

## COMMITMENT STATEMENTS

If approved, your agency will commit to *at least* the first statement in this section of the application and then to all other statements that apply. **Statement 1** is a commitment to conduct the program activities and provide the required reports in a timely manner as well as an annual report at the end of the program year. **Statements 2-4** apply only to law enforcement agencies committing to traffic enforcement, public education and conducting safety belt surveys. **Statements 5 and 6** relate to obtaining prior approvals for impaired driving prevention information to be printed on educational materials and for any out-of-state travel taken in support of the program. **Statement 7** is a commitment to provide an HSP-3 form and a digital photo of any equipment purchased.

## SIGNATURE

The agency head or other person with signatory authority must sign the completed application.

### Examples of Items Commonly Funded under the Section 405c Program

1. Overtime for educational presentations on impaired driving
2. Overtime for enforcement or dispatch services
3. Training-related travel
4. Educational materials with impaired driving prevention information
5. In-car video cameras
6. PBTs
7. Fatal Vision Goggles

### Examples of Items NOT Funded under the Section 405c Program

1. Research
2. Radar or lidar units
3. Office furniture
4. Bicycle helmets
5. Child safety seats
6. Alcoholic beverages
7. Signs or roadway hardware
8. Overtime for seat belt surveys
9. Vehicles (cars, motorcycles, boats)
10. Salary for existing personnel (considered supplanting)
11. Entertainment or refreshment (coffee, donuts) expenses
12. Any equipment ordered prior to the effective date of the contract
13. Any equipment received after the expiration date of the contract.
14. Equipment to replace a GTSB-funded piece of equipment less than 5 years old.

For Further Information/Assistance, Contact the Governor's Traffic Safety Bureau at 515-725-6121

**Applications must be submitted On-line via  
[www.iowagrants.gov](http://www.iowagrants.gov) by Midnight, February 28th**

**Iowa Governor's Traffic Safety Bureau  
215 East 7th Street, 3rd Floor  
Des Moines, IA 50319-0248**

## Section 405d - Impaired Driving Countermeasures Grant Application

Contract Period: October 1, 2018 through September 30, 2019

### Agency Information: *This information is needed for and will become part of the contract for the grant, if awarded.*

Department

*.How your Department will appear in the grant if awarded; i.e., Podunk Police Department or Big City Sheriff's Office*

Dept. Head

*.Provide Title/First Name/Last Name of the Head of your Department (Chief, Sheriff, Director, etc.)*

Project Administrator Title/FirstName/Last Name:

*—The person who will be responsible for project activities if a grant is awarded.*

Department Head Email Address: Project

Administrator Email Address:

*—Notifications regarding the grant will be sent to the above address*

Address:

*Department mailing address (include PO Box if one is used)*

*Enter the City, State & Zip Code*

Phone #

FAX #

### Payment Information: *This information will be used to reimburse your agency for grant expenses, if awarded.*

Reimbursement checks made out to (county/city/agency):

Payment Address (if different from agency):

First/Last Name of Finance Person:

*A contact for financial matters/the person who will prepare reimbursement claims*

Phone/Email for Financial Contact *(optional)*:

### Personnel Information: *This information is required if overtime funding is requested.*

Personnel: # of full-time officers \_\_\_\_\_ Average OT pay rate \$ \_\_\_\_\_

# of paid part-time or reserve officers \_\_\_\_\_ Average pay rate \$ \_\_\_\_\_

### Requested Program Elements: Number (hours/items) in the left hand column; dollar amount right hand column:

Overtime for traffic enforcement with a focus on alcohol/drug violations enforcement efforts	\$ _____	Overtime for dispatch services to support prevention	\$ _____
Educational print materials - explain type/use in narrative on Page 2	\$ _____	In-car video camera - limit of \$4,500 per unit	\$ _____
DPS Approved Preliminary Breath Tester(s) - limit of \$450 per unit	\$ _____	Fatal Vision goggles - limit of \$850 per set	\$ _____
Other	\$ _____		

**Total Funding Amount Requested** \$ \_\_\_\_\_

### Equipment Request: *If equipment is requested, an Equipment Information Form (page 3) is required to be completed.*

### Minority Impact Statement: *The State of Iowa requires this for all funding applications. Separate form is attached.*

Section 405d - Impaired Driving Countermeasures Grant Application

**Project Description:** Detail Activities & Objectives that focus on impaired driving education and/or crash reduction. Provide specific program activities your agency will conduct as part of your impaired driving prevention program. Examples: officers will conduct overtime enforcement during times and at locations identified as high-risk for impaired driving crashes and that overtime will be directed at removing impaired drivers from our roads; staff will provide impaired driving prevention educational presentations to local junior high/high schools; was plan to have five traffic officers attend the ARIDE training and other traffic enforcement related training which might include the Annual GTSB Conference

**Commitment Statements - If approved, our agency commits to:**

- 1) Conduct traffic enforcement directed at alcohol/drug-related and other traffic violations at high-risk locations and during high-risk times for impaired driving crashes.
- 2) Conduct at least two special enforcement projects one of which will be done at night.
- 3) Conduct at least twelve public information/education activities directed at impaired driving prevention.
- 4) Conduct program activities between 10/1/18 - 9/30/19 and submit monthly reports and an annual

*The following Commitment Statements apply only if the corresponding program element(s) are requested:*

- 5) If funding is received for educational print materials, they will include information on impaired driving prevention in support of the program and be pre-approved prior to ordering, printing and distributing.
- 6) If funding is received for program-related travel, a travel request will be submitted 6 weeks prior to the travel and a post-ravel report must be submitted within 2 weeks after the travel.
- 7) If funding is received for equipment, it will be purchased to support the program and an HSP-3 form and a digital photograph of the equipment showing the serial number will be submitted.

**Signature of Agency Head** \_\_\_\_\_

**Signature of Mayor** (Police Depts Only) \_\_\_\_\_

Please Type Above Title/First and Last Name

Please Type Above First & Last Name

**Applications MUST be received in the GTSB office by February 27, 2018**  
**Faxes will be accepted, but original signature applications must also be mailed to:**  
**Governor's Traffic Safety Bureau, 215 East 7th St., Des Moines, IA 50319-0248**  
**FAX # 515-725-6133**

# GTSB Equipment Information Form

Complete and Submit with Funding Application if Equipment is being Requested

**Agency:** \_\_\_\_\_

*Please enter your agency's name in case this sheet gets separated from rest of your application*

Number of Marked Vehicles in Department's Fleet: \_\_\_\_\_ Number of Unmarked Vehicles in Department's

Fleet: Number of Working Radars\* Owned by Department: \_\_\_\_\_ Number of Working PBTs\* Owned by

Department: Number of Working Lidars\* Owned by Department: \_\_\_\_\_

Number of Working In-car Cameras Owned by Dept.: \_\_\_\_\_

\*NHTSA/DPS Approved Equipment Lists on GTSB website [www.iowagtsb.org](http://www.iowagtsb.org). Not required for cameras.

Is requested equipment to replace GTSB-funded equipment? \_\_\_\_\_

Yes

No

If yes, please list the equipment and the date of it's purchase:

Equipment: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Is the equipment requested an upgrade of existing equipment? \_\_\_\_\_

Yes

No

If yes, give reason(s) why upgrade is needed: *Example: Upgrading from analog to digital.* \_\_\_\_\_

NHTSA Program Management R11/07 §18.32 Equipment...(c) Use. (1) Equipment shall be used by the grantee in the program for which it was acquired as long as needed, whether or not the project continues to be supported by Federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a Federal agency. (2) The grantee shall also make equipment available for use on other projects currently or previously supported by the Federal Government, provided such use does not interfere with the project for which it was originally acquired. (3) The grantee must not use equipment to provide services for a fee unless specifically permitted by Federal statute. (4) When acquiring replacement equipment, the grantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency. (d) Management requirements. (1) Property records must be maintained that include a description of the property, a serial number or other ID number, the source of property, who holds title, the acquisition date, and the cost, percentage of Federal participation in the cost, the location, use and condition of the property and any ultimate disposition data including date of disposal and sale price of property. (2) A physical inventory of the property must be taken and the result reconciled with the property records at least once every two years. (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated. (4) Adequate maintenance procedures must be developed to keep the property in good condition. (e) Disposition. Items of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency. Equipment must be tagged with a GTSB-provided equipment tag and made available for periodic inspection by the GTSB.

**Allowable 405d Equipment Includes:** In-Car Video Camera (\$4,500); Fatal Vision Goggles (\$850); PBT (\$450)

**Equipment Not Allowed for Section 405d Funding:** Radar units; Lidar units; Speed Trailers; Bicycles; Helmets; Child Restraints, Office Furniture; Signs; Roadway Hardware; Vehicles



# **GUIDELINES FOR SECTION 402 FUNDING PROPOSALS Governor's Traffic Safety Bureau - Iowa Department of Public Safety January 2018**

The Iowa Governor's Traffic Safety Bureau (GTSB) administers the federally funded Section 402 Highway Safety Program authorized on December 4, 2015, when President Obama signed into law P.L. 114-94, the Fixing America's Surface Transportation (FAST) Act . The FAST Act authorizes the federal surface transportation programs for highways, highway safety and transit. Federal highway safety programs are administered nationally by the National Highway Traffic Safety Administration, an agency of the U.S. Department of Transportation established in 1966 to combat the growing number of traffic related deaths and injuries.

The federal 402 Program is designed to help states, counties and communities initiate programs to address traffic safety problems. Applicants are encouraged to "leverage" funds requested from the GTSB with staff, financial or other resources they can contribute to the proposed project. Traffic safety issues that qualify for 402 funding are: alcohol, occupant protection, police traffic services, speed, emergency medical services, traffic records, roadway safety (engineering), motorcycles and pedestrian/bicycle safety. Project proposals may include activities in any or all of these areas. Section 402 programs are funded through a one-year contract between the GTSB and the requesting agency. Funds are only provided via reimbursements. Agencies must first pay all program costs and then submit claims for reimbursement. Claims are usually done monthly. Upon receipt of a properly completed reimbursement claim, the GTSB should be able to provide reimbursement within 90 days.

To qualify for Section 402 funding, agencies must be in a county designated as one of Iowa's Top 22 Problem Counties and have a city population of 5,000 or greater. These are determined each year by an in-depth analysis of Iowa's traffic safety crashes, VMT and alcohol-involved data. Please contact the Bureau to ensure your agency qualifies for Section 402 funding before submitting an application.

The agency head or suitable authority must sign the funding proposal. Proposals must be received by the GTSB before March 1st for consideration in the program year beginning the following October 1st.

These instructions provide potential contractors with the appropriate information to complete a Section 402 funding application for submission to the Governor's Traffic Safety Bureau.

## **PROBLEM STATEMENT**

The problem statement should briefly describe the highway safety problem(s) you plan to address. Remember the nine highway safety emphasis areas noted above are the primary focus of the 402 Program. If possible, include traffic data such as citations, crashes or seat belt usage rates.

## **GOAL OBJECTIVES/PERFORMANCE MEASURES**

Note your goal objective(s). The best objectives answer the question: What results will be attained and how will they be measured (numerically measurable outcomes are desirable). Objectives should be specific, measurable, action-orientated and reasonable.

## ACTIVITIES

Program activities should provide the methods by which you propose to achieve your objectives. What activities will you undertake to accomplish your goals? Activities might include directed overtime enforcement, educational presentations, training or workshop sessions or public information endeavors. Be as specific as possible so it is clear how they will impact your identified highway safety problem(s).

## AGENCY'S CURRENT RESOURCES

If your agency is asking for overtime in your application, you need to note the number of sworn officers in your department and the average overtime rate of pay.

If you are asking for equipment in your application, you must complete the last page of the application which is the Equipment Information Form.

## REQUESTED PROGRAM ELEMENTS/BUDGET

This section tells us exactly what your agency is requesting to carry out the activities proposed in your application. These elements, if approved, will make up your contract budget. While a proposed budget for a program is an estimate, the figures should be as specific as possible. Estimated project costs are categorized in these four cost categories:

1. Personal Services – Overtime, salaries and training-related travel expenses.
2. Commodities - Costs of educational materials acquired and consumed specifically for the purpose of the program. Telephone, printing, postage, bicycle helmets, child safety seats, office supplies, computers and printers are examples of commodities.
3. Equipment - Cost of equipment provided for the contractor. Preliminary breath testers (PBTs), radar or lidar units and speed trailers are examples of equipment.
4. Contractual Services - Services for individual consultants or consulting firms engaged in performing special studies and gathering data pertaining to the program or project.

## COMMITMENT STATEMENTS

If approved, your agency will commit to at least the first two statements in this section of the application. **Statement 1** is a commitment to conduct the program activities and provide the required reports in a timely manner as well as an annual report at the end of the program year. **Statement 2** is a commitment to submit claims for reimbursement on forms provided by the GTSB with an authorized original signature within 90 days of the claimed expenses being paid. **Statements 3-6** apply only to law enforcement agencies committing to conduct directed traffic enforcement, public education and safety belt surveys. **Statements 7 and 8** relate to obtaining prior approval for traffic safety messages to be printed on educational materials and for any out-of-state travel taken in support of the program. **Statement 9** is a commitment to provide an HSP-3 form and a digital photo of any equipment purchased under the program.

## SIGNATURE(S)

The agency head or other suitable authority (Director, Chief, Sheriff,) must sign the completed funding proposal. Police departments must also obtain the signature of the mayor to demonstrate the community's support for the program.

For Further Information/Assistance,  
please contact the Governor's Traffic Safety Bureau at  
515-725-6121

**Applications Must be Received in the Bureau by the  
LAST WEEK DAY IN FEBRUARY. CLOSE OF BUSINESS. 4:30 P.M.**

### **Examples of Items Commonly Funded under the Section 402 Program**

1. Overtime for educational presentations
2. Overtime for enforcement or dispatch services
3. Training-related travel
4. Educational materials
5. Child safety seats
6. Bicycle helmets
7. In-car video cameras
8. Radars, Lidars and TruCam (hand-held laser radar/video camera)
9. PBTs
10. Speed trailers (partial funding)
11. Fatal Vision Goggles

### **Examples of Items NOT Funded under the Section 402 Program**

1. Research
2. Office furniture
3. Alcoholic beverages
4. Signs or roadway hardware
5. Benefits for working overtime
6. Vehicles (cars, motorcycles, boats)
7. Salary for existing personnel (considered supplanting)
8. Entertainment or refreshment (coffee, donuts) expenses
9. Any equipment ordered prior to the effective date of the contract
10. Any equipment received after the expiration date of the contract
11. Equipment to replace GTSB-funded equipment less than five years old





**Section 402 - State and Community Highway Safety Grant Application**

Contract Period: October 1, 2017 through September 30, 2018

Agency \_\_\_\_\_ Contact \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Phone/Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Reimbursement checks made out to (county/city/agency): \_\_\_\_\_

Address (if different from agency): \_\_\_\_\_

**Provide responses to the following on a separate sheet of paper (REQUIRED):**

- 1) Problem Statement:** Briefly describe traffic safety problem(s) to be addressed. Include pertinent traffic data.
- 2) Goal Objectives/Performance Measures:** What results do you hope to attain and how they will be measured.
- 3) Proposed Activities:** Describe the methods by which you propose to achieve your objectives. (OT Enforcement, Educational presentations, Outreach, etc.)

**Agency's Current Resources:**

Personnel: Number of sworn officers \_\_\_\_\_ Average OT pay rate \$ \_\_\_\_\_

**If equipment requested, an Equipment Information Form (back page) must be completed**

**Requested Program Elements** (select one or more your agency can utilize) may be reduced if requests exceed existing funds

Personnel:	\$ Amt Requested	
OT for traffic enforcement	\$	Estimate # of hours officers will be able to conduct OT directed at high-risk times & locations & multiply by the
OT for educational presentations	\$	
Program training-related travel	\$	
	\$	
<b>Commodities:</b>		
Traffic education print materials*	\$	*Print items (brochures/posters) must provide traffic safety facts/guidelines to educate. No trinkets **Detail the type of Computer, Printer or Software, how it will be used and the benefit to the program.  If program elements needed are not listed, use this space and/or an additional sheet to provide details.
Phone, postage, printing, supplies	\$	
Child restraint systems	\$	
Bicycle helmets	\$	
Computer, printer, software**	\$	
<b>Equipment:</b>		
Radar handheld \$1000/moving	\$1500	
Lidar - laser radar	\$3000	each
PBT(s)	\$450	each
Speed trailer	\$4500	partial pay
TruCam laser/video cam	\$4500	
In-car video camera	\$4500	each Other _____
<b>Contractual Services:</b>		
consultant, software development, other program-related services	\$	
Other	\$	
<b>Total Funding Amount Requested</b>	\$	

**Commitment Statements:**

**If approved, our agency commits to: (Items 3-6 Apply ONLY to Law Enforcement Agencies)**

- 1) Conduct program activities within the time frame of the contract and submit a timely monthly or quarterly report and a final accumulative report on program activities, successes and/or failures;
- 2) Submit claims for reimbursement on GTSB provided forms with proper original signature within 90 days of expenses being paid.
- 3) Conduct traffic enforcement directed at alcohol/drug-related, occupant protection, speed, stop sign/stop light and other moving violations;
- 4) Conduct at least two special traffic enforcement projects such as saturation patrols or checkpoints with at least one project conducted during nighttime hours;
- 5) Conduct at least twelve public information/education activities;
- 6) Conduct and publicize results of 2 observational occupant protection surveys in March and August;
- 7) *If funding is received for educational materials*, a traffic safety message will be pre-approved and printed on the materials to be distributed in support of the program.
- 8) *If funding is received for program-related travel*, a travel request will be submitted 8 weeks prior to out-of-state travel and a post-travel report submitted within 2 weeks of return.
- 9) *If funding is received for equipment*, it will be purchased to support the program and an HSP-3 form and a digital photograph of the equipment serial number will be submitted. If the equipment cost is \$5,000 or more (regardless of the reimbursement amount), special prior approval from NHTSA must be received.

**Signature of Agency Head**

**Signature of Mayor (Police Depts Only)**

Please **Type** Above Name

Please **Type** Above Name

**NOTE: Section 402 Highway Safety Programs are funded with a one-year grant. No match required.**

**If you have any questions regarding the Section 402 Highway Safety Program Application Process, please contact the Bureau at 515-725-6123**

**Applications MUST be received in the GTSB office by February 29, 2016**

**Faxes will be accepted, but original signature applications must also be sent**

**FAX # 515-725-6133**

# GTSB Equipment Information Form

**MUST Complete and Submit with Funding Application if Equipment is being Requested**

**Agency:** \_\_\_\_\_

*Please enter your agency's name in case this sheet gets separated from rest of your application*

Number of Marked Vehicles in Department's Fleet: Number of Unmarked Vehicles in Department's

Fleet: Number of Working Radars\* Owned by Department: Number of Working PBTs\* Owned by

Department: Number of Working Lidars\* Owned by Department: Number of Working In-car Cameras

Owned by Dept.: \_\_\_\_\_

**\*NHTSA/DPS Approved Equipment Lists on GTSB website [www.iowagtsb.org](http://www.iowagtsb.org). Not required for cameras.**

Is requested equipment to replace GTSB-funded equipment?  Yes  No

If yes, please list the equipment and the date of it's purchase:

Equipment:

Date Purchased:

Is the equipment requested an upgrade of existing equipment?  Yes  No

If yes, give reason(s) why upgrade is needed: *Example: Upgrading from analog to digital.*

NHTSA Program Management R11/07 §18.32 Equipment...(c) Use. (1) Equipment shall be used by the grantee in the program for which it was acquired as long as needed, whether or not the project continues to be supported by Federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a Federal agency. (2) The grantee shall also make equipment available for use on other projects currently or previously supported by the Federal Government, provided such use does not interfere with the project for which it was originally acquired. (3) The grantee must not use equipment to provide services for a fee unless specifically permitted by Federal statute. (4) When acquiring replacement equipment, the grantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency. (d) Management requirements. (1) Property records must be maintained that include a description of the property, a serial number or other ID number, the source of property, who holds title, the acquisition date, and the cost, percentage of Federal participation in the cost, the location, use and condition of the property and any ultimate disposition data including date of disposal and sale price of property. Equipment must be tagged with a GTSB-provided tag and made available for a periodic GTSB inspection. (2) A physical inventory of the property must be taken and the result reconciled with the property records at least once every two years. (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated. (4) Adequate maintenance procedures must be developed to keep the property in good condition. (e) Disposition. GTSB Form 79 must be submitted when disposing funded items. Items of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation but to provide the awarding agency the disposition date. Before disposing items of \$5,000 or more, approval must be obtained from the awarding agency. **Allowable 402 Equipment Includes:** Hand-held radars (\$1,000); Moving radars (\$1,500); Lidars (\$3,000); PBT (\$450); in-car video system (\$4,500); speed trailer (\$4,500); Fatal Vision Goggle Kits (\$850); child safety seats; bicycle helmets; computers; digital storage devices; printers; and software. DataMasters for the State Crime Lab only.

**Equipment NOT Allowed:** Office furniture; signs or roadway hardware, vehicles, equipment ordered prior to the effective date of the contract, equipment received after the expiration date of the contract, and any equipment to replace GTSB-funded equipment which is less than five years old.

