applications (e.g., forming appropriate project goals, objectives, evaluation measures, etc.). Listed below are contact names and program area(s) of expertise. The OHSJP staff can be reached at 803-896-9950.

- Lekia Richards: Police Traffic Services/Speed Enforcement, Occupant Protection
- Jasmine Simmons: Impaired Driving Countermeasures
- Wilson Matthews: Traffic Records
- Sabrina Culp: Impaired Driving Countermeasures
- Angela Campbell: Financial/Budget
- Talima Richburg: Financial/Budget
- Holly Durham: Financial/Budget
- David Colorado Garcia: Financial/Budget

All other questions can be directed to Shawnée Goodman, Highway Safety Grant Program Manager.

Applicants can also find further guidance using the Highway Safety Application Review Checklist on pages 31-32 and the Frequently Asked Questions on pages 33-35.

PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2023



Impaired Driving Countermeasures: The enforcement, adjudication, education, and systematic improvements necessary to impact impaired driving. This includes programs with a focus on alcohol-related impairment only and focusing on youth alcohol traffic safety issues. See pages 11-12 and 14-17 for additional information regarding applying for a grant under this program area.



Occupant Protection: The development and implementation of programs designed to increase usage of safety belts among all age groups and proper usage of child restraints. See pages 17-18 for additional information regarding applying for a grant under this program area.



Police Traffic Services/Speed Enforcement: The development or enhancement of traffic enforcement programs necessary to directly impact traffic crashes, fatalities, and injuries. Speeding programs are a priority; however, these programs should also include attention to DUI enforcement and occupant protection. Components of grant proposals may also include efforts to educate and improve the driving skills, attitudes, and behaviors of young drivers, 20 or younger. See pages 12-13 for additional information regarding applying for a grant under this program area.



Traffic Records (Statewide Emphasis): The continued development and implementation of a statewide program (the South Carolina Collision and Ticket Tracking System, or SCCATTS) designed to enhance the collection, analysis, and dissemination of collision data, thereby increasing the capability for identifying and alleviating highway safety problems.

Other Potential Funding Areas

Other program areas may be eligible for funding in FFY 2023. Please contact Shawnée Goodman of the Office of Highway Safety and Justice Programs at 803-896-9950 for information on applying for a grant in these potential funding areas.

PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

ENFORCEMENT PROJECTS

The following projects are eligible for funding in FFY 2023:

1. (Statewide and Community) Alcohol-Impaired Driving Enforcement Programs (Overtime-based or Straight time Activity Hour-based)



In order for alcohol-impaired driving enforcement programs to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for an alcohol-impaired driving enforcement team. Jurisdictions must have a high incidence of alcohol-related crashes or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major alcohol-impaired-driving problem and to demonstrate that overtime enforcement will have a significant impact on the reduction of alcohol-related traffic crashes. The traffic officers assigned to conduct program activities must be highly trained and skilled in order to detect a potential DUI-alcohol. They must be able to administer proper field sobriety tests, videotape the suspect, supervise administration of the breath test during booking proceedings, and provide adequate case documentation for court presentation.

Proposals for either statewide or community Alcohol-Impaired Driving Enforcement Programs must:

- a. Describe how the enforcement effort will be initiated to increase DUI arrests and to reduce alcohol-related crashes, to include an enforcement plan detailing specific days/nights of the week and hours the specialized alcohol-impaired driving enforcement will be conducted. For activity hour-based projects, include an enforcement plan and a sample monthly schedule of the officers assigned to conduct project activities.
 - **Activity hours, or straight time activities, must primarily be conducted during night and weekend shifts between the hours of 3 PM and 6 AM, except in cases in which an officer is required to appear in court or scheduled to attend approved training.**
 - **Grant activities for overtime-based projects include active enforcement activity only; therefore, these grant activities must primarily be conducted during night and weekends between the hours of 3 PM and 6 AM; and**
- b. Describe the need for this specialized program, based on the number of alcohol-related crashes, injuries, and fatalities now occurring in the area to be covered by the program.

- c. Equipment will only be considered when there is a **demonstrated** need. Equipment required to perform alcohol-impaired driving enforcement must be fully justified and must have a direct effect upon the apprehension and conviction of traffic offenders while performing grant activity hours (straight time or overtime hours). Requests for vehicles will **not** be considered. **Refer to pages 25-27 of this document for a sample listing of equipment eligible for reimbursement.**
- d. Agencies applying for and receiving funding for any of the Impaired Driving Countermeasures enforcement programs must agree to continue or begin participation in the South Carolina Law Enforcement Network (SCLEN).
- e. If funding was received in the previous fiscal year, applicants must provide an analysis of the results of the previous year's activities (e.g. the number of DUI arrests compared with previous years, the number of speeding citations compared with previous years, the number of citations for other violations issued compared with previous years, the number of traffic crashes and fatalities compared with previous years, etc.).

2. Speed Enforcement (Police Traffic Services)



In order for traffic enforcement proposals to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for increased traffic enforcement. Jurisdictions must have a high incidence of speed-related collisions or a significant increase over the previous year in order to justify a proposal. Collision data and analyses, along with citation data, should be used to clearly indicate a major problem and to demonstrate that increased enforcement will have a major impact on the reduction of traffic crashes.

- a. Describe how the enforcement effort will be initiated to increase speed enforcement primarily, as well as enforcement for alcohol and drug-impaired driving, safety belt use and child passenger safety laws, and other hazardous driving actions. Include an enforcement plan detailing the specialized Police Traffic Services activities that will be conducted while performing straight time or overtime activity hours. Sufficient enforcement activities must be performed in order to have an effective impact on collision reduction.
- b. Equipment will only be considered when there is a **demonstrated** need. 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 offenders. **Refer to pages 25-27 of this document for a sample listing of equipment eligible for reimbursement.**

- c. Agencies applying for and receiving funding for police traffic services/speed enforcement programs must agree to continue or begin participation in the South Carolina Law Enforcement Network (SCLLEN).
- d. If funding was received in the previous fiscal year, applicants must provide an analysis of the results of the previous year's activities (e.g., the number of speeding citations compared with previous years, the number of DUI arrests compared with previous years, the number of citations for other violations issued compared with previous years, the number of traffic crashes and fatalities compared with previous years, etc.).
- e. All applications should address how funding will serve to decrease the number of collisions, injuries, and fatalities in their respective jurisdictions through increased enforcement and educational efforts and enhance existing police traffic services.
- f. All police traffic services/speed enforcement programs must incorporate DUI enforcement and occupant protection enforcement (to include night-time safety belt enforcement) as major components of their effort.
- g. All police traffic services/speed enforcement programs must include educational and media components to support the enforcement program.

ADJUDICATION/PROSECUTION PROJECTS

The following projects are eligible for funding in FFY 2023:

1. Traffic Safety Resource Prosecutor

A Traffic Safety Resource Prosecutor (TSRP) project would provide critical support to enhance the capability of the states' prosecutors and law enforcement to effectively prosecute traffic safety violations. Proposals for projects that establish a Traffic Safety Resource Prosecutor must:

- a. Assess training needs and develop and provide training programs for prosecutors, law enforcement officers, and other traffic safety professionals with an emphasis on the effective prosecution of impaired driving cases;
- b. Provide technical assistance and legal research to prosecutors on a wide variety of legal issues, including probable cause; Standardized Field Sobriety Testing (SFST); implied consent; breath/blood testing; accusatory instruments; pre-trial procedures; trial practice; and appellate practice;
- c. Serve as a resource to prosecutors in the state on impaired driving and other traffic cases;
- d. Prepare briefs, legal memoranda, and other pleadings for use at hearings, trials, or on appeal of such cases;
- e. Train and provide technical assistance to state, local, and county law enforcement in methods of evidence gathering, especially newly emerging technology and trial techniques, which will improve the ability of prosecutors to effectively prosecute impaired driving cases;
- f. Coordinate with the Office of Highway Safety and Justice Programs to serve as the liaison with additional prosecutors to enable them to become more involved in traffic safety initiatives;
- g. Respond to written and verbal inquiries made by prosecutors concerning criminal law, associated administrative issues, procedure, or special problems, and offer competency and expertise in providing a broad range of technical assistance and support services for prosecuting traffic safety offenses;
- h. Regularly attend SCLLEN meetings and meet regularly with law enforcement agencies to explain prosecutorial policy, answer questions, and receive suggestions; foster improved law enforcement/prosecutor cooperation; strengthen effective law enforcement and prosecution strategies; and regularly apprise prosecuting attorneys on evolving areas of traffic safety law;

- i. Serve as an active participant on the state's Impaired Driving Prevention Council; and
- j. Provide consultation on and prosecute, or serve as second chair on, difficult impaired driving cases at various locations around the state.

2. Special DUI Prosecutors

The goal of this project category is to increase the conviction rate of DUI offenders in priority counties, where there is a backlog of DUI cases as well as a problem of effectively prosecuting DUI jury trials. Proposals for projects that establish a Special DUI Prosecutor must:

- a. Provide the number of *nolle prosequere* cases, or the number of cases dismissed over the past three years, and the average of these cases;
- b. Demonstrate that the targeted county has a substantial backlog of DUI cases. Comparisons with the backlogs of other jurisdictions would be helpful. The age of backlogged cases should also be provided;
- c. Outline DUI-related training to be provided for the assigned prosecutor, including improving officer knowledge of DUI investigative techniques and current statutory and case law developments;
- d. Establish special goals for increasing the jury trial conviction rate of Summary Court DUI prosecutions and for decreasing the DUI case backlog;
- e. Discuss how the project will be evaluated;
- f. Discuss how DUI cases are currently being handled with existing staff;
- g. Provide a sound approach for project implementation; and
- h. Provide the conviction rate for the previous three years, by county, in the judicial circuit.

3. Judicial Outreach Liaison

Judges, by virtue of having the responsibility of sentencing impaired drivers, are in a unique position to impact offenders who are over-represented in fatal crashes. Using newly-developed screening tools, judges can identify those persons most likely to re-offend, and direct interventions and technology that have been proven to reduce recidivism. The Judicial Outreach (JOL) program informs this process by bringing the latest research to judges on the front-line through peer-to-peer

interactions. A State JOL will function as an educator, writer, consultant and liaison to share the latest research with the judges of South Carolina. In addition to informing sentencing and interventions in this manner, the State JOL can, upon request, also provide important insight to policy makers attempting to improve impaired driving traffic safety.

A Judicial Outreach Liaison (JOL) project would 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 for projects that establish a State JOL must include a plan to accomplish the following activities:

- a. Develop a thorough understanding of 1) national and state judicial education programs available on the topics of impaired driving, 2) the judicial serving organizations of South Carolina, and 3) the initiatives and programs of the OHSJP relating to the judiciary;
- b. Provide training and education to judges and other court officials regarding impaired driving;
- c. 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;
- d. Identify barriers that hamper effective training, education or outreach to the courts and recommend alternative means to address these issues and concerns;
- e. Regularly attend and participate in SCLen and Statewide Impaired Driving Task Force meetings;
- f. Solicit opportunities to speak at state highway safety conferences and state judicial conferences;
- g. Provide support for existing or future DWI Treatment Courts;
- h. Attend and present at meetings, conferences, workshops, media events and other gatherings, focusing on impaired driving;
- i. Share information, as appropriate, with Law Enforcement Liaisons (LELs), the OHSJP, NHTSA Regional Offices, TSRPs, and Prosecutor and Probation Fellows, about opportunities to improve the criminal justice system;
- j. Identify issues of concern to judges and other court officials regarding impaired driving and bring them to the attention of appropriate criminal justice or highway safety officials; and

- k. Establish a working relationship with OHSJP Personnel, Regional JOL, State Judicial Educator, State Drug Court Coordinator, and others within South Carolina.



OCCUPANT PROTECTION AND EDUCATION/OUTREACH PROJECTS

1. Innovative Community Safety Belt Projects and Projects Focusing on Minority Groups, Rural Populations, and Youth Safety Belt Use

A need exists to implement community projects that include minority groups, rural populations, and young drivers, to encourage and promote safety belt and passive restraint use. Priority will be given to community-wide initiatives using innovative and creative approaches to encourage/promote the proper use of occupant restraints and to increase usage rates. While limited public information and education efforts may be a component of a community safety belt project, the primary focus should not be media centered.

Schools are an important arena in which to reach students, parents, and others who transport students. Studies have indicated that children can be very influential in promoting safety belt usage in families. Studies have also shown that teenagers and young males are over-represented in fatal and injury crashes. Traditionally, belt usage rates among these groups have been low.

Projects in this category should be comprehensive in scope to include the medical and business community in promoting highway safety in the schools. They should be educational or promotional programs designed to measurably increase usage of safety belts among these population groups. Projects should also focus on entire school districts, involve students, parents, teachers, and administrators, and should be tied in to all school activities.

2. Education for Young People



Projects with a specific focus on young drivers, age 20 or younger, with education on alcohol and/or drugs, safety belt usage, and speeding will be given consideration. Educational projects typically have a greater focus on young drivers and provide more exposure to the alcohol/drug and highway safety messaging than do public awareness (media) campaigns. Educational projects could include the conducting of mock DUI trials in schools, the conducting of actual DUI trials in high schools, and the implementation of victim impact panels. Parameters for an educational program include, but are not limited to, the following:

- a. Projects must accurately define the focus population. Young (age 20 or younger) drivers and/or young people who have not yet reached driving age are appropriate groups;
- b. Projects must specify a methodology for reaching the defined population. The methodologies designed should clearly outline the manner in which the group will be accessed and the anticipated number to be impacted by the project;
- c. Projects eligible for funding should be located in school districts, colleges, universities, and city or county agencies that deal with safety education or recreation;
- d. Educational projects should provide in-depth education to a specific population, measuring and evaluating that impact; and
- e. Applicants should identify in their proposal what existing highway safety education is now being done in the community by other organizations (examples: Mothers Against Drunk Driving [MADD], Students Against Destructive Decisions [SADD], local law enforcement, South Carolina Department of Health and Environmental Control [DHEC], etc.) and within the school system.

RESPONSIBILITIES OF FUNDED APPLICANTS

When a project is funded, the authorized official of the recipient agency enters into a written contractual agreement with the SC Department of Public Safety that outlines specific responsibilities. A few conditions of the agreement are:

Reporting Requirements

- Monthly Enforcement Data Reports (enforcement projects only)
- Quarterly Progress Reports (programmatic)
- A Final Narrative Report

Claims

Claims for reimbursement are to be submitted on designated forms as issued by the OHSJP. Claims may be submitted no more than once each month and no less than once a quarter; however, claims are held if the grant recipient is delinquent in the submission of required reports or completion of other necessary actions. Failure to submit claims as required may result in project termination.

Procurement

Proper procurement procedures as required by federal, state, and local statutes (OMB Super Circular [2 CFR Part 200 Subparts A-F], 23 CFR Part 1300), and if applicable, the SC Consolidated Procurement Code and Regulations) are to be followed. In addition,

- **All** purchases must be submitted to the OHSJP for review and approval prior to expending funds.
- If 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 procurement thresholds are as follows :
 - **Small Purchases (\$0-\$10,000):** Small purchases not exceeding ten thousand dollars may be accomplished without securing competitive quotations if the prices are considered reasonable. Your Agency's purchasing department must annotate the purchase requisition: 'Price is fair and reasonable' and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order.
 - **Small Purchases (\$10,001-\$25,000):** Written request for written quotes from a minimum of three qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase over ten thousand dollars but not in excess of twenty-five thousand dollars.
 - **Advertised Small Purchases (\$25,001-\$100,000):** Written solicitation of written quotes, bids, or proposals may be made for a small purchase, other than a small purchase of construction, not in excess of one hundred thousand dollars. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offer.
- All contracts for services must be submitted for review and approval prior to execution. **Only under exceptional circumstances are sole source contracts approved.**
- Purchases in excess of \$5,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through the standard approval process prior to August 1.

- All grant-funded purchases must be requested, purchased, invoiced, delivered and paid on or before September 30. Therefore, any purchases made under the FFY 2023 grant must be documented with purchase requisitions/purchase orders dated on or before September 30, 2023.
- Equipment items identified in the grant budget are encouraged to be purchased during the first quarter of the grant period. If the subgrantee is unable to purchase items in the first quarter of the grant period, a written justification must be provided to the OHSJP Financial Staff for review.

Agencies failing to follow these procedures will not receive reimbursement for such procurements. Purchases for items that are on a state contract require approval from the OHSJP Financial Staff prior to purchase, to ensure the purchase meets all requirements. Recipient agency staff should verify contract dates prior to purchase to ensure that the contract is in existence at the time of purchase and includes both the contract number and expiration date on documentation submitted when reimbursement is requested.

Written Requests

- Requests for grant revisions after a grant is awarded must be submitted to the Office of Highway Safety and Justice Programs prior to the implementation of the change. Revisions cannot be implemented until written approval is granted by the Office of Highway Safety and Justice Programs. **Retroactive approval of revisions will not be granted, and costs incurred in such situations will not be reimbursed.**
- Reimbursement for travel expenditures must be in accordance with the Approved Budget. **All trainings and/or conferences for personnel and activity hour-based programs must be approved by the OHSJP prior to attendance and listed in the budget narrative. Failure to obtain such prior written approval will result in such travel expense claims being denied for reimbursement using grant funds.** If grant funded personnel are unable to travel 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.

Personnel

- Time sheets must be maintained for all personnel performing grant activities, reflecting the hours worked on and charged to the project. Costs associated with the performance of tasks outside the scope of the grant will not be reimbursed.

- For Police Traffic Services, Alcohol Enforcement Programs, and DUI Prosecutors, the OHSJP can reimburse for time spent performing activities, not positions. NHTSA highway safety grants used for enforcement and prosecutorial projects are for performing highway traffic safety activities, not for hiring State or local law enforcement and prosecutors. Therefore, project agreements involving law enforcement or prosecutors must specify hours of eligible activity required to perform the project. Project agreements may not be expressed in terms of full or part-time employee positions. Please note that activity hours for Activity Hour-based Police Traffic Services and Alcohol Enforcement Programs may be performed by more than one law enforcement officer. For example, you may assign up to four officers to perform PTS or Alcohol enforcement activities as long as the budgeted amount for personnel is not exceeded. Overtime activity hours for Overtime-based Police Traffic Services and Alcohol Enforcement Programs may also be performed by more than one law enforcement officer, without limitation as to the number of officers eligible to perform the overtime activity hours. For example, you may assign 20 officers to perform overtime PTS or Alcohol enforcement activities as long as the awarded budgeted amount for personnel is not exceeded.
- 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 under a NHTSA-funded activity hour-based grant).
- Reimbursement for hours of eligible overtime activity includes compensation for time spent on the overtime activity and a corresponding proportional share of fringe benefits (i.e., those fringe benefits, excluding leave hours, earned during overtime hours only). The fringes must pertain directly to the overtime hours, i.e. FICA/Medicare, retirement percentage, and worker's compensation.
- Law enforcement officers performing grant-funded Alcohol enforcement hours—activity hours or overtime hours—must primarily work nights and weekends (between the hours of 3 PM - 6 AM). Time worked outside of these hours should have the reason noted on the time sheet (i.e. court, presentation, training, etc.).
- All personnel performing grant activities must be identified by name and date of hire. Any changes in personnel performing grant activities must be reported in writing on agency letterhead. Work performed prior to the documented hire date or after the documented termination date under the grant cannot be reimbursed. Grant activities may be reimbursed only for personnel specifically identified in the approved grant budget.

Special Activities

Agencies receiving Highway Safety Grant funds shall assist the Office of Highway Safety and Justice Programs in activities associated with Pedestrian Safety Month (October); Halloween Impaired Driving Countermeasures (October); Drowsy Driving Prevention Week (November); Thanksgiving Distracted Driving Awareness (November); *Sober or Slammer!* Christmas/New Year's (December and January); Distracted Driving Awareness Month (April); Youth Traffic Safety Month (May); *Buckle Up, South Carolina* (May); Motorcycle Safety Awareness Month (May); Operation Southern Shield (July); *Sober or Slammer!* Labor Day (September); and the observance of National Child Passenger Safety Week (September).

Equipment Purchased with Grant Funds

- All equipment purchased with Highway Safety grant funds must be used for the originally authorized grant purposes for which it was acquired, whether or not the project continues to be supported by federal funds. Agencies receiving funds to purchase equipment must notify the Office of Highway Safety and Justice Programs and request disposition instructions when (1) equipment becomes obsolete, and the agency desires to sell or dispose of the equipment; or (2) the equipment is no longer able to be used for the original purpose. No disposition of property can be made by the subgrantee until written instructions are provided by the Office of Highway Safety and Justice Programs.
- Property Control records must be submitted for all equipment purchased with Highway Safety funds. The equipment is subject to an annual property inventory to verify use in accordance with the original grant-funded activities. Serial numbers listed on the Property Control Form should reflect visible serial numbers on the installed equipment.

OVERVIEW & GENERAL FUNDING REQUIREMENTS/LIMITATIONS

The Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety is charged with the administration of highway safety programs throughout the state. Highway safety programs in South Carolina originated under the Highway Safety Act of 1966 and have promoted safety in a variety of areas through state and local projects.

On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act requires states to continue providing a data-driven traffic safety enforcement program to prevent traffic violations, crashes, crash fatalities, and crash injuries in areas of the state most at risk for such incidents.

To be eligible for federal funds, each traffic safety problem must be substantiated through appropriate data analysis, and the proposed solutions must possess a potential for impact.

General Requirements:

All proposals submitted should demonstrate:

1. A highway safety problem/need exists;
2. A measurable impact on highway and traffic safety;
3. Cost effectiveness;
4. A comprehensive and systematic approach implemented in a well-defined geographic area;
5. A method for project evaluation (both performance and impact evaluation);
6. All cost items are an integral part of an approved highway safety program and have been justified accordingly.

Special Note Regarding General Costs of Government:

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 and/or 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.

General Allowable Costs:

To be allowable, an applicant's costs must be necessary, reasonable, allocable, and used in accordance with appropriate statutes and implementing grant regulations. Highway Safety grant funds are to be used to support state problem identification, planning, and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadway environment and which contribute to the reduction of crashes, deaths, and injuries.

1. The following are some examples of eligible items for Highway Safety grant funding. Please be advised that certain project types have further restrictions on allowable costs:
 - Implementation of educational efforts to increase public compliance with occupant protection laws.
 - Implementation of a comprehensive enforcement program for detecting, investigating, arresting, and convicting alcohol-impaired or drug-impaired drivers.
 - Development and administration of countermeasures programs to correct identified problems.
 - Program coordination for alcohol-impaired driving and drug-impaired driving prevention, public information, and education activities.
 - Necessary mission-related equipment, training, and travel (training and travel costs are only eligible for reimbursement with straight time/activity hour-based grant projects).
 - Evaluation of the effectiveness of program or project improvements.
 - The cost of training is allowable using curricula developed by, equivalent to, or endorsed by USDOT/NHTSA. (Training costs are only eligible for reimbursement with straight time/activity hour-based grant projects).
 - Purchase of child restraint devices is allowable if they are in compliance with NHTSA performance standard FMVSS #213 for these devices.
 - 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.
2. Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations, and individuals for state or local highway safety support services or products consistent with the applicable OMB Circular, provided applicable procurement purchasing procedures are followed.
3. Costs are allowable to support a specific highway safety project with educational activities that offer specific educational items/educational printed materials. Documentation must be available to show that such activities do not violate state law. Educational items, activities, and any printed materials must directly relate to the project objectives and must be preapproved by the OHSJP and specifically listed in the budget.

4. Costs of meetings and conferences, in which the primary purpose is the documentable dissemination of technical information, are allowable, including meals, transportation, rental of meeting facilities, and other incidental costs with prior approval from the OHSJP and specifically listed in the budget.

Specific Examples of Allowable/Non-Allowable Costs:

The provisions stated in the following sections are not intended to deny flexibility in supporting potential traffic collision and injury reduction activities; however, the conditions do serve as a guide in describing costs that **are allowable or not allowable for highway safety funding.**

1. Facilities

- a. The cost of land is not allowable.
- b. The cost of construction or reconstruction of driving ranges, towers, and skid pads is not allowable.
- c. The cost of construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings or structures is not allowable. The following are some examples of those items considered as furnishings or fixtures, for which costs are not allowable:

Desk	Coat Rack	Floor Covering	Picture/Clock
Chair	Credenza	Storage Cabinet	Draperies
Table	Book Case	Portable Partition	Fixed Lighting
Filing Cabinet	Shelving	Office Planter	Lamp

2. Promotional Items

The costs of promotional items are not eligible for reimbursement (promotional items include but are not limited to: pens, shirts, keychains, etc.)

3. Equipment –

- a. Costs for major (\$5,000 or more) equipment purchases require specific prior approval from NHTSA.
- b. Equipment purchased with grant funds can only be used in conjunction with project activity hours as listed in the Program Objectives. Vehicles previously purchased in Federal Fiscal Year 2020 or before with 100% federal funds must only be used in support of grant activity hours, with no breaks in mileage. For vehicles purchased with a 10% buy-in, the travel

support document should reflect miles driven only in respect to project activity hours or approved training.

- c. Purchase of the following equipment items is allowable only if they are part of a comprehensive traffic enforcement program:

(NOTE: Equipment-only applications will not be considered for funding.)

- 1) Hand-held radar units/LIDAR units. Devices must meet federal Standards
- 2) Traffic Cones (SCDOT specification – Not to exceed \$25 each)
- 3) Lighting and Safety Equipment (e.g. lighting used at checkpoints, reflective vests, rechargeable flashlights, etc.)
- 4) Alcohol testing devices used for training purposes (Devices must be on the Conforming Product List issued by the U.S. Department of Transportation and the International Association of Chiefs of Police).

- d. The following items are not allowable for purchase/reimbursement with grant funds:

- 1) Mainframe computers
- 2) Weapons, uniforms, or badges
- 3) Stop sticks
- 4) Passive alcohol sensors
- 5) Monthly cell phone service
- 6) Monthly radio service charges
- 7) Golf carts
- 8) License plate readers
- 9) Electronic speed limit signs
- 10) Permanent signage/signage without a safety message
- 11) Monthly wifi/mifi service charges
- 12) Purchase of body-worn cameras

- 13) Speed/checkpoint trailers
- 14) Block/in-service trainings
- 15) Leave hours of any kind
- 16) Hours spent working a natural disaster

NOTE: All equipment with a unit cost over \$5,000 must comply with the BUY AMERICA ACT:

The Buy America Act (BAA) prohibits subgrantees from using highway safety grant funds under Title 23 U.S.C. Chapter 4 §313 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 BAA requirement.

Subgrantees must have vendors complete the BAA Certificate for Compliance Form for purchases with highway grant funds to be eligible for reimbursement.

A product's listing on State Contract does not certify that it complies with the BAA.

4. Travel

- a. The cost of international travel is not allowable, except as separately approved by NHTSA and the state.
- b. 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.
- c. The current policy of the S.C. Comptroller General's Office only allows for reimbursement after the lodging has occurred. Therefore, billing payments made upfront through travel websites (ex. Expedia, Kayak, Travelocity, etc.) are considered "advance payments" for lodging and will not be reimbursed through the state.
- d. The cost of day-to-day patrol mileage for an officer performing grant activity is allowable based on the approved grant mileage rate if there are corresponding activity hours worked. This applies to both activity hour-based enforcement grants as well as overtime grants. *See mileage requirements on page 33.

5. **Training**

- a. Costs are allowable to pay for the salary and pro rata share of fringe benefits of individuals assigned to perform grant activities while pursuing OHSJP-approved training when prior approval is obtained and trainings are specifically listed in the budget narrative. **Overtime Hour grants are ineligible for the reimbursement of any costs associated with trainings.**
- b. **The purchase of portable alcohol breath testing devices is allowable if listed in the budget narrative, but the devices may be used only in a training context.**

6. **Alcohol Treatment Services**

The cost of counseling and other alcohol and drug abuse treatment services, the cost of the promotion of such services, and the cost of any materials related to treatment services are **not** allowable.

7. **Letters of Support:**

Letters of support are requested with the grant application ***only*** if funds are requested for multi-agency traffic enforcement projects and other projects involving multiple partners.

8. **Matching Requirements:**

Grant applications are 100% federally funded for FFY 2023. **No cash match is required for any eligible applicant.**

9. **Limitations of Federal Funding:**

Federal funding is limited to the support of new highway safety activities, the upgrading/expansion of established highway safety activities, or both.

10. **Indirect Cost Rates:**

- **States and Local Government and Tribe:** 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 subgrantee does not have a federally negotiated indirect cost rate, the De Minimis indirect cost rate of 10% of the Modified Total Direct Costs (MTDC) may be applied. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E and Appendix VII to Part 200 for more details.
- **Private, Non-Profit Organizations:** private, non-profit organizations receiving federal funds are authorized to recover indirect costs. See the Omnibus Super Circular Title 2 Subtitle A Chapter II Part 200 Subpart E for more details.

CRITERIA FOR GRANT APPLICATION REVIEW

Applications for proposed highway safety activities from qualified applicants will be reviewed by OHSJP staff in accordance with the review criteria listed below. Recommendations by the OHSJP staff will then be forwarded to the SC Public Safety Coordinating Council for its review/approval pursuant to Section 23-6-520, SC Code of Laws, 1976, as amended. Applications for funding will be reviewed on the following basis:

1. The degree to which the proposal addresses a national or state-identified problem area. Priority consideration will be given to applicants proposing major alcohol countermeasures, occupant protection, non-motorized safety, speed enforcement, and traffic records programs within the counties identified previously as having the highest numbers and percentages of alcohol- and/or speed-related traffic collisions, deaths, and injuries during the last three years.
2. The extent to which the proposal meets the published criteria within the specific guidelines.
3. The degree to which the applicant identifies, analyzes, and comprehends the local or state problems. **Applicants who do not demonstrate a traffic safety problem/need will not be considered for funding.**
4. The extent to which the proposal seeks to provide a realistic and comprehensive approach toward problem solution, including documenting coordination with local and state agencies necessary for successful implementation.
5. The assignment of specific and measurable objectives with performance indicators capable of assessing project activity.
6. The extent to which the estimated cost justifies the expected results.
7. The ability of the proposed efforts to generate additional identifiable highway safety activity in the program area; the ability of the applicant to become self-sufficient and to continue project efforts once federal funds are no longer available.
8. The ability of the applicant to successfully implement the project based on the agency's past experience in implementing similar projects; the capability of the agency to provide necessary administrative support to the project.
9. For projects funded in previous fiscal years, the quality of work and the responsiveness to grant requirements demonstrated in past funding years; current or past grant performance, results of past monitoring visits, and the timeliness and thoroughness of required reports.

10. Applicants must not be delinquent in the submission of fines, fees, and surcharges to the State Treasurer's Office.
11. Law enforcement applicants must be current in the reporting of Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws.

HIGHWAY SAFETY APPLICATION REVIEW CHECKLIST



ALL APPLICATIONS SHOULD BE REVIEWED PRIOR TO SUBMISSION USING THE CHECKLIST PROVIDED BELOW. IF THERE ARE ANY NEGATIVE ANSWERS, PLEASE REVISE YOUR APPLICATION TO ENSURE COMPLIANCE IN PROVIDING THE NECESSARY INFORMATION.

Yes	No	
—	—	1. Is the problem statement clear and concise?
—	—	2. Is sufficient information regarding the problem provided?
—	—	3. Has sufficient data been provided in the problem analysis to prove the problem?
—	—	4. Has adequate information on the current situation been provided in the problem analysis?
—	—	5. Are the objectives stated in measurable terms for specific time periods?
—	—	6. Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
—	—	7. Will the performance indicators listed measure the attainment of stated objectives?
—	—	8. Has the source or method of collecting data to measure effect been identified?
—	—	9. Will the indicators listed measure the impact of program goals?
—	—	10. Has an evaluation plan been included in the application?
—	—	11. Has the subject of continuation of project activity for future years been adequately discussed?
—	—	12. 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?
—	—	13. Does the application fall under one of the program areas identified for funding?

- 14. Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy?
- 15. Is the agency current in the submission of fines, fees, and surcharges?
- 16. Is the agency current in reporting Public Contact Information to the SCDPS pursuant to Section 56-5-6560 of the South Carolina Code of Laws?
- 17. Have funding requests for items other than equipment been included?

FREQUENTLY ASKED QUESTIONS

1. Can we receive funding for equipment only?

- a. No, highway safety grants must also have a significant programmatic component.

2. Can we receive funding for items such as pens, shirts, and bags with our logo/emblem printed on them?

- a. No, the National Highway Traffic Safety Administration (NHTSA) has deemed these items to be classified as ‘Promotional’ and not eligible for reimbursement using NHTSA grant funds.

3. How can we determine the best budget estimate to use for training/travel expenses as we complete the application?

- a. The OHSJP is only able to reimburse the maximum allowable rates established by our agency and NHTSA. If desired, your agency can pay any remaining amount (i.e., if the expenses are \$200 and the OHSJP can only reimburse \$175, your agency may pay the \$25 out of your agency’s funds).

Lodging cannot exceed the U.S. General Services Administration (GSA) rate. You can visit <http://www.gsa.gov/portal/content/104877> to gauge what the rate may be in FFY 2023.

Meals cannot be more than the State of South Carolina’s per diem, as listed below. If your agency’s policy is stricter, please follow that policy.

	IN-STATE	OUT OF STATE	DEPART BEFORE	RETURN AFTER
Breakfast	\$8.00	\$10.00	6:30 am	11:00 am
Lunch	\$10.00	\$15.00	11:00 am	1:30 pm
Dinner	\$17.00	\$25.00	5:15 pm	8:30pm
Maximum	\$35.00	\$50.00		

Reimbursement for mileage cannot be higher than your agency’s rate. The maximum reimbursement for mileage is updated by the Internal Revenue Service (IRS) in January.

4. How does the OHSJP determine which projects to recommend for grant funding?

- a. Several things are considered and the information provided here represents only a fraction of the process used to compile recommendations for funding.

If more guidance is desired for your organization/agency, please attend the Grant Solicitation Workshop on January 19, 2022 and/or call staff at 803-896-9950 for more assistance. The OHSJP staff reads every application and looks at the charts outlined on pages 6-8 to determine what counties are experiencing the most fatalities and severe injury collisions for each program area. The priority counties for funding are highlighted on each of the charts. Organizations/agencies are encouraged to apply for the program area(s) in which their counties are experiencing problems (i.e. impaired driving, speeding or occupant protection). Availability of grant funds and specifics requested in the application are also considered.

5. If we are approved for funding for a Federal Fiscal Year 2023 highway safety grant, can we increase the grant funds requested in the application?

- a. No, the grant funding amount cannot be altered by the applicant. The level of funding for an agency/organization can be lowered by the OHSJP at the time of funding recommendation. However, the overall requested amount listed in the application cannot be increased.

6. If I currently have a highway safety grant, do I have to apply again?

- a. Yes, if you would like to be considered for an additional year of funding. Grants are awarded for one fiscal year only.

7. When should I start applying for FFY 2023 grants?

- a. The grant application will open on January 19, 2022 and everyone is encouraged to begin applying as soon as possible. The deadline for application submission is **11:59 PM Friday, February 25, 2022.**

8. What are the dates for FFY 2023/when does FFY 2023 start and end?

- a. October 1, 2022–September 30, 2023.

9. Can a law enforcement agency apply for multiple grant programs, e.g. a Police Traffic Services grant, an Impaired Driving Enforcement grant, and a Special DUI Prosecutor grant?

- a. Yes, a law enforcement agency can submit an application for all of the aforementioned programs. A law enforcement agency may also apply for an overtime grant project and an activity hour-based grant project under the same program. Note: an officer cannot be assigned to perform hours on both an overtime grant and an activity hour-based grant.

10. Does a law enforcement agency have to have an overtime policy in place in order to apply for an overtime enforcement grant?

- a. No, a law enforcement agency does not have to have an overtime policy in place to apply for a FFY 2023 Highway Safety Grant; however, **an agency must have an overtime policy upon grant award acceptance**. Applicants are encouraged to include their agency's current overtime policy with their application by uploading the document under the Documents tab on the *SCDPS Grants* online grant management system.

11. Does an officer have to spend 100% of their time on grant activities?

- a. No. However, you should only submit and will only be reimbursed for the time that is spent on grant activities. Additionally, any equipment awarded must be used 100% of the time for project activities.

12. Do we have to hire a new officer if awarded a grant?

- a. No. You may hire a new officer, but it is not required. Activities worked should be in addition to your current activities.

13. Is there a limit to the number of officers that can be assigned?

- a. For grant activity hour-based grants, you may assign up to 4 grant officers. For overtime grants, you may assign as many officers as you like.