

FY24 Project Proposal Training – Returning Grantees/Public

Michigan Office of Highway Safety Planning

Monday January 23, 2023, from 1:30-3:30pm ET *and* Thursday February 2, 2023, from 10:00am-12:00pm ET

Microsoft Teams

Agenda

Overview and Introductions

Michigan Traffic Crash Data

Project Proposal Program Areas

General Grant Project Proposal **Topics**

Michigan Grants System – MGX

What Makes a Successful Proposal

OHSP Staff

Christy Sanborn
Impaired Driving Program Coordinator
SanbornC@michigan.gov

Kara Rueckert
Occupant Protection Program Coordinator
RueckertK1@michigan.gov

Jamie Dolan
Northern Michigan and Rural Programs
Coordinator
DolanJ@michigan.gov

Pat Eliason
Police Traffic Services Program Coordinator
EliasonP@michigan.gov

Quinn Passmore
Vulnerable Roadway Users Program
Coordinator
PassmoreQ2@michigan.gov

Angela Lamphere
Young Driver/Teen Education, Senior Mobility,
Distracted Driving, and School Bus Program
Coordinator
LamphereA@michigan.gov

Charlotte Kilvington
Analysis, Evaluation, Research, and Commercial
Motor Vehicle Coordinator
KilvingtonC@michigan.gov

Chelsea Thelen
Traffic Records Program Coordinator
ThelenC11@michigan.gov

Alicia Sledge
Program Section Manager
SledgeA@michigan.gov

Office of Highway Safety Planning

Katie Bower
Director
Katelyn Mullin
Senior Ex. Management Assistant
Vickie Jackson
Secretary

**Planning & Administration
Section**

Emily Shinevar
Manager
Charlotte Kilvington
Program Coordinator
Chelsea Thelen
Program Coordinator
Josh Schneider
Grant System Analyst

**Program Management
Section**

Alicia Sledge
Manager
Jamie Dolan
Program Coordinator
Pat Eliason
Program Coordinator
Christy Sanborn
Program Coordinator
Kara Rueckert
Program Coordinator
Quinn Passmore
Program Coordinator
Angela Lamphere
Program Coordinator

**Financial Management
Section**

Zada Schriener
Manager
Joy Marks
Accounting Technician
Julie Roth
SRP Program

**Communications
Section**

Kendall Wingrove
Manager
Nancy Feldbush
Comms. Rep
Dennis Raymo
Comms. Rep
Sandy Enness
Comms. Rep
Jon Benallack
Graphic Designer

OHSP Org
Chart

FY24 Grant Funding Cycle

- February 1, 2023: Proposals open in MGX
- March 31, 2023: Proposals close in MGX
- June 1, 2023: Proposals approved to grant application phase and proposals not approved notifications sent
- July 1, 2023: Grant Applications period opens in MGX
- August 4, 2023: Deadline for applications to be submitted in MGX for October 1 start date
- September 22, 2023: Grant Award notifications sent
- October 1, 2023: FY2024 Grant Period begins & Grant Orientation Meetings

Purpose of Highway Safety Funding

- USDOT --> NHTSA --> SHSO's --> Grantees
- Projects for changing attitudes and behavior
- Who can apply:
 - State of Michigan agencies
 - 501(c)3 Non-profit and not for profit organizations
 - Local, city/county municipal government entities
 - Publicly funded universities, colleges, and secondary schools
 - Federally recognized tribal governments
 - Specialized trainings/Certified individuals





Any Questions?

Michigan Traffic Crash Data

- OHSP Grants Website – www.michigan.gov/OHSPgrants
 - Getting Started --> Proposal Guidelines Document
 - Performance Measures
 - Contact email: OHSP-grantdata@umich.edu
- Map – Regions by MSP District
- County Profiles
- Michigan Traffic Crash Facts (MTCF)
<https://www.michigantrafficcrashfacts.org/>



Any Questions?

Impaired Driving

Funding opportunities are available for Impaired Driving projects that fall within the guidelines outlined on our webpage

Open to all

Specific State-Wide projects such as:

- State Judicial Outreach Liaison / Judicial Training – Michigan Judicial Institute
- Traffic Safety Resource Prosecutors / Prosecutor Trainings – Prosecuting Attorneys Association of Michigan
- DWI Sobriety Court funding – State Court Administrative Office
- Law Enforcement Training – Michigan State Police
 - Drug Recognition Expert
 - Advanced Roadside Impaired Driving Enforcement
 - Standardized Field Sobriety Training

Occupant Protection

- Car seats
- Child Passenger Safety Technicians
- Seat Belt Programming

Police Traffic Services

- Overtime shifts only
- A Strategic Plan must be submitted for each enforcement proposal
 - ❖ Agencies/Posts involved
 - ❖ Enforcement focus
 - ❖ Dates and hours for shifts
- Hours listed in the Strategic Plan must match budget
- May apply for multiple types of traffic enforcement in one proposal
- Pedestrian and bicyclist safety enforcement proposals must be separate from other traffic enforcement
- May apply for a multi-agency project (MSP districts must include all interested posts)

Mobilizations & Enforcement Periods

- Impaired (Drive Sober or Get Pulled Over)
 - December 15, 2023 - January 1, 2024
 - August 16 - September 2, 2024
- Seat Belt (Click it or Ticket)
 - May 20 - June 2, 2024
- Pedestrian: October 2023
- Distracted: April 2024
- Speed: July 2024
- Bicyclist: August 2024
- Other enforcement types as identified

Vulnerable Roadway Users

- Motorcyclist Safety
 - Rider Training
- Bicyclist Safety
 - Training: cover hosting and registration costs, but not time to attend
 - Project specific eligibility
- Pedestrian Safety
 - Training
- Enforcement
 - Pedestrian: October 2023
 - Bicyclist: August 2024
 - All enforcement periods data-driven

Young Driver/Teen Education, Senior Mobility, Distracted Driving, and School Bus

- Strive For a Safer Drive (S4SD)
 - www.michigan.gov/S4SD
- Safe Drivers Smart Options Partnerships
 - <https://www.michigan.gov/agingdriver>
- Operation Safe Stop

Analysis, Evaluation, Research, and Commercial Motor Vehicle

- State Funded Truck Safety Projects
- Michigan Center for Truck Safety
- Request for Proposals (RFPs)
- Seat Belt Study

Traffic Records

- The Michigan Traffic Records Coordinating Committee (TRCC) provides the leadership in coordinating traffic records efforts at a strategic level.
- Projects for Traffic Records should focus on implementing effective programs to improve the following at a state level:
 - Timeliness
 - Accuracy
 - Completeness
 - Uniformity
 - Integration
 - Accessibility
- Any proposal for an OHSP grant must be approved by the TRCC
- TRCC meetings are held quarterly

Roadside Safety

- New NHTSA focus: Preventing Roadside Deaths
- Digital alert technology
- Move Over public information campaigns
- Law enforcement Move Over efforts
- Move Over data collection

Communications

- Support all program areas
 - Click it or Ticket
 - Drive Sober or Get Pulled Over
 - Everybody's Road, Everybody's Rules
 - Many more!
- Social Media
- Sharing OHSP materials with your networks
 - Whatever distribution systems available



Any Questions?

General Funding Requirements

- Once all proposals are reviewed, funding reductions may occur
- Pedestrian and bicyclist safety proposals may require a 20 percent local match (in-kind)
- Multiple federal funding types are available
 - OHSP will work to determine which best fits the project proposal

Allowable Costs

- Personnel Costs
- Fringe Benefits
- Overtime Personnel
- Overtime Fringe Benefits
- Contractual Costs
- Travel
- Supplies & Operating Costs
 - i.e. Bike helmets & car seats
- Equipment
 - i.e. Vehicle to respond to crashes to extricate drivers from the vehicle
- Indirect Cost Rate
 - Federally Approved Rate – need documentation

Unallowable Costs

Enforcement traffic control activities

Equipment only

Pre-paid Costs

Cost of Government/Business (formerly Supplanting)

Automated enforcement (red light cameras)

Checkpoints

General Grant Project Requirements

- Non-enforcement projects
 - Monthly or Quarterly Progress Reports
 - Monthly or Quarterly Financial Status Reports (FSRs)
- Enforcement projects
 - Final Progress Report (Narrative)
 - Monthly or Quarterly Financial Status Reports (FSRs)
 - Enforcement Reports
 - Officer Dailies



Any Questions?



Welcome to the online Michigan Grants Management System - MGX!

Because this is a new online grants management system, all organizations will need to register with the system.

Steps to Get Started:

- The initial registration for your organization must be completed by the **Agency Project Director (PD)** for the organization.
- Once the PD registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator.
- The PD can then designate access to other organizational accounts for additional staff members as they deem appropriate.

For technical assistance, contact the Agate Help Desk at (800) 820-1890 or by email at HelpDesk@AgateSoftware.com

Announcements

The Michigan Office of Highway Safety Planning (OHSP) utilizes a two-tier annual grant process: 1. Grant Project Proposal; and 2. Grant Application. All documents are completed in the OHSP online grant system - MGX.

Proposals for Grant Projects will open on February 1, 2023, and close on March 31, 2023.

Information completed on approved proposals will automatically move forward into the Grant Application in MGX between July 1, 2023, and

Login

Username

Password



Log In

[Forgot Username/Password!](#)

[New User? Register Here!](#)

Michigan Grants System – MGX



Any Questions?

What Makes a Successful Proposal

- Use the why, what, where, who, how and when strategy
- Why are you applying?
- What is the problem?
- Where is the problem occurring?
- Who will solve/address it?
- How will it be solved?
- When will it be solved?

What Makes a Successful Proposal

- The extent of a highway safety problem using data
- How the project will have a measurable impact on traffic safety
- Reasonable and necessary project costs with clear justification for all expenses
- A well-defined geographic area
- Collaboration with other partner agencies
- A comprehensive and systematic approach
- A method to evaluate ongoing performance as well as program impact
- Goals and activities are Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART)
- Supports performance measures
- Publicize and support the project

Problem Statement



Must include
data

Answer:

- What is the problem?
- Where is the problem occurring?

Goals

- Broad statement of what will be achieved/plans to accomplish
 - Final impact/outcome of the project
 - General, intangible, abstract
 - Linked to the problem statement

EXAMPLE:

Reduce pedestrian and bicyclist fatalities and suspected serious injury counts by 1% by educating and enforcing traffic safety laws designed to keep pedestrians and bicyclists safe by September 30, 2023.

Activities

- Steps toward accomplishing the Goal(s)
 - Narrow, precise, tangible, concrete, and measurable
 - Time-point for completion
- Purpose:
 - Establish benchmarks and deliverables
 - Facilitate monitoring and evaluation



EXAMPLE:

Third Quarter (April 2023-June 2023) – Work in coordination with Ford Motor Company to schedule schools for the event, identify schools needing financial support for school bus transportation, attend the hands-on driving event, and order banners and plaques for winning school presentations.

Things to Keep in Mind



Review guidelines and timelines before drafting a proposal



Write problem statement and strategic enforcement plan (if applicable) first, then build your budget



Sample proposals online



Take advantage of contacting OHSP program coordinators before submitting a proposal

Post Award Requirements

SAM.gov Registration
Required (UEI
number)

Grantees must be
registered in SIGMA to
receive payment

Financial Status
Reports (FSR) –
monthly or quarterly

FSR must be
submitted even with
no activities or
expenses

Other supporting
documentation may
be required

Deadline Reminder

- Proposals open in MGX on Wednesday February 1, 2023, at 12:00 a.m. (Eastern Time)
- Proposal close in MGX on March 31, 2023, at 11:59 p.m. (Eastern Time)
 - Submit proposal
 - Hard deadline, no extensions



Questions and Discussion