

How to Apply for Highway Safety Funds

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Transportation Safety Office (FDOT) Highway Safety Funds must address at least one of the following traffic safety priority areas:

- Impaired Driving
- Police Traffic Services
- Speed
- Aggressive Driving
- Roadway Safety
- Occupant Protection
- Child Passenger Safety
- Pedestrian and Bicycle Safety
- Motorcycle Safety
- Traffic Records
- Community Traffic Safety

Who Is Eligible For Funding?

- State, Local and County Government Agencies (including Law Enforcement)
- State Colleges and Universities
- And certain qualified Non-Profit Organizations

Qualified Non-Profit Organizations

Chapter 14-98, FAC, requires non-profit organizations to provide their “Certificate of Status” from the Florida Department of State, Division of Corporations, verifying their not-for-profit status when submitting their concept paper.

The “Consumer’s Certificate of Exemption” from the Florida Department of Revenue or a letter from the Department of the Treasury confirming Section 501(c)(3) status is not sufficient to meet this requirement.

If the non-profit organization’s project is selected for funding, they must provide a financial statement showing the establishment of a special account designated for project activities, which contains funds equal to or greater than the amount of the subgrant award.

Funding Restrictions

Replacement of existing program expenditures, program maintenance, research, rehabilitation, and construction are not allowable costs.

Other unallowable costs are dealt with on a project-by-project basis and will be covered in your pre-work visit if funded.

When are Concept Papers Due?

Each concept paper must fully describe the proposed project (i.e. problem statement, proposed solution, objective(s) and proposed budget) and must be received by the Administrator of the Highway Safety Grant Program Section no later than March 31st to eligible for consideration for funding in the upcoming federal fiscal year.

Funding Period

Subgrants are administered on a Federal fiscal year basis (October 1 – September 30). Funding is approved on a yearly basis, and agencies can be funded for a maximum of three consecutive years in a given traffic safety priority area. (Projects that FDOT determines are statewide activities may be funded for a longer period of time).

Subgrants are intended to provide seed money to start new programs.

Projects should become self-sufficient when subgrant funding terminates.

To promote self-sufficiency, agencies are expected to provide a local match when funding for personnel is included in second and third year projects. The local match is normally 25% for second year projects and 50% for third year projects.

Where do I find the forms?

All forms can be found on our website at:

<http://www.dot.state.fl.us/safety/HighwaySafetyGrantProgram/hsgp/hsgp.htm>

Applying for Federal Highway Safety funds begins with submission of a Highway Safety Concept Paper under the following guidelines:

The Highway Safety Concept Paper must be submitted on the FDOT form 500-065-17a (revised 01/04). The print font used on the form must be no smaller than size 10. The Highway Safety Concept Paper submitted must be no longer than seven pages, including the cover letter from the Head of the Agency requesting funding. The Highway Safety Concept Paper must include the completed Informational Form, Statement of the Problem, Proposed Solution, Objectives, Evaluation, and Budget Form.

Additional pages, documentation, or letters of support will not be considered. However, not-for-profit agencies must include their "Certificate of Status" from the Florida Department of State with their Highway Safety Concept Paper.

A cover letter signed by the head of the agency must be attached to the concept paper. The cover letter must be typed on agency letterhead and must be signed by the head of the agency, stating that the agency head fully supports the proposed project.

Examples of an agency head: Sheriff, Chief of Police, Fire Chief, University President, County Commission Chairperson, Mayor, or Health Department Director.

How are Concepts Evaluated?

Staff in the Highway Safety Grant section identifies traffic problems throughout the state by:

- Analyzing data from the Department of Highway Safety and Motor Vehicles (DHSMV)
- Studying the results of observational surveys
- Attending meetings of traffic safety communities
- Reviewing the rankings of the Problem Matrix

This process includes all current projects continuing into the next fiscal year to allow initial funding estimates to be developed. Continuation projects are given a high priority in order to honor prior funding commitments.

Timeline from Concept to Award:

JANUARY

Problem Identification
Setting of Goals and Objectives

JANUARY - MARCH

Submission of Concept Papers

APRIL 1 - MID JUNE

Review and Selection of Projects by Traffic Safety Section
Send out Acknowledgement Letters

JULY

Highway Safety Plan (HSP) Preparation

AUGUST

Send Award and Denial Letters

SEPTEMBER 1

Approval of Highway Safety Plan by Governor's Highway Safety Representative
Submission of Grant Applications to Highway Safety Grant Section.

OCTOBER - NOVEMBER

Grants awarded if Congress has approved funding.

If Selected, what do I do?

If you receive an award letter, your next step is to complete the application form.

A sample budget and application instructions will be included in your award packet.

When is my Application Due?

Your application is due by October 1st, however, early submission will allow the program manager to work with you to resolve any issues prior to October 1st. Submitting your application on or after October 1st may cause a delay while issues are being resolved.

For additional information please contact:

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or

(850)245-1528