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
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

http://dot.alaska.gov/stwdplng/shsp/shsp_plan.shtml
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
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 Mean 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 given 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

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 15th 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