GHSP Frequently Asked Questions

APPLYING FOR A GRANT

Q: Can my agency/organization apply for more than one grant?

A: Yes. Your agency/organization may apply for multiple grants in a single year.

Q: Can my agency/organization apply for a grant that covers more than one program area?

A: Yes. Your agency/organization may apply for a grant that covers multiple program areas.

Q: This is the first time my agency/organization has applied for funding, and we don't have local data. What should we do?

A: GHSP requires that all applications be supported by state and/or local data. Your agency/organization can find state and county data on the GHSP website. Additional traffic safety data may be found on [NCDOT's website](). Your organization may also be able to provide useful internal data, such as citations, or emergency department visits, for example.

Q: Must my agency/organization's grant application have three goals?

A: No, grant applications are not required to have three goals. Goals must be S.M.A.R.T. – Specific, Measurable, Action-Oriented, Realistic, and Time-specific.

Q: Can my agency/organization submit an application that will only fund equipment?

A: No, the GHSP will not fund equipment-only grants. The only exception is for law enforcement agencies that want to purchase Mobile Data Terminals (MDTs) to improve the performance metrics of the six traffic records core databases. All law enforcement grant projects must include an educational component related to traffic safety.

Q: What items should be listed in other direct costs?

A: Other direct costs are items that do not fit into other categories, such as equipment, supplies and travel costs.

Q: A GHSP grant specialist has returned my agency/organization's application for edits. Each time I try to edit the application, the grant system will not let me make the requested changes. What should I do?

 A: Contact your GHSP grant specialist. If they cannot resolve the issue, contact support for the grant management system at [EBSSupport@ncdot.gov]().

Q: When will my agency/organization be notified that our application has been approved or denied?

A: Typically, your agency/organization will be notified by midsummer.

Q: My agency/organization's first-year grant application has been approved. Are years two and three guaranteed?

A: No, subsequent funding is never guaranteed. All agencies/organizations must reapply <u>annually</u> for grant funding.

GRANT MANAGEMENT

Q: Must representatives from my agency/organization attend the grant orientation?

A: Yes, at least one representative from your agency/organization must attend the annual grant orientation held at the start of the fiscal year. The representative should be the individual responsible for filing claims and other paperwork. If multiple individuals serve in this role, it is recommended that all attend the orientation.

Q: If my agency/organization has a GHSP grant, can our Project Director delegate grant-related responsibilities to another employee?

A: Yes. The Project Director may delegate grant-related responsibilities to another employee of your agency/organization (please inform your grants specialist if you do this). The Project Director may also delegate grant-related responsibilities to another organization, but this relationship must be outlined in the grant agreement and documented in a subcontractor agreement or contract. Signed Federal Provisions are required for all subcontractors.

Q: Why does GHSP conduct an onsite monitoring visit?

A: Federal regulation requires GHSP to monitor all grants. The level of monitoring is determined by the results of an annual risk assessment GHSP conducts for all grant applicants. Most grantees are required to have at least one on-site monitoring visit during the fiscal year in which the grant was awarded.

Q: Can I make changes to my grant application once the project year begins?

A: Yes, you can request to make changes to your grant activities and/or budget during the project year by completing a change request in the grant system. Goals and objectives cannot be changed during the project year. Your grant specialist will review the change request and approve it or return it for changes. Change requests may NOT be filed after June 30.

ALLOWABLE EXPENDITURES, PURCHASING & EQUIPMENT

Q: Can GHSP pay for infrastructure improvements that address safety?

A: No, GHSP grant funds may not be used for infrastructure and roadway improvements. There are other divisions within the NC Department of Transportation that **can** fund infrastructure improvements, and GHSP can help connect you to your local NCDOT Division Office.

Q: What happens if our agency/organization spends grant funds on an expense that is determined to be unallowable?

A: Your agency/organization will be responsible for these costs. If your agency is reimbursed for an expense, such as equipment, that is later determined to be unallowable, your agency must reimburse GHSP.

Q: What equipment may be purchased with grant funds?

A: Equipment may be purchased if it is allowable, allocable (in the grant) and complies with the requirements of the Buy America Act (applicable if the cost is $10,000 per item or more). GHSP will base decisions about equipment funding largely on how much the equipment is needed to advance the grant's overall objectives.

Q: How long should my agency maintain and track equipment purchased with GHSP grant funds, and if the equipment is destroyed, must it be reported?

A: Your agency must maintain and track equipment purchased with GHSP grant funds for as long as the equipment is in use. Once your agency decides to dispose of the equipment, or if it is destroyed, you must complete and submit Form GHSP-13 to your grant specialist.

Q: Are gasoline, mileage, vehicle maintenance and car washes allowable costs?

A: Gasoline, mileage, and vehicle maintenance are allowable costs if they are included in your agency/organization's grant agreement. Car washes are NOT an allowable expense.

Q: Are uniforms and portable radios an allowable grant expense?

A: NHTSA consider uniforms and portable radios a general cost of government, and thus are not allowable expenses.

CLAIMS FOR REIMBURSEMENT

Q: Does my agency/organization have to submit a claim to GHSP every month or quarter even if we haven't spent any grant funds?

A: If no grant funds were spent during the reporting period, your agency/organization does not need to submit a claim. Contact your grant specialist to let them know your agency/organization will not be submitting a claim for the month/quarter. You may be required to confirm this in writing and, if so, this correspondence will be attached to your grant.

Q: If my agency/organization doesn't spend all our grant funds in the current year, what happens to the money?

A: Your agency/organization's unspent grant funds remain with GHSP and are used to fund future projects.

TRAVEL & TRAINING

Q: I'd like to attend a conference that is relevant to my agency/organization's GHSP grant. May I use grant funds to cover travel expenses?

A: Your agency/organization's grant must specifically allow travel to trainings and conferences. Obtaining GHSP's permission is required for all out-of-state travel (Form GHSP-07) and any in-state travel that is not already outlined in your grant agreement.

Q: What training courses are allowed?

A: Training courses associated with highway safety are an allowable expense. However, in-service training is NOT an allowable expense. If the training is not in your approved application, you may need to obtain prior approval from GHSP, especially if it involves travel. Contact your grant specialist if you are unsure whether a training is allowable.

MATERIALS

Q: I'd like to create a flyer or video about my agency/organization's GHSP-funded project. How do I get approval for this?

A: You must use the GHSP-21 Materials Approval Form to request approval prior to publication or production. If there is a related expense, it must be outlined in your grant agreement.

Q: My approved grant project includes a marketing campaign. Do I have to get materials created for the campaign approved by GHSP?

A: Yes, you must submit the GHSP-21 Materials Approval Form to have any materials (print, video, radio, etc.) associated with a marketing or education campaign approved prior to incurring expenses to publish them.

LAW ENFORCEMENT

Q: What documentation is needed for overtime reimbursement?

A: Law enforcement agencies with overtime enforcement grants must submit a claim that includes the following documentation: an overtime calendar, the officer's regular work schedule, payroll report or copy of general ledger, paycheck details for each officer, CAD (computer automated dispatch) reports for every shift, and copies of citations issued during each shift.

Q: If my law enforcement agency does not participate in the STEP program may we still apply for a grant?

A: Yes, any law enforcement agency may apply for a grant. However, one of the criteria the GHSP uses to evaluate applications is an agency's recent and ongoing participation in GHSP campaigns.

Q: Are law enforcement agencies allowed to exceed the GHSP cap amounts to buy equipment?

A: GHSP will only reimburse for amounts at or below the equipment cap. (Agencies may use other funds for amounts exceeding that cap). For law enforcement agencies, the equipment cap includes accessory items such as vehicle upfits and shipping.

Q: Can my agency purchase additional equipment for officers not listed on the grant?

A: No, you may only purchase equipment through your grant for personnel listed on the grant.

Q: Do allowable vehicle costs include push bars, striping/wrapping, emergency lighting, MDT's, in-car video, body cameras and/or radar/lidar?

A: Push bars, striping/wrapping, and emergency lighting are considered part of vehicle upfit and therefore are allowable costs. MDTs, in-car cameras, and radar/LIDAR are also allowable costs that are funded separately, with separate funding caps.

Q: What if body cameras are part of a package?

A: Body cameras are not an allowable expense, even when part of a package. You will have to either remove them from the package or identify an alternate package that does not include them.