

**Truck Driver Safety Education Program
FY2018 Request for Proposal**

The following information is from the FY2017 grant for the Truck Driver Safety Education Program, which provides educational services to fulfill the requirements of Public Act 348 of 1988.

FY2017 project goals:

- Provide Truck Driver Simulator training and outreach for at least 500 individuals.
- Train at least 75 companies on records management and document retention.
- Provide driver fatigue training through a computer-based system at least 300 individuals.
- Increase outreach and education using social media through Facebook (40 percent), Twitter (50 percent), and website hits.
- Provide education and outreach through telephone technical assistance for at least 7,000 individuals.
- Educate at least 100 drivers using Driver's Performance Measurement evaluations.
- Train at least 500 individuals for certification on the Professional Truck Driver-Driver Safety Training curriculum.
- Provide education and outreach to at least 2,000 individuals on hazardous materials refreshers, hours of service, general regulations, and regulation updates.
- Distribute at least 20,000 copies of the 17th Edition of the Truck Drivers Guidebook.

Currently staffed positions:

1 Project Director
4 Safety Specialists
1 Office Assistant/Safety Specialist (Part-Time)
1 Office Manager

FY2017 budget cost categories:

Personnel
Contractual
Supplies/Operating Costs
Equipment
Indirect Costs

Applicants may include indirect costs in their proposals. However, any indirect costs **shall** be supported by (1) a federally approved indirect cost rate, or (2) a cost allocation plan supported by detailed documentation and calculation. This calculation **must** be submitted with the proposal.

The Michigan Truck Safety Commission caps any indirect cost rate at a maximum of 20 percent.

Items Normally Included in Indirect Costs for Michigan Truck Safety Commission Grants

- Human resources and personnel expenses required for administering the program, such as administration of employee benefits, hiring and evaluation of the director, oversight of the program, etc.
- Cost related to payroll services, payment of invoices, and generation of monthly financial statements
- Directors' liability insurance
- Financial services fees (bank fees)
- Fees related to tax forms required to be filed by federal, state, or local agencies (e.g. 990 filing fees)
- Ordinary and necessary expenses incurred for current operations, such as attorney and accountant fees for consultation on real estate leases and pension benefit eligibility, etc.
- Overhead costs of maintaining administrative offices
- Opportunity cost of funds expended but temporarily not reimbursed to the grantee for a period of time

This list may not be all-inclusive. If there are other indirect costs normally incurred by your organization, please list them in your proposal.