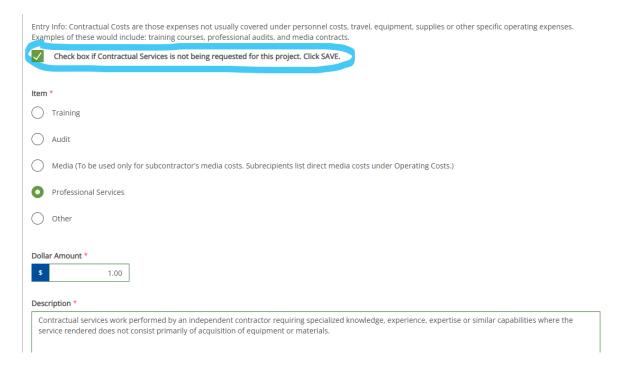# Highway Safety Grant App FAQs: NEW for FY2024

Questions and responses for the FFY2024 application cycle will appear below

Q. Every time I save my Contractual Services budget page the information I entered disappears. How do I get it to save properly?

A: On any budget category page there is the option to indicate you are <u>not</u> requesting funds for that category. If the green check is visible, the system accepts that as the response and ignores any additional information entered on the page. If you are requesting funding in a category, make sure that box is <u>unchecked</u> before proceeding.

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.

☑ Check box if Contractual Services is not being requested for this project. Click SAVE.

Item *
- ◯ Training
- ◯ Audit
- ◯ Media (To be used only for subcontractor's media costs. Subrecipients list direct media costs under Operating Costs.)
- ◉ Professional Services
- ◯ Other

Dollar Amount *

$ 1.00

Description *

Contractual services work performed by an independent contractor requiring specialized knowledge, experience, expertise or similar capabilities where the service rendered does not consist primarily of acquisition of equipment or materials.

Q: Can OHSO review my application before I submit it, just to make sure I did it correctly?

A: The OHSO provides pre-application guidelines, data resources, and publishes Q&A responses for each application cycle. In order to ensure a consistent process where all applicants have the same information, we do not review applications or provide feedback before submission. Our pre-application materials are quite robust, and they are designed to ensure a well-prepared submission.

Q: Should I include [insert any expense/activity you think is necessary for your project] in my budget?

A: We count on our partners' expertise to propose activities to improve traffic safety in the state. You can submit any allowable expense necessary for the completion of your proposed project activities. If the project is funded, adjustments may be made during the negotiation phase.

Q: Does the grant application have to be completed in one sitting, or can I save a section when I'm finished with it and then do the next section on another day?

A: The application does <u>not</u> have to be completed in one sitting. The application sections/forms do not have to be completed in order. Be sure to save each section/form as you go. Make note of your application number for easy retrieval via the search function (see historic FAQ responses below for search recommendations).

Q: I'd like to apply for a vehicle wrap with a safety message in my proposal. Does it fall into the Operating Cost category?

A: If the proposed individual item cost is <$500, please include it in your operating cost category. If the amount is $500 or more, include it in the equipment category. If the project is funded, adjustments may be made during the negotiation phase.

Q: I'd like to request funding to contract with a survey firm to do a scientific survey across the region. Does this fall into the Contractual Cost category? If so, which specific category in contractual costs should I select?

A: Yes, this type of expense request would be included in the contractual services cost category. "Professional Services" would be the most appropriate sub category. If the project is funded, adjustments may be made during the negotiation phase.

Q: I am having trouble drafting a grant request for equipment, and ran into some questions when I got to the countermeasures and performance measures. Can I get some clarification?

A: The OHSO does not fund "equipment grants." Equipment may be funded as <u>part of</u> a project with activities that address a traffic safety problem. Guidance on countermeasures and performance measures is provided in the pre-application instruction packet, and in the tooltips within the OGX application interface.

Q&A (From previous application cycles)

ACCESS TO THE APPLICATION

Q. I see the My Opportunities window. Is that where we initiate the application?

A. Yes. Click the "OHSO Highway Safety Application…" link to start your application (The status will say "Application in Progress". Make note of the document number assigned to your application (i.e. "OHSO-FY2022-Shawnee-00**054**"). As you complete portions of the application, be sure to save each section before navigating to the next.

Q: When I log in, I don't see the application available in "My Opportunities"

A: Only the Agency Administrator or Authorized Official roles have the permissions to open an application, and will see the opportunity listed. Once initiated, however, other roles will have the ability to view, fill and/or save the application.
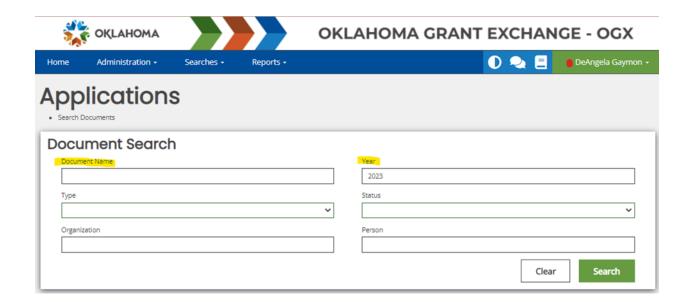
If you are still unable to see the application in "My Opportunities" contact mike.bray@dps.ok.gov or deangela.gaymon@dps.ok.gov.

Q: How long does it take to approve a new account request in OGX?

A: There is no set timeline for new account approvals. If you have requested an account and have not been granted access, please contact mike.bray@dps.ok.gov.

Q: I cannot find my application when I search. Where did it go? (Or, I started my application and it is not showing up in "My Tasks" or "My Opportunities")

A: Use the search function and please double check your search parameters. We recommend ONLY searching by the last 4 digits of your document name and the year "2024." If your parameters are too narrow, or you limit the document type to anything other than the application for the current cycle, it will not show up.

Q: How are user roles designated in OGX? As authorized officials, all our PIs seem to have access to other proposals. Is there a way to change this?

A: User roles are designated at the organizational level and carry to any subsequent document/application/report. Agency Administrators can review organization members and set active/inactive dates and change roles at that level as well as assign roles to specific documents. Since the Agency Administrator is one of two roles with permission to initiate an application, a best-practice is to initiate the application and then assign/edit roles at that time to avoid users getting unwanted notifications or task items.

COMPLETING THE APPLICATION

Q. When I go back to work on my application, none of my work is saved, what happened?

A. To access your application in progress, do not use the link under "My Opportunities" as it will initiate a new (blank) grant application. **Use the link in your "My Tasks" pane**. You can also use the search function and enter the Federal Fiscal Year for the project and the last 3 digits of the document number, or other search fields.

Q: What is the "Copy Forward Document" option when I start my new application?

A: For agencies and organizations that have had grants with the OHSO in the past, this option will copy your "Applicant Information" page from your last grant. If you use this feature, you will still want to verify the information in that page to ensure there are no further updates that may have been missed. The feature does not copy the entire application.

Q: Where do I find my FEI/UEI?

A: Applicants are required to provide their Unique Entity Identifier (UEI). Previously, a DUNS identifier was required. The Federal government is updating its requirements. Applicant organizations who have not been assigned a UEI can visit https://sam.gov/content/duns-uei for more information.

Your FEIN is the equivalent of your organization's tax ID and can usually be obtained from a financial official.

Q: In the "Applicant Info" section the authorizing official would be the county commissioner correct? Does the town board have to approve? In the case of universities, is the contract official the Vice President for Research?

A: Every organization is different. The Authorized Official is the individual who has authority to enter into an agreement/contract for use of federal funds. In most cases this is a town/city/county official, Chief Executive, Vice President, Regent, Board

Chair, etc. Some municipalities or organizations require a board approval as well. Please follow your agency/organization guidelines.

For police agencies, grant agreements are with the highest level of local government. Rarely, if ever, will law enforcement agency personnel authorize a grant agreement. Contact your organization's leadership if you have questions.

Q: Can I change my project title compared to my pre-application?

A: Yes. The pre-application content can be modified and expanded. Please, however, do not change the approved project area.

Q: What information are you looking for in "Project Evaluation"?

A: Please respond with how you will regularly monitor your project activities, including adhering to grant reporting requirements.

Q: Would DRE schools or classes fall under impaired driving grants? I know it used to be alcohol only.

A: Applicants can make a request within any award type, however, best-practice is to ensure requests align with the problem identified, the activities selected as countermeasures, and funding restrictions.

Q: When applying for the grant and our focus is on DUI/DUI-D enforcement, is it best to add the stats from a year out and the sources outside the agency we work with?

A: Applicants are encouraged to provide all data and information that will help identify the problem area and describe how the project will address it.

Q. I don't have a button or option to submit, what should I do?

A. The OGX system functions based on status changes. Applications have two status options once they're initiated: Submit or Cancel. Only an Agency Administrator or Authorized Official can change the application status. Individuals with Writer permissions, for example, will not have the status options visible. If you are logged in as the Agency Administrator or Authorizing Official and still don't see a status change option, double check that all parts of the application are complete. You will not be able to change the status if the application is incomplete.

BUDGET

Q. What items should go in the Equipment line?

A. Individual items over $500 per item including components necessary for use are considered equipment.

Ex. 1 10,000 educational brochures cost $900 to print. Each brochure is $0.09. The expense is an OPERATING, not equipment, expense.

Ex. 2 A computer tower costs $600. The monitor costs $200. BOTH items go into the equipment line because the items function as a whole.

Q. Do I need to provide more than one quote for equipment in my attachments?

A. No. One quote justifying the request amount is sufficient for the application. If the project is awarded, formal quotes may be required.

Q: I have two different equipment items I will be requesting on my grant. The equipment page seems to only allow you to request 1 item. Any suggestions?

A: Additional entries in budget line requests can be accessed by clicking the appropriate link in the upper right hand corner of your form screen.

Q: Does in-state travel include sending officers to out of town classes like ARIDE?

A: Travel to in-state ARIDE classes would be appropriate to include in the in-state travel line.

OTHER QUESTIONS

Q: How many projects are funded?

A: Highway safety grant program funding decisions are based on multiple factors. There is no set number of projects for funding.

Q: We are an academic organization. What advice do you have for applicants?

A: The application design in OGX will guide you through all requirements for submitting a good proposal. Organizations are encouraged to follow best practices for proposals/grant writing. Submit clear project descriptions, identification of the highway safety problem(s) you are addressing, include evidence-based countermeasures for your approach, justify the requested budget, and describe how your project will be measured and evaluated.

Q: We have been very fortunate in that we have not had any major crashes, or fatalities in our area. Will this disqualify us from this grant?

A: No, a lack of major crashes or fatalities does not automatically disqualify an organization. The OHSO recognizes that validated crash data through our office is only available through 2021 due to current crash reporting processes. That data is available via the crash data dashboard at https://ohso.ok.gov/crash-data2. Organizations are further encouraged to include current local data and trends that may provide additional perspective of your traffic safety problem for consideration during the application review process.

Applicants can also request their complete Problem ID data by contacting the Highway Safety office.

Q: When will crash data be updated to include 2022?

Validated 2022 data will not be available until late 2023. Oklahoma's crash reporting systems currently do not allow for faster timelines. Applicants are encouraged to use the posted 2021 data as well as other local data to support their problem ID, project, and countermeasures.

Q: Should these narratives be written in third person?

There is no requirement for a specific writing voice.

Q: What is the available funding level for projects?

A: Project funding is based on multiple factors. Applicants are encouraged to request funding levels necessary for project success. Requests should be reasonable, justifiable, and meet federal regulations. For information on restrictions, please view the application instructions provided with your invitation email.