

# Alaska Highway Safety Office



## FFY 2020 Highway Safety Grantee Workshop

September 24, 2019



# Agenda

- Federal Requirements
- SHSP Emphasis Areas/2020 Focus Areas
- Your Grant Agreement
- Promotional Items and Equipment



# FAST Act

- Fixing America's Surface Transportation (FAST) Act
- Sustainable long term funding authorization from Congress
- Regulatory framework of the FAST Act is ongoing



# Rules, Regulations & Statutes

## Code of Federal Regulations

- 23 CFR Part 1300 Uniform Procedures for State Highway Safety Programs
- 23 CFR Part 1300.11 Evidence Based Countermeasure Strategies
- 23 CFR Part 1300 Appendix C Political Subdivision Participation in State Highway Safety Programs



# Rules, Regulations & Statutes

## Code of Federal Regulations

- 2 CFR Part 200 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
  - NHTSA grantees are responsible for following all standards



# Highlights of 2 CFR Part 200 for Grantees

- Emphasis on performance measurement and cost effectiveness of programming (2 CFR 200.301)
- Focus on internal controls to ensure awards are being managed in compliance with laws and regulations (2 CFR 200.303)
- The AHSO will focus on subrecipient monitoring again in FFY 2020 (2 CFR 200.331)
- Restrictions on Lobbying (2 CFR Part 200.450 )

# Risk Assessment

- NHTSA requirement under the Supercircular
- All grantees will be evaluated for risk before grant award, during grant cycle and post grant cycle
- Purpose is to help reduce potential misuse of spending of federal funds and fraud





# Highlights of 2 CFR Part 200 for Grantees

- NHTSA Highway Safety Grant Funding Guidance for all 405 and 402 funding streams can be found at:

[https://one.nhtsa.gov/About-NHTSA/Highway-Safety-Grant-Programs/HSGrantFunding\\_Guidance](https://one.nhtsa.gov/About-NHTSA/Highway-Safety-Grant-Programs/HSGrantFunding_Guidance)



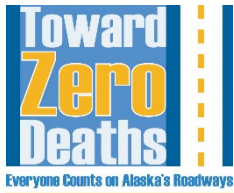
# FAST Act

- Section 402 Funding – State and Community Highway Safety Grant Program
- Section 405 Funding – National Priority Safety Program
- Funding source used for each grant is determined by AHSO.



# FAST Act - Section 402 Funding

- Programs\* can include:
  - Speeding
  - Occupant protection
  - Alcohol impairment
  - Motorcycle crashes
  - Unsafe driving behavior (aggressive, fatigued and distracted driving)
  - Driver improvement (driver education, testing and examinations, and driver licensing)
  - Law enforcement improvement
  - Pedestrian and bicycle safety
  - Traffic records improvement
  - Commercial motor vehicles



\* Programs must be consistent with NHTSA's uniform guidelines.

# FAST Act - Section 402 Funding

- Assurances require States to:
  - Participate in 3 high-visibility law enforcement campaigns
  - Have a data driven enforcement program
  - Ensure coordination of HSP, data collection, and information systems with the State's Strategic Highway Safety Plan
- Teen Safety Programs are Eligible
  - Optional, not mandatory



# FAST Act - Section 405 Funding

- National Priority Safety Program
  - Incentive program
  - Creates funding tiers
  - States must satisfy rigorous eligibility requirements
- Not All States Qualified



# FAST Act - Section 405 Funding

- National Priority Safety Program
  - Occupant protection
  - Traffic records
  - Impaired driving
  - Motorcyclist safety
  - Distracted driving
  - State Graduated Driver Licensing
  - Non-motorized safety



# Program Income

- Per 2 CFR Part 200.307 indicates that the AHSO must approve any program income generated. This may include but is not limited to:
  - Income from fees for services performed
  - Sale of items fabricated under the grant
  - Usage or rental fees from real or personal property (equipment) acquired with grant funds

# Travel

- 2 CFR Part 200.474 travel is allowable if first approved by AHSO. If not originally included in the grant agreement a written request for an amendment must be added for travel to be submitted to the AHSO which outlines:
  - Purpose of the trip
  - Trip dates
  - Person(s) involved and the relationship of the individuals to improving safety in Alaska
  - Estimated costs (travel, per diem, fees, etc.)
  - Benefit to the grant and safety in the state



# Rules and Regulations

## Buy America Act (23 USC Section 313)

- Prohibits States from using highway safety grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are manufactured or assembled in the United States.
- Prohibition on **all manufactured products over \$5,000 per unit** unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement.

# Match

- Per 23 U.S.C. 120; 23 U.S.C. 402(d); Section 4001(e) interpretation by NHTSA
  - Match will only be considered as valid if the match would be eligible for expenditure of federal funds
  - In-kind is no longer eligible as match as well
- In other words, if federal funds could not be used on what you are claiming as a match it is not valid

# National Performance Measures

- Core Outcome Measures:
  - # of traffic fatalities
  - # of serious injuries in traffic crashes
  - Fatalities/VMT
  - # of unrestrained passenger vehicle occupant fatalities (all seat positions)
  - # of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 and above
  - # of speeding-related fatalities
  - # of motorcyclist fatalities
  - # of unhelmeted motorcyclist fatalities
  - # of drivers age 20 or younger involved in fatal crashes
  - # of pedestrian fatalities
  - # of bicyclist fatalities

# National Performance Measures

- Core Behavior Measures:
  - Observed seat belt use for passenger vehicles, front seat outboard occupants
- Activity Measures:
  - # of seat belt citations issued during grant-funded enforcement activities
  - # of impaired driving arrests made during grant-funded enforcement activities
  - # of speeding citations issued during grant-funded enforcement activities

# Coordination of Performance Targets

- States establish annual targets in the HSIP report
  - Beginning in August 2018 HSIP report for calendar year 2019
  - Target for each measure (5-year rolling average) based on calendar year
  - Applicable to all public roads regardless of functional classification or ownership

# SHSP Emphasis Areas

## ● Driver Behavior

- Impaired driving
- Occupant protection
- Older drivers (65+)
- Young drivers (20 and under)



## ● Special Users

- Pedestrians
- Bicyclists
- Motorcyclists
- Off Road Vehicles





# SHSP Emphasis Areas

- Roadways
  - Lane departures
  - Intersections
  - Animal-vehicle collisions





# SHSP Emphasis Area Framework

- Enforcement
- Education
- Engineering
- Emergency response
- Evaluation

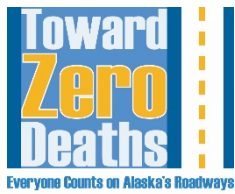


*Visit the SHSP website for information about specific strategies for each Emphasis Area*

[http://dot.alaska.gov/stwdplng/shsp/shsp\\_plan.shtml](http://dot.alaska.gov/stwdplng/shsp/shsp_plan.shtml)

# FFY 2020 HSP Focus Areas

- Impaired Driving (Drug and Alcohol)
- Occupant Protection
- Speeding
- Motorcycles
- Pedestrians and Bicyclists
- Young Drivers (20 and Under)
- Traffic Records



# Your Grant Agreement

- Subject to the Availability of Federal Funding
  - The award of grant funding is subject to the availability of Federal funding
  - The AHSO reserves the right to incrementally fund any awarded grant at any time during the grant period

**What Does this Mean to you?**

# Your Grant Agreement

- Notice to Proceed (NTP)

- Grant activity may proceed only with receipt of an approved NTP; a grant award letter alone does not suffice
- The amount identified in the NTP is the maximum not to exceed amount
- Grant activity cannot begin prior to the period listed on the approved NTP

# Your Grant Agreement

- Subgrantee Subcontractor(s)
  - Services performed, or materials provided, by a subcontractor shall align with the objectives and intent of the Subgrantee's grant agreement
  - AHSO will not reimburse for work performed by any subcontractor until a copy of the subcontract is reviewed by the AHSO and deemed to meet the objectives of the grant agreement

# Your Grant Agreement

- Highway Safety Tag

- AHSO shall be identified as the sponsor or co-sponsor in any public information materials developed under a highway safety project
- Includes radio and TV PSAs, newspaper advertisements, pamphlets and brochures, and pre-approved by AHSO
- Must include both AHSO and Alaska's "Target Zero" logo or wording to support the Alaska SHSP and the type or national/state slogan of the current national or state driver behavior program (if applicable)



# Your Grant Agreement

- Program Income

- Must keep a separate account for all income generated from the grant program
- Submit an income report documenting the amount generated to the AHSO each quarter

- Using Program Income

- Must be used for the same highway safety purpose that generated the income



# Your Grant Agreement

- BUY AMERICA Requirements

- Prohibits States from using highway safety grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced in the U.S.
- Applies to **all manufactured products over \$5,000 per unit** unless the Secretary of Transportation has determined it is appropriate to waive the Buy America Act requirement

**What Does this Means to You?**

# Your Grant Agreement

## ● Equipment Purchase

- Any single piece of equipment with a cost over \$5,000 must be approved by AHSO and NHTSA before the equipment is purchased
- Any single item with a cost less than \$5,000 must be approved by AHSO before the equipment is purchased
- When equipment has been purchased, an Equipment Record must be completed and submitted to AHSO



# Your Grant Agreement

- Equipment Request Process

- You must contact the AHSO before making **any** purchases with grant funding
- All requests for waivers shall be submitted to the AHSO
- Submit request with equipment description and price quote and desired quantity to the AHSO
- Upon approval, AHSO will submit request to NHTSA

# Educational Materials vs Promotional Items

“Educational Materials” convey substantive information about highway safety

versus

“Promotional Items” whose purpose is to generate good will or to incentivize behavior.

# Educational Materials

- Educational materials (such as, flyers, posters, envelope stuffers, activity books) are generally allowable.
- All costs must be within the scope of the grant, address a highway safety problem, and help meet performance measures.
- To be considered educational, the materials must provide substantial information and educational content (not merely a slogan) to the public **and** have the **sole** purpose of conveying that information.

# Educational Materials - Examples

- Traffic safety-themed coloring book given to children at a school event.
- A pamphlet including statistical information such as “X number of people lose their lives every year when not wearing a seat belt” and safety tips distributed at a state fair.
- A folder containing information about child passenger safety (e.g., statistical about car seat or booster seat laws, etc.) and relevant safety tips provided to parents at a car seat inspection station.

# Educational Items Request Process

- Submit request to the AHSO with:
  - item description,
  - price per item,
  - desired quantity, and
  - how item supports grant program



# Promotional Items

The subgrantee must consult with the AHSO prior to the purchase of any equipment or promotional item.



# Promotional Items

- An unallowable promotional item is an item whose purpose is to be used as an incentive, to increase goodwill or that is a giveaway.
- The AHSO must ensure that grantees do not include funding for promotional items using NHTSA funding.
- Grantees may use State funds or privately collected funds to purchase promotional items, subject to State laws and policies.

# Unallowable Promotional Items - Examples

- Bumper stickers, and/or texting thumb bands given to members of the public at a state fair.
- Keychains and/or pens give to groups at a training event
- Shirts for volunteers at a car seat installation center (either as an incentive or to designate staffers as a team)

# Child Restraints & Bicycle Helmets?

- “Promotional items” does not apply to the purchase of child restraints and bicycle helmets.
- States and State subgrantees may continue to purchase these items using Section 402 highway safety grant funds for FFY 2020 programs.
  - Please refer to the May 18, 2016 memo listed on AHSO website for further clarification
  - [http://dot.alaska.gov/stwdplng/hwysafety/grants\\_overview.shtml](http://dot.alaska.gov/stwdplng/hwysafety/grants_overview.shtml)



# Grant Reporting

## ● Report Quarterly

- Use AHSO provided forms
- **Must** include an update on grant performance measures
  - Invoices will not be approved by AHSO unless quarterly reports have performance measures noted
- Submit by mail or electronically
- Due by the 15th of the month following the end of each calendar quarter –AHSO will hold reimbursement until current report has been submitted and approved

## ● Annual Report

- Due by November 15th during the life of the project Final payments will be held until Annual Report is received – Final reimbursement will be held till report has been received and approved

# Grant Reimbursement

- Submit a reimbursement voucher following completion of monthly grant activities by the 15th of the next month (grant activities completed in October will be submitted by 11/15)
  - If you cannot submit the claim by the 15<sup>th</sup> of the month please call your grants administrator and let them know
- May be submitted by mail or electronically

# Grant Reimbursement

- Claims for costs incurred must be accompanied by supporting documentation:
  - Monthly timesheets signed by employee and supervisor showing time worked on grant activity
  - Document showing salary/benefits paid,
  - Print out from mileage plan account (google map)
  - Copy of checks written for billings
  - AHSO will no longer be correcting claims. When I claim is returned please make corrections and change the date submitted.



# Grant Reimbursement

- Claims for costs incurred for travel must be accompanied by supporting documentation:
  - Copy of trip itinerary showing full trip cost
    - If combining personal travel with work travel, need to submit a print out of what both trips costs are
  - Copy of hotel and/or rental car billing
  - Copy of ALL checks written for costs
  - Boarding passes or print out from mileage plan account
  - All travel will be in compliance with State of Alaska travel rules

# Grant Reimbursement

- Please remember for reimbursement you must submit proof of payments for all expenses
- Final reimbursement claim will not be processed until all four Quarterly Reports, Equipment Record (if purchased), and Annual Evaluation Report are submitted to, and approved by, the AHSO

# Match Documentation

- Monthly timesheets signed by employee and supervisor showing time worked on grant activity
- Proof of payment for any expenses being claimed for match





**Questions?**

# Thank You for Your Participation Today

Don't forget to sign and submit the Subgrantee Acknowledgement Form and your signed Grant Agreement – NTP's will be emailed next week