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**South Dakota Office of Highway Safety**

**Grant Application and Management Handbook**

Revised March 2023

## **Introduction**

The South Dakota Office of Highway Safety (SDOHS) is committed to reduce the number of traffic crashes, injuries, and fatalities occurring on South Dakota roadways. Local and state agency highway safety projects are essential to accomplish this goal.

This manual provides a guideline for local, non-profit, and state agencies to apply for highway safety grant funding support, to establish grant management procedures, and to understand state and federal conditions of the funding and the required grant management process (post-award). This guide has been prepared by the SDOHS to serve as a primary reference for you, the subrecipient of these federal grant funds. It is intended as a reference and is not to be considered the final word when questionable situations arise.

Only applications with clear and concise problem identification; realistic and quantifiable targets and objectives; activities that implement a proven countermeasure for the identified problem; and that sufficiently describe and defend the investment of scarce taxpayer resources will be considered for a traffic safety grant.

The SDOHS administers highway safety grants exclusively through its online resource found at SAFESD.GOV; click on the “Grant Application & Reporting” link, top right of the web page to access EDGAR IGX (or the link below). Grant applications, reports, and reimbursement requests will only be accepted through EDGAR IGX, the SDOHS [Electronic Database for Grant Application & Reporting](#). We've prepared an EDGAR IGX Supplement manual that gives you step-by-step instructions for navigating the EDGAR IGX system.

For any questions, please contact SDOHS at the number below, and thank you for your efforts in keeping South Dakota’s roads safe.

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Grant information is also available on the SDOHS website at <https://dps.sd.gov/> or by calling 605-773-4949.

## **Section I: South Dakota Office of Highway Safety Overview**

### **A. Authority**

The Federal Highway Safety Act of 1966, Public Law 89-564, was passed by the 89th Congress and signed into law by President Johnson on September 9, 1966. The Act provides support for a coordinated National Highway Safety Program.

Section 402 of the Act describes the requirements for state highway safety programs:

Chapter 4, Section 402, paragraph (A) states in part:

Each state shall have a highway safety program approved by the Secretary, designed to reduce traffic accidents and deaths, injuries, and property damage resulting therefrom. Such programs shall be in accordance with uniform standards promulgated by the Secretary. Such uniform standards shall be expressed in terms of performance criteria.

Section 402, paragraph (B) requires that a state's highway safety program must meet all of the following conditions before it can be approved:

1. Provide that the Governor of the state be responsible for the administration of the program.
2. Authorize political subdivisions of the state to carry out local highway safety programs within their jurisdiction as a part of the state highway safety program, provided such local programs are approved by the Governor and are in accordance with the uniform standards of the Secretary and with the state's comprehensive plan.
3. Provide that at least 40% of all federal funds apportioned under this section to the state for any fiscal year will be expended by, or for, the benefit of political subdivisions of the state in carrying out local highway safety programs. (Cumulative 40% Local Benefit)
4. Provide adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks throughout the state.
5. Provide for programs to encourage the use of safety belts by drivers of, and passengers in, motor vehicles.

Section 402 funds are to be used to support the state's 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, and deaths and injuries resulting from those crashes.

Section 402 funds provide significant support for state and community highway safety activities; enhancing state programs by providing resources to start up new, more effective projects; by catalyzing or accelerating state programs to address major traffic

safety issues with well-planned strategies; and by leveraging additional state and local investment in highway safety.

In 1967, the South Dakota legislature enacted legislation which empowered the Governor to contract with the US Department of Transportation for the purpose of securing funding available through the Highway Safety Act of 1966, Section 402. The Governor has delegated this responsibility to the Secretary of Public Safety who holds the title of Governor's Representative for Highway Safety or GR. The GR has empowered the Director of SDOHS to administer highway safety programming for the state. These actions are shown in the following state laws:

#### [South Dakota Codified Law Chapter 32-13 Highway Safety Program](#)

§ 32-13-1. Governor to administer program in accordance with Federal Highway Safety Act.

The Governor shall administer the highway safety program within this state and authorize, direct and coordinate existing and future activities of agencies of this state and its political subdivisions in such program. He shall do all things necessary to the administration of the program under the Federal Highway Safety Act of 1966 (Public Law 89-564), as amended and in effect on July 1, 1984.

Source: SL 1967, ch 120, § 1; 1984, ch 12, § 20.

§ 32-13-2. Participation by subordinate political subdivisions.

Subject to the provisions of § 32-13-1, the political subdivisions of this state are hereby authorized and empowered to participate in said state and federal highway safety programs and do all acts necessary to carry out the purposes thereof.

Source: SL 1967, ch 120, § 2.

## **B. Mission Statement**

The SDOHS is committed to developing and implementing traffic safety programs designed to reduce the number of traffic crashes, injuries, and fatalities occurring on South Dakota roadways. The SDOHS supports local and state agencies as well as non-profit organizations to diminish the economic and human loss that results from traffic crashes.

## **C. Goals**

1. To reduce the number of serious injuries and fatalities on the State's roadways through the efficient use of both public and private highway safety resources at the state and local level.
2. To develop and implement highway safety countermeasures in preventing motor vehicle crashes and/or reducing their severity.
3. To provide technical assistance and public education to local communities, law enforcement agencies, the judicial system, state agencies, advocates and the general public on traffic safety issues, preventive countermeasures, and best practices.

4. To monitor improvements in highway safety through the use of evaluation techniques and targets and objectives.

For detailed information on South Dakota's chosen strategies (countermeasures) to reduce motor vehicle fatalities and serious injuries, see both the annual SDOHS [Highway Safety Plan](#) (HSP) and the South Dakota [Strategic Highway Safety Plan](#) (SHSP).

The intent of the South Dakota HSP is to reduce serious injury and fatal crashes. SDOHS authors the HSP detailing the state's programs and grant projects that will be funded to positively affect traffic safety problems via proven behavioral countermeasures (Education and Enforcement).

The intent of the South Dakota SHSP is also to reduce serious injury and fatal crashes. This is to be accomplished through broad interagency and partnership cooperation and support to align priorities and leverage the state's resources to improve highway safety through the 4 E's approach: Engineering, Enforcement, Education, and Emergency Medical Services. The SHSP includes a safety vision statement of eliminate ALL deaths and life-changing injuries on South Dakota roads so everyone arrives home safely, identifies various strategies intended to reduce traffic fatalities to 100 or fewer and serious injuries to 400 or fewer by 2024. The SHSP identifies South Dakota's priority traffic safety needs, helping to efficiently guide limited resource investments to save lives and prevent serious injuries.

The seven selected emphasis areas of the SHSP and their corresponding targets and objectives provided direction for identifying potential safety strategies that would allow South Dakota's agencies to reduce fatal and serious injury crashes. Potential strategies from the 4Es of safety and their effectiveness were identified using the NCHRP *Report 500* series of guides and NHTSA's *Countermeasures That Work*. The initial list of 212 safety strategies included possible strategies for South Dakota's seven safety emphasis areas:

- 17 possible strategies for Roadway Departure
- 77 possible strategies for Intersections
- 33 possible strategies for Motorcycles
- 13 possible strategies for Unbelted Vehicle Occupants
- 32 possible strategies for Speeding-Related
- 21 possible strategies for Drug- and Alcohol-Related
- 19 possible strategies for Young Drivers

**South Dakota's HSP and SHSP are good resources for problem identification, data sources, priority problem areas, and identifying countermeasures and strategies to reduce motor vehicle crashes and subsequent injuries and fatalities in South Dakota.**

## **Section II: Application and Project Agreement Process**

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### **Overview**

In alignment with the problem identification, targeted goals, and key strategies identified in the annual SDOHS [Highway Safety Plan](#) (HSP) and the State's [Strategic Highway Safety Plan](#) (SHSP), the SDOHS selects grant projects designed to reduce the number of deaths and serious injuries resulting from traffic crashes. Grant application processes should collect the most current data available to identify a local traffic problem and provide for a workable solution linked to the identified problem, targets and objectives, work plans, and budgets that demonstrate an understanding of the various issues to be resolved and a reasonable approach to resolving the identified problem. Proposed projects must be data driven and the SDOHS must be able to show that the strategies chosen are evidence-based.

The development of final grant project agreements is a two-step process. Proposed grant applications are first submitted to SDOHS by potential subrecipients following a prescribed process and deadlines via the online [EDGAR IGX](#) system (Electronic Database for Grant Application & Reporting). If chosen for subaward, the SDOHS and subrecipient then work together to produce the Project Agreement.

### **A. Application Guidelines & Eligibility**

Applicants must log in to the EDGAR IGX website, establish a user account, and apply for and manage their SDOHS grant project within that system. This includes all phases of the project: application, subaward, reporting, reimbursement, monitoring, and close-out. Refer to the EDGAR IGX Supplement for step-by-step instructions.

The following agencies are eligible for SDOHS grant funding:

- South Dakota State Agencies
- Federally recognized Tribal Governments
- City and County Agencies
- Non-profit entities with existing IRS 501(c)(3) or (4) status. A copy of tax-exempt status certification may be required to attach to the application in EDGAR IGX.
- Public Schools (and private schools with non-profit status, if a copy of tax-exempt status certification is included with the application)

#### **ADDITIONAL INFORMATION FOR LAW ENFORCEMENT AGENCIES:**

Law enforcement agencies supported with NHTSA funding are required to participate in national impaired driving mobilizations by providing high visibility enforcement (checkpoints or saturation patrols) during the three mandatory national mobilizations and encourage additional high visibility enforcement events during the remainder of the grant year.

Law Enforcement Liaisons (LELs) assist the SDOHS by providing technical assistance and support for law enforcement. LELs are the face of SDOHS for all the state's law enforcement agencies and are a significant resource to them throughout the grant process, as well as for training needs, partnership opportunities, and technical assistance needs. LELs also serve to monitor law enforcement grant projects for the SDOHS and provide expert evaluation and interpretation of data.



There are three national mobilizations that law enforcement agencies, funded through the SDOHS, will be required to participate in during the grant year (descriptions below). This coordinated effort has a strong impact in South Dakota, dovetails with efforts in other states, and is required by the federal funding. Each SDOHS funded law enforcement agency is **required to report** their mobilization activities to the SDOHS by completing a Mobilization Activity Report within the time period requested by SDOHS or reimbursement of grant related activity may be negatively affected.

If you have questions about these mobilizations, please contact the [LEL](#) for your region as posted on the SDOHS website. To report mobilization activity, log into EDGAR IGX and complete the Mobilization Activity Report for the particular mobilization.

### **Impaired Driving Mobilizations (2):**

There are two national impaired driving mobilizations each year: one for the Labor Day holiday and one during the winter Holiday Season; dates vary slightly each year and are approximately two weeks in length. Law Enforcement Agencies must participate in both of these mobilizations.

### **Seatbelt Mobilization (1):**

The third national mobilization is the National Seatbelt Mobilization scheduled around the Memorial Day holiday. The “May Mobilization,” with a seatbelt focus, is a mandatory mobilization for participation by all law enforcement agencies funded by the federal grant.

## **B. Application Instructions**

The format to apply for funding through SDOHS is available online at EDGAR IGX. The only acceptable method to apply for and manage a South Dakota highway safety grant is by using the online EDGAR IGX process. For step-by-step instructions, please thoroughly review the EDGAR IGX Supplement to this manual.

### **1. Applicant Information**

Prior to applying for a highway safety grant, the applicant will need to determine:

- Agency/Organization – the agency with fiscal and programmatic responsibility for the grant project
- Agency UEI (Unique Entity Identifier) Number
- Project Title – include a short title that is descriptive of the project.
- Project Type – choose one from the drop-down list (i.e., impaired driving, seat belts, etc.)
- Project Director – The Project Director is the individual with overall responsibility for the operation and management of the Project; this is the primary agency contact person for the project.
- Agency Street Address, City, State, Zip, County, Phone, and email.
- Authorizing Signer – The AS, or the authorized signer is the individual in the agency/organization who is authorized to commit the agency to proceed with the project; an electronic signature is required at the end of the application: Agency Head, Administrator (Police/Fire Chief, Sheriff, Director); the authorized signatory and fiduciary official of the agency.

## 2. Targets and Objectives

Use of performance targets and objectives is required to receive and evaluate a highway safety grant.

Targeted measurement is generally defined as quantifiable measurement of outcomes and results, which give reliable data on the effectiveness of a project; to see whether the output or outcome is in line with what was intended to be achieved.

Each subrecipient must select the target most relevant to their proposed project as listed in the EDGAR IGX application; and although more than one objective can be chosen, making multiple selections will not increase the odds of your project being chosen for funding.

With that in mind, please select the primary target area you wish to use to justify your proposed project from the following:

- C1 – Reduce the number of traffic fatalities
- C2 – Reduce the number of serious injuries in traffic crashes
- C3 – Reduce the number of fatalities per vehicle mile traveled
- C4 – Reduce the number of unrestrained passenger vehicle occupant fatalities for all seating positions
- C5 – Reduce the number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 or above
- C6 – Reduce the number of speeding-related fatalities
- C7 – Reduce the number of motorcyclist fatalities
- C8 – Reduce the number of un-helmeted motorcyclist fatalities
- C9 – Reduce the number of drivers age 20 or younger involved in fatal crashes
- C10 – Reduce the number of pedestrian fatalities
- C11 – Reduce the number of bicycle fatalities
- B1 – Increase observed seat belt usage for passenger vehicles and front seat occupants

*Grant projects are selected by the quality of data presented and by the priority of the problem identified in the community, along with the strategies and plans proposed to alleviate the problem.*

## 3. Description of Project

Successful grant applications are **SMART**:

**S – SPECIFIC** (clarify the problem, and what you want to specifically do about it (Objectives, Activities, etc.))

**M – MEASURABLE** (is the evaluation for the project presented in terms that are relative to a quantifiable measure, like a rate per number of licensed drivers, vehicle miles traveled, or population, etc.? is the resource data reliable, available, and current?)

**A – ATTAINABLE** (can the project goals be reasonably achieved with the agency's current resources and the federal grant funds being requested, and within the time frame specified, or grant period?)

**R – REALISTIC** (does the agency have the capacity to achieve the objectives and activities as outlined, and within the grant time period? Are the targets and objectives relevant, and are the project’s objectives realistically achievable by the agency within the grant period?)

**T – TIMEBOUND** (is a schedule provided for the project’s activities, or a timeline on what activities will be completed and by when?)

**4. Problem Identification – The ‘Why’ and ‘Where’ for the Project**

Agencies that apply for grants through the SDOHS must identify and *quantify* a traffic safety problem that they want to address.

Current priority traffic safety problems in South Dakota can be found in documents such as the South Dakota Strategic Highway Safety Plan (SHSP). An example of problem safety areas are outlined on the table found below.

Federal rulemaking requires the SDOHS’s “Highway Safety Plan” to be a coordinated document with the South Dakota Department of Transportation’s “Strategic Highway Safety Plan.” As such, we attempt in every way, to coordinate the planning between the agencies and plans through activities such as this. SDOHS also plays an active role in assisting the Department of Transportation in drafting its “Strategic Highway Safety Plan.”

SAFETY EMPHASIS AREA	SHSP UPDATE ANALYSIS (2013-2017)		2014 SD SHSP (2007-2011)		CHANGE IN FREQUENCY		CHANGE IN PROPORTION	
	PERCENT	NUMBER	PERCENT	NUMBER				
Statewide Totals (Fatal and Serious Injury Crashes)	3,479		3,858		-379	▼		
<b>DRIVERS</b>								
Unbelted Vehicle Occupants	31%	1,073	37%	1,440	-367	▼	-6%	▼
Speeding and Aggressive Drivers	24%	847	28%	1,080	-233	▼	-4%	▼
Drugs and Alcohol	25%	875	24%	926	-51	▼	1%	▲
Young Drivers (age 20 and younger)	19%	646	23%	899	-253	▼	-4%	▼
Unlicensed Drivers	13%	447	12%	470	-23	▼	1%	▲
Older Drivers (age 65 and older)	19%	655	15%	592	63	▲	4%	▲
Distracted and Drowsy Drivers	8%	287	13%	508	-221	▼	-5%	▼
<b>OTHER USERS</b>								
Pedestrians	5%	178	5%	188	-10	▼	0%	
Bicycles	1%	46	1%	57	-11	▼	0%	
<b>VEHICLES</b>								
Motorcycles	24%	834	21%	825	9	▲	3%	▲
Heavy Vehicles	9%	297	8%	312	-15	▼	1%	▲
<b>HIGHWAYS</b>								
Lane Departures	59%	2,056	57%	2,211	-155	▼	2%	▲
Intersections	27%	948	27%	1,041	-93	▼	0%	
Train-Vehicle Collisions	0%	6	0%	18	-12	▼	0%	
Work Zones	2%	75	2%	93	-18	▼	0%	
Animal Involved	2%	77	NA	NA	NA		NA	

Describe the highway safety problem using local data to document the problem. Include references for the source of the data. Agencies must also include an analysis of applicable crash and/or citation data from their community for the prior three years.

Examples of problem identification might be *an over-representation* of red-light running crashes; unbelted crash victims; or motorcycle crashes from the number of total motor vehicle crashes. Another example might be a higher than normal incidence of young drivers driving impaired (under age 21) and the resultant need for public education and/or enforcement.

**To support the identified problem**, agencies may use words, charts, tables, maps, or graphs to describe the existing conditions; they should be sure to use data *relevant to their jurisdiction or service area*. The South Dakota Office of Accident Records has reportable crash data for the largest cities, all counties, and statewide at: <https://dps.sd.gov/safety-enforcement/highway-safety/plans-reports> or agencies can use data collected by their own agency.

## 5. Objective(s) - *The 'What' and 'When' of the Project*

Objectives are *measurable* goals needed to achieve the hoped-for outcomes of your project. If your project is to reduce the negative impact of traffic crashes, fatalities, and injuries, describe the improvements your project will make in terms of numbers, percentages, or rates.

Examples of objectives for a training project might be the number of people to be trained, what knowledge they will gain to positively impact highway safety, and by when will the training be accomplished. Another example might be to reduce the number of people who drive impaired by partnering with other local agencies in conducting high visibility enforcement events.

Objectives should be stated in the following format:

“Reduce the **(number/percent/rate)** of people killed or injured in **(what: alcohol-involved/unbelted/motorcycle)** traffic crashes in [your community] **by X (number/percent/rate) from X** in base year 2022 **to X by** September 30, 2024 **(when)**.”

Each objective should include a timeline. The timeline should take into account that projects funded through the SDOHS may start on October 1 and end on September 30 each year. **For additional samples, please see Appendix B.**

## 6. Activities - *The 'How' of the Project*

Activities are the specific steps needed to achieve the hoped-for outcome or objectives of the project. Activities should be included in a project timeline and aligned with the objective that they fall under. In logical sequence, describe the *specific* activities needed to accomplish the objectives above. Activities are the actions necessary to 1) implement the chosen strategy or countermeasure, and 2) help resolve the problem you've identified, and must link to the stated objectives.

For instance, if the Target is to reduce the number of serious injuries from traffic crashes, such as:

**“Reduce speed-related injuries** in Brookings County **by 5%** from 100 **in FY2022** to 95 by **September 30, 2024**”

Grant funded projects must propose objectives and activities *that are evidence-based* to positively affect the identified problem. The following link will provide access to NHTSA’s most recent issue of *Countermeasures That Work*. This manual describes highway safety strategies that have been proven to work (evidence-based) for specific traffic safety problems, and summarizes their effectiveness, cost, and implementation time in an easy to read format:

[Countermeasures That Work, 2020](#)

As described earlier, law enforcement agencies are required to participate in three mandatory national mobilizations and encourage additional high visibility enforcement events during the remainder of the grant year. Sample activities for these projects might include the following:

- a. Determine the time period of each mobilization to be conducted for the grant year.
- b. Schedule the mobilizations and recruit officers to work the overtime event(s).
- c. Determine the community’s high crash locations by analyzing local crash data.
- d. Set-up a speed board/trailer weekly at selected high crash location(s).
- e. Conduct four speed enforcement saturation patrols in high crash locations in the City of Sioux Falls during the grant year.
- f. Issue a press release before and after each mobilization (the ‘after’ is to show results of the mobilization/campaign).

## **7. Public Education Component**

Public education has been proven to enhance the effect of highway safety activities. Grant applicants are encouraged to involve the various elements of the community in the application process and include a public education component in their proposal. A brief description of public education follows.

### **a. Earned Media**

Applicants are strongly encouraged to use earned media to enhance their highway safety efforts. Earned media is free publicity gained through newspaper articles, TV news stories, news conferences, media advisories, web news, letters to the editor, and op-ed pieces (as opposed to paid media, which is publicity gained through advertising dollars).

The South Dakota Department of Public Safety Public Information Officer can provide technical assistance for the development of earned media pieces (i.e., news stories related to the project (newspaper, TV, radio, social media, etc.)).

### **b. Paid Media**

Applicants who wish to use paid media (radio, TV, print, billboards, internet, or other) to enhance their highway safety activities must describe paid media activities in the grant application and the expenses for the paid media must be described in the budget section.

**Paid media funded with grant dollars must be pre-approved by SDOHS.**

Paid media activities should describe:

- Goal: what subrecipient intends to accomplish with media component of action plan
- Target Audience: who, specifically, subrecipient is hoping to reach with the media
- Key message: what message subrecipient is hoping to convey to target audience
- Strategy: how subrecipient is hoping to reach target audience (example: radio, TV, newspaper, billboard, etc.)
- Timeline: when the paid media activities will be implemented (or scheduled)

**All paid media shall include a citation indicating support was provided by [the subrecipient] agency and the South Dakota Office of Highway Safety.**

## **8. Resource Materials (Public Information and Education Items)**

To purchase these items with grant funds, resource material costs for the project must be described in the Activities and Budget sections of the grant application.

When determining whether to purchase or produce resource materials, a subrecipient should use good judgment as a responsible caretaker of tax dollars intended to support traffic safety.

All costs must be reasonable; within the scope of the project; address a priority traffic safety problem and help meet performance targets. Allowable expense categories include recognition awards; safety supplies and equipment; educational materials; and advertising media. For specific eligibility criteria (allowable vs unallowable expenses), please contact SDOHS.

**In addition, the resource material's graphics, message, and distribution plan must be pre-approved by SDOHS prior to purchase or their cost will not be reimbursed.** The SDOHS may need up to two weeks to review and pre-approve these items.

**Promotional items are not allowable costs for federal reimbursement (pens, t-shirts, keychains, etc.). If you purchase these items, we will not be able to reimburse your agency.**

If you obtain SDOHS approval to purchase certain resource materials, an inventory of the items must be maintained showing beginning number, number distributed and ending number of items. A detailed record of whom & where distributions were made must be maintained or the subrecipient will risk reimbursement from SDOHS.

## **9. Evaluation**

Use of *targets and objectives* in evaluating a project provides focus to policymakers, educators, and the public on (1) key aspects of how a program is operating; (2) whether progress is being made, and (3) where there are potential problems (gap analysis). The underlying purpose of evaluation itself is to examine a program's accomplishments and measure progress toward its specific goals. However, the level of detail associated with evaluation criteria is greater than that associated with targets and objectives.

Put some thought into how the grant project is going to be evaluated or 'measured' to determine its success or impact:

- Identify the project's key evaluation points (what specific data is needed)
  - Who (person type: pedestrian; driver; police officer or agency)
  - What (the problem id: impaired driving; riding unbuckled)
  - Where (jurisdiction; crash location; roadway type; rural)
  - When (seasonal; time of day; nighttime/daytime; day of week)
  - Why (objective)
  - How (activities)
- Develop the right questions and define measurable outcomes (how you're going to analyze the data)
- Define how the agency will collect the necessary data (to measure)
- Collect the data
- Analyze the data
- Provide information on the results (report and provide narrative on the data analysis and measurements)

In short, describe how you will determine success or failure of what's been done and how to measure the success of the project's activities. If an objective is to decrease traffic crashes, describe how you will identify a baseline number of traffic crashes and for what time period, how the increase or decrease will be measured, and factors to be considered in analyzing the data to determine the effectiveness of that activity or strategy.

Remember that the evaluation criteria will be useful for quarterly, final, and special event reporting requirements of the grant subaward or Project Agreement.

## **10. Equipment/Other Cost Items**

Please describe any equipment or other tangible items needed to accomplish your objectives and activities, and who is expected to bear the expense of those items. Please note that federal funding restricts the grant funds from replacement of items previously purchased with federal funds.

Law enforcement equipment purchases that may be reimbursed are listed below:

- Radar – standard & laser
- Video Camera – digital
- Alcohol testing equipment (PBT or FST)
- Radar Trailers, Speed Signs, Speed Boards

The SDOHS will reimburse a percentage of the cost of equipment, depending on the item, or up to a maximum dollar amount, whichever is lower.

Other equipment purchases may be made but will be handled on a case-by-case basis. If you are a law enforcement agency, please work with your assigned SDOHS LEL to seek pre-approval for the purchase before making the purchase or you will not be reimbursed.

<b>Current Maximum Federal Reimbursement for Law Enforcement Equipment</b>		
	FEDERAL SHARE	TOTAL COST
Radar – Both Standard and Laser 80% Federal / 20% Local	\$2,400	\$3,000
Radar Trailer, Speed Signs, Speed Boards, etc. 80% Federal / 20% Local	\$3,500	\$4,375
Digital Video Camera 80% Federal / 20% Local	\$4,800	\$6,000
Breath Testing Device PBT/FST 80% Federal / 20% Local	\$320	\$400
Other equipment may be approved on a case-by-case basis *Updated March 2023; effective for FFY24 projects.		

## 11. Budget Detail Narrative and Budget Summary Table

Complete the budget detail narrative and summary table providing information as requested and show the source of the funds, federal (SDOHS) or Local Match. The application should include information to provide a full understanding of the expenditure.

Definitions of allowable costs, specific cost supporting documentation needs, and applicable state and federal rules and regulations are discussed by object of expense.

The budget presented with a proposal is an estimate of what the costs will be. Request only the dollar amount that you know you can reasonably expect to expend. All line-item changes must be approved by the SDOHS in the EDGAR IGX system. The degree to which you have adequately planned your budget reduces the number of changes that may be required and establishes a degree of credibility for your agency.

## 12. Overtime Policy

Law enforcement agencies requesting overtime must include a current overtime policy with the application to comply with federal requirements. Applications submitted without an overtime policy will not be processed until the policy is received.

## 13. Local Match

Match contributions must have the same supporting documentation as the costs for which you request reimbursement. All agencies must provide documentation of applicable local match (see definition of match below). **In rare instances, match**



**requirements may be waived.** Please contact the SDOHS or your LEL for more information if you do not believe your agency is able to provide matching funds.

In your application, please specify the type of local contribution that will be provided:

- Hard (cash) match - cash contributions or documented expenses not paid by Federal government funds in support of activities.
- Soft (in-kind) match - donations, volunteer efforts, and in-kind contributions to the project. The value of soft match must be verifiable and documented as per the requirements of 2 CFR 200.306.

#### **14. Terms and Conditions**

Terms and conditions, including federal certifications and assurances are required elements of Project Agreements. By signing the application, the Authorizing Signer for the agency applying for funding agrees to these terms and conditions.

#### **15. Reporting Requirements**

By signing the application, the Authorizing Signer for the agency applying for funding agrees to provide quarterly progress reports, a final report, and any special reports relevant to their agency which will be specified in a successful Project Agreement.

#### **16. Authorized Signer Signature**

The AS, or the authorized signer is the individual in the agency/organization who is authorized to commit the agency to proceed with the project; an electronic signature is required at the end of the application: Agency Head or Administrator (Police/Fire Chief, Sheriff, Director); the authorized signatory and fiduciary official of the agency.

### **C. Application Review: Subaward Decision-Making Process**

Grant applications are reviewed by a SDOHS review team. The following considerations are used when scoring and selecting projects for subaward:

1. Does the proposal adequately describe the traffic safety problem, and does it contain verifiable data?
2. Does the project use proven strategies to address the identified problem?
3. Are the targets and objectives measurable?
4. Is the budget reasonable, and has local match been shown in the budget narrative and summary table?
5. Is the evaluation plan adequate?
6. Is there a level of confidence in the subrecipient and project personnel?
7. If applicant has received funding previously, has performance been satisfactory?

Other factors which may be taken into consideration include:

1. The availability of federal funding to make the subaward.
2. Is the proposed project a good fit with the target objectives of the South Dakota “Highway Safety Plan” and “Strategic Highway Safety Plan”?
3. Are there other limiting factors or requirements on awarding or administering such projects at the state or federal level?

## **Section III: Guidelines for Managing Highway Safety Projects**

### **A. General Guidelines**

Applications received from areas with the most serious crash problems will be given priority for funding. Applications received by the annual application deadline are reviewed and evaluated by a review team. If an application is approved for funding, the SDOHS will enter into a Project Agreement with the applicant. Highway Safety Project Agreements and contracts follow the federal fiscal year, October 1 through September 30.

Grants available through the SDOHS are funded with federal dollars provided by [NHTSA](#) (National Highway Traffic Safety Administration).

Since the Highway Safety Act of 1966, several specific funding programs have been incorporated into the Act. A brief description of the funding sections administered by the SDOHS is provided below.

#### **1. §402 State and Community Highway Safety Grant Program:**

Each state receives §402 funding to support a basic highway safety program. The highway safety program must follow guidelines provided by NHTSA to reduce traffic crashes and resulting deaths, injuries, and property damage. Activities supported by §402 funding will improve driver performance and address speed management; occupant restraints, such as safety belts and child safety seats; impaired driving; law enforcement services; emergency response systems; community projects; engineering; and the collection and reporting of data on traffic-related deaths and injuries.

To receive §402 funding, States must submit an annual Highway Safety Plan (HSP) which must be data-driven and set quantifiable, annual performance targets for 15 performance measures. The plan must include strategies that will allow the state to meet its performance targets and must describe its successes in meeting its performance targets in the previous fiscal year.

#### **2. §405 National Priority Safety Grant:**

This section of funding combines the impaired driving, occupant protection, traffic records, distracted driving, graduated driver licensing, and motorcyclist safety programs authorized under previous authorizations.

Because states must meet restrictive and highly specific criteria to be eligible for programmatic §405 grants, not all of the funding areas outlined in the prior paragraph will be available in South Dakota.

States are required to submit their §402 and §405 consolidated grant application by July 1 of each fiscal year. NHTSA will have 45 days to review and approve or disapprove the consolidated grant application.

If an application for a highway safety project is approved, the SDOHS alone determines which fund will be used to support the project.

Applicants for highway safety grant funding are responsible for understanding the content and requirements of the program guidelines as outlined in this document. **Project directors of the subrecipient agency are responsible for the fiscal and programmatic conditions and requirements found in the Project Agreement.**

**Fiscal responsibilities include:**

Meeting all federal grant requirements as described in the Terms and Conditions. These include proper financial recordkeeping; reporting (documenting costs, submitting requests for reimbursement, etc.); following procedures for equipment purchases (bidding procedure and local inventory responsibility); contractual arrangements (bidding and contract format/provisions); and audit requirements.

**Programmatic responsibilities include:**

Submitting timely and complete progress reports/special reports and cooperating with SDOHS staff in completing monitoring and inventory requirements.

## **B. Responsibilities**

### **For the Project Director or Authorized Official, and Authorized Signer**

- ✓ Submits completed application and budget proposal in EDGAR IGX by deadline
- ✓ Coordinates related activities with other agencies working on similar projects
- ✓ Carries out all tasks and activities specified in the contract
- ✓ Promptly notifies the SDOHS staff of any changes or problems that arise during the project period
- ✓ Complies with all applicable state requirements
- ✓ Ensures budgeted costs are in accordance with the subrecipient agency's standard policies and procedures
- ✓ Ensures accounting records are maintained that separate and accurately record project costs and in-kind contributions
- ✓ Ensures claims for reimbursement of project costs are limited to those specifically authorized in the Project Agreement
- ✓ Ensures costs submitted for reimbursement are allowable and verifiable
- ✓ Ensures reimbursement requests are prepared using project accounting records or a process that reconciles claims with the project records no less than once a quarter
- ✓ Participates in periodic operational reviews with the SDOHS staff
- ✓ Provides requested documents during SDOHS on-site reviews

- ✓ Establishes operating procedures and controls that will ensure adequate administration of the project in accordance with the terms of the agreement with emphasis on:
  - Meeting work schedules
  - Maintaining costs within the approved budgets
  - Maintaining sufficient documentation for validation of project progress and accountability for funds expended
  - Submitting required project reports
  - Conducting project evaluation

### **For the South Dakota Office of Highway Safety**

- ✓ Reviews and evaluates each project
- ✓ Ensures contracts contain all pertinent information and forms
- ✓ Provides subrecipient with technical assistance
- ✓ Assists the subrecipient in understanding and complying with the required procedures
- ✓ Ensures maximum benefits are gained from the subaward
- ✓ Assists in the coordination of meetings with other agencies having similar projects and provides any available and relevant information
- ✓ Reimburses subrecipient for allowable expenses
- ✓ Monitors subrecipients to ensure compliance with grant requirements

## **C. Required Reports**

Program reports are essential for effective and meaningful project management. The information you provide in your project reports allows SDOHS to showcase project accomplishments and identify best practices, strengths, and/or challenges for others who may want to do a similar project. Reports also provide an evaluation of your overall performance toward the attainment of the project goals and objectives. The SDOHS uses the information provided to measure success and incorporates this information into its Annual Performance Report. Program reports also help identify recipients for awards and commendations and to justify future funding for traffic safety projects. ***Your reports are critical to the success of your agency's project and to the SDOHS mission.***

### **1. Quarterly and Final Progress Reports**

Quarterly Reports: A narrative report required by all grant recipients who are **not law enforcement agencies** is to be completed and submitted in EDGAR IGX by the project director outlining the agency's activity for the previous three-month period (quarter) toward achieving the objectives and activities of the grant subaward.

Quarterly reports should contain at least three elements: 1) Narrative: what's been happening toward achieving the goal; 2) Progress made or not made on Objectives and Activities, and why or why not; 3) Project Documentation (e.g., newspaper articles, sample public information and education items, news releases, training rosters, survey results, etc.) can be attached to the report in EDGAR IGX.

**Final Report:** A narrative report completed and submitted in EDGAR IGX at the conclusion of the contracted grant period. The final report should include an overview of the previous year’s activity and detail how the activities helped the agency meet the objectives identified in the agreement, as well as how things would be done differently due to unforeseen challenges and how the subrecipient plans on continuing the program or project, as applicable (self-sustainment).

All non-law enforcement agencies are required to submit quarterly progress reports in the format provided by the SDOHS in the EDGAR IGX system. Progress reports are due fifteen (15) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	October 1 – December 31	Report due January 15
Second Quarter:	January 1 – 31 March 31	Report due April 15
Third Quarter:	April 1 – June 30	Report due July 15
Fourth Quarter:	July 1 – September 30	Report due October 15
Final Summary Report:		Report due December 1

**Subrecipients must report on each objective and activity contained in the grant application.** Begin the narrative section by reviewing the objectives in the numbered order as shown in the grant application. In broad terms, use the following guidelines to help prepare the report:

The data elements that need to be reported on are inclusive of the project's targets and objectives, as well as the evaluation criteria of the agreement. If you said you were going to lower the number of alcohol related crashes in Sioux Falls, then tell us how many crashes there were before starting the project and how many there were during the reporting period.

## 2. Law Enforcement Traffic Safety and Mobilization Reports

Law enforcement agencies receiving funding from SDOHS are required to input citation, warning, and related data into EDGAR IGX using the traffic safety reports on a monthly basis. This data report is due on the 15<sup>th</sup> of each month for the previous month.

Law enforcement agencies receiving funding from SDOHS are **required** to submit pre-mobilization plans via EDGAR IGX as well as reporting results after each of the mobilizations. Due dates for the final mobilization report will be approximately 15 days after the end of the mobilization.

A data dictionary for the monthly traffic safety report and mobilization report can be found in the EDGAR IGX Reimbursement and Reporting Supplement.

## 3. Frequently Asked Questions on Reporting:

What supporting documentation is needed?

Attach copies of press releases or newspaper articles concerning your grant, public information and education items purchased, like booklets, handouts, flyers, workshop agendas, Public Service Announcements; attendance rosters, videos of events, survey results, letters from concerned constituents, and anything relevant to the grant project.

Will a Quarterly Report serve as the Final Report for the project?

No. The Project Agreement specifies that you will do a quarterly report for each three-month fiscal period of the project, as well as a final annual report. The last quarterly report should be limited to what is completed during that quarter of the grant. The final report will be a more in-depth report, serve as a narrative for the Annual Report that the SDOHS must submit to its federal partners, and officially summarize the entire project.

The project started late in the quarter and didn't get much done. Do we still need to submit a Quarterly Report?

Yes. We need to know what you didn't do as well as what you did do in your reports. If you didn't have sufficient time to implement or evaluate your grant in a quarter's time, it is important for us to know that as well. You will not be penalized if your reports reflect that you did not have the necessary time to initiate your project during the quarter. You might be penalized, however, if you fail to submit a report.

Can quarterly and final reports be submitted electronically?

Yes; in fact, reports *must* be submitted to SDOHS online via the EDGAR IGX system.

What happens if a report is not submitted?

Subrecipients are responsible for timely filing of reports. Failure to submit a quarterly or final report or the submission of an incomplete report will result in a delay in processing grant reimbursement request(s). Repeated failure to submit reports may result in termination of the grant project. If you have other questions concerning the reporting process or requirements, please contact SDOHS (community grants) or your LEL for guidance.

Can I buy incentive or promotional items to give away with safety slogans on them?

Federal funds cannot be used for the purchase of incentive or promotional items.

## **D. Accounting and Reimbursement**

### **Notify Your Fiscal Officer**

Your city, county, or state agency fiscal department should be notified of this federal grant subaward. They have certain reporting requirements that must be met. See also CFDA Number below.

### **CFDA Number**

Your fiscal officer will need to know the Catalog of Federal Domestic Assistance (CFDA) number for your SDOHS grant subaward. This number varies by federal funding source and will appear on page one of the Project Agreement. If your agency or organization has more than one grant with SDOHS, they may or may not have the same CFDA number, so please refer to each project for the correct CFDA number.

## 1. General Accounting Requirements

Project costs must meet minimum requirements as outlined below:

- a. Project Agreements (which include 'contracts' in this manual) follow the federal fiscal year, October 1 through September 30 of each year. Project costs must be incurred on or after the effective date stated in a signed Project Agreement and before the end of the project period. The end date for project costs is September 30<sup>th</sup> of each year. Any costs incurred after this date are not allowable and will not be reimbursed. Costs are incurred when goods or services are received and/or are on hand.
- b. To be eligible for the agreed upon percentage share of reimbursement, all costs (including in-kind contribution) shall be identified and pre-approved in the Project Agreement.
- c. Costs must be permissible under federal, state and local laws and consistent with established policies, regulations and practices.
- d. Federal regulations prohibit supplanting of funds. Supplanting is using federal grant money to “replace” or “take the place of” existing local funding or budgets. Federal funds are intended to provide local entities with increased capabilities. Grant funds cannot be used to replace aged, local equipment. The funds are not to be used to replace items that are worn out or broken, or for replacing (supplanting) routine local budget expenses. Funding may not be used to supplant on-going, routine public safety activities of state and local law enforcement and may not be used to hire staff for operational activities or backfill purposes.
- e. Costs must be reasonable and necessary for efficient operation of the project.
- f. Costs must not result in a profit to the subrecipient.
- g. All costs incurred in a grant project must be reduced by any income produced from the activities of the project. For instance, if a subrecipient’s child safety seat distribution program charges a nominal fee for installation and education services, the subrecipient must reduce their grant’s request for reimbursement by the amount of program income received. (See also ‘Program Income’ below). Subrecipients *may* be authorized to retain program income earned during the grant period in accordance with terms of the grant agreement to further program objectives. Please contact SDOHS for further information.
- h. Credits to project costs: applicable credits refer to those receipts or reduction of expenditure-type transactions which offset or reduce expense items allowable for a grant project’s direct or indirect costs. Examples of such transactions are purchase discounts, rebates, or allowances, recoveries or indemnities on losses, sale of publications, equipment and scrap, income from personnel or incidental services, and adjustment of overpayments or erroneous charges.
- i. Cost supporting documents must be on file and maintained by the subrecipient to verify all direct and indirect costs charged to the project. The costs must be clearly identified and must be entered in the subrecipient’s accounting records prior to submitting a reimbursement request.

- j. All documents related to the grant program must be retained for a minimum of three years after the SDOHS final reimbursement request is paid, unless there is an action before the end of the three years, such as a federal audit or litigation.
- k. Required reports must be current with the SDOHS before any request for reimbursement will be processed.
- l. The cutoff date for reimbursement of project costs is November 15<sup>th</sup> (for the grant period that ended on September 30<sup>th</sup>). All requests for reimbursement and their required cost-supporting documents must be submitted to the SDOHS by this date. The SDOHS has no ability to provide leeway on this deadline as the federal funding source will be closed for all fiscal year transactions within weeks of this date. It is imperative that subrecipients meet this deadline.

## 2. Program Income

This section defines program income and provides guidance and procedures for reporting project income derived from activities conducted with federal grant assistance (See also 1.g above).

Program income means gross income earned by subrecipients from federal grant-supported activities during the grant period. Such earnings include, but are not limited to, income from service fees, sale of commodities, and usage or rental fees.

Subrecipients may be authorized to retain program income earned during the grant period in accordance with terms of the grant agreement to further the program's objectives; please contact SDOHS about this before submitting the first request for reimbursement in EDGAR IGX.

Program income must be reported on the subrecipient's final reimbursement request stating whether the income is retained and put back into the administration of the program, or whether the income is credited as a reduction of the federal share in proportion to the federal participation in the project.

Subrecipient accounting records must reflect the receipt and expenditure of program income which is also subject to subsequent audit.

Proceeds from sale of property and equipment shall be handled in accordance with 2 CFR 200.311 Real Property and/or 2 CFR 200.313 Equipment, or as specifically identified in Federal statutes, regulations, or the terms and conditions of the Federal award.

**NOTE: Program income generated by grant supported activities which is *not* identified until the project is underway or completed shall be used to reduce the federal share.**

## 3. Cost Supporting Documents

Cost supporting documents are those documents which substantiate the expenditures on the project. All goods and services must be received and accepted prior to the end of the project. Financial irregularities, identified as the result of an audit, may necessitate repayment of federal funds.



Cost supporting documents can include, but are not limited to:

Object of Expense	Documentation Requirements
Personal Services & Employee Related Expenses	Timekeeping records, labor distribution report, payroll reports, payroll taxes, insurance reports (where applicable to overtime), and personnel activity reports (where applicable). The documentation must have the names of the individuals, overtime hours, dollars, and employee-related expenses for each individual with account numbers and SSN redacted.
Professional & Outside Services; Materials & Supplies (PI&E); Capital Outlay/ Equipment; Other Expenses	Bid documents, where applicable to procurement policy (i.e., Requests for Proposal, verbal and/or written quotes, awards); requisitions; purchase orders; receiving reports; invoices; copies of payment checks to vendors with account numbers redacted (proof of payment)
Travel In-State & Out- of-State	Travel expense claims; hotel receipts; airline travel itineraries and receipts; conference/workshop registration fee receipts; conference/workshop agendas; copies of credit card receipts/ bills and/or registration fee & other payment checks with account numbers redacted (proof of payment)

Cost supporting documents *are required* to be attached to the Cover Sheet in the EDGAR IGX system.

2 CFR 200.430 and 2 CFR 200.431 outline timekeeping requirements in support of salaries, wages, overtime, fringe benefits and related costs for grant program management and administration of federally funded projects.

#### 4. Reimbursement Requests

Payment for actual costs incurred shall be on a reimbursement only basis. An advance of funding is not allowable.

The following is a list of the types of forms to be used for reimbursement of project costs. **All reimbursement requests must have** copies of the invoices or other proper documentation attached before reimbursement payment can be processed.

- a. Cover Sheet: This form is to be used by local or state agencies for reimbursement of costs related to the project. The form can be found online in the EDGAR IGX system; see the EDGAR IGX Supplement for step-by-step instructions. Cost supporting documents such as scanned original invoices must be uploaded and attached to the Cover Sheet in EDGAR IGX.
- b. Law Enforcement Overtime Reimbursement Form: This form is to be used by local law enforcement agencies for reimbursement of traffic enforcement overtime. This reimbursement form is found online in the EDGAR IGX system. If there are any questions regarding the completion of this form, please seek advice first from the appropriate SDOHS LEL. **Supporting documentation, i.e.,**

**copies of time sheets or timecards, payroll records and individual officer reports must be attached and/or available for inspection by the LEL.**

- c. Matching Funds: All subrecipient agencies must complete the Matching Funds form with corresponding supporting documentation when submitting a reimbursement request in EDGAR IGX.
- d. Equipment Reimbursement: The EDGAR IGX Equipment Reimbursement form should be completed when requesting reimbursement for equipment. An invoice and a copy of the check (with account numbers redacted) showing the subrecipient's payment must be attached to the Cover Sheet.
- e. Equipment Inventory: This EDGAR IGX form must be completed when the purchase price per unit is greater than or equal to \$5,000.
- f. Non-Cash Voucher: This voucher is only used by state agencies for reimbursement of costs related to the grant project. One voucher must be submitted for all objects of expense with an invoice containing an itemized list of expenditures by object of expense.

NOTE: Requests for reimbursement *may not be eligible for reimbursement unless* the agency is current on all reporting requirements (see Section III.C - Required Reports). Reports will be reviewed by the SDOHS staff for completeness in addressing contract progress, task activities, and evaluation measures.

## 5. Objects of Expense

The following section is organized by object of expense. Definitions of allowable costs, specific cost supporting documentation needs, and applicable state and federal rules and regulations are also discussed.

Expense items must meet ALL the following criteria to be allowable as a reimbursable cost of an approved highway safety project. They MUST:

- Be an item or service included in the budget and approved in the Project Agreement
- Represent an actual expenditure and be chargeable to the project
- Be incurred on or after the authorized effective date of the agreement and on or before the ending date of the agreement
- Be necessary for proper and efficient administration of the project and be allocated to the activities in the agreement
- Be reasonable when compared to unit value
- Be reduced by all applicable credits (see Program Income in Section III.D.2)
- Be permissible under federal, state, and local laws, regulations and practices
- Not result in a profit to the program or project, UNLESS the profit is used to advance the project within the limits of the agreement
- Not be allocated to, or included as a cost of any other federally funded program
- This list is not necessarily all inclusive

**a. Personal Services (2 CFR 200.430)**

Compensation for personal services includes all payments for services rendered during the grant period including, but not limited to, wages or salaries, employer’s contribution for social security, life and health insurance plans, pension plans, annual/sick leave, unemployment insurance, and workmen’s compensation (i.e., fringe or benefits). The cost of such compensation is allowable to the extent that:

1. It is reasonable for services rendered. It will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of state and local government.
2. It conforms to the compensation plan applicable to the state or local governmental unit.
3. It is supported by appropriate payroll records and individual time sheets or timecards which show the actual time spent on the project. Amounts charged will be based on payrolls documented and approved in accordance with generally accepted practices of the state or local agency.

**b. Travel**

1. Documentation

Charges for meals, lodging, air fare, and mileage for either in-state or out-of-state travel are allowable under this object of expense.

If additional out-of-state travel is desired after the grant application is submitted and approved, a travel request must be submitted to the SDOHS prior to travel. The request should include a justification and have attached an agenda of the workshop, conference, etc. to be attended.

All requests for reimbursement of travel expenses must be itemized and must explain the purpose of travel. Receipts are required for all claimed expenditures, excluding meals.

All registration fees must be supported by a properly signed receipt and a copy of the conference agenda.

2. Meals

Reimbursement for meals will be made at current state rates for meals for both in-state and out-of-state travel as shown below. Receipts for meals are not needed.

<b>Maximum Meal Allowable</b>	<b>In State</b>	<b>Out of State</b>	<b>When Leaving Before</b>	<b>When Returning After</b>
Breakfast	\$6.00	\$10.00	5:31 am	7:59 am
Lunch	\$14.00	\$18.00	11:31 am	12:59 pm
Dinner	\$20.00	\$28.00	5:31 pm	7:59 pm
Total Per Day	\$40.00	\$56.00		

\*Per Diem rates updated on 7/1/2019; effective for FFY20 projects and beyond.

3. Lodging

In-state lodging will be reimbursed at actual cost, but not to exceed one hundred twenty-five dollars (\$125.00) plus tax per night, without prior approval from SDOHS.

Out-of-state lodging will be reimbursed at actual cost, but not to exceed one hundred seventy-five dollars (\$175.00) plus tax per night, without prior approval from SDOHS.

4. Mileage

When use of a privately-owned vehicle is authorized, mileage at a rate of fifty-one cents (\$.51) per mile shall be paid in lieu of actual transportation expenses. The authorized individual must be engaged in official business outside the city limits of their designated posts of duty or place of service. Mileage shall be calculated based on the most direct route between points.

**c. Contractual Services**

Allowable costs under this object of expense would be contracts for professional services which include services performed by a consultant or other vendor retained under contract to carry out specific phases of the grant project for the subrecipient.

Consultants may be used when the requirement is of a nature or length which cannot be fulfilled by the agency's staff or when an independent viewpoint is required.

Efforts shall be made to utilize small businesses and minority business enterprises when feasible.

Contracts shall be awarded only to responsible recipients who possess the ability to perform successfully. Matters such as recipient integrity, compliance with public policy, record of past performance, and financial and technical resources should be considered.

All consultant contracts or letters of agreement must be in writing.

Invoices shall indicate whether the payment is the first payment, the second payment, the final payment, payment in full, etc. The invoice or an appropriate attachment should also certify that the work (or the phase, in the case of a partial payment) has been completed.

The consultant contract form must include stipulations required by federal certifications and assurances. Contact SDOHS to receive current contract clauses relating to federal certifications and assurances.

Award of Contractual Services may be subject to separate approval by SDOHS.

No costs can be incurred until the contract's final signatures are acquired.

**d. Equipment**

Subrecipients must meet all state and federal requirements contained in the Project Agreement Terms and Conditions. In particular, the Project Director is directed to Exhibit B of the Project Agreement Terms and Conditions for important information on property records, disposition, etc.

Equipment purchased with Highway Safety funds must be used only for highway safety purposes.

Law enforcement equipment that measures speed or alcohol must be in compliance with the latest published Conforming Product List.

The List for radar and LIDAR equipment is issued by the International Association of Chiefs of Police; see [IACP Radar Lidar Conforming Product List](#). Preliminary Breath Testing devices must be included in Conforming Product List published in the Federal Register December 7, 2011, see:

[Highway Safety Programs; Conforming Products List of Evidentiary Breath Alcohol Measurement Devices](#).

*No equipment purchased with Highway Safety funds* is to be sold, disposed of, traded, scrapped, or relocated without prior approval of the Director of the SDOHS:

**Life Expectancy of Equipment**

Breathalyzer/Intoxilyzer/PBT	4 years
Computer Hardware & Peripherals	6 years
CPR Training and Equipment	5 years
In-Car Video Cameras (digital)	3 years
Radar – Standard & Laser	4 years
Speed Trailers	8 years
Speed Monitoring Equipment	5 years
Extrication Equipment	5 years
Electronic Ticketing Equipment	3 years

Other equipment items not listed will be assigned a life expectancy by the SDOHS.

**e. Procurement Procedures**

Procurement procedures pertain to contracts, equipment, and expendable items.

Subrecipients must meet all state and federal requirements contained in the Project Agreement Terms and Conditions. In particular, the Project Director is

directed to Exhibit B of the Project Agreement Terms and Conditions for important information regarding bid requirements, sole source purchases, etc. Assets (equipment) with an individual purchase price of \$5,000 or more, **must be approved by SDOHS and NHTSA prior to purchase** and will be accounted for and depreciated according to useful life expectancy as determined by use.

The subrecipient must pay for the equipment and submit a copy of the original invoice, purchase order, and proof of payment for the equipment to the SDOHS for reimbursement, subject to the reimbursement allowance and match rate. All equipment must be received by September 30<sup>th</sup>, the end of the grant period.

#### **f. Other Direct Costs**

Any other allowable costs incurred specifically to carry out the grant program that does not fit under any of the above categories is included under this object of expense. Agencies must submit a reimbursement request along with supporting documentation in EDGAR IGX; state agencies are required to submit a Non-Cash Voucher as well.

#### **g. Indirect/Administrative Costs**

Indirect costs are those costs incurred for a joint purpose benefiting more than one program and not readily assignable to one program. Commonly, indirect/administration costs include general expenses grouped and distributed to benefiting activities by a cost allocation process.

Examples of indirect costs would include office space, general office supplies, accounting/legal expenses, administrative salaries, utilities, etc.

***PROJECTS REQUESTING REIMBURSEMENT OF INDIRECT COSTS WILL BE CAREFULLY SCRUTINIZED PRIOR TO GRANT SUBAWARD TO ENSURE THAT THE PROPER DOCUMENTATION IS PROVIDED TO MEET FEDERAL REQUIREMENTS, PROJECT AFFORDABILITY, AND OTHER SDOHS REVIEW CRITERIA!***

If the applicant for any SDOHS grant wishes to include Indirect Cost Rate calculations, the applicant needs to contact the SDOHS to determine how such calculation shall be accounted for in the proposed project budget. Indirect cost requests will be reviewed and approved on an individual project basis by the SDOHS.

The cost allocation plan must be supported by formal accounting records. In no case can the amount allowable exceed actual indirect costs. The cost allocation plan should contain the following information:

1. The nature and extent of services provided and their relevance to the project
2. The items of expense to be included
3. The methods to be used in distributing costs

## E. Unallowable Costs

To be allowable, costs must be necessary, reasonable, and allocable and federal funds must be used in accordance with the appropriate statute and implementing grant regulations or guidance. Grant management rules require that SDOHS monitor subawards to assure compliance with applicable federal requirements and cost principles. Part of this monitoring process is verifying that claimed project costs were necessary, reasonable, and allowable; that the products or services were received by the subrecipient, and the expenses were actually paid for by the subrecipient.

The selected items of cost listed below are examples of items which specifically **are not allowable to be charged to a Highway Safety agreement or contract**. Failure to mention a particular item in the application budget is not intended to imply that it is either allowable or unallowable. Please contact the SDOHS for further assistance in determining the allowance of costs:

- Office furniture or fixtures (table, chair, desk, clock, lamp, filing cabinet, floor covering, shelving, permanent lighting, credenza, coat rack, etc.)
- Real Property
- Physical infrastructure
- Highway construction, maintenance, or design
- **Nearly ALL Incentive, Promotional, or Giveaway items of ANY nature**
- Construction or reconstruction of permanent facilities such as paving, driving ranges, towers, and non-portable skid pads
- Costs for highway safety appurtenances including longitudinal barriers (guardrails), sign supports, luminary supports, and utility poles
- Construction, rehabilitation, or remodeling of any buildings or structures or for purchase of office furnishings and fixtures
- Cost of land/permanent fixtures (i.e., power pole)
- Regulatory and warning signs
- Truck scales
- Traffic signal preemption systems
- Salaries while pursuing training
- Training or expenses of federal and military employees
- Supplanting: replacing routine and/or existing state or local expenditures with the use of federal grant funds or using federal grant funds for costs of activities that constitute general expenses required to carry-out the overall responsibilities of state, local, or federally-recognized Indian tribal governments (i.e., already in the agency's budget)
- Research
- Alcoholic beverages
- Entertainment costs including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, food, lodging, rentals, transportation, and gratuities)
- Commercial drivers
- Lobbying
- Cost of international travel
- Fines, penalties, bad debts, contributions, donations
- Salaries and expenses of the chief executive or legislative body of a political subdivision
- Purchase of replacement equipment

- Purchase of standard police equipment, i.e., guns, ammunition, uniforms, etc.

**The following items of cost MAY be allowable with specific approval:**

- Development costs of new training curriculum and materials, provided they will not duplicate materials already developed for similar purposes
- Training using DOT/NHTSA developed or endorsed curriculum
- Child Restraint devices that are in compliance with NHTSA performance Standard FMVSS 213
- Radar units must be in compliance with NHTSA's approved *Speed-measuring Device Performance Specifications*, published as part of the Conforming Product List, International Association of Chiefs of Police, see <http://www.theiacp.org/>.

## **F. Important Reminders**

- Federal grants are awarded for a Federal Fiscal Year (October 1 through September 30).
- Claims and cost incurred before or after the grant subaward period cannot be reimbursed!
- All purchases or services ordered must be in your possession or occur and be paid for by September 30, the last day of the grant subaward.
- Unexpended funds cannot be forwarded or 'rolled' into the next fiscal year.
- Funding is provided on a reimbursement basis only. The subrecipient pays expenses up front and then requests reimbursement from SDOHS!
- Any deviation from the approved Project Agreement budget requires advance approval from SDOHS.
- Subrecipients must be and remain in compliance with the federal and state regulations outlined in the Project Agreement.
- Federal funds cannot be used to reimburse promotional or incentive items, no matter how clever or worthwhile you believe they happen to be!



## APPENDIX A

### Highway Safety Acronyms

<b>BIL</b>	<b>Bipartisan Infrastructure Law</b> Signed into law on November 15, 2021. This act is a five-year authorization that governs the expenditure of federal highway funding through September 30, 2026.
<b>DOT</b>	<b>Department of Transportation</b> The Department of Transportation oversees all modes of transportation in the state as well as road construction, signage, engineering, safety appraisals of roads, traveler information, and research. Please see <a href="https://dot.sd.gov/">https://dot.sd.gov/</a> .
<b>EDGAR IGX</b>	<b>Electronic Database for Grant Application and Reporting</b> Online application developed by the SDOHS to streamline the application and reporting of grant activities. This software was implemented in federal fiscal year 2016 and is the mandatory method through which all highway safety grants are administered in the State of South Dakota.
<b>EMS</b>	<b>Emergency Medical Services</b> Refers to the emergency medical services itself or to the program in the Department of Public Safety that is responsible for organization and training of emergency medical services in the state.
<b>FAST Act</b>	<b>Fixing America's Surface Transportation Act</b> Signed into law on December 4, 2015. This act is a five-year authorization that governs the expenditure of federal highway funding through September 30, 2020.
<b>FFY</b>	<b>Federal Fiscal Year</b> The FFY runs from October 1 to September 30 of the next year. Highway safety projects run on a FFY.
<b>GHSA</b>	<b>Governors Highway Safety Association</b> This non-profit association represents all U.S. 50 states and territories promoting traffic safety with the U.S. Congress and Senate seeking continued funding for states and promoting improvements in traffic safety. Please see <a href="http://www.ghsa.org/">http://www.ghsa.org/</a> .
<b>GR</b>	<b>Governor's Representative for Highway Safety</b> The Governor appoints a representative to administer the state Highway Safety Program. The Director of the Office of Highway Safety is South Dakota's GR.

<b>HSP</b>	<p><b>Highway Safety Plan</b></p> <p>Each state submits an annual plan to NHTSA outlining how the state will address top priority highway safety problems. The plan is the state's grant application for federal funding.</p>
<b>HVE</b>	<p><b>High Visibility Enforcement</b></p> <p>Traffic Enforcement by law enforcement agencies that is coupled with extensive paid and earned media to increase public awareness and safer driving behaviors.</p>
<b>IACP</b>	<p><b>International Association of Police Chiefs</b></p> <p>This association of law enforcement executives has over 20,000 members in 89 countries. The organization has operated since 1893, launching new law enforcement programs, conducting research and providing training to officers, and promoting cooperation between law enforcement agencies.</p> <p>Please see <a href="https://www.theiacp.org/">https://www.theiacp.org/</a>.</p>
<b>LEL</b>	<p><b>Law Enforcement Liaison</b></p> <p>Former or current law enforcement contractors that assist the SDOHS to provide support to law enforcement agencies across the state. Locate the <a href="#">LEL</a> for your region as posted on the SDOHS website: <a href="https://dps.sd.gov">https://dps.sd.gov</a>.</p>
<b>NHTSA</b>	<p><b>National Highway Traffic Safety Administration</b></p> <p>A part of the U.S. DOT, this agency sets safety standards for motor vehicles, investigates possible safety defects, and tracks safety-related recalls. NHTSA works through State highway safety agencies and other partners to encourage the safe behavior of drivers, occupants, cyclists, and pedestrians across the country. See <a href="http://www.nhtsa.gov/">http://www.nhtsa.gov/</a>.</p>
<b>PBT</b>	<p><b>Preliminary Breath Tester</b></p> <p>A portable, hand-held breath testing instrument that can provide a preliminary reading of a person's alcohol concentration. The PBT is used prior to arrest to help establish probable cause.</p>
<b>PSA</b>	<p><b>Public Service Announcement</b></p> <p>A television, radio, newspaper, or billboard message that is broadcast free of charge by the network or radio station as a public service.</p>
<b>SDOHS</b>	<p><b>The South Dakota Office of Highway Safety (SDOHS)</b> is a division of the Department of Public Safety, and is the focal point for highway safety issues in the state, and provides leadership by developing, promoting, and coordinating programs; influencing public and private policy; and increasing public awareness of highway safety issues and best practices.</p>
<b>SFST</b>	<p><b>Standardized Field Sobriety Test</b></p> <p>A standardized testing tool used by law enforcement to assess the sobriety level of person. Used to substantiate a probable cause for an impaired driving arrest.</p>

## **APPENDIX B**

### Sample Targets, Objectives and Activities

#### Sample Performance Targets and Objectives

- A. **Target:** Reduce crashes involving impaired drivers  
**Objectives:**
1. Reduce the number of people killed or injured in alcohol involved traffic crashes in Rapid City by X (#, %, rate) from X (#, %, rate) in base year 200X by September, 20XX.
  2. Reduce the number of underage driver (<21) alcohol-involved traffic crashes resulting in a fatality in Brookings County from 1.25 per 100,000 population in base year 20XX, to 1.00 by September, 20XX.
- B. **Target:** Increase seat belt and child restraint use  
**Objectives:**
1. Increase seat belt usage in Jackson and Bennett Counties by X (#, %, rate) from X in base year 200X by September 20XX.
  2. Reduce the percent of unrestrained persons killed in Codington County crashes from 48% in base year 20XX to 45% by the 4<sup>th</sup> quarter of state fiscal year 20XX.
- C. **Target:** Reduce traffic crashes caused by aggressive driving and speeding  
**Objectives:**
1. Reduce the total number of people killed or injured in aggressive driving traffic crashes in Rapid City by X (#, %, rate) from X in base year 200X by Winter 20XX.
  2. Reduce the number of people killed in speed-related traffic crashes in Minnehaha County by 10% from 22 reported in base year 20XX to 19 by September 20XX.
- D. **Target:** Reduce fatalities and serious injuries involving young drivers  
**Objectives:**
1. Provide a program of safe driving instruction to a minimum of XX% of students in your community.
  2. Increase involvement of youth in City of Vermillion traffic safety activities from 25% (as self-reported in the city's Youth Behavioral Survey 2014) to 33% for the YBS 20XX-XX.
- E. **Target:** Reduce motorcycle crashes  
**Objectives:**
1. Reduce motorcycle fatalities in your community by X from X in base year 20XX by September, 20XX.
  2. Increase the number of people provided motorcycle safety instruction from X in base year 20XX to X by September 20XX.
  3. Conduct a motorcycle safety media campaign that reaches at least 75% of all passenger motor vehicle drivers licensed in South Dakota during calendar year 20XX ("Watch Out for Motorcycles. They Can Come Out of the Blue.")
- F. **Target:** Reduce crashes involving pedestrians and bicyclists  
**Objectives:**
1. Reduce the number of killed or seriously injured pedestrians or bicyclists from X in base year 20XX to X by September 30, 20XX.
  2. Increase the number of kids that use bike helmets from 20% of the school's population aged 4-8 in base year 20XX to 30% in 20XX.

G. **Target:** Improve quality or quantity of data received in LEOS (traffic records systems)

**Objectives:**

1. Increase the number of crashes recorded electronically from X in base year 20XX to X in 20XX.
2. Decrease the number of days from crash occurrence to receipt in the state's central repository from an average of 45 days in 20XX to 25 days by end of year 20XX.

H. **Target:** Reduce serious injuries by improving emergency response services

**Objectives:**

1. Increase response time to crashes in your community by X% from X minutes in base year 20XX to X by January 20XX.
2. Reduce the amount of time needed to extricate a crash victim from a vehicle and crash scene by 20% from the average of 32 minutes in 20XX to 25 minutes or less by September 20XX.
3. Purchase equipment attachments/tools that can be utilized with the agency's existing extrication equipment for cutting steel alloys that car manufacturers started using in 20XX model vehicles.

## Sample Activities

For more activity ideas and levels of effectiveness, *search online for the most current edition of NHTSA's [Countermeasures That Work](#)*

### A. **Target:** Reduce crashes involving impaired drivers

**Objective:** Reduce the number of people seriously injured in alcohol involved traffic crashes in Rapid City by 10% from the 51 injured in base year 20XX to 45 or less by September 20XX.

#### **Activities:**

- Conduct a minimum of six sobriety checkpoints in high incidence locations in Rapid City during the grant period
  - Analyze Rapid City crash data to determine where problem is occurring and the demographics of the problem (gender, age, etc.)
  - Schedule sobriety checkpoint dates and locations for every other month during the grant year; finalize logistics, recruit participants, verify officers are current in SFST certification, co-op with partner agencies, etc.
  - Submit press releases before and after each checkpoint event with results from the campaign; lives saved, reduction or increase from the previous quarter, etc.
- Establish and implement a Designated Driver Program in Rapid City during the grant period.
  - Conduct public meeting(s) to garner partner agencies to determine need for and development and implementation of a community-wide designated driver program
  - Determine high incidence locations of where impaired drivers are most likely to be before making that wrong decision to drive; provide public awareness to those locations or businesses about the DD program, and how they can help; what's in it for them
  - Build the DD program's plan of logistics: number of drivers needed, how often, where, drivers' requirements, etc., based on the local data collected
  - Advertise the program through partner agencies, public service announcements, and other avenues as applicable
  - Develop and maintain an evaluation and tracking system to determine effectiveness of the program

### B. **Target:** Reduce the number of unrestrained passenger vehicle occupant fatalities for all seating positions

**Objective:** Increase correct safety belt and child restraint usage by teen drivers & their occupants

#### **Activities:**

- Coordinate seat belt education events at five local high schools by September 20XX.
  - Collect data on teen driver crashes, citations, safety issues locally
  - Analyze data for irregularities or spikes in traffic problems
  - Develop or adopt an established public education component to present to high school students on how and why to be safer in motor vehicles; that focuses on the specific identified problem (non-use or irregular use of seat belts); will utilize focus groups and education expert input when developing a new program
  - Train staff and volunteers on how to successfully present the program at high schools
  - Determine which high schools to approach, based on population, location, regional crash data, testimonials, or other significant criteria; conduct an observational survey of seat belt usage at the high school to determine pre- and post-education improvement.

- Present program idea to school administrators, gain buy-in, schedule events to be held at their school
- Conduct presentations before school year end in May 20XX, in first month of September 20XX, and during summer school if applicable
- Host a NHTSA child safety seat technician training for new teen parents
  - Partner with local community service and other non-profit teen help organizations to identify new teen parents needing occupant protection education for themselves and their child
  - Schedule teen parent demonstrations on state law and how to successfully select, install and use different child safety seats as their child grows
  - Give teen parents local resource information that can assist them with economical and safety issues

C. **Target:** Reduce fatalities from traffic crashes caused by aggressive driving and speeding violations

**Objective:** Conduct more high visibility speed enforcement events in high violation locations within the community than were conducted last year.

**Activities:**

- Conduct six (6) highly publicized speed enforcement campaigns in Aberdeen.
- Set-up a speed board/trailer each month of the grant year at selected speed crash locations.
- Observe and determine number of pre- and post-campaign speed violations to determine effectiveness of activity on the identified problem

D. **Target:** Reduce the number of motorcycle crash fatalities

**Objective:** Increase the number of people provided motorcycle safety instruction that successfully complete the course from 1,100 statewide in base year 20XX to 1,500 by September 20XX.

**Activities:**

- Determine what additional number of classes (Basic Rider Courses) are needed to pass an additional 400 participants (or 36%) than in the prior year; class sizes, etc.
- Analyze current training program to ensure its resources are adequate to provide additional training courses needed during the grant year
- Schedule and disseminate upcoming year training schedule to all partner agencies and instructors for confirmation before finalizing and posting
- Provide motorcycle riders with specific information about the motorcycle training programs available and the procedures for obtaining safety training and licensing endorsements (via public safety announcements; public education efforts (i.e., rally booth event); advertising in target market locations/publications; social media, or other venues).

E. **Target:** Reduce the number of pedestrian fatalities

**Objective:** Reduce crashes involving young (age 5-11) pedestrians and bicyclists

**Activities:**

- Educate children and their caregivers in safe walking habits, routes, and best practices
  - Establish a monthly 'Walk Your Child to School Day' program at five local elementary schools during the grant year
- Conduct a bicycle helmet use survey for the routes of the selected schools during the grant period: pre- and post-implementation
- Conduct a bike rodeo at each school to train kids to ride safely and always wear bike helmets.

F. **Target:** Improve amount of crash data collected in shared traffic information systems

**Objective:** Increase number of law enforcement agencies submitting crash and citation data to the state electronically (100%) from 25 in September 20XX to 32 by September 20XX.

**Activities:**

- Purchase hardware to enable 100% of agency's law enforcement officers to collect crash and citation data electronically, using the LEOS system
- Purchase software and installation services to implement LEOS for an agency
- Schedule and conduct equipment/software training as well as regular updates

G. **Target:** Reduce the number of fatalities resulting from passenger motor vehicle crashes

**Objective:** Improve emergency response times to motor vehicle crashes in rural communities

**Activities:**

- Purchase EMS equipment that will provide easier and better access to crash victims for volunteer emergency responders
- Conduct training for at least 33% of the region's EMS/First Responders during the grant period