

FY 20-- NJDHTS for Submission of Grants
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SAGE Grant Application Information
“HTS Federal Pedestrian Safety and Enforcement
Fund Year 20--”

As you enter the required information in the grant application you will note that many of the entries are self-explanatory and for some we provided examples. It is ultimately your responsibility to make sure all required fields are filled out. Make sure you hit “SAVE” after completing each page. Clicking “SAVE/NEXT” allows you to save the page and move to the next page of the application. If you are continuing with project from the previous year, you cannot use the information from last year and just load it into SAGE (like previous years). You must start from scratch.

General Information **EXAMPLES ONLY – No longer cut and paste**

Project Title: **FY20 - - (name of your town) Safety Grant**

Project Period: **(Federal) 10/1/20 - - to 9/30/20 - -**.

Type of Application: **Cont.** unless you are seeking funding for your first, second, or third year.

Contact Information

Submit the required information for Project Director, Finance Director, and Authorizing Official and all of the required contact information.

Narrative Description of Project

Problem Statement:

The below narrative is to be used as a guide only in submitting your problem statement to describe in detail the specific problem you are attempting to impact or correct. Objectives must be measurable and three years of data to support the problem is required. Indicate why your current program or activity is not adequate and explain past efforts to resolve the problem, if any. Provide supporting data, facts, and or statistics which substantiate the need for the project.

My Town is a very populous community with over 100,000 residents and a daytime population that swells to an estimated 250,000. This is partly due to our railroad station, which is the busiest on the Northeast Corridor and to motor vehicle traffic coming into My Town on a daily bases. Taking these factors into consideration, it creates a potential hazardous situation for our pedestrians and bicyclists. My Town has received a high volume of complaints from the community pertaining to vehicles speeding, running red lights, inattentive driver using cell phone devices and not yielding for pedestrians. Some of the most common dangerous characteristics among My Town are crash-prone intersections, which are receiving high traffic volumes. My Town is one of the most dangerous places for people to travel on foot as well. Many parents don’t allow their

children to walk to school or even to school bus stops because they feel the streets are not safe for pedestrians. This adds to the vehicle traffic at rush hour periods. Drivers are not yielding for pedestrians and not enough crossing guards are posted. Many streets have insufficient crosswalks, sidewalks, lighting and signals, curbs and barriers. Additionally, pedestrians are illegally crossing the roadway due to the influence of alcohol or drugs outside as well as within the crosswalk. Regular patrol enforcement has been working on the problem for the past 3 years, and 6,792 motor vehicle stops have been made and 241 pedestrians were given warnings. However, the problem has not diminished. In 20 - - :4 pedestrians were struck with 0 fatalities, 12 bicyclist injured – 2 no injuries, 37 vehicle crashes with 6 fatalities. In 20 - - : 9 pedestrians were struck with 2 fatalities, 7 bicyclist injuries – 1 no injury, 28 vehicle crashes 11 fatalities. And in 20 - - : 6 pedestrians were struck with 1 fatality, 9 bicyclist injuries - 3 no injuries, 32 vehicle crashes 8 fatalities. My Town currently has no existing funding source for this type of education or enforcement without the grant. My Town has a small police force consisting of 31 regular officers, so we do not have the manpower to address the issues of traffic safety with consistency. With vehicle crashes on the rise, a public education and enforcement campaign is timely and vital to My Town. If My Town could secure this grant and incorporate it annually, it would have a huge impact in our efforts to make travel safer for pedestrians, bicyclists and motorist alike in My Town.

Objective

This can be cut and pasted:

To reduce total pedestrian crashes by __% in this municipality in FY20 - - . Use a reasonable percentage.

Tasks

(Examples only shown here; you may select different tasks. However, the fund does have legislative requirements for enforcement activities.)

Enforcement activities will be conducted to achieve the above objective.

Educational activities will be conducted to achieve the above objective.

Engineering activities will be conducted to achieve the above objective.

Activities

(Examples only shown here)

1. Budgeted enforcement overtime hours will be worked during FY20 - - at the top crash locations in My Town through individual officer details and through multi-officer decoy details. 2. Educational items to promote safety will be provided by The Division of Highway Traffic Safety and delivered near the start and throughout this grant period so that items for distribution may be available at all times 3. During the grant year, a minimum of 10 (ten) public education presentations will be carried out to audiences consisting of children, senior citizens, and non-English speaking residents. These presentations will be conducted

on department time. 4. My Town police department will issue a press release announcing our involvement in the program. 5. My Town police department will actively support all statewide traffic safety enforcement programs, whether grant funded or not, including “Click It or Ticket,” “Pedestrian Safety” and “Drive Sober or Get Pulled Over.”

Generally, you would leave the rest of the Objectives/Tasks/Activities blank. This is because the fund can only be used by law enforcement to address pedestrian safety.

Methodology (Methods)

Here you will enter information to describe the methods which will be used to achieve your objectives. Fully describe what actions are necessary to help resolve the problem stated. You can attach additional information here if necessary, by utilizing the BROWSE button. See example below:

Notices will be put in local newspapers, on My Town website and the social media to inform residents and visitors about our upcoming safety enforcement for drivers and pedestrians. After two weeks of advertising the law and planned activities, the first phase will begin. Officers will utilize unmarked and marked police vehicles for roving safety enforcement patrols. In addition, officers will provide extra patrols in high volume areas to include targeting pedestrians, bicyclist and drivers alike. Electronic signs and variable message boards will be used to inform drivers, walkers and bicyclers about our effort to reduce all type of vehicle crashes. Warnings will be issues only in this first phase. In addition, all violators will be provided with literature on safety recommendations as well as motor vehicle law. During the second phase, decoy operations will begin in My Town on our highways leading in and around My Town (give actual locations). Summonses will also be issued for cell phone use, seatbelt violations, unregistered vehicles, and suspended licenses, and all other safety related Title 39 offenses. My Town will conduct educational awareness meetings at senior citizen centers, community events, homeowner association meetings and schools in an effort to address and enhance the education of residents through educational, enforcement and engineering methods. Flyers will be posted prominently on all local businesses and municipal buildings advising our traffic safety grant. Pedestrian and traffic safety will remain priorities for My Town’s Police Department. The funding will be used to cover the overtime cost. The third and final phase, in addition to continuing enforcement efforts, will involve evaluating the results from the first and second phases.

Milestones

Milestones is a planned timeline of how the program will be run. The dates for reporting requirement are correct.

The grant should begin no later than 15 days within the grant approval date.

First Quarterly Progress Report is due on January 15, 20__.

First Reimbursement Request is due January 15, 20__ (if grant is more than \$25,000, otherwise a mid or final reimbursement is required.)

Second Quarterly Report is due on April 15, 20__.

Second Reimbursement Request is due April 15, 20__

Third Quarterly Report is due on July 15, 20__.

Third Reimbursement Request is due July 15, 20__

Final Progress Report is due on October 15, 20__.

Final Reimbursement Request is due on November 15, 20__.

Evaluation

Administrative (Performance) Evaluation

This can be cut and pasted:

This project will be administratively evaluated by the NJ Division of Highway Traffic Safety in accordance with federal guidelines. Effectiveness of the project will be judged based on the success of stated goals and objectives, the quality of enforcement and educational activities, and the timely submission of required reports.

Subsequent Years

In this section you will need to enter information regarding what you feel your grant funding needs will or will not be in future years to maintain this project.

Acceptance of Conditions

Click on the box to agree to the terms and conditions.

Project Location

Select your county and municipality from the list.

Budget

Personal Services

Salaries and Wages

Check the box if applicable.

Fringe Benefits

Check the box if applicable.

Travel

Check the box if applicable.

Enforcement/Education Details

Under “Description” *cut and paste this* **Overtime single officer and multi officer details at pedestrian safety hot spots (EXAMPLE).**

Number of Hours: Variable

Number of Staff: Variable

Hourly Rate: \$55.00

State Share: Variable

Local Share: Variable

Miscellaneous Personal Services

Check the box if applicable.

Contractual Services

Check the box if applicable.

Commodities

Check the box for not applicable, unless there are specific item(s) to be purchased that will greatly enhance the effectiveness of the program. Any purchases require approval from DHTS.

Other Direct Costs

Check the box if applicable.

Indirect Costs

Check the box if applicable.

Budget Summary

Save the page, the budget total should read \$ - your amount.

Certification Regarding Debarment and Suspension

Check the box if applicable.

Signatures

Unless any errors exist, at this point the application is ready to be signed and submitted to NJDHTS. Each of the three signers must log in separately to sign (check their box and enter their name):

Project Director (“Agency Administrator”)

Finance Director (“Agency Staff”)

Authorized Official (“Authorized Official”)

Once all three signatures are provided, the Authorized Official should submit the grant application to DHTS by changing the Status Bar on the main page (menu) of the grant. Only the Authorized Official can actually change the status to submit the grant.