

Proposal Guide & Policies and Procedures

Federal Fiscal Year 2021



CLICK IT  LIVE IT

IT'S YOUR LIFE

Indiana Traffic Safety Office Federal Fiscal Year 2021 Grant Cycle



** These dates are approximate benchmark targets to provide a visual reference to the annual Highway Safety Planning Process

Contents

Introduction	2
Priority Counties for Vehicle Focused Enforcement – FY21	5
Application Proposal Guide	6
Program: Click It to Live It (CITLI)	8
Policies and Procedures: Click It to live it (CITLI)	10
Program: Distracted Driving Enforcement (DDE)	17
DPolicies and Procedures: Distracted Driving Programs	17
Program: Driving Under the Influence Taskforce (DUI TF)	22
Program: Summer Impaired Driving Enforcement Project (SIDE P)	25
Impaired Driving Enforcement Projects - Policies and Procedures	26
Program: High Visibility Enforcement-Motorcycle (HVE)	31
Specifics on Conducting the HVE Motorcycle Grant.....	32
Motorcycle HVE Policies and Procedures.....	36
Program: Operation Belt-Up (OBU)	40
Operation Belt-Up Grant Policies and Procedures	40
Program: Non-Motorist (Ped-Bike)	45
Policies and Procesures: Non-Moorist	46
IntelliGrants Reporting – All Opportunities	50
General Guidelines	52
Eligibility Requirements	52
Deadlines: Registration and Application	53
Award Period.....	53
CFDA Numbers	53
Selection Process and Award Notification	54
Monitoring	54
Program Policies & Procedures, Reporting and Monitoring Requirements	54
Equipment Purchases (also refer to Competitive Bids).....	55
Equipment Purchase/Inventory Procedures - \$5,000.00 or More....	55

INTRODUCTION

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 405) and subsequent amendments; the “Fixing America’s Surface Transportation” (FAST) Act, Public Law 114-94, Indiana Revised Statutes; and Administrative Orders issued by the National Highway Traffic Safety Administration (NHTSA).

The Office of Traffic Safety (OTS) was created pursuant to Ind. Code § 9-27-2, and located within the Traffic Safety Division (TSD) of the Indiana Criminal Justice Institute. The office is responsible for the state's traffic safety program including the administration and distribution of federal funds that Congress appropriates annually. The purpose of this office is to develop and conduct effective programs and activities for the facilitation of traffic and for the protection and conservation of life and property on Indiana streets and highways.

The Director of Traffic Safety is the administrative head of the TSD, subject to the authority of the Executive Director of the Indiana Criminal Justice Institute. The Director of traffic safety must be a person qualified by training and experience in traffic safety and traffic accident prevention measures.

The Director of traffic safety shall develop, plan, and execute the functions and duties prescribed by Indiana Code and is charged by statute with the following responsibilities:

- (1) Advise, recommend, and consult with state departments, divisions, boards, commissions, and agencies concerning traffic safety, accident prevention, and traffic facilitation programs and activities and coordinate these programs and activities on an effective statewide basis.
- (2) Organize and conduct, in cooperation with state departments and agencies, programs, services, and activities designed to aid political subdivisions in the control of traffic and prevention of traffic accidents.
- (3) Develop informational, educational, and promotional material on traffic control and traffic accident prevention, disseminate the material through all possible means of public information, and serve as a clearinghouse for information and publicity on traffic control and accident prevention programs and activities of state departments and agencies. These activities must include materials and information designed to make senior citizens aware of the effect of age on driving ability.

- (4) Cooperate with public and private agencies interested in traffic control and traffic accident prevention in the development and conduct of public informational and educational activities designed to promote traffic safety or to support the official traffic safety program of Indiana.
- (5) Study and determine the merits of proposals affecting traffic control, traffic safety, or traffic accident prevention activities in Indiana and recommend to the governor and the general assembly the measures that will serve to further control and reduce traffic accidents.
- (6) Study proposed revisions and amendments to the motor vehicle laws and all other laws concerning traffic safety and make recommendations relative to those laws to the governor and general assembly.
- (7) Develop and conduct a program of effective alcohol and drug countermeasures to protect and conserve life and property on Indiana streets and highways. The TSD as the state's Traffic Safety Office is responsible for administering funding and oversight for the Traffic Safety Resource Prosecutor Program, Drug Recognition Expert and Standardized Field Sobriety Program, Child Passenger Safety Program, Teen Driver Safety Program, Judicial Outreach Program, Traffic Records Coordinating Committee.

The TSD is comprised of a staff of five (5) including the division director who coordinates the efforts of support staff. Staffing within the TSD includes three (3) regional program managers, a statewide services program manager, and a traffic safety research associate. Each regional program manager also serves as the program lead for one or more program specific area: impaired driving, motorcycle safety, occupant protection, young driver, and child passenger program.

Regional Outreach Coordinators are managed by the TSD including: an Impaired Driving Training Coordinator, a Traffic-Safety Resource Prosecutor (TSRP), a Judicial Outreach Liaison (JOL), six (6) Law Enforcement Liaisons (LELs), and six (6) Child Passenger Safety Specialists (CPSSs) located regionally across Indiana.

ICJI utilizes its in-house Statistical Analysis Center to assist in preparing and analyzing the data collected from Indiana officer crash reports. ICJI contracts the use of the resources and expertise of the Public Policy Institute (PPI) within the Indiana University-Purdue University Indianapolis School of Public and Environmental Affairs, to assemble and review data for publication and access. The Center for Road Safety (CRS) located at Purdue University conducts the annual seatbelt use survey throughout the State on behalf of the TSD.

ICJI promotes traffic safety initiatives on state and local roadways through the implementation of a comprehensive Highway Safety Plan. The HSP is a major component and requirement of the Highway Safety Improvement Program (23 U.S.C. § 148). It is a statewide, coordinated, data-driven, multi-year comprehensive plan that provides the overall framework for reducing highway fatalities and serious injuries on all public roads. It establishes statewide goals, objectives, and key emphasis areas, while integrating the four *E's of highway safety – engineering, education, enforcement and emergency medical services (EMS)*. The HSP allows highway safety programs and partners in the state to work together in an effort to align goals, leverage resources and collectively address the State's safety challenges.

This guide has been prepared by the TSO to provide guidance in conforming to the federal fiscal and technical requirements. All governmental agencies and subdivisions and 501c3 non-profit organizations are encouraged to take an active part in Indiana's Highway Safety Program.

These funds are utilized to reduce Indiana's fatal and serious injury crash rates. Statewide problem identification analysis reveals a wide variety of highway safety problems ranging from human factors to roadway environment. The funding supports projects and activities that contribute to the reduction of traffic crashes and resulting in fewer deaths and injuries.

Funding is provided to assist with the implementation of projects, which will address specifically identified traffic-related safety problems. Specific emphasis areas include alcohol, drug impaired driving, speed, occupant protection, and youth. Many types of organizations are eligible to receive a traffic safety funding including: governmental agencies, political subdivisions of state, local, city and county government agencies, law enforcement agencies, state colleges and universities, school districts, public emergency service providers and 501(c)3 non-profit organizations.

Federal funds allocated to finance state and local government highway safety projects **are intended to supplement, not be a substitute for, ongoing state or local program expenditures.** Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program.

Every federal dollar requires a documentable match of 20%, and the TSO reserves the right to determine appropriate hard match contributions. Funding for these projects are apportioned to States annually from the National Highway Traffic Safety Administration (NHTSA) according to a formula based on population and road miles. Occasionally, additional funding may be available for projects in other program areas if there is documented evidence of an identified problem.

Federal grants are funded in the form of reimbursable contracts. Reimbursement is made by filing of monthly or quarterly program and fiscal reports. **Any contract award in excess of \$100,000 are required to file on a monthly basis for reimbursement to be made to the applicant agency. Recipients up to \$99,999 may choose to file quarterly with the TSO for reimbursement to be made to the applicant agency.**

It is the responsibility of each agency to notify the TSO in writing immediately when a funded proposal has been funded from another source. Failure to make this notification could result in supplanting which is a direct violation of federal rules and could adversely affect future funding opportunities.

When an applicant/organization is awarded highway safety funding, they must abide by all federal requirements, which includes all applicable federal statutes, regulations, executive orders, National Highway Traffic Safety Administration (NHTSA) guidelines, Office of Management and Budget (OMB) and other federal requirements as referenced on the [NHTSA Resources Guide](#). This web page and all associated federal regulations must be reviewed by the applicant and are available on the website at: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>

Through analysis of crash data, the following counties and their communities have been identified as “Priority Counties” for Fiscal Year 2021 projects with vehicle enforcement focused projects: ***Click it to Live it, Distracted Driving Enforcement, and Driving Under the Influence Taskforce Programs.***

Priority Counties for Vehicle Focused Enforcement – FY21

Priority counties listed represent counties where either the highest quantity of crashes per county occurred or represent counties with the highest number of crashes per 10,000 population.

****Award Funding is not limited to these Counties, however priority will be awarded to proposals from these Counties.**

Adams	Delaware	Jackson	Miami	St Joseph
Allen	Dubois	Jasper	Monroe	Steuben
Bartholomew	Elkhart	Jay	Montgomery	Tippecanoe
Boone	Floyd	Jefferson	Morgan	Vanderburgh
Brown	Fulton	Johnson	Noble	Vigo
Carroll	Gibson	Knox	Ohio	Wabash
Cass	Grant	Kosciusko	Orange	Warren
Clark	Greene	LaGrange	Parke	Warrick
Clay	Hamilton	Lake	Porter	Washington
Clinton	Hancock	LaPorte	Pulaski	Wayne
Crawford	Harrison	Lawrence	Putnam	
Dearborn	Hendricks	Madison	Ripley	
Decatur	Henry	Marion	Scott	
DeKalb	Howard	Marshall	Shelby	

Application Proposal Guide

CHIRP: Comprehensive Hoosier Highway's Injury Reduction Program

Traffic Safety Division's FY2021 *Comprehensive Hoosier Highway's Injury Reduction Program* (CHIRP) provides programs that can be comprehensively applied for in ICJI's IntelliGrants System. Applicants will **select any and/or all programs** in one collective application process.

- *Click It to Live It (CITLI)* (formerly known as *Operation Pull Over*),
- *Driving While Intoxicated Taskforce (DUI TF)*,
- *Summer Impaired Driving Enforcement Project (SIDE P)*,
- *Distracted Driving Enforcement (DDE)*,
- *High Visibility Enforcement (HVE) Motorcycle*,
- *Operation Belt-Up (OBU)*,
- *Non-Motorist (Ped-Bike)*.

The following will provide the applicant general guidelines as well as program specific guidelines and information pertinent to the application process. The following program guidelines focus federal funding assistance in those areas that have a maximum probability of reducing death and injury on roadways. Indiana's emphasis areas are alcohol, drug impairment, speed, occupant protection, and youth. Project activity should be directed toward one or more of these emphasis areas. Activity must focus on the reduction of fatal and serious injury crashes.

Officers working enforcement projects must be on task for the duration of the time being claimed to traffic safety projects. The use of written warnings and citations are a necessary item in generating "Proof of Work" for the hours funded by federal funded overtime enforcement. Significant events documented on Officer Activity Sheets (OAS) should be used for significant traffic safety enforcement items to traffic safety grants.

"Proof of Work" should be documented and auditable such that activity is demonstrated in a manner where no period of time in excess of thirty (30) minutes is claimed for reimbursement during grant funded overtime with exception to time reported as physical arrest time.

Agency coordinators as designated for each applicant agency or partnership agency within the application must have access to eCWS or the equivalent to verify officer activity for their agency.

The following items are not eligible for grant contract funding (unallowable costs):

- Highway maintenance, construction, or design
- Office furniture and fixtures
- Land
- Regulatory traffic signs
- Alcoholic beverages
- Entertainment
- Lobbying costs
- Promotional items

The TSO will review applications submitted by the due date in accordance with the selection criteria. Each applicant will be notified of project approval or denial no later than forty-five (45) days after the approval of the Annual Highway Safety Plan. Grant Contracts will be funded contingent upon receipt of funds from federal sources and approval based on project merit. The "Grant Contract Period" should not exceed 1-year as grants must be applied for annually. Approved projects will begin project activity October 1, 2020.

Applications which include and provide for 20% match for funds requested will be given weighted advantage to scoring and selection, as every grant dollar requires a 20% match. Match can be through fringe benefits such as FICA, mileage incurred during performance of grant duties, traffic enforcement equipment such as printers/scanners/computers/speed enforcement equipment purchased by agencies by non-federal dollars.

Each application must include a copy of the most recent Training Roster where an SFST Refresher was conducted by the applicant agency and agencies whom are part of the Traffic Safety Partnership (TSP).

ATTENTION:

NO FINAL FISCAL CLAIMS WILL BE ACCEPTED FOR PAYMENT AFTER OCTOBER 30, 2021. APPLICANT AGENCIES SHOULD CONSIDER THE LAST DAY OF WORK PRIOR TO SEPTEMBER 15, 2021 IN ORDER TO COMPLETE AN ONTIME SUBMISSION

FINAL FISCAL REPORTS SUBMITTED WILL BE REVIEWED, IF RETURNED A CORRECTION PERIOD OF 15 DAYS WILL BE PERMITTED FOR RE-SUBMISSION. IF THE RESUBMISSION IS INCORRECT OR DEFICIENT, A SECOND RESUBMISSION WILL NOT BE PERMITTED AND THE CLAIM WILL BE PAID AT THE AMOUNT PERMITTED BY THE PROVIDED SUPPORTING DOCUMENTATION.

*****APPLICANT AND PARTNER AGENCIES MUST BE CURRENT WITH ALL TOXICOLOGY REPORTS FOR FATAL CRASHES PRIOR TO JANUARY 1, 2020 TO BE ELIGIBLE FOR AWARD. AN APPLICATION MAY BE SUBMITTED, HOWEVER NO AWARD SHALL BE MADE WITHOUT THE RESOLVE OF OUTSTANDING RESULTS POSTED TO ARIES REPORTING SYSTEM.**

Program: Click It to Live It (CITLI)
Project period: 10/01/2020 - 9/30/2021

The CITLI program provides reimbursement-based funding to assist Indiana law enforcement agencies in traffic initiatives to prevent and reduce traffic injury and/or fatal crashes. It promotes a coordinated effort to improve occupant protection strategies, and reduce fatalities and injuries related to seat belt usage and impaired driving. CITLI is the primary seat belt enforcement program in Indiana. This program is intended to increase seat belt usage and overall occupant protection for motorists in Indiana.

As designated by the federal granting agency and ICJI, CITLI funds may be used for traffic safety initiatives that will:

1. Decrease overall crashes, fatalities, and injuries
2. Decrease impaired driving crashes, fatalities, and injuries
3. Increase compliance with seat belt laws
4. Increase compliance with child passenger safety laws
5. Increase compliance with impaired driving laws
6. Increase compliance with distracted driving laws
7. Increase compliance with speeding laws

Funding for CITLI contains five mandatory priority areas or mobilizations. Agencies may additionally enforce traffic safety initiatives outside of these designated times based on special events and other data-driven enforcement measures. The mobilizations are as follows:

1. *Safe Family Travels* (Seat Belt & Impaired Driving focus)
2. *St. Patrick's Day* (Aggressive & Dangerous Driving)
3. *Stop Arm Violation Enforcement* (school bus stop arm violation focus)
4. *Click It or Ticket* (Seat Belts Only)
5. *Drive Sober or Get Pulled Over* (Impaired Driving Only)

All CITLI participating agencies must work both national mobilizations (*Click It or Ticket* and *Drive Sober or Get Pulled Over*) and three statewide mobilizations (*Safe Family Travel*, *Dangerous Driving Enforcement*, and *Stop Arm Violation Enforcement (SAVE)*).

At least 10 percent of grant funds must be spent per mobilization, for a total of 50 percent being used for mobilization enforcement.

The remaining 50 percent can be used for additional enforcement periods determined by the local agencies based on local traffic data and community events.

All grantees are required **to conduct at least 40 percent of their enforcement during nighttime hours (6:00 p.m. to 6:00 a.m. during the CIOT mobilization.**

Subgrantees are required to report all enforcement within 20 days of the end of the enforcement in ICJI's OPO database.

Seat belts and aggressive driving including speeding remain the top priority but applicants can request funding to address other high risk driving behaviors should their local data indicate a need for funding.

Programs that receive DUITF funding must use those funds for impaired driving patrols and should not use CITLI funds for additional DUI patrols outside of Blitz Periods. Funding is used to provide overtime to officers working enforcement and administrative hours for enforcement planning and reporting.

CITLI funds Drug Recognition Expert (DRE) callouts if the main applicant or its Traffic Safety Partnership (TSP) has a DRE. DRE callouts are not allowed to be paid in the DUITF grant, however, they can be paid through DUITF only as a requirement to be present at a DUI Checkpoint within the DUITF grant activities. Any "callouts" are strictly paid in the CITLI grant.

ICJI will continue to provide the data table for each county for the grantee to analyze the trend data, select outcomes that are attainable and supported by trend data, and provide a detailed rationale. In the application, the grantee should additionally detail the activities the grantee will perform, such as the required mobilization periods and yearlong enforcement, and how the grantee will use media to educate the community about the funded program activities to achieve the selected outcomes.

The data table provides the improved ability to make data-driven decisions as well as provide a more efficient grant application process for the grantee.

Directions to obtain CITLI Data Table: The grantee must click on the following link, right click on the county name, and select download: [Link to CITLI Data Table](#)

Save this data table and use as a reference to answer many of the application questions. Upload this saved document into the attachment section of the application.

Policies and Procedures: Click It to live it (CITLI)

The Click It to Live It (CITLI) Enforcement Program is the primary seat belt enforcement program in Indiana. This program is intended to increase the seat belt usage and overall occupant safety, improving injury outcomes for motorists in Indiana.

Funding

CITLI grant funds will cover the costs of the overtime salary of traffic enforcement officers, and minimal administrative costs not to exceed 10% of the awarded grant funds.

All law enforcement agencies and Traffic Safety Partnerships (TSPs) who conduct traffic safety initiatives supported by funding provided by the National Highway Traffic Safety Administration (NHTSA) and passed through the Indiana Criminal Justice Institute (ICJI) shall pay all law enforcement officers or personnel for work performed beyond their regular work period at an overtime reimbursement rate that is congruent to the FLSA overtime rate for law enforcement personnel, and shall be time and one-half of their regular individual rate of pay. This time and one-half reimbursement rate policy is to be based on the individual's regular rate of pay. ICJI will not provide reimbursement to law enforcement agencies for any fringe benefit costs added to the officer's regular rate of pay. Fringe benefit costs can include but are not limited to employer costs related to FICA, health insurance, and pension contributions.

All departments/TSPs will cover the costs of benefits, gasoline, mileage, equipment, etc.

All approved budget items will be provided on a REIMBURSEMENT BASIS ONLY.

Costs charged to the grant must meet the following requirements:

- Funds are to be supplemental and do not substitute for on-going activities. Personnel expenses will be for traffic safety activities only, and will not include any activity (enforcement, reporting, or otherwise) conducted during regular duty hours.
- Funds must conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
- The costs charged to this grant cannot be included as a cost of any other federally funded program.
- The funds should not result in a profit to the state or local unit of government.
- Costs must be incurred within the grant period.
- Costs must be adequately supported by documentation.

- Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.
- No more than 10% of the total grant funds expended at any point in time during the grant period may be used for the costs of administrative duties relating to the grant (e.g. dispatch, seat belt survey, clerk, and coordinator duties associated with reporting under the requirements of this grant). Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.
- ***Any administrative pay must be designated as a line item within the budget as a line specifically titled ADMIN***

Activities and Procedures

All departments/Traffic Safety Partnerships (TSPs) agree to follow the CITLI schedule and activities as outlined in the Policy and Procedures document. Activities included in this program should align with a specified program(s) within the [NHTSA Countermeasures that Work LINK](#) document.

Projects must include the following elements:

- Enforcement data collection (***Required*** observational seat belt pre-surveys and post-surveys for *Click It or Ticket*)
- High Visibility Traffic Enforcement, including media event, news releases, and public education
- Media event announcements including news conferences, radio, and news releases. There must be a media event prior to the enforcement period and following the enforcement period.
- Report all activity and enforcement (both in the OPO Database and IntelliGrants).
- Awarded agencies must work during the enforcement period and not outside of these dates.

Enforcement

This grant will provide funding to the department/TSP to conduct seat belt enforcement, speed enforcement, and impaired driving enforcement during the grant period of October 1, 2020 - September 30, 2021.

Grantee efforts, with both enforcement and public awareness campaigns, will focus on the following:

- Decreasing overall crashes, fatalities, and injuries
- Increasing compliance with seat belt laws
- Increasing compliance with child passenger safety laws
- Decreasing impaired driving crashes, fatalities, and injuries
- Increasing compliance with impaired driving laws
- Increasing compliance with distracted driving laws
- Increasing compliance with speed laws

Our department/TSP agrees to meet the following minimum grant requirements:

- Grantees must participate in five (5) mobilizations during the grant period.
 - *Safe Family Travels (SFT)* (November - December 2020)
 - *Dangerous Driving Enforcement (DDE)* (February - March 2021)
 - *Stop Arm Violation Enforcement (SAVE)* (March - May 2021)
 - *Click It or Ticket (CIOT)*(May -May 31, 2021)
 - *Drive Sober or Get Pulled Over (DSGP)*(August - September 2021)
- Grantees must use at least 10% of awarded funds for each of the scheduled mobilizations for a total of 50% of the total budget.
- Grantees may participate in yearlong occupant protection enforcement.
- Grantees must participate in some enforcement at least once each quarter.
- Grantees must adhere to the plan described in the application submitted for this program.
- No written warning in the area of occupant protection or graduated drivers licensing violations can be made on ICJI-funded traffic enforcement.
- For all other violations (speeding, improper turn, texting, etc.), written citations are highly recommended during the increased enforcement period to receive the full impact of the program.

- 40% of enforcement must be conducted during nighttime hours (defined as 6:00 p.m. to 6:00 a.m.) during *Click It Or Ticket*
- Officers working enforcement projects must be on task for the duration of the time being claimed to traffic safety projects. The use of written warnings and citations are a necessary item in generating “Proof of Work” for the hours funded by federal funded overtime enforcement. Significant events documented on Officer Activity Sheets (OAS) should be used for significant traffic safety enforcement items to traffic safety grants.
- “Proof of Work” should be documented and auditable such that activity is demonstrated in a manner where no period of time in excess of thirty (30) minutes is claimed for reimbursement during grant funded overtime with exception to time reported as physical arrest time. Agency coordinators as designated for each applicant agency or partnership agency within the application must have access to eCWS or the equivalent to verify officer activity for their agency.
- Applicable Grantees understand any DRE callouts are to be paid through the CITLI grant in a subcategory under the Personnel line item and are NOT to be paid in the DUITF grant.

Public Information/Media Campaigns

A public information and education campaign (PI&E) will be conducted by departments/TSPs in accordance with the campaign schedule dates. The public information and education campaign will be accomplished by using press releases, as well as disseminating materials and information from ICJI. Additional efforts will be made through presentations and locally planned events to civic groups, schools, businesses, and others groups.

Media

Each law enforcement agency or TSP is required to issue at least one press release prior to each mobilization period. ICJI will provide each agency with a boilerplate media release. Each agency is required to customize the release for their area. Agencies can create and issue their own releases as long as **they are approved in advance by ICJI.** In addition, ICJI may require agencies to participate in multi-jurisdictional press conferences to reinforce the message for a particular mobilization.

In addition to the mobilization periods, each agency is required to issue press releases prior to local campaigns which are approved in the grant application. This includes events such as fall festivals, sporting events, and other community events. The press releases must be approved in advance by ICJI.

Grantees are required to report on these media events. A media event is defined as one message presented in the form of a press release, a radio/TV spot or website/social media post. For example, a press release sent to ten media outlets is considered one media event. Grantees will be required to provide ICJI with copies of all media events in the quarterly program reports.

Training

The ICJI requires all officers be properly trained. Officers being paid from grant will be trained in the areas of Traffic Occupant Protection Strategies (TOPS) and Standardized Field Sobriety Testing (SFST). Any officer not currently trained in TOPS will have until the beginning of the enforcement period of the third mobilization/quarter to receive certification. TOPS may be completed online at on.in.gov/trafficsafetyforms

Officers must be compliant with the current standards in effect for [Standardized Field Sobriety Testing \(SFST\)](#) as approved by the Technical advisory Panel of the Drug Evaluation Program of the International Association of Chiefs of Police Highway Safety Committee.

Pre and Post Enforcement Observational Seatbelt Surveys

Seat belt surveys **are required** for this project (Required for *Click It or Ticket*; optional for other mobilizations). All participating agencies will adhere to the following guidelines for the seat belt surveys:

1. Survey at least 5 sites that are representative of your city. Use the same sites both pre and post. Use one Observational Seat Belt Survey Form for each seat belt survey site.
2. Survey a minimum of 100 vehicles for each the pre and post survey.
3. Pre and post surveys should be conducted on the same day of the week at the same time of day for each location.
4. The same type of vehicle should be used to conduct the survey pre and post (marked or unmarked-used the same type of vehicle pre and post survey)
5. Survey only drivers. Surveying passengers in addition is optional.
6. Surveys can be conducted by a reserve officer or a civilian employee. It is not required that an officer conduct the surveys. Refer to the department's salary ordinance regarding payment of reserve officers and civilian employees.
7. Individuals conducting seat belt surveys may be paid using grant funds if the surveys are conducted outside of regular working hours. This time should be claimed as administrative time and administrative time rules would therefore apply. Refer to the department's salary ordinance regarding payment of reserve officers and civilian employees.
8. Survey results need to be entered into the database under significant events or comments.

9. Submit the Observational Seat Belt Survey Summary Form for both pre and post via IntelliGrants with the 3rd Quarter Program Report.

All participating agencies **may** conduct 5-10 observational seat belt surveys before each mobilization and 5-10 surveys after each mobilization, in the same locations and times as the pre-surveys.

However, pre and post-surveys **are required** for *Click It or Ticket* mobilization. Pre-surveys will be conducted prior to program implementation and post-surveys conducted after the enforcement period following the designated dates for conducting the surveys. These surveys will help demonstrate the effective use of federal funds and positively influence the seat belt rate in our community.

Reporting

Reporting for CITLI will be completed by entering information into the OPO Database as well as the IntelliGrants system. Reports are due to the OPO Database and IntelliGrants within 20 days for quarterly and within 30 days for the final report.

The following documentation must be included with each **fiscal report** submitted into the IntelliGrants system:

- Fiscal Reports
 - Subgrantee Fiscal Review Concurrence Verification Form
 - Chief/Sheriff Letter (signed)
 - Personnel Details report from the OPO Database
 - Administrative Log (if administrative time is applicable)
 - Officer Activity Sheets (OASs) (officer and authoritative signature)
 - Paystubs

Note: Agencies claiming administrative time must have an administrative log with the coordinator's signature AND an authoritative signature or an OAS with coordinator's signature AND authoritative signature.

The following documentation must be included with each **program report** submitted into the IntelliGrants system:

- Program Reports
 - Pre & post media
 - Program Totals report from the OPO Database
 - Pre & Post Seat Belt Survey totals (*Click It or Ticket* only)

It is the responsibility of each grantee to ensure all officers working on grant funded time completes all required documentation for the enforcement period. The department/TSP will maintain all required documentation on file for a minimum of five years. All reports and documentation will be routinely monitored by the Law Enforcement Liaison and/or Traffic Safety Division Program Staff as well as the ICJI compliance team.

ICJI reserves the right to request data from a mobilization at any point in time after the mobilization has been conducted. Traffic safety forms and resources can be found at ICJI's main web page at: on.in.gov/trafficsafetyforms

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of occupant protection laws.
- The Department must have on file current departmental salary ordinance.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated utilizing the ICJI Traffic Safety Division reporting forms as well as on-site monitoring. Programs will also be evaluated on the goals submitted by each department. Additionally, the overall success of the statewide program will be measured through crash statistics and the seat belt usage survey for Indiana. The ICJI Traffic Safety Division will maintain communication with the grantees to guide and encourage positive results.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

Program: Distracted Driving Enforcement (DDE)

Project period: 10/01/2020 - 9/30/2021

The Distracted Driving Grant promotes innovative initiatives among law enforcement agencies to reduce injuries and fatalities related to Distracted Driving. ICJI will look to identify innovative high visibility projects, such as using police spotters or the use of higher vehicles such as buses to facilitate observing violations.

DISTRACTED DRIVING POLICIES AND PROCEDURES

The Distracted Driving Enforcement (DDE) grant program is the primary enforcement program in Indiana to combat Distracted Driving. This program is intended to decrease fatalities and injuries related to distracted driving in Indiana.

Funding

DDE grant funds will cover the costs of the overtime salary of traffic enforcement officers, and minimal administrative costs which will not exceed 10% of the awarded grant funds. All law enforcement agencies and Traffic Safety Partnerships (TSPs) who conduct traffic safety initiatives supported by funding provided by the National Highway Traffic Safety Administration (NHTSA) and passed through the Indiana Criminal Justice Institute (ICJI). The overtime reimbursement rate that is congruent to the FLSA overtime rate for law enforcement personnel, and shall be time and one-half of their regular individual rate of pay. This time and one-half reimbursement rate policy is to be based on the individual's regular rate of pay. ICJI will not provide reimbursement to law enforcement agencies for any fringe benefit costs added to the officer's regular rate of pay. Fringe benefit costs can include but are not limited to employer costs related to FICA, health insurance, and pension contributions.

All departments/TSPs will cover the costs of benefits, gasoline, mileage, equipment, etc.

All approved budget items will be provided on a REIMBURSEMENT BASIS ONLY.

Costs charged to the grant must meet the following requirements:

- Funds are to be supplemental and do not substitute for on-going activities. Personnel expenses will be for distracted driving enforcement activities only, and will not include any activity (enforcement, reporting, or otherwise) conducted during regular duty hours.
- Funds must conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.

- The costs charged to this grant cannot be included as a cost of any other federally funded program.
- The funds should not result in a profit to the state or local unit of government.
- Costs must be incurred within the grant period.
- Costs must be adequately supported by documentation.
- Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.
- No more than 10% of the total grant funds expended at any point in time during the grant period may be used for the costs of administrative duties relating to the grant (e.g. dispatch, seat belt survey, clerk, and coordinator duties associated with reporting under the requirements of this grant). Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.
- ***Any administrative pay must be designated as a line item within the budget separate from CITLI Personnel***

Activities and Procedures

All departments/Traffic Safety Partnerships (TSPs) agree to follow the Distracted Driving schedule and activities as outlined in the Policy and Procedures document. Activities included in this program should align with a specified program(s) within the [NHTSA Countermeasures that Work LINK](#) document.

Projects must include the following elements:

- Enforcement data collection (***Required*** observational distracted driving surveys at the beginning of the enforcement period and at the end of the enforcement period).
- High Visibility Traffic Enforcement, including media event, news releases, and public education.
- Media event announcements including news conferences, radio, and news releases. There must be a media event prior to the enforcement period and following the enforcement period of Distracted Driving Awareness Month (April).
- Report all activity and enforcement (both in the OPO Database and IntelliGrants).
- Agencies awarded funding under the Distracted Driving grant must conduct all enforcement during the designated grant period.

Enforcement

This grant will provide funding to the department/TSP to conduct distracted driving enforcement during the grant period of October 1, 2020 - September 30, 2021.

Grantee efforts, with both enforcement and public awareness campaigns, will focus on the following:

- Decreasing distracted driving related crashes, fatalities, and injuries
- Increasing compliance with distracted driving laws
- Our department/TSP agrees to meet the following minimum grant requirements:

Enforcement Guidelines to include the below:

- It is recommended officers include a narrative report alongside any citations to ensure proper enforcement of the infraction in court.
 - Officers should take note that the Graduated Driver's License Law states no persons under 21 years of age may use a handheld communications device of any sort for any purpose other than calling 911.
 - If possible, officers should obtain video or photographic evidence of cell phone usage and texting to help secure convictions.
 - Officers are not permitted to confiscate the cell phone of a person suspected of violating 9-21-8-59 in order to confirm or capture any information confirming the use of electronic communications.
- Grantees must participate in Distracted Driving Awareness Month (April). This includes pre and post media releases provided by ICJI
 - **Spotter-type enforcement strategies preferred – Other enforcement strategies described in application may be considered by the Criminal Justice Institute.** Examples of spotter-type enforcement would be officers on school buses, overpasses, posing as homeless person at intersection, etc.
 - Enforcement areas should include intersections and other areas where traffic naturally slows. Enforcement locations should be included in grant application with narrative for rationale as to why locations were chosen.
 - Grantees must participate in some enforcement at least once each quarter.
 - Grantees must adhere to the plan described in the application submitted for this program.

- For all other traffic violations, citations are highly recommended during the increased enforcement period to receive the full impact of the program.

Reporting

Reporting for DDE will be completed by entering information into the OPO Database as well as the IntelliGrants system. Reports are due to the OPO Database and IntelliGrants within 20 days for quarterly and within 30 days for the final report.

The following documentation must be included with each **fiscal report** submitted into the IntelliGrants system:

- Fiscal Reports
 - Subgrantee Fiscal Review Concurrence Verification Form
 - Chief/Sheriff Letter (signed)
 - Personnel Details report from the OPO Database
 - Administrative Log (if administrative time is applicable)
 - Officer Activity Sheets (OASs) (officer and authoritative signature)
 - Paystubs

Note: Agencies claiming administrative time must have an administrative log with the coordinator's signature AND an authoritative signature or an OAS with coordinator's signature AND authoritative signature.

The following documentation must be included with each **program report** submitted into the IntelliGrants system:

- Program Reports
 - Pre & post media
 - Program Totals report from the OPO Database

It is the responsibility of each grantee to ensure all officers working on grant funded time completes all required documentation for the enforcement period. The department/TSP will maintain all required documentation on file for a minimum of five years. All reports and documentation will be routinely monitored by the Law Enforcement Liaison and/or Traffic Safety Division Program Staff as well as the ICJI compliance team.

ICJI reserves the right to request data from a mobilization at any point in time after the mobilization has been conducted. Traffic safety forms and resources can be found at ICJI's main web page at: on.in.gov/trafficsafetyforms

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of occupant protection laws.
- The Department must have on file current departmental salary ordinance.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated utilizing the ICJI Traffic Safety Division reporting forms as well as on-site monitoring. Programs will also be evaluated on the goals submitted by each department. Additionally, the overall success of the statewide program will be measured through crash statistics and the seat belt usage survey for Indiana. The ICJI Traffic Safety Division will maintain communication with the grantees to guide and encourage positive results.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

Program: Driving Under the Influence Taskforce (DUIF)

Project period: 10/01/2020 - 9/30/2021

The DUIF grant is the primary impaired driving countermeasure enforcement project in the state. The program is intended to decrease the number of motorists killed and injured on Indiana roadways by impaired drivers.

As designated by the federal granting agency and ICJI, DUIF funds may be used for traffic safety initiatives that will:

1. Decrease overall crashes, fatalities, and injuries
2. Decrease impaired driving crashes, fatalities, and injuries
3. Increase compliance with impaired driving laws

The Grantee will use the following NHTSA principles when identifying and enforcing the State's impaired driving laws:

1. Publicized Sobriety Checkpoints
2. Publicized Saturation Patrols
3. Use of Preliminary Breath Test Instruments (Alco-Sensor)

The DUIF is a year-long effort that targets impaired drivers using a combination of education, sobriety checkpoints and high visibility enforcement saturation patrols. Studies show that most impaired driver collisions occur between 6PM and 6AM. Checkpoints and patrols will be conducted between these hours unless special circumstances warrant some deviation for a specified period of time with approval from the TSO.

ICJI will continue to provide the data table for each county for the grantee to analyze the trend data, select outcomes that are attainable and supported by trend data, and provide a detailed rationale. In the application, the grantee should additionally detail the activities the grantee will perform, and how the grantee will use media to educate the community about the funded program activities to achieve the selected outcomes. The data table provides the improved ability to make data-driven decisions as well as provide a more efficient grant application process for the grantee.

Directions to obtain DUIF Data Table: The grantee must click on the following link, right click on the county name, and select download: [Link to DUIF Data Table](#)

Save this data table and use as a reference to answer many of the application questions. Upload this saved document into the attachment section of the application.

Reporting

Reporting for CITLI will be completed by entering information into the OPO Database as well as the IntelliGrants system. Reports are due to the OPO Database and IntelliGrants within 20 days for quarterly and within 30 days for the final report.

The following documentation must be included with each **fiscal report** submitted into the IntelliGrants system:

- Fiscal Reports
 - Subgrantee Fiscal Review Concurrence Verification Form
 - Chief/Sheriff Letter (signed)
 - Personnel Details report from the OPO Database
 - Administrative Log (if administrative time is applicable)
 - Officer Activity Sheets (OASs) (officer and authoritative signature)
 - Paystubs

Note: Agencies claiming administrative time must have an administrative log with the coordinator's signature AND an authoritative signature or an OAS with coordinator's signature AND authoritative signature.

The following documentation must be included with each **program report** submitted into the IntelliGrants system:

- Program Reports
 - Pre & post media
 - Program Totals report from the OPO Database

It is the responsibility of each grantee to ensure all officers working on grant funded time completes all required documentation for the enforcement period. The department/TSP will maintain all required documentation on file for a minimum of five years. All reports and documentation will be routinely monitored by the Law Enforcement Liaison and/or Traffic Safety Division Program Staff as well as the ICJI compliance team.

ICJI reserves the right to request data from a mobilization at any point in time after the mobilization has been conducted. Traffic safety forms and resources can be found at ICJI's main web page at: on.in.gov/trafficsafetyforms

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of occupant protection laws.
- The Department must have on file current departmental salary ordinance.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated utilizing the ICJI Traffic Safety Division reporting forms as well as on-site monitoring. Programs will also be evaluated on the goals submitted by each department. Additionally, the overall success of the statewide program will be measured through crash statistics and the seat belt usage survey for Indiana. The ICJI Traffic Safety Division will maintain communication with the grantees to guide and encourage positive results.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

Program: Summer Impaired Driving Enforcement Project (SIDEP)

Project period: 5/22/2020- 9/15/2021

Summer Impaired Driving Project (SIDEP) promotes a coordinated effort to reduce alcohol impaired collisions and fatalities through highly visible and sustained traffic enforcement in counties identified as having a high percentage of crashes involving impaired drivers.

For the purposes of this project, the ICJI Traffic Safety Division has established a definition small, medium and large counties. Based on the number of alcohol-impaired collisions in each county for 2018 & 2019, counties were divided into the categories of small, medium, and large.

The criteria was as follows for each category: The rate of alcohol-impaired collisions per 1,000 total collisions was then calculated for each county. Counties were then ordered from highest rate to lowest rate. The top 15 small, 10 medium, and 5 large counties were identified, based on their rate of alcohol-impaired collisions (in alphabetical order):

Allen	Dearborn	Henry	Martin	Sullivan
Bartholomew	Delaware	Howard	Ohio	Tipton
Blackford	Elkhart	Johnson	Perry	Wabash
Brown	Floyd	Kosciusko	Pike	Washington
Clinton	Fountain	LaPorte	Porter	Wayne
Daviess	Hamilton	Madison	Scott	White

Law enforcement agencies in the counties listed above will be given priority.

If your county is not listed as a priority county, you are asked to apply with the understanding that the funds will be distributed based on the need established by the data. In the event all interested agencies from the counties listed above have applied and funds still remain, ICJI may award funds to additional counties.

Reports are due to the OPO Database and IntelliGrants on the schedule indicated below:

- **Due July 10, 2021 (for period May 25 - June 30, 2021)**
- **Due October 10, 2021 (Final for period July 1 - September 30, 2021)**

Impaired Driving Enforcement Projects - Policies and Procedures

The Summer Impaired Driving Enforcement Project (SIDEPE) grant promotes a coordinated effort to reduce alcohol-impaired collisions and fatalities through highly visible and sustained traffic enforcement in identified counties.

Funding

Impaired Driving grant funds will cover the costs of the overtime salary of traffic enforcement officers, and minimal administrative costs which will not exceed 10% of the awarded grant funds.

All law enforcement agencies and Traffic Safety Partnerships (TSPs) who conduct traffic safety initiatives supported by funding provided by the National Highway Traffic Safety Administration (NHTSA) and passed through the Indiana Criminal Justice Institute (ICJI) shall pay all law enforcement officers or personnel for work performed beyond their regular work period at an overtime reimbursement rate that is congruent to the FLSA overtime rate for law enforcement personnel, and shall be time and one-half of their regular individual rate of pay. This time and one-half reimbursement rate policy is to be based on the individual's regular rate of pay. ICJI will not provide reimbursement to law enforcement agencies for any fringe benefit costs added to the officer's regular rate of pay. Fringe benefit costs can include but are not limited to employer costs related to FICA, health insurance, and pension contributions.

All departments/TSPs will cover the costs of benefits, gasoline, mileage, equipment, etc.

All approved budget items will be provided on a REIMBURSEMENT BASIS ONLY.

Costs charged to this grant must meet the following requirements:

- Funds are to be supplemental and not substitute for on-going activities. Personnel expenses will be for overtime activities only, and will not include any activity (enforcement, reporting or otherwise) conducted during regular duty hours.
- Funds must conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
- The costs charged to this grant cannot be included as a cost of any other federally funded program.
- The funds should not result in a profit to the state or local unit of government.
- Costs must be incurred within the grant period.
- Costs must be adequately supported by documentation (e.g. database reporting).
- Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.

- No more than 10 percent of the total grant funds expended may be used for the costs of administrative duties relating to the grant (e.g. dispatch, clerk, and coordinator duties associated with reporting under the requirements of this grant). Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.

Activities and Procedures

Through the acceptance of the grant funds all departments/TSPs will follow the SIDEp schedule and activities outlined in the Policy and Procedures document.

The project will include the following elements:

- High Visibility Traffic Enforcement, including media event, news releases, and public education.
- **There must be a media event prior to the enforcement period and following the enforcement period.**
- Report all activity and enforcement (both in the OPO Database and Intelligrants).
- Awarded agencies must work during the enforcement period and not outside of these dates.
- Awarded agencies will be provided a list of mapped locations by ICJI, and must adhere to these roadway segments and intersections as well as days and time frames.
- **Applicants will conduct at least one HVE Checkpoint (utilizing SIDEp funding) during this enforcement period.**

Agencies awarded funding under DUITF and SIDEp must conduct all overtime enforcement during the designated grant enforcement period.

Enforcement

Funding is provided to the department/TSP to conduct overtime traffic impaired driving enforcement during the scheduled enforcement period of **May 22, 2021 – September 15, 2021** for SIDEp and **October 1, 2020 – September 30, 2021** for DUITF.

Current data indicates that most alcohol impaired driving events occur between 6 PM and 6 AM

Enforcement hours are being expanded for HVE Checkpoints to take place between the hours of 12 P.M. and 6 A.M. If data indicates offenses are occurring in other time periods due to special circumstances, seek approval from your LEL for variations to the patrol hours above.

Grantee efforts, with both enforcement and public awareness campaigns, will focus on the following:

- Decreasing overall crashes, fatalities and injuries
- Increasing compliance with impaired driving laws

Public Information and Education

A public information and education campaign (PI&E) will be conducted by departments/TSPs in accordance with the campaign schedule dates. The public information and education campaign will be accomplished by using press releases, as well as disseminating materials and information to our community as provided from the Council. Additional efforts will be made through presentations and locally planned events to civic groups, schools, businesses, and others groups.

Media

Grantees shall develop at least one news release and/or media event prior to the SIDE P time period and at least one news release and/or media event following the SIDE P time period for the program as this is an impaired driving countermeasure that is proven to work.

- Additional efforts can be made to conduct a media event/news conference and may include other law enforcement departments within the county in order to send a strong message to the public about increased enforcement of occupant restraint laws.
- The Traffic Safety Division program staff can provide additional resources as needed.

Training

The ICJI requires all officers be properly trained. Officers being paid from grant will be trained in the areas of Traffic Occupant Protection Strategies (TOPS) and Standardized Field Sobriety Testing (SFST). Any officer not currently trained in TOPS will have until the beginning of the enforcement period of the third mobilization/quarter to receive certification. TOPS may be completed online at on.in.gov/trafficsafetyforms

Officers must be compliant with the current standards in effect for [Standardized Field Sobriety Testing \(SFST\)](#) as approved by the Technical advisory Panel of the Drug Evaluation Program of the International Association of Chiefs of Police Highway Safety Committee.

Reporting

Reporting for SIDEP will be completed by entering information into the OPO Database as well as the Intelligrants system. Reports are due to the OPO Database and Intelligrants by the schedule indicated below:

- **Due July 10, 2021 (for period May 22 - June 30, 2021)**
- **Due October 10, 2021 (Final for period July 1 - September 30, 2021)**

The following documentation must be included with the **fiscal report** submitted into the Intelligrants system:

- Subgrantee Fiscal Review Concurrence Verification Form
- Officer Activity Sheets (officer signature and authoritative signature)
- Employee paystubs
- Sheriff/Chief/agency head letter
- Personnel Details Report from OPO Database
- Administrative time log (if administrative hours are claimed)

It is the responsibility of each grantee to ensure all officers working on grant funded time will complete an Officer Activity Sheet for the enforcement period. The department/TSP will maintain all Officer Activity Detail Sheets on file for a minimum of five years.

The following documentation must be included with the **program report** submitted into the Intelligrants system:

- Media (pre and post)
- Program Totals report from the OPO Database

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of impaired driving laws.
- The Department must have on file current departmental salary ordinance.
- The Department must have on file departmental overtime pay policy.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated utilizing the performance measures collected in the IntelliGrants system. Programs will also be evaluated on the goals submitted by each department.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

After review and approval of the initial application, applicants will be provided the suggested enforcement areas from ICJI based on research of their county where alcohol-impaired collisions are occurring. The areas in which the most alcohol-impaired collisions are occurring will be listed, and impaired collisions spanning the past five years will be mapped for each applicant county.

Program: High Visibility Enforcement-Motorcycle (HVE)

Project period: 5/01/2020- 9/15/2021

This project provides funds for High Visibility Enforcement activities focusing on reducing the injuries and fatalities involving motorcycles. Since 2000, motorcycle registrations in Indiana have increased to an all-time high of over 250,000 registered motorcycles in the State. Correspondingly, motorcycle fatalities have increased to the highest levels since the late 1970s with a spike of 144 in 2017.

A review of motorcycle fatality crash records indicates two of the highest common factors in motorcycle fatalities are operator impairment and improper licensing of the operator. A closer look at the details involved in motorcycle fatalities in which the operator was impaired and/or improperly licensed shows how critically important it is to get the impaired and improperly licensed rider off the road as an effective countermeasure for motorcycle fatalities. Grants will be awarded to agencies interested in addressing impaired and unlicensed motorcycle operators.

These 30 counties had the highest rate of motorcycle collisions in 2019:

Allen	Elkhart	Howard	Madison	St. Joseph
Bartholomew	Floyd	Jackson	Marion	Tippecanoe
Brown	Grant	Johnson	Miami	Vanderburgh
Clark	Hamilton	Kosciusko	Monroe	Vigo
DeKalb	Hendricks	Lake	Morgan	Washington
Delaware	Henry	LaPorte	Porter	Wayne

Law enforcement agencies in the counties listed above will be given priority.

If your county is not listed as a priority county, you are asked to apply with the understanding that the funds will be distributed based on the need established by the data. In the event all interested agencies from the counties listed above have applied and funds still remain, ICJI may award funds to additional counties.

Reports are due quarterly to the OPO Database and IntelliGrants on the schedule indicated below:

- **Due July 10, 2021 (for period May 1 - June 30, 2021)**
- **Due October 30, 2021 (Final for period July 1 - September 30, 2021)**

Specifics on Conducting the HVE Motorcycle Grant

The following information contains examples of proven countermeasures on traffic safety programming. This document is intended to assist agencies with their planning of activities and in choosing target audiences. This list is not exhaustive, and there may be activities in an area that would be a better fit.

DOES THE LEA HAVE THEIR OWN IDEA FOR AN HVE MOTORCYCLE PROJECT?

In addition to the data and examples below of HVE Motorcycle Projects that have been conducted, Local Law Enforcement Agencies (LEA) are encouraged to offer their own proposals of how to conduct an HVE Motorcycle Project in their jurisdiction. All proposals will be reviewed and discussed with the LEA offering the proposal. Keeping in mind that it is prohibited to target motorcycles, all proposals that meet the goal of the HVE Motorcycle Project will be considered. **No funds may be used for any form of checkpoint enforcement.**

THE IMPAIRED OPERATOR:

While crash reports will ultimately state whether a fatally injured motorcycle operator had alcohol/drugs in his/her system at the time of the crash, the narrative of the crash typically focuses on the operator behavior leading up to the crash. Descriptions of excessive speed, weaving in traffic, leaving the roadway, disregarding a traffic signal, striking a slowing, stopped or parked vehicle are common in these types of crashes.

The testing status for alcohol/drugs, however, is predominately “pending” or “no test given”. This can leave a false impression of the true cause of a crash of this type. While the result of the crash may be attributed to speed, left road, etc., the true cause of the crash was the operator’s impaired judgment brought about by the intoxicants in his/her system, leading to the dangerous behavior resulting in the crash. Curbing the operator’s behavior before becoming intoxicated due to a high visibility law enforcement presence, or stopping the impaired rider as a part of an HVE activity before a crash can occur is a very effective countermeasure.

THE IMPROPERLY LICENSED OPERATOR:

The percentage of improperly licensed motorcycle operators involved in fatal crashes has remained exceptionally high since the motorcycle endorsement was first required in Indiana in 1980. Some officers are reluctant to issue citations (and especially reluctant to tow the motorcycle) of the unlicensed rider.

However, a review of the crash records shows the real problem is not that those riders simply haven’t gone through the licensing procedure. A substantial number of motorcycle fatalities involving operators who are improperly licensed indicate that these riders have multiple citations (20+), multiple suspensions (20+), at least one DUI, and sometimes are HTV.

The problem is not that these crashes involve riders who are improperly licensed, but that they often have no valid license at all and seem to show a disdain for the licensing and judicial systems. An HVE event can have an impact on the behavior of these individuals and, if stopped, could help keep them off the road.

WHERE TO CONDUCT A MOTORCYCLE HVE PROJECT:

LEAs have the best knowledge of where and when motorcycle activities take place in their community. The LEAs also know which activities are well self-policed by the organizers, and which ones tend to have problems. Research of the ARIES data of impaired rider fatalities over the past eight years shows a clear indication of the areas in the state with the highest incidence of impaired rider fatalities.

One area was a broad arc across the top of the state including Lake, Porter, LaPorte, St. Joseph, Elkhart, Noble, Dekalb, Allen, Whitley and Kosciusko counties. The other was the southeast portion of Marion County, northeast Johnson and northwest Shelby Counties. While these areas statistically show the highest incidence of impaired rider fatalities, no area of the State is immune to this problem. LEAs wishing to conduct an HVE campaign at motorcycle events in their community can contact the Criminal Justice Institute for additional information not contained here.

SUGGESTED HVE METHODS FOR DIFFERENT MOTORCYCLE ACTIVITIES:

Most motorcycle activities fall under several broad categories. Specific methods for conducting HVE campaigns for each of these categories will be different at each location, and are best left up to the LEA. Here are some general suggestions that may be applied to specific activities.

The overriding principal that must be maintained at any HVE campaign is that no specific type of vehicle is being targeted exclusively. Also, it is imperative that the organizers and participants of the activity be informed well in advance that there WILL be a police presence somewhere at the activity. Remember, the key to HVE is to prevent unwanted activity based on the perceived expectation of being caught rather than catching someone because they are exhibiting an unwanted activity.

1. Poker Runs – Generally, a poker run has a starting point for registration, an established route for the ride, five specific stops along the ride where riders draw a card, and an end point where the best hands will be revealed and prizes (if any) awarded. The end point may or may not be the same location as the start point.

If the start and finish points are the same, a presence at the registration area as the riders start to arrive (usually there is a time frame such as “first bike out at 9:00 a.m., last bike out at 10:00 a.m. so the riders are dispersed), with the promise of a presence as the bikes roll back in could be an effective plan. Depending on the length of the ride, officers could leave on patrol after the last bike is out (perhaps including the last sections of the ride as part of the patrol area), and return to the stop point before the riders start returning.

Another possibility would simply be to have increased patrols along the poker run route with emphasis on the last half of the route.

2. Swap Meets – Swap meets are usually large, open air markets for motorcycle parts and accessories as well as all kinds of related products and services that are for sale outright, or open for trade. A high visibility presence on a major roadway leading into or at least near the swap meet (not a checkpoint), along with plenty of promotion before the event that the HVE activity will be present, should accomplish the purpose of a HVE campaign.

NOTE: Organizers of such an event may be concerned that a police presence might lead to smaller attendance. A solid public relations approach to the organizers, and through the promotion of the HVE campaign, may be necessary to convince the organizers and the potential attendees that this is NOT a checkpoint and that your presence is preventative, not aggressive.

3. Bike Nights – Bike Nights usually take place at a bar or restaurant that is popular with riders and which usually offers special food and drink deals on those nights. Again, good early promotion of your presence is critical to the HVE process. Also, you may encounter the same concern about driving off customers as discussed previously, so a good public relations campaign on the preventative nature of HVE is a must. A high visibility presence on a nearby access road, or even in the parking lot are possibilities for the HVE location.
4. Various Rides for Charities, Fund Raising, etc. – Many motorcycle groups and organizations hold rides for various charities, to raise funds for the organization and for numerous other reasons. Often, these rides are fairly well self-policed, and may already have police involvement as an escort or for traffic control. However, there may be need for a HVE police presence as a deterrent to negative behavior for some of these types of rides as determined by the local LEA. As with poker runs, a police presence at the event as riders arrive to register and stage for a ride, as well as a police presence at the destination, may set the tone and serve as the desired deterrent to negative behavior at these events.

SUPPORTING MATERIALS AND SUPPLIES THAT CJI CAN PROVIDE:

CJI can supply support materials in limited supply to any LEAs planning to conduct a HVE motorcycle enforcement activity. We have some banners and posters with messages promoting the use of proper gear, getting licensed and riding sober. We have some “Ride Sober” drink coasters that would be useful at Bike Nights. And we have brochures, flyers and “flip books” containing extensive rider safety tips. LEAs can contact the Traffic Safety Division at CJI to inquire about these materials.

WHAT ELSE CAN THE CJI DO TO ASSIST YOU IF YOU CHOOSE TO CONDUCT A HVE MOTORCYCLE PROJECT?

If there is anything else that you think the CJI can do to assist you in conducting HVE motorcycle activities, please contact the Traffic Safety Division with your suggestions, questions and requests.

EXAMPLES OF PREVIOUS HVE MOTORCYCLE ACTIVITIES:

Prior to and during the grant period, upcoming motorcycle themed events in Vanderburgh County will be identified. Contact will be made with event organizers to obtain their cooperation. ICJI provided motorcycle safety pamphlets and educational materials will be distributed at those locations by specially trained uniformed Sheriff's Deputies and Police Officers. These specially trained deputies and officers will be able to answer questions and provide relevant statistics concerning motorcycle safety.

To avoid sending mixed messages and to facilitate open communication with the public, a location selected for educational outreach will not be selected for special traffic enforcement while the event is occurring.

In addition to educational outreach, the program will possess a strong enforcement component. Prior to and during the grant period, upcoming motorcycle events will be identified along with known venues that attract motorcyclists. Contact must be made with event organizers prior to engaging in enforcement activity. Specially selected uniformed Sheriff's Deputies and Police Officers will saturate the roadways near the event and focus on enforcing laws related to unsafe, impaired, and improperly licensed motorcycle operation. Enforcement action will also be taken against motorists that endanger motorcyclists by the unsafe operation of a motor vehicle in proximity to a motorcycle."

The Clark County Sheriff's Office believes by placing two officers in areas of Bike nights located in Jeffersonville and Charlestown Clark County focusing on unsafe operation of vehicles going to/ leaving these events on roadways near the area and allowing officers to check in at these events providing Public Information materials from the Indiana Criminal Justice Institute.

Clark County has several Poker runs on the weekends and officers will arrive at the starting area and provide High Vehicle Enforcement on roadways prior to the start of the event and again check in at the event areas to provide Public Information Materials on Motorcycle Safety. Officers will also be assigned to different areas of the run focusing on the last leg of the route where problems arrive due to vehicles leaving the area performing unsafe operation of their vehicles.

Clark County also during the month of August 7-8-9 has motorcycles travel to and from the Indianapolis Raceway which brings several hundred Motorcycles that operate through Clark County some of which has been observed as traveling at unsafe speeds, operating on one wheel or having other vehicles cut them off with unsafe lane changes or following too close. To maintain the support of the motorcycle community, it is imperative that this type of enforcement must extend to all vehicles in the enforcement area - not just motorcycles.

Motorcycle HVE Policies and Procedures

The Motorcycle HVE Project (MC-HVE) grant promotes a coordinated effort to reduce alcohol-impaired collisions and fatalities through highly visible and sustained traffic enforcement in identified counties.

Funding

Impaired Driving grant funds will cover the costs of the overtime salary of traffic enforcement officers, and minimal administrative costs which will not exceed 10% of the awarded grant funds.

All law enforcement agencies and Traffic Safety Partnerships (TSPs) who conduct traffic safety initiatives supported by funding provided by the National Highway Traffic Safety Administration (NHTSA) and passed through the Indiana Criminal Justice Institute (ICJI) shall pay all law enforcement officers or personnel for work performed beyond their regular work period at an overtime reimbursement rate that is congruent to the FLSA overtime rate for law enforcement personnel, and shall be time and one-half of their regular individual rate of pay. This time and one-half reimbursement rate policy is to be based on the individual's regular rate of pay. ICJI will not provide reimbursement to law enforcement agencies for any fringe benefit costs added to the officer's regular rate of pay. Fringe benefit costs can include but are not limited to employer costs related to FICA, health insurance, and pension contributions.

All departments/TSPs will cover the costs of benefits, gasoline, mileage, equipment, etc.

All approved budget items will be provided on a REIMBURSEMENT BASIS ONLY.

Costs charged to this grant must meet the following requirements:

- Funds are to be supplemental and not substitute for on-going activities. Personnel expenses will be for overtime activities only, and will not include any activity (enforcement, reporting or otherwise) conducted during regular duty hours.
- Funds must conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
- The costs charged to this grant cannot be included as a cost of any other federally funded program.
- The funds should not result in a profit to the state or local unit of government.
- Costs must be incurred within the grant period.
- Costs must be adequately supported by documentation (e.g. database reporting).
- Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.

- No more than 10 percent of the total grant funds expended may be used for the costs of administrative duties relating to the grant (e.g. dispatch, clerk, and coordinator duties associated with reporting under the requirements of this grant). Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.

Activities and Procedures

Through the acceptance of the grant funds all departments/TSPs will follow the MC-HVE schedule and activities outlined in the Policy and Procedures document.

The project will include the following elements:

- High Visibility Traffic Enforcement, including media event, news releases, and public education.
- **There must be a media event prior to the enforcement period and following the enforcement period.**
- Report all activity and enforcement (both in the OPO Database and Intelligrants).
- Awarded agencies must work during the enforcement period and not outside of these dates.
- Awarded agencies will be provided a list of mapped locations by ICJI, and must adhere to these roadway segments and intersections as well as days and time frames.

Agencies awarded funding under MC-HVE must conduct all overtime enforcement during the designated grant enforcement period.

Enforcement

Grantee efforts, with both enforcement and public awareness campaigns, will focus on the following:

- Decreasing overall crashes, fatalities and injuries
- Increasing compliance with impaired driving laws

Public Information and Education

A public information and education campaign (PI&E) will be conducted by departments/TSPs in accordance with the campaign schedule dates. The public information and education campaign will be accomplished by using press releases, as well as disseminating materials and information to our community as provided from the Council. Additional efforts will be made through presentations and locally planned events to civic groups, schools, businesses, and others groups.

Media

Grantees shall develop at least one news release and/or media event prior to the MC-HVE time period and at least one news release and/or media event following the MC-HVE time period for the program as this is an impaired driving countermeasure that is proven to work.

- Additional efforts can be made to conduct a media event/news conference and may include other law enforcement departments within the county in order to send a strong message to the public about increased enforcement of occupant restraint laws.
- The Traffic Safety Division program staff can provide additional resources as needed.

Training

The ICJI requires all officers be properly trained. Officers being paid from grant will be trained in the areas of Traffic Occupant Protection Strategies (TOPS) and Standardized Field Sobriety Testing (SFST). Any officer not currently trained in TOPS will have until the beginning of the enforcement period of the third mobilization/quarter to receive certification. TOPS may be completed online at on.in.gov/trafficsafetyforms

Officers must be compliant with the current standards in effect for [Standardized Field Sobriety Testing \(SFST\)](#) as approved by the Technical advisory Panel of the Drug Evaluation Program of the International Association of Chiefs of Police Highway Safety Committee.

Reporting

Reporting for MC-HVE will be completed by entering information into the OPO Database as well as the Intelligrants system. Reports are due to the OPO Database and Intelligrants by the schedule indicated below:

- **Due July 10, 2021 (for period May 1 - June 30, 2021)**
- **Due October 10, 2021 (Final for period July 1 - September 30, 2021)**

The following documentation must be included with the **fiscal report** submitted into the Intelligrants system:

- Subgrantee Fiscal Review Concurrence Verification Form
- Officer Activity Sheets (officer signature and authoritative signature)
- Employee paystubs
- Sheriff/Chief/agency head letter
- Personnel Details Report from OPO Database
- Administrative time log (if administrative hours are claimed)

It is the responsibility of each grantee to ensure all officers working on grant funded time will complete an Officer Activity Sheet for the enforcement period. The department/TSP will maintain all Officer Activity Sheets on file for a minimum of five years.

The following documentation must be included with the **program report** submitted into the Intelligrants system:

- Media (pre and post)
- Program Totals report from the OPO Database

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of impaired driving laws.
- The Department must have on file current departmental salary ordinance.
- The Department must have on file departmental overtime pay policy.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated utilizing the performance measures collected in the IntelliGrants system. Programs will also be evaluated on the goals submitted by each department.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

Program: Operation Belt-Up (OBU)

Project Period: 10/15/2020- 11/05/2020

Operation Belt-Up grant promotes a coordinated effort to improve occupant protection strategies, and reduce injuries and fatalities related to seat belt usage.

Thirty (30) counties were selected for inclusion based on rates of unrestrained individuals in collisions per 10k county population in 2019. Agencies within the identified targeted counties below will be given priority:

Benton	Franklin	Jefferson	Newton	Steuben
Brown	Gibson	Jennings	Orange	Sullivan
Decatur	Green	Knox	Pulaski	Tippecanoe
DeKalb	Harrison	Kosciusko	Ripley	Tipton
Dubois	Jackson	LaGrange	Rush	Wabash
Fountain	Jasper	Marshall	Shelby	White

Law enforcement agencies in the counties listed above will be given priority.

If your county is not listed as a target county, you are asked to apply with the understanding that the funds will be distributed based on the need established by the data. In the event all interested agencies from the counties listed above have applied and funds still remain, ICJI may award funds to additional counties.

Reports are due quarterly to the OPO Database and IntelliGrants on the schedule indicated below:

- **Due December 10, 2020 (Period October 15 – November 5, 2020)**

Operation Belt-Up Grant Policies and Procedures

Operation Belt-Up (OBU) promotes a coordinated effort to improve occupant protection strategies, and reduce fatalities and injuries related to seat belt usage.

Funding

OBU grant funds will cover the costs of the overtime salary of traffic enforcement officers, and minimal administrative costs which will not exceed 10% of the awarded grant funds.

All law enforcement agencies and Traffic Safety Partnerships (TSPs) who conduct traffic safety initiatives supported by funding provided by the National Highway Traffic Safety Administration (NHTSA) and passed through the Indiana Criminal Justice Institute (ICJI) shall pay all law enforcement officers or personnel for work performed beyond their regular work period at an overtime reimbursement rate. This rate must be congruent to the FLSA overtime rate for law

enforcement personnel, and shall be time and one-half of their regular individual rate of pay. This time and one-half reimbursement rate policy is to be based on the individual's regular rate of pay. ICJI will not provide reimbursement to law enforcement agencies for any fringe benefit costs added to the officer's regular rate of pay. Fringe benefit costs can include but are not limited to employer costs related to FICA, health insurance, and pension contributions.

All departments/TSPs will cover the costs of benefits, gasoline, mileage, equipment, etc. All funding will be provided on a REIMBURSEMENT BASIS ONLY.

Costs charged to this grant must meet the following requirements:

- Funds are to be supplemental and not substitute for on-going activities. Personnel expenses will be for overtime activities only, and will not include any activity (enforcement, reporting or otherwise) conducted during regular duty hours.
- Funds must conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
- The costs charged to this grant cannot be included as a cost of any other federally funded program.
- The funds cannot result in a profit to the state or local unit of government.
- Costs must be incurred within the grant period.
- Costs must be adequately supported by documentation (e.g. database reporting).
- Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.
- No more than 10 percent of the total grant funds expended may be used for the costs of administrative duties relating to the grant (e.g. dispatch, clerk, and coordinator duties associated with reporting under the requirements of this grant). Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.

Activities and Procedures

Through the acceptance of the grant funds all departments/TSPs will follow the OBU schedule and activities outlined in the Policy and Procedures document.

The project will include the following elements:

- Enforcement data collection (observational seatbelt pre-surveys, post-surveys).
- High Visibility Traffic Enforcement, including media event, news releases, and public education.
- There must be a media event prior to the enforcement period and following the enforcement period.
- Report all activity and enforcement (both in the OPO Database and IntelliGrants).
- Awarded agencies must work during the enforcement period and not outside of these dates.

- Awarded agencies will be provided a list of mapped locations by ICJI, and must adhere to these roadway segments and intersections as well as days and time frames.

Agencies awarded funding under OBU must conduct all overtime enforcement during the designated grant enforcement period.

Enforcement

Funding is provided to the department/TSP to conduct overtime traffic seatbelt enforcement during the scheduled enforcement period of **October 15, 2019 – November 5, 2019**.

Grantee efforts, with both enforcement and public awareness campaigns, will focus on the following:

- Decreasing overall crashes, fatalities and injuries
- Increasing compliance with seatbelt laws
- Increasing compliance with child passenger safety laws

Public Information and Education

A public information and education campaign (PI&E) will be conducted by departments/TSPs in accordance with the campaign schedule dates. The public information and education campaign will be accomplished by using press releases, as well as disseminating materials and information to our community as provided from ICJI. Additional efforts will be made through presentations and locally planned events to civic groups, schools, businesses, and others groups.

Media

Grantees are encouraged to develop at least one news release and/or media event prior to the OBU time period and at least one news release and/or media event following the OBU time period for the program to be at its most effective.

- Additional efforts can be made to conduct a media event/news conference and may include other law enforcement departments within the county in order to send a strong message to the public about increased enforcement of occupant restraint laws.
- The Traffic Safety Division program staff can provide additional resources as needed.

Training

The ICJI requires all officers be properly trained. Officers being paid from grant will be trained in the areas of Traffic Occupant Protection Strategies (TOPS) and Standardized Field Sobriety Testing (SFST). Any officer not currently trained in TOPS will have until the beginning of the enforcement period of the third mobilization/quarter to receive certification. TOPS may be completed online at on.in.gov/trafficsafetyforms

Officers must be compliant with the current standards in effect for [Standardized Field Sobriety Testing \(SFST\)](#) as approved by the Technical advisory Panel of the Drug Evaluation Program of the International Association of Chiefs of Police Highway Safety Committee.

Reporting

Reporting for OBU will be completed by entering information into the OPO Database as well as the IntelliGrants system. Reports are due to the OPO Database and IntelliGrants by the schedule indicated below:

- **OPO DATABASE:** Due November 30, 2020
- **FINAL PROGRAM REPORT:** Due December 15, 2020
- **FINAL FISCAL REPORT:** Due December 15, 2020

The following documentation must be included with the **fiscal report** submitted into the IntelliGrants system:

- Subgrantee Fiscal Review Concurrence Verification Form
- Officer Activity Sheets (officer signature and authoritative signature)
- Employee paystubs
- Sheriff/Chief/agency head letter
- Personnel Details Report from OPO Database
- Administrative time log (if administrative hours are claimed)

It is the responsibility of each grantee to ensure all officers working on grant funded time will complete an Officer Activity Sheet and Personnel Log for the enforcement period. The department/TSP will maintain all Officer Activity Sheets on file for a minimum of five years.

The following documentation must be included with the **final program report** submitted into the IntelliGrants system:

- Media (pre and post)
- Program Totals report from the OPO Database

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Division Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of occupant protection laws.
- The Department must have on file current departmental salary policy.
- The Department must have on file departmental overtime pay policy.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated. Programs will also be evaluated on the goals submitted by each department.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

Program: Non-Motorist (Ped-Bike)

Project Period: 10/01/2020 - 9/30/2021

Reducing non-motorist fatalities and injuries is a national priority. The Non-Motorist Grant promotes the coordinated effort among agencies to reduce fatalities and injuries among pedestrians and bicyclists. Your proposals should be innovative and address a specific local traffic safety concern. This should include, evidence based programming substantiated by data, education and awareness campaigns, and enforcement. Activities included in this program should align with a specific program(s) within the NHTSA Countermeasures that Work document [NHTSA Countermeasures that Work LINK](#)

Applications for this award should provide a description distinct to non-motorist trends in your area.

The applicant should analyze the trend data provided, select outcomes that are attainable and supported by trend data, and provide a detailed rationale in the Outcome Narrative box. The applicant should additionally detail the activities the grantee will perform, such as the required mobilization periods and/or yearlong enforcement, and how the grantee will use media to educate the community about the funded program activities in the Program Narrative box to achieve the selected outcomes.

These counties had either the highest rate of pedestrian, bicyclist, or both of all the counties in Indiana:

Pedestrian

Allen	Elkhart	Howard	LaPorte	St. Joseph
Bartholomew	Grant	Johnson	Marion	Tippecanoe
Clark	Hamilton	Kosciusko	Monroe	Vanderburgh
Delaware	Hendricks	Lake	Porter	Vigo

Pedalcyclist

Allen	Elkhart	Lake	Marion	Tippecanoe
Bartholomew	Floyd	LaGrange	Monroe	Vanderburgh
Clark	Hamilton	LaPorte	Porter	Vigo
Delaware	Johnson	Madison	St. Joseph	Wayne

Agencies in the counties listed above will be given priority.

If your county is not listed as a target county, you are asked to apply with the understanding that the funds will be distributed based on the need established by the data. In the event all interested agencies from the counties listed above have applied and funds still remain, ICJI may award funds to additional counties.

NON-MOTORIST POLICIES & PROCEDURES

FUNDING

Non-Motorist grant funds will cover the costs of personnel, supplies and operating expenses, and minimal administrative costs which will not exceed 10% of the awarded grant funds. *All funding will be provided on a REIMBURSEMENT BASIS ONLY.*

All departments/TSPs will cover the costs of benefits, gasoline, mileage, equipment, etc. *All funding will be provided on a REIMBURSEMENT BASIS ONLY.*

Costs charged to this grant must meet the following requirements:

- Funds are to be supplemental and not substitute for on-going activities. Personnel expenses will be for overtime activities only, and will not include any activity (enforcement, reporting or otherwise) conducted during regular duty hours.
- Funds must conform to federal, state, and local policies, regulations and procedures that apply uniformly to other activities.
- The costs charged to this grant cannot be included as a cost of any other federally funded program.
- The funds cannot result in a profit to the state or local unit of government.
- Costs must be incurred within the grant period.
- Costs must be adequately supported by documentation (e.g. database reporting).
- Salaries and wages chargeable to this highway safety project must be supported by appropriate time distribution records, and must follow department/agency pay policies.
- No more than 10 percent of the total grant funds expended may be used for the costs of administrative duties relating to the grant (e.g. dispatch, clerk, and coordinator duties associated with reporting under the requirements of this grant). Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.

Activities and Procedures

Through the acceptance of the grant funds your agency will follow the activities outlined in the Policy and Procedures document.

The project will include the following elements:

- Raise public awareness of the issue
- Educate the public
- Enforce traffic laws
- Report all activity and enforcement through IntelliGrants on a monthly basis.

Grant Enforcement Activity and Enforcement

Funding is provided to the department/TSP to conduct overtime traffic seatbelt enforcement during the scheduled enforcement period of **October 15, 2020 – September 30, 2021**.

Grantee efforts, with both enforcement and public awareness campaigns, will focus on the following:

- Decreasing overall crashes, fatalities and injuries
- Increasing compliance with seatbelt laws
- Increasing compliance with child passenger safety laws

Public Information and Education

A public information and education campaign (PI&E) will be conducted by departments/TSPs in accordance with the campaign schedule dates. The public information and education campaign will be accomplished by using press releases, as well as disseminating materials and information to our community as provided from ICJI. Additional efforts will be made through presentations and locally planned events to civic groups, schools, businesses, and others groups.

Media

Grantees are encouraged to develop at least one news release and/or media event prior to the OBU time period and at least one news release and/or media event following the OBU time period for the program to be at its most effective.

- Additional efforts can be made to conduct a media event/news conference and may include other law enforcement departments within the county in order to send a strong message to the public about increased enforcement of occupant restraint laws.
- The Traffic Safety Division program staff can provide additional resources as needed.

Training

The ICJI requires all officers be properly trained. Officers being paid from grant will be trained in the areas of Traffic Occupant Protection Strategies (TOPS) and Standardized Field Sobriety Testing (SFST). Any officer not currently trained in TOPS will have until the beginning of the enforcement period of the third mobilization/quarter to receive certification. TOPS may be completed online at on.in.gov/trafficsafetyforms

Officers must be compliant with the current standards in effect for [Standardized Field Sobriety Testing \(SFST\)](#) as approved by the Technical advisory Panel of the Drug Evaluation Program of the International Association of Chiefs of Police Highway Safety Committee.

Reporting

Reporting for CITLI will be completed by entering information into the OPO Database as well as the IntelliGrants system. Reports are due to the OPO Database and IntelliGrants within 20 days for quarterly and within 30 days for the final report.

The following documentation must be included with each **fiscal report** submitted into the IntelliGrants system:

- Fiscal Reports
 - Subgrantee Fiscal Review Concurrence Verification Form
 - Chief/Sheriff Letter (signed)
 - Personnel Details report from the OPO Database
 - Administrative Log (if administrative time is applicable)
 - Officer Activity Sheets (OASs) (officer and authoritative signature)
 - Paystubs

Note: Agencies claiming administrative time must have an administrative log with the coordinator's signature AND an authoritative signature or an OAS with coordinator's signature AND authoritative signature.

The following documentation must be included with each **program report** submitted into the IntelliGrants system:

- Program Reports
 - Pre & post media
 - Program Totals report from the OPO Database
 - Pre & Post Seat Belt Survey totals (*Click It or Ticket* only)

It is the responsibility of each grantee to ensure all officers working on grant funded time completes all required documentation for the enforcement period. The department/TSP will maintain all required documentation on file for a minimum of five years. All reports and documentation will be routinely monitored by the Law Enforcement Liaison and/or Traffic Safety Division Program Staff as well as the ICJI compliance team.

ICJI reserves the right to request data from a mobilization at any point in time after the mobilization has been conducted. Traffic safety forms and resources can be found at ICJI's main web page at: on.in.gov/trafficsafetyforms

Additional Grant Management Criteria

- The grantee must maintain a proper grant file with all grant documentation included in the file for monitoring by the Local Law Enforcement Liaison or the Traffic Safety Program Staff.
- The Department must maintain on file Standard Operating Procedures for officers to work the program.
- The Department must maintain on file Standard Operating Procedures of enforcement of occupant protection laws.
- The Department must have on file current departmental salary ordinance.
- **Only paid Indiana law enforcement officers with full arrest powers shall be funded to work this program.**

Program Evaluation

Each department/TSP receiving grant funds will be administratively evaluated utilizing the ICJI Traffic Safety Division reporting forms as well as on-site monitoring. Programs will also be evaluated on the goals submitted by each department. Additionally, the overall success of the statewide program will be measured through crash statistics and the seat belt usage survey for Indiana. The ICJI Traffic Safety Division will maintain communication with the grantees to guide and encourage positive results.

Supplanting and Cost Assumption

Federal grant dollars are intended to complement enforcement efforts already established by the department/TSP. These grant funds will not supplant enforcement efforts or equipment already owned in the jurisdiction.

IntelliGrants Reporting – All Opportunities

Grants that are in the “Grant Executed” status in the IntelliGrants system may submit Program and Fiscal Reports.

Reports must be submitted and approved in order for proper accounting. Reports will appear available to you under “**Related Documents and Messages.**” Fiscal and program reports will appear available to initiate on the first day following the close of each reporting period.

IntelliGrants Report Date Examples:

Example 1 (quarterly reporters)

Example 2 (monthly reporters)

Quarter 1 (10/1/2020 - 12/31/2020)

Available: 1/01/2021

Due: 1/30/2021

Month 1 (10/1/2020 - 10/31/2020)

Available: 11/1/2020

Due: 11/30/2020

****If you are a monthly reporter, please make sure you **SUBMIT** October’s report **PRIOR** to initiating November’s report.**

IntelliGrants Program and Fiscal Reports

Reporting for a Comprehensive grant with multiple programs can get confusing. To make things very organized and clear to get reports approved quickly, attachment titles should include the program acronym with a description.

Program Reports:

Example:

Attachment 1: Q1 CITLI Program Totals Report

Attachment 4: Q1 CITLI Media

If you are reporting **monthly**, just replace the “Q” with “M”

In the boxes of the program report where you type, list the program acronym followed by a colon and type what you need for each program.

Example:

CITLI: Officers worked 30 hours and wrote 125 citations...

DUITF: Officers worked....

Fiscal Reports:

Example:

Q1 CITLI Personnel Details Report

Q1 CITLI Paystub1 (or Q1 CITLI Paystub Alexander-Deaton)

Q1 CITLI OAS1 (or Q1 CITLI OAS Alexander-Deaton)

Assemble and scan the OAS's and paystubs in order as they are listed in the Personnel Details Report.

- If you claim **Admin** time, you can do it one of two ways:
 1. Do an admin sheet for each program. You can scan all in together and label them "Q1 ADMIN" (best used for multiple coordinator/co-coordinators)
 2. Do one admin sheet and put in each program in blocks/clumped together (easiest for single coordinator admin claim)

Example:

11/20/20 DUI	4 hrs.	\$20.00= \$80.00
12/03/20 DUI	2 hrs.	\$20.00= \$40.00
12/15/20 DUI	4 hrs.	\$20.00=\$80.00
11/20/20 CITLI	3 hrs.	\$20.00= \$60.00
11/31/20 CITLI	1 hr.	\$20.00= \$20.00
11/01/20 DDE	1 hr.	\$20.00= \$20.00

Important: Do **NOT** skip lines when uploading attachments and make sure there is a description selected for each or there will be a system error. The system makes it offset. Look next to the BROWSE button. If you see a square box that says "Delete," then you know you already used that BROWSE box. The delete box only appears once you have uploaded a document.

General Guidelines

ICJI understands the need for innovation and the adoption of evidence-based practices for programs within all areas of traffic safety. ICJI will prioritize new and innovative programs established to impact identifiable public safety problem(s), utilizing evidence-based solutions, which include data to achieve the desired outcome. To be considered a data-driven program, ICJI will seek programs that contain three main characteristics: (1) the problem has been identified using data; (2) the solution will be driven by data analysis/research; and (3) the program success will be measured by evaluating the outcomes.

ELIGIBILITY REQUIREMENTS

All law enforcement agencies in the State of Indiana with **paid** officers (full-time and part-time) are eligible to apply (See Reimbursement Rate Policy for ICJI effective July 1, 2016). Applicants must demonstrate a need for increased enforcement in their community and the willingness to commit to traffic safety priorities. For Non-Motorist grant, public entities, including state, county, municipal agencies, nonprofit, and nongovernmental organizations may apply for funding.

Please note that all applicant agencies currently receiving funding from ICJI must be current on all reports related to such funding. Delinquent reports may disqualify an Applicant Agency from consideration for funding through any grant program through ICJI.

Additionally, all applicants awarded a grant from ICJI must agree to or comply with the following:

1. 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
2. Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
3. 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs
4. 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
5. 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
6. Agree to abide by all provisions of the grant agreement
7. Agree to abide by all Special Conditions detailed in ICJI Certified Assurances and Special Conditions.
8. Submit all reports in the prescribed format and time frames as determined by ICJI
9. Submit performance measures as listed in the Special Conditions provided upon approval of the proposal

Deadlines: Registration and Application

Applications will be submitted through [IntelliGrants](#) by 12:00 P.M. EDT (noon) on Friday, May 15, 2020. **No late or incomplete applications will be considered for funding.**

Everything from the grant application, reporting and fiscal drawdowns will occur online within IntelliGrants. The registration process can be started by visiting [IntelliGrants](#) and clicking on the “New user?” link. **Applicants must be registered in IntelliGrants in order to access the online application. Registration may take several days for first time registrants.** Failure to register will prevent applicants from accessing the system. ICJI recommends early registration in order to become familiar with the system. This will prevent delays with application submission. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Late applications or applications submitted through any means other than IntelliGrants will not be considered for funding.

Award Period

The total award period for the *FY2021 Hoosier Highway Injury Reduction Program* grants of CHIRP: CITLI, DUITF, DDE, and Ped-Bike shall be October 1, 2020 – September 30, 2021. Projects should begin on October 1, 2020 and must be in operation no later than 45 days after January 1, 2021. Failure to have the funded project operational within the time allotted may result in the cancellation of the grant and de-obligation of awarded funds. Projects must conclude no later than September 30, 2021. Funding obligations must be made prior to September 30, 2021, and the Final Financial Report submitted via IntelliGrants ***within 30 days*** from September 30, 2021 (grant end date). **All program activity must be completed by the end of the approved award period.** For award periods for SIDEp, HVE Motorcycle, and OBU see each program area.

Each approved project contract will have the appropriate Catalog of Federal Domestic Assistance (CFDA) number and Federal Award Identification Number (FAIN) on it to call attention to the need for inclusion in the Schedule of Federal Expenditures (SEFA) of the Single Audit by the contractor. The complete set of the TSO CFDA numbers as administered by NHTSA are listed below:

<u>CFDA Number</u>	<u>Fund Type</u>	<u>Fund Description</u>
20.600	Section 402	State and Community Highway Safety
20.616	Section 405b	Occupant Protection Incentive Grants (National Priority Safety Programs)
20.616	Section 405c	State Traffic Safety Information Systems Improvement Grants (National Priority Safety Programs)
20.616	Section 405d	Impaired Driving Countermeasures Incentive Grants (National Priority Safety Programs)
20.616	Section 405e	Distracted Driving (National Priority Safety Programs)
20.616	Section 405f	Motorcycle Safety Grant (National Priority Safety Programs)
20.611	1906	Incentive Grant Program to Prohibit Racial Profiling
20.608	164AL	Alcohol Penalty Fund

Selection Process and Award Notification

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application. ICJI staff conduct a risk assessment of all applicants; the proposed applications will be scored and eligible applications recommendations for funding will be presented to the Traffic Safety Division Director and ICJI Executive Director for consideration. **Incomplete applications will not be scored or considered for review.**

Monitoring

All grant awards will be monitored by a program manager and/or Law Enforcement Liaison (LEL) using a combination of desk reviews and site visits. Additionally, the program manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed.

Program Policies & Procedures, Reporting and Monitoring Requirements

All agencies are required to read and agree to each program's 2021 Policies and Procedures manual to be awarded. By submitting your application in IntelliGrants, you and all participating agencies are agreeing to these policies & procedures.

All subgrantees are required to submit programmatic reports.

Program reports must include the following items:

- **Pre & post media**
- **Program Totals report from OPO Database-(required for CITLI, DUITF, SIDEP, DDE, PED-BIKE, OBU)**
- **Pre & post seat belt surveys-required ONLY for CITLI's CIOT mobilization**

Additional performance measures, narrative reports, and financial reports should be submitted as directed in IntelliGrants. To validate requests for reimbursement, supporting documents must be included for the reported expenses, to demonstrate "proof of payment" and the details of the expense.

Details of the expense to include "proof of payment" may consist of but is not limited to the following items:

- **Subgrantee Fiscal Review Concurrence Verification Form**
- **Officer Activity Sheets (officer signature and authoritative signature)**
- **Employee paystubs**
- **Sheriff/Chief/agency head letter**
- **Personnel Details Report from OPO Database-required for CITLI, DUITF, SIDEP, DDE, PED-BIKE, and OBU**

- **Admin log (if applicable)**

- **Note:** Coordinators for admin time can either sign the admin log along with an authoritative signature OR complete an Officer Activity Sheet.

The website below provides information to assist State and Federal professionals to manage highway safety grant programs administered by the National Highway Traffic Safety Administrations. Included are: United States Codes, Code of Federal Regulations, and Office of Management and Budget Circulars.

Go to the NHTSA website: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>

Equipment Purchases (also refer to Competitive Bids)

All equipment purchases must be specifically itemized in the budget proposal. If not included in the original budget proposal, expressed written approval from the TSO is required prior to any purchase. Competitive bids **(a minimum of three (3) bids)** are required on any equipment purchase in excess of \$500.00.

Upon receipt of any equipment purchased with federal funds, the grant contractor must complete an "Equipment Inventory Log" and submit it to the TSO. The "Equipment Inventory Log" is located on the TSO website. The grant contractor shall appropriately maintain any equipment purchased under the grant contract. TSO staff will provide a TSO inventory tag to be placed on all equipment purchases.

Equipment Purchase/Inventory Procedures - \$5,000.00 or More

- Equipment purchases of \$5,000.00 or more must receive prior written approval from the TSO.
- Upon receipt of the equipment the grant contractor must complete an "Equipment Inventory Log" and forward to the TSO.
- For all equipment purchases over \$5,000.00, the serial number for the item shall be considered the inventory number.
- Annually, the TSO will forward a physical inventory request form to each contractor requesting physical inventory be conducted of equipment purchases over \$5,000.00.
- No contractor shall dispose of any equipment without written approval from TSO. Disposal of the equipment will be according to the applicable State and Federal regulations.

Equipment purchased with federal funds that has a market value of more than \$1,000.00 or has any useful life remaining and is not fully depreciated may not be disposed of in any manner by the grant contractor without the expressed written approval of the TSO. Should a grant contractor desire to dispose of such equipment, the grant contractor will immediately notify the TSO. Disposal of the property will be according to applicable state and federal regulations. All grant contract funded purchases must be requested, purchased, invoiced, and delivered prior to the end of the grant fiscal year, September 30.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY