

# ALASKA



## FFY 2024 Highway Safety Grant Application Instructions

Alaska Department of Transportation & Public Facilities  
Alaska Highway Safety Office  
Highway Safety Grant Program  
April 2024

# Highway Safety Grant Instructions

## Introduction

The Alaska Department of Transportation and Public Facilities (ADOT&PF) through its Highway Safety Office (AHSO) funds grants which address specific traffic safety priority areas that include: Impaired Driving, Police Traffic Services, Speed, Distracted and Aggressive Driving, Older and Younger drivers, Roadway Safety, Occupant Protection, Child Passenger Safety, Pedestrian and Bicycle Safety, Motorcycle Safety, Traffic Records, Preventing Roadside Deaths, Driver and Officer Safety Training and Community Traffic Safety. Grants may be awarded for assisting the Alaska Highway Safety Office in addressing traffic Safety deficiencies, expansion of an ongoing activity, or development of new program of intervention.

## Agencies Eligible to Receive Funding

Government agencies, political “subdivisions” of the state and local government agencies, state colleges and state universities, school districts, fire departments, public emergency services providers, and certain qualified non-profit organizations are eligible to receive highway safety grant funding.

## Qualified Non-Profit Organizations

Chapter 20, Alaska Administrative Code, requires non-profit organizations to provide their “**Certificate of Status**” from the **State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations**, verifying their not-for-profit status when submitting their Grant Application. The “**Consumer’s Certificate of Exemption**” from the **Alaska Department of Revenue** or a letter from the U.S. Department of the Treasury confirming Section 501(c)(3) status is not sufficient to meet this requirement.

If the non-profit organization’s project is selected for funding, it must provide a copy of its Alaska Business License and a financial statement showing the establishment of a special segregated account designated solely for highway safety project activities, which contains funds equal to or greater than the amount of the grant award.

## Funding Restrictions

Replacement of existing program expenditures, personnel, materials, program maintenance, research, rehabilitation, and construction are not allowable costs. Other unallowable costs are determined on a project-by-project basis.

## Project Funding Period

Grants are administered on a Federal fiscal year basis (October 1 – September 30). All grants are awarded on an annual basis based upon available funding and there should be no expectation of funding for more than one year. However, a grant may be funded for up to three consecutive years provided a program evaluation determines the value of the intervention or the activity is a proven countermeasure. Grant funded projects that the AHSO determines are statewide activities and benefit all citizens of Alaska may be funded for a longer period of time at the AHSO's discretion.


Highway safety grants are intended to provide the **seed money** to begin new programs, much like start-up capital is to a new business. All grant funded projects are intended to become self-sufficient when grant funding terminates and continue to operate with local or state funds. If applying to fund more than one project, each project **must be submitted on a separate grant application. To promote self-sufficiency and project continuation, agencies are expected to provide a local hard dollar match.** The local match is a minimum of 20 percent for all projects. A higher match percentage is always encouraged regardless of the funding year.



**\*\*If an agency cannot meet the required match level, they MUST provide a description of why the match cannot be met in a separate letter and must submit their maximum match on the application. \*\***

## Selection Criteria

The Alaska Highway Safety Office reviews all grant applications for compliance with state and Federal regulations. Grant applications which comply with these regulations are prioritized for funding consideration using the following criteria:

- Does the grant application request satisfy a specific traffic safety need identified by the AHSO?
- Does the application provide sufficient supportive crash data to determine the extent of the traffic safety problem for the program area in which funds are being requested?
- Does the crash data provided in the application's "Statement of the Problem" document an existing traffic safety problem. (Citation data and survey results should also be used to document the problem.)
- Are the goals and objectives of the proposed intervention presented in the grant application consistent with the goals and objectives of the AHSO?
- Are the performance measures clear, concise and measurable? 

- Does the proposed intervention align with the Alaska Strategic Traffic Safety Plan emphasis areas?
- If the agency was previously funded by the AHSO, did it submit progress reports, reimbursement requests, and deliverables on a timely basis and implement the activities that were detailed in the grant agreement?

## **Notification**

All grant applications are reviewed and prioritized in May and June, and the applicant contact person will be notified in September if the grant application was selected for funding. Agencies receiving grant awards will be required to attend a meeting scheduled by the AHSO where information will be given on completion of their Grant Agreement form to be eligible to receive project funding, requirements for reimbursement, and expectations for program activity.

## **Funded Traffic Safety Priority Areas**

**Alcohol (Impaired Driving)** - Includes impaired driving, youth alcohol programs, and community prevention/intervention programs. Grant applications should include one or more of the following activities: specialized enforcement, education, training, and public information efforts. Items eligible for funding under this category may include: in-car video systems, public awareness materials, and DUI checkpoint equipment, including trailers, light towers, traffic cones, arrow boards, and generators.

**Police Traffic Services** - Includes training programs related to traffic enforcement, crash investigation, and general traffic safety enforcement. Grant applications must address identified traffic enforcement training needs. Items eligible for funding under this category may include: registration fees and equipment for training. Travel expenses and per diem to attend training activities are not normally funded.

**Speed Control (Aggressive Driving)** - Includes speeding, aggressive driving, red light running, and other traffic enforcement activities. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts. Items eligible for funding under this category may include: speed measuring devices, radar display trailers, public awareness materials, and enforcement vehicles.

**Roadway Safety** - Includes efforts to assist public works agencies (city and borough) and engineering departments in providing a safe environment for the growing traffic volume. Grant Application should correlate crashes with traffic volumes and recommend remedial action. (Training for engineers, local staff, planners? just traffic volume - doesn't seem to be a problem in AK). Items eligible for funding under this category may include: reflectometers, sign-making equipment, striping machines, and computers for maintaining roadway databases.

**Occupant Protection** – Includes safety belt use awareness, safety belt enforcement, special needs, teens, minority programs, and other education programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage and attitudinal surveys, and public information efforts. Items eligible for funding under this category may include: educational materials, survey materials, variable message boards, and public awareness materials.

**Child Passenger Safety** – Includes establishing or expanding child passenger safety inspection stations, child passenger safety awareness training, special needs training, and other child passenger safety programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage surveys, attitudinal surveys, and public information efforts. To be considered for receiving funds for child safety seats, an agency must have at least one nationally certified child passenger safety technician on staff. The agency must also collect a set fee or donation based on economic eligibility for all seats funded under the grant that are distributed to allow for project sustainability to purchase future seats for the program.

Items eligible for funding under this category may include: inspection station supplies, educational materials, trailers to be used as mobile inspection stations, travel, public awareness materials and child safety seats (if a fee or donation is collected for each seat distributed).

**Pedestrian and Bicycle Safety** – Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists sharing the roadway. Grant applications should include one or more of the following activities: education, training, enforcement, surveys, and public information efforts. Items eligible for funding under this category may include: public awareness materials, bicycle skills courses, and training for professionals involved with all aspects of pedestrian and bicycle safety. To be considered for receiving funds for bicycle helmets, the helmet distribution must be associated with an education or training program, and the agency must collect a set fee or donation based on economic eligibility for all helmets funded under the grant that are distributed to allow for project sustainability to purchase future helmets for the program.

**Motorcycle Safety** – Includes programs to increase safety awareness and skills among motorcyclists or to increase motorists sharing the roadway. Applications should include one or more of the following activities: education, training, and public information efforts. Items eligible for funding under this category may include: equipment for training, educational materials, and public awareness materials.

**Traffic Records** – Includes projects which improve the timeliness of traffic records data collection and sharing; increase the accuracy or completeness of traffic records data; promote uniformity of, or the ability to integrate traffic records data; or facilitate access to traffic records data. Applications must address one or more of the objectives, strategies, or action steps identified in the FFY 2016 Alaska Traffic Records Strategic Plan as summarized in Table 3 on pages 28 – 40 of the plan. The plan is available online at: [http://www.dot.state.ak.us/highwaysafety/trafficrecords\\_comm.shtml](http://www.dot.state.ak.us/highwaysafety/trafficrecords_comm.shtml)

The AHSO has previously funded the development of TraCS software which includes the uniform citation form, DUI citation form, DUI Pak, long and short form crash reports, and the update/continuation form. This software is available at no charge to all Alaska law enforcement agencies. As a result, the AHSO does not provide funding support for proprietary crash and citation software. The AHSO will continue to support the maintenance and upgrade of TraCS software and training activities for agencies that implement TraCS. Items eligible for funding under a TraCS project may include: computer software (other than citation and crash form software) and hardware needed to implement TraCS or traffic records management systems.

**Distracted Driving Safety** - Includes programs to educate the public about the dangers of texting or using a cell phone while driving or for law enforcement costs related to the enforcement of distracted driving law. Grant applications should include one or more the following activities: Specialized enforcement, education, and training.

**Nonmotorized Safety** - Includes projects to decrease pedestrian and bicyclist fatalities and injuries that result from crashes involving a motor vehicle. Applications should include one or more of the following activities on **applicable State laws**: Training of law enforcement, specialized enforcement, education, and awareness to inform motorist, pedestrians and bicyclists.

**Community Traffic Safety** - Includes traffic safety programs identified by local communities that address crash problems and established priorities and deploy research-based and proven intervention techniques. Grant applications should include one or more of the following activities: education, training, surveys, or public information efforts. Applicants who propose activities which have not been proven effective by research must include an evaluation plan as a part of the project to be considered for funding. Items eligible for funding under this category may include educational materials and public awareness materials.




**Preventing Roadside Deaths** - Includes projects that adopt and implement effective programs to prevent death and injury from crashes involving motor vehicles striking other vehicles and individuals stopped at the roadside. Grant applications should include one or more the following: Purchase and deploy digital alert technology capable of receiving alerts regarding nearby first responders, and in the case of a motor vehicle that is used for emergency response activities, is capable of sending alerts to civilian drivers to protect first responders on the scene and en route; Education for the public regarding the safety of vehicles and individuals stopped at the roadside through public information campaigns for the purpose of reducing roadside deaths and injuries; Specialized enforcement to enforce State laws to protect the safety of vehicles and individuals stopped at the roadside; Programs to identify, collect, and report to State and Local governments agencies data related to crashes involving vehicles/individual stopped at the roadside; and/or Pilot and incentivize measures including optical visibility measurements, to increase the visibility of stopped and disabled vehicles.




**Driver and Officer Safety Education Grants** - Includes traffic safety programs that enact and enforce a law or adopt and implement programs that include certain information on law enforcement practices during traffic stops in driver education and training courses or peace officer training programs. Grant applications should include one or more of the following: educational material and training of staff for driver education and driving safety courses and peace officer training or Implementation of a law or program related to Driver Education & Driving Course; and/or Peace Officer training programs with respect to proper interaction with civilians during traffic stops.

## Highway Safety Grant Application Guidelines

Applying for Federal Highway Safety funds begins with submission of an Alaska Highway Safety Grant Application under the following guidelines:

- The Highway Safety Grant Application must be submitted on the AHSO Grant Application form. The print font used on the form must be Times New Roman and no smaller than 10 pitch.
-  A separate Highway Safety Grant Application must be submitted for each project. The grant application cannot list more than one project, if more than one project is listed the application will be deemed ineligible for funding.
- The Highway Safety Grant Application submitted must be no longer than fifteen (15) pages, including the cover letter from the Head of the Agency requesting funding. Not-for-profit agencies must also include their “Certificate of Status” from the Alaska Department of State, Division of Corporations, Section 501(c)(3) certification, and a copy of their Alaska Business License; these documents are not included in the 15 page limit.
- The Highway Safety Grant Application must include the completed Informational Form, Statement of the Problem, Proposed Solution, Objectives, Evaluation/Proposed Performance measures, and Budget Form.
- Additional pages, documentation, or letters of support will **not be considered**.

-  All applicants must include the **Unique Entity Identifier (UEI)** number in the box provided on the grant application.
- All applicants must include their Alaska Business License number on the application in the box provided.
- **A cover letter signed by the head of the agency must be attached to the grant application. The cover letter must be typed on agency letterhead and signed by the head of the agency, stating that the agency head fully supports the proposed project. The application will not be considered for funding without this letter included in the application package.**

Examples of an agency head: Sheriff, Chief of Police, Fire Chief, University President, County Commission Chairperson, Mayor, or Health Department Director

## Highway Safety Grant Application Mailing Address

Mail the original Grant Application and cover letter to:

### USPS

Tammy Kramer  
Governor’s Highway Safety Representative  
Alaska Highway Safety Office  
P.O. Box 112500  
Juneau, AK 99811-2500

### Overnight via Fed Ex, UPS, DHL

Tammy Kramer  
Governor’s Highway Safety Representative  
Alaska Highway Safety Office  
3132 Channel Drive, Suite 200  
Juneau, Alaska 99801  
Phone: 907.465.8944

## Highway Safety Grant Application Submission Deadline

Highway Safety Grant Applications for FFY 2023 funding must be **received no later than April 28, 2023** to be considered for funding. The Alaska Highway Safety Office will not accept Highway Safety Grant Applications that are sent or received by fax or e-mail or received by contract carrier (e.g., FedEx) after close-of-business on April 28, 2023. Highway Safety Grant Applications post-marked April 29, 2023 but received after that date will not be accepted.

Grant applications may be hand-delivered on or before close-of-business April 28, 2023.



# Highway Safety Grant Application Format

The Highway Safety Grant Application must contain the following elements:

- Informational Form, Statement of the Problem, Proposed Solution, Objectives, Evaluation, and Budget Request.
- The Informational Form (page 1) must be submitted in the original format; however, the foundation template (pages 2-6) may be adjusted to accommodate your particular grant application needs so long as you adhere to instructions regarding overall length and the mandatory required elements.

## Informational Form

Complete all of the following items on the Informational Form:

Date, Agency, Grant Application Title, Type of Application, Head of Agency Mailing Address, Agency Contact Information for Grant Application, Funding Request (including Agency Match if applicable), Project Total, Alaska Business License Number, and DUNS number.

## Statement of the Problem

Identify the traffic safety related problem or deficiency that the proposed project is intended to intervene. Is the problem identified in the Alaska Strategic Highway Safety Plan? With which Emphasis Area does it align? Include a minimum of three years of complete crash data and a brief analysis of the data. When available, five years of data should be presented and analyzed. When identifying the problem, take into consideration changes or projected changes in population, traffic patterns, and other demographic or economic dynamics that may affect traffic safety.

### Examples:

- Provide alcohol-related crash statistics – crashes, injuries and deaths – for the past three years.
- Compare local safety belt use rates to statewide rates.

- Conduct and report the findings from a local child safety seat use survey. Discuss any comparison between your jurisdiction and similar jurisdictions.

## **Proposed Solution**

Explain how your proposed solution is integrated into the Strategic Highway Safety Plan and what strategies/action steps you will be implementing to resolve the traffic safety problem(s) that you have identified. Your solution must show a logical relationship to your identified problem. For example, a program to increase the safety belt use rate will not reduce crashes; but it will reduce injury severity or fatalities. Items in your budget must directly correlate to your statement of the problem and the proposed solution.

## **Objectives**

State the objective(s) of the project in quantifiable terms. This includes the nature of the work to be performed and the guidelines for determining if the performance is satisfactory. Use a verb to specify what is to be accomplished and a standard component to indicate acceptable performance.

### **Examples:**

- To reduce the number of alcohol-related crashes by 5% in the months of June, July and August of 2021 by applying high visibility enforcement in high crash locations.
- To decrease the annual number of crashes where speeding was a contributing factor by 5% over the previous year by September 30, 2016.
- To reduce bicycle and pedestrian injuries and fatalities by 5% from the previous year by September 30, 2021.
- To increase safety belt usage in your jurisdiction by 10% by June 15, 2021.
- To conduct at least 60 child safety seat fitting station appointments by September 1, 2021.


## **Performance Measures**

Provide the evaluation/proposed performance measures component(s) you will utilize to examine the achievement of the program objectives. This in-depth examination of program performance and context allows for an overall assessment of how the program is working and identifies adjustments that may improve results in the future.

## Budget Form

When preparing the proposed budget, care should be taken in estimating costs. Be sure to include only allowable cost. If you have a question whether a cost is allowable, contact the AHSO before submitting the application. Attempt to anticipate increases in costs that may occur between the time the grant application is proposed and the grant start date. **Grant costs must be allowable, reasonable, and proportional to the stated problem and proposed solution.**

## Budget Categories


**Personnel Services** - Costs must include the position title and employees name, the monthly salary, and percentage applicable to the project. Benefits must be listed as a separate line item.  Law Enforcement must only include number of hours to perform the activities. AHSO can no longer support costs incurred by a State or locality in the ordinary course of conducting its own affairs (leave, training to maintain certification, etc.)

**Travel and Per Diem** -Travel costs must comply with the State of Alaska travel rates and include room rate, airfare, number of room nights, per diem, etc. All travel needs to have a strong support narrative on how it supports the project and performance measures.

**Contractual Services** - Costs may include work that will be performed by each consultant firm or person secured on contract to work on the project. Do not list a firm, agency, or individual's name. Use descriptive titles such as "Data Consulting," "Evaluation Services," etc.

**Commodities** - Costs may include direct expenditures, such as child safety seats, inspection station supplies, printing, educational materials, portable breath test devices, etc. Promotional items are no longer an eligible expense. Do not use brand names. Enter only items that are less than the amount established as the limit for Operating Capital Outlay items in accordance with your agency requirements. Under the Buy America Act provisions, any steel, iron and manufactured products purchased under a grant must be obtained from American-made sources. For compliance purposes, American-made

covers any product that is manufactured or assembled in the United States. At this time, NHTSA does exempt purchases below \$5,000.

**Equipment** - Enter the estimated dollar amount for equipment that costs more than the agency's established limit for Operating Capital Outlay items. Costs may include speed monitoring trailers, light towers, arrow boards, RADAR or LIDAR speed measuring units, child passenger inspection station trailers, etc. Do not use brand names like Stalker or Century in the application. Include a separate line item for each piece of equipment that exceeds \$5,000. Items that exceed \$5,000 are considered "nonexpendable property." Under the Buy America Act provisions, any steel, iron and manufactured products purchased under a grant must be obtained from American-made sources. For compliance purposes, American-made covers any product that is manufactured or assembled in the United States.  All equipment must be specific to highway safety and directly related to the grants "activity" and not usual "cost of doing business". LIDAR training would qualify if under a speed enforcement grant or CPS Certification as both are activities tied to a grant activity. Routine items aren't allowable, more information can be found using this link: Electronic Code of Federal Regulations (eCFR) (2 CFR §200.444 General costs of government)

**Indirect Costs** - Costs that cannot be charged directly to a project. Indirect costs are an allowable cost, but are not encouraged. All indirect cost proposals must be submitted on the Highway Safety Application form.

An agency that requests indirect costs must have adopted an indirect cost policy that conforms to either OMB Circular A-87 or A-122 and submit a current letter from your cognizant Federal agency with the grant application. For example a law enforcement agency would have a letter from the U.S. Department of Justice that would state the indirect cost rate.

## Forms Available on Internet

The Alaska Highway Safety Application form and the Alaska Highway Safety Application Instructions are available on the Alaska Highway Safety Office website: <http://www.dot.state.ak.us/highwaysafety/forms.shtml>

## Suggested Resources

*Fatal Accident Reporting System*, U.S. DOT, National Highway Traffic Safety Administration. Reports are available at:  
<http://www-fars.nhtsa.dot.gov/Main/index.aspx>

*FFY 2018 Alaska Traffic Records Strategic Plan*, Alaska Traffic Records Coordinating Committee:  
[http://www.dot.state.ak.us/highwaysafety/trafficrecords\\_comm.shtml](http://www.dot.state.ak.us/highwaysafety/trafficrecords_comm.shtml)

*Alaska Strategic Highway Safety Plan 2018-2022*, Alaska Highway Safety Office:  
[http://dot.alaska.gov/stwdplng/shsp/assets/AKDOT\\_SHSP\\_2018\\_2022.pdf](http://dot.alaska.gov/stwdplng/shsp/assets/AKDOT_SHSP_2018_2022.pdf)

*Code of Federal Regulations*, 23 CFR Part 1300, Subpart C  
<https://www.ecfr.gov/current/title-23/chapter-III/part-1300#subpart-C>