



FEDERAL FISCAL YEAR 2008

Guidelines for the Submission of Highway Safety Grant Applications

**Under United States Department of Transportation
Highway Safety Funds**

**Federal Program Numbers 20.600, 20.601, 20.602,
20.603, 20.604 and 20.605**

Issued By:

**Virginia Department of Motor Vehicles
Highway Safety Office
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I. INTRODUCTION

The United States Department of Transportation (USDOT) is the federal agency responsible for the promotion of highway safety activities throughout the United States. As part of its responsibility, USDOT provides federal highway safety monies to states for the purpose of adopting and improving projects and programs designed to reduce crashes, injuries and fatalities on the highways within its boundaries.

In Virginia, the Department of Motor Vehicles (DMV) commissioner serves as the Governor's Representative for Highway Safety. Federal highway safety grant funds are administered by DMV's Transportation Safety Services (TSS) under the advice of the Governor-appointed Virginia Transportation Safety Board and are awarded to state agencies, nonprofit organizations, and localities for development and continuation of highway safety projects.

At the onset of the federal fiscal year (October 1 through September 30), funds are apportioned by the U.S. Congress to each state for the purpose of funding individual highway safety projects. The amount of money available each year varies and is, in part, determined by the submission to USDOT's National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA) of an annual Highway Safety Plan (HSP) from the individual states. Virginia's HSP identifies the state's highway safety problems and describes the programs, projects and goals proposed to correct these problems. Submitted annually on September 1, Virginia's HSP is developed through the analysis of current year highway safety activities and projects submitted by state agencies, nonprofit organizations, and localities and are supported by highway safety data.

1.1 Purpose of This Document

It is the intent of this document to solicit highway safety project proposals from state agencies, localities and nonprofit organizations. The federal program areas for which funds are available and proposals are being solicited are enumerated and defined in Section II of this document. Information presented in the proposals will be considered in the preparation of Virginia's Highway Safety Plan to be submitted to USDOT by DMV. In these guidelines, information is presented that will:

1. provide applicants with target goals and objectives for the upcoming grant cycle;
2. assist applicants in identifying projects to be proposed for consideration;
3. direct applicants in the preparation of their proposals; and,
4. provide an outline of items that are fundable using federal grant funds.

1.2 Governing Regulations and Policies for DMV Highway Safety Grants

Funding Source: Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

Applicable to	Regulations	Where to Find?
All	23 U.S.C. Sections 402, 405, 410, 411, 153, 154, 157, 163, 164	http://www.nhtsa.dot.gov
All	23 C.F.R., Chapters II and III, NHTSA and FHWA Regulatory Requirements Applicable to 23 U.S.C. Sections 402, 405, 410, 411, 153, 154, 157, 163, 164	http://www.gpoaccess.gov/cfr/index.html
Hospitals	45 C.F.R., Subtitle A, Part 74, Appendix E, Principles for Determining Costs Applicable to Research & Development Under Grants & Contracts with Hospitals	http://www.gpoaccess.gov/cfr/index.html
State & Local Government	49 C.F.R., Part 18, Uniform Administrative Requirements to State and Local Governments	http://www.gpoaccess.gov/cfr/index.html
Institutions of Higher Education, Hospitals & Nonprofits	49 C.F.R., Part 19, Uniform Administrative Requirements for Grants & Agreements to Institutions of Higher Education, Hospitals & Nonprofits	http://www.gpoaccess.gov/cfr/index.html
State, Local and Indian Tribal Government	OMB A-87 (Office of Management and Budget Cost Principles)	http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
Institutions of Higher Education	OMB A-21 (Office of Management and Budget Cost Principles)	http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
Nonprofit Organizations	OMB A-122 (Office of Management and Budget Cost Principles)	http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html
All	Virginia State Travel Regulations Policy Number 20335	http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335_New.pdf
All	Guidelines for the Submission of Highway Safety Grant Applications	http://www.dmvnow.com/webdoc/general/safety/index.asp
All	Highway Safety Plan Benchmark Report	http://www.dmvnow.com/webdoc/general/safety/index.asp

2. NHTSA PROGRAM AREAS

This section of the document identifies the NHTSA program areas for which proposals are being solicited for federal funding. The objective of each program area is stated with accompanying examples of fundable projects. Proposals that do not fall within the federal program areas will require extensive justification and direct approval by USDOT prior to consideration for funding.

Applicants are encouraged to become familiar with each program area before preparing grant applications.

2.1 Occupant Protection

A. Objective: To initiate programs and activities that will contribute to appropriate use of occupant protection devices, such as safety belts, airbags and child safety seats.

B. Examples of Fundable Components

1. Management – Program coordinator, other personnel
2. Child Restraint Programs - Enforcement, public information/ education
3. Corporate/Employer Programs - Incentives and public information/education
4. Community Programs - Child restraint, corporate/employer, preschool/school age, enforcement, public information/education
5. Enforcement - Training, equipment, operations, public information/education
6. Survey - Opinion, observation, crash reports
7. Pre/post occupant protection surveys
8. Purchase of child safety seats only for law enforcement checkpoints, training and special needs

C. Examples of Program Evaluation Measures

1. Fatalities and injuries (except pedestrian and motorcycle/ bicycle). Head injuries and fatalities related to occupant protection usage and non-usage.
2. Occupant protection usage rates for children and adults.
3. Child Restraint and Corporate Employer Programs - Number and types of programs and percent of target population being reached by program.

2.2 Impaired Driving

A. Objective: To broaden the scope and number of activities directed toward reducing traffic crash loss arising in whole or in part from persons driving under the influence of alcohol.

- B. Examples of Fundable Components
 1. Management - Coordinator, other personnel
 2. Enforcement - Training, equipment, operations, public information/education
 3. Prosecution - Training and equipment
 4. Adjudication - Training and equipment
 5. Screening/Referral/Probation - Training, equipment, driver licensing
 6. Prevention/Intervention - Training, equipment, public information/education
 7. Public Information/Education - Media materials and personnel

- C. Examples of Program Evaluation Measures
 1. Alcohol-related crashes resulting in fatalities and injuries.
 2. Nighttime (8:00 p.m. to 4:00 a.m.) crashes resulting in fatalities and injuries.
 3. Community Programs - Number of comprehensive programs and number and percent of target population being reached by program.
 4. Enforcement - Number and percent of officers trained, units of equipment, total DUI arrests, DUI arrests per shift/unit/hour, DUI arrests between 8:00 p.m. and 4:00 a.m., DUI arrests on weekdays and weekends, or during other hours.
 5. Percent of licensed drivers arrested for DUI, and total processing time per arrest.

2.3 Traffic Records

A. Objective: Develop a systematic process to reduce the number and severity of traffic crashes by ensuring that all opportunities to improve highway safety are identified, considered, implemented as appropriate, and evaluated in all phases of highway planning, design, maintenance, and operations and by providing information for selecting and implementing effective highway safety strategies and projects.

- B. Examples of Fundable Components
 1. Management – Program coordinator, other personnel
 2. New Technology - Software development, surveys, personnel, equipment, studies and travel
 3. Personnel - Training, travel, maintenance of existing equipment and software, safety management systems activities
 4. Public Information/Education - Personnel and media materials

- C. Examples of Program Evaluation Measures
 - 1. Number of personnel trained, type of training and cost per individual.
 - 2. Units and type of equipment purchased, purpose of equipment.
 - 3. Type of study/survey conducted and results.
 - 4. Agencies participating in project.
 - 5. Number and types of materials distributed, frequency of distribution, public knowledge, number and percent of target population receiving messages.

2.4 Emergency Medical Services (EMS)

A. Objective: To develop methods of responding to crashes and transporting persons injured on Virginia's highways and developing automated systems to assist in identification of and solutions to highway safety-related problems.

- B. Examples of Fundable Components
 - 1. Management – Program coordinator, other personnel
 - 2. Public Information – Public Information, Education and Relations (PIER) training
 - 3. Personnel - Education, training
 - 4. Equipment - Communication

- C. Examples of Program Evaluation Measures
 - 1. Fatality/injury ratio.
 - 2. Average response time from crash scene to dispatch, dispatch to emergency unit, emergency unit to crash scene, and crash scene to hospital.
 - 3. Emergency Medical Coverage - Number and types of units, units per population, and units per square mile.
 - 4. Number and type of communication equipment, coverage as a percent of area served by system.
 - 5. Number and categories of personnel, development and implementation of an EMS plan.
 - 6. Costs per fatality/injury averted, average cost of each EMS response, cost per type of EMS unit, and cost per category of Emergency Management Technician (EMT) trained.

2.5 Police Traffic Services

A. Objective: To increase safety on Virginia's highways through selective enforcement, training, equipment and programs.

- B. Examples of Fundable Components
 - 1. Enforcement - Training, equipment, detection/testing devices, operations and management personnel
 - 2. Public Information/Education - Personnel and media materials
- C. Examples of Program Evaluation Measures
 - 1. Fatality and injury crashes.
 - 2. Average Blood Alcohol Content (BAC) levels and average speeds.
 - 3. Number and percent of police officers trained, units of equipment, arrests per shift/unit/hour by type (i.g., DUI, speeding) percent of DUI arrests where the BAC test was performed.
 - 4. Number and types of materials being distributed, frequency of distribution, public knowledge, attitudes about programs, and number and percent of target population receiving messages.
 - 5. Cost per fatality/injury averted, average cost per arrest, average cost per person trained, cost per type of public information/education materials distributed.

2.6 Pedestrian Safety

- A. Objective: To enhance safety initiatives in Virginia by focusing on the identification of pedestrian safety problems in jurisdictions and the subsequent development and implementation of solutions.
- B. Examples of Fundable Components
 - 1. Enforcement - Personnel, equipment, operations, studies/surveys, and programs
 - 2. Public Information/Education - Personnel and materials
- C. Examples of Program Evaluation Measures
 - 1. Pedestrian fatalities and injuries.
 - 2. Number and types of programs and percent of target population being reached by programs.
 - 3. Number of arrests per unit by time and type of violations.
 - 4. Number and types of educational programs, number and types of materials distributed, frequency of distribution, public knowledge and attitudes about program, and number and percent of target population receiving messages.

2.7 Motorcycle Safety

- A. Objective: Under the Intermodal Surface Transportation Efficiency Act (ISTEA), motorcycle safety has been designated as one of the areas that states need to address. The major purpose of this area is to ensure that motorcycle operators and their passengers meet standards which contribute to the safe operation of motorcycles and protection from injuries resulting from crashes.

- B. Examples of Fundable Components
 - 1. Training - Train riders, equipment, and management
 - 2. Public Information/Education - Media materials and personnel
- C. Examples of Program Evaluation Measures
 - 1. Motorcycle fatalities and injures, motorcycle head injuries and fatalities.
 - 2. Motorcycle helmet usage.
 - 3. Type of education course, number trained for each educational program, and percent of target population trained.
 - 4. Number and types of materials distributed, frequency of distribution, public knowledge and attitudes about program, and number and percent of target population reached.
 - 5. Cost per motorcycle fatality/injury averted, cost per head injury and head injury fatality averted, cost per rider trained by program type, cost per type of public information/educational materials distributed.

2.8 Roadway Safety

- A. Objective: To accurately identify specific locations/sections of streets and highways that have high or potentially high crash incidence, as a basis for establishing priorities for improvement, selective enforcement, or other operational practices that will eliminate or reduce the hazards at the location/section identified.
- B. Examples of Fundable Projects
 - 1. Develop/improve computerized crash locator and surveillance systems.
 - 2. Identify, investigate, and evaluate intersections or sections of highways with high crash rates and develop a program to reduce hazards.
 - 3. Create multidisciplinary teams to
 - a. Investigate crashes in order to determine those designs and operating features associated with high crash frequencies or severities; and,
 - b. Make recommendations for implementation based on findings from crash investigations.
 - 4. Innovative programs designed to address identified problems in the areas of identification and surveillance of crash locations, highway design, and construction and maintenance.
 - 5. Railroad Grade Crossing - Inventory and study the feasibility of upgrading, determine deficiencies, identify hazards and develop corrective measures.
 - 6. Lighting - Inventory, evaluate, determine deficiencies, and develop upgrading program and lighting policies.

7. Fixed Objects and Roadside Hazards
 - a. Study single vehicle/fixed object crashes and develop corrective measures.
 - b. Develop guidelines for urban streets relating to fixed object placement and crash potential.
 - c. Identify high and potentially high fixed object crash locations and recommend countermeasures.
 - d. Conduct roadside hazard inspection to develop severity index for establishment of priorities for improvement.
 - e. Provide training in highway safety-related design.
 - f. Conduct studies of selected highway corridors.
8. Skid Resistance - Study skid resistance of streets/highways and establish priorities for improving skid resistance.
9. Engineering and crash evaluation studies.
10. Replacement parts for impact attenuators (one-time purchase for each installation).
11. Inventory, inspection and classification of bridges outside of the state system.
12. Training of traffic engineers/engineering technicians at short courses/seminars in safety-related curricula.
13. Studies of pedestrian-vehicle conflicts at selected intersections with recommendations for increased control.
14. Innovative programs designed to address identified problems in the area of traffic engineering services.
15. Equipment, such as traffic counters, directly related to inventories and studies.
16. Inventory traffic control devices in a locality, establish needs and deficiencies, and establish improvement programs including preventive maintenance.
17. Traffic engineering study of signalized intersections in localities to determine improvements that can be implemented to increase safety.
18. Upgrading of warning and regulatory signs to conform with approved standards.
19. Studies of selected intersections in a locality to determine where signal installations might contribute to increased safety.
20. Automation of record keeping and data retrieval procedures for inventory traffic control devices.

3. GRANT APPLICATION PROCESS

3.1 General Information

A. Who may submit a proposal?

Proposals are solicited from the following organizations:

- Localities
- State agencies
- Private institutions of higher education
- Nonprofit organizations serving Virginia with transportation safety programs

B. What is the deadline for grant application submission?

All grant applications must be received by DMV by **March 31, 2007**.

C. Where is the grant application sent?

1. Proposals are to be submitted through the email as follows:

Grants Management
grants@dmv.virginia.gov **AND**

If you are a STATE AGENCY or NONPROFIT ORGANIZATION to
kimberly.burt@dmv.virginia.gov

If you are a LOCALITY to the above Community Transportation Safety Program Manager (CTSPM) where the project will take place (see Guidelines for the Submission of Highway Safety Grant Applications pages 18-25 for a detailed list of communities included in each region)

D. What is the grant period?

Highway safety project grants are 12-month grants that begin on **October 1, 2007** and end on **September 30, 2008**. No extensions are allowed.

E. Is there a minimum or maximum amount for grant awards

There is a minimum of \$5,000 for grant awards. Please note that this is a change from previous years. Localities that wish to apply for grants less than \$5,000 should contact their CTSPM to apply for a state mini-grant.

There is no maximum cap on grant awards. However, your proposed grant budget should be specific and realistic and must be correlated to each task listed in your project description.

F. Is there a matching requirement?

Yes. Each applicant is required to include a budget for matching funds to show other sources of funds for the proposed project. Your project should include 20% matching funds, 80% grant funds. The matching funds may be a monetary or in-kind match. If a grant is awarded, a matching report must be included with each request for reimbursement.

G. How are grant funds disbursed?

Virginia's transportation safety program is a cost reimbursement program. Grantees must first expend program funds and then apply to DMV for reimbursement under the grant.

3.2 Completing Grant Application and Budget Projection

Download the application materials using the following link:

<http://www.dmvnow.com/webdoc/general/safety/index.asp>. The application and budget forms are fillable Microsoft Word and Excel documents that can be completed and saved for future use.

A. Application for Highway Safety Project Grant

Carefully follow all application instructions. Be sure to fully describe the project and indicate how it will resolve the identified problem.

B. Project Grant Budget Projections

Refer to the instructions in the application.

1. Allowable or Non-Allowable Items for Funding

a. FACILITIES

i. Not Allowable

- The cost of land.
- The cost of construction or reconstruction of driving ranges, towers, and skid pads.
- The costs for construction, rehabilitation, remodeling or office furnishings and fixtures for state, local or private buildings.

b. EQUIPMENT

i. **Allowable**

- Traffic radar and other speed measuring devices and costs for re-certification of such devices.
- Alcohol/drug testing devices and costs for re-certification of such devices.
- Major equipment (equipment costing more than \$5,000) or replacement equipment must be an integral part of the objectives and goals of the state's highway safety performance plan.
- Single equipment purchases costing \$5,000 or more with a life-span of more than one year must be approved by NHTSA.

ii. **Not Allowable**

- Purchase of both fixed and portable truck scales;
- Traffic signal preemption systems; and
- Speed trailers and message boards.

NOTE: Trailers used for the detection of speed and display of signs and warnings will not be approved for purchase using these grant funds. This decision is based on NHTSA's belief that the use of speed trailers and message boards are not accurate determinations of crash risks. NHTSA suggests the more effective countermeasure for areas where crash data indicates problems is "high visibility enforcement" to aid in reducing crashes.

iii. **Approval and Inventory of Equipment**

As stated above, equipment with an invoice price of \$5,000 must be approved by NHTSA and supporting vendors' estimates must accompany the budgets for such items. In addition this and all other equipment purchased will be maintained in an inventory in TSS.

c. TRAVEL

ii. **Allowable**

International travel is allowable only with prior written approval from DMV. All grantees must adhere to Virginia State Travel Regulations.

d. TRAINING

i. **Allowable**

- Training costs when approved as an integral component related to highway safety activities.
- Costs of training courses when using DOT/NHTSA-developed, equivalent or endorsed curricula.
- Development costs of new training curricula and materials if they will not duplicate material already developed for similar purposes by DOT/NHTSA or by other states.

ii. **Not Allowable**

- Costs to pay an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported with highway safety funds under an approved project.

f. PUBLIC COMMUNICATION

i. **Allowable**

- Cost of preparation of materials for public service use.
- Cost of leasing conference/convention exhibit and display spaces for public information and education services.
- Costs associated with planning, purchasing, printing and distribution of public information materials when these materials are an integral part of an approved safety project.
- Purchase of program advertising space in mass communication media (funded only if NHTSA-specific evaluation criteria is utilized).

g. PROGRAM ADMINISTRATION

i. **Allowable**

- Funds to finance activities attributable to the Highway Safety Project Grant.
- Costs for a highway safety consultant or personnel from non-governmental organizations/individuals for specific services or products if in accordance with state procurement procedures.
- Costs to support educational items and activities to encourage the general public to adopt highway safety practices and behaviors that are in accordance with state statutes and policies.
- Funds in support of police-directed operations to uncover unlawful practices associated with minimum drinking age laws.

h. **INDIRECT COSTS**

i. **Allowable**

- Indirect costs that have been incurred for common or joint objectives; e.g., there is a shared benefit to these expenses and the expense does not solely benefit the highway safety project grant. Examples of indirect costs include operating costs such as office rent, telephone, utilities, and general administration such as personnel administration and accounting.
- Indirect costs may not exceed 10% of allowable direct costs that are expended.
- To include indirect costs, the applicant must submit one of the following:
 1. negotiated indirect cost rate agreement from a federal agency; or
 2. indirect cost budget listing expenditure items that will be incurred.

C. Page 3: Project Description

Special attention should be given to these instructions. Applications that meet the following criterion will receive more favorable consideration than those that do not adhere to these guidelines.

1. Give a precise definition of the highway safety problem
 - a. The problem should be defined in highway safety terms, such as crashes.
 - b. The problem should be stated in quantifiable terms.
 - c. Three years of data should be provided as documentation of the extent and duration of the problem.
 - d. In applications addressing crashes, the statistics should reflect crash severity and not just total crashes.
 - e. Problem definition should describe the current level of ongoing activity; e.g., applications for enforcement should specify the current number of patrol officers.
 - f. If the application is for a support function such as training, the specific problem must be stated in a manner that indicates that training is not available and is needed.
 - g. For impact projects (e.g., selective enforcement), applicants must state specific locations at which crashes occur. The establishment of priorities through identification of high crash locations is essential and resources are expected to be targeted to these locations.
 - h. Information must be accurate and specifically address the project funding year and dates for duration of the project.

2. Include quantifiable, measurable, clearly-stated project objectives.
 - a. Objectives should be measurable and attainable.
 - b. Objectives should relate directly to the identified problem and proposed solution.

3. Describe the proposed solution in sequential and logical time-frames and specify using performance indicators and estimated costs.
 - a. All tasks directed toward problem resolution should be stated in the order in which they will occur.
 - b. An anticipated completion date for each task should be specified.
 - c. Each project task should be accompanied by an estimate of associated costs.
 - d. Cost estimates should be realistic and practical.
 - e. The methods for measuring task completion should be specified.
 - f. Performance indicators should be expressed in terms of the identified problems.
 - g. Selected speed enforcement projects should include some indicator of arrests per patrol hour or arrests per licensed drivers.
 - h. DUI selective enforcement projects should include some indicator of arrests per patrol hour or arrests per licensed drivers.
 - i. Overtime enforcement should be tied, at least in part, to statewide initiatives such as Smart, Safe and Sober; Click It or Ticket; Check Point Strikeforce or Smooth Operator.

4. Include a plan for cost assumption of the project by the state agency, nonprofit organization, or locality.
 - a. A plan for long-term support of the project when federal highway safety funds are exhausted should be specified.
 - b. Indicators of cost assumption include, among others, hard match and local/state funding of staff once federal highway safety funds are exhausted.

5. Describe how the proposed project fits into the total highway safety problem experienced by the state agency, nonprofit organization, or locality.
 - a. The project should include a description of a complete program or an indication that the project is one phase in the creation of a complete program.

- b. Complete programs are suggested for traffic records projects, integration with existing programs, development of a complete long-term program, and establishment of a coordinator position. Public information campaigns and multiple countermeasures are indicators of a broad programmatic approach.
 - c. The project should be large enough to represent a meaningful assault on the highway safety problem and, where appropriate, support statewide initiatives such as Smart, Safe and Sober; Click It or Ticket; Check Point Strikeforce or Smooth Operator.
 - d. If a project is in the comprehensive community-based area, there must be an agreement to cooperate actively with other projects in the area.
6. Describe how the project lends itself to an administrative evaluation.
- a. The measurement of actual tasks compared with planned levels of performance established for that task should be possible.
 - b. The assessment of unit costs and other aspects of operational efficiency should be possible.
 - c. Achievements and results made possible by the use of federal highway safety funds should be clearly stated.
7. Any high visibility selective enforcement proposal which includes one or more of the following tasks will be required to provide DMV with pre- and post-occupant protection use surveys after each enforcement period and a list of the violations cited during that enforcement period.
- a. Locality plans to provide public information to the community concerning the selective enforcement activity.
 - b. Locality plans to conduct child passenger safety seat/adult safety belt checks in conjunction with planned selective enforcement activities.
 - c. The specific selective enforcement activities (alcohol, occupant protection, aggressive driving, and speeding) must be conducted during the timeframes for activities outlined in the Smart, Safe and Sober Program Planner; Click It or Ticket; Check Point Strikeforce or the Capital Region Smooth Operator Program.

3.3 Procedures to follow if a project is approved

Applicants will be notified in writing by DMV about the status of their applications subsequent to the Transportation Safety Board meeting (approximately by [September 1, 2007](#)). If a project is approved for funding, the following criteria are applicable:

1. Before the expenditure of funds,
 - a. the grantee must receive written approval from DMV; and
 - b. a DMV Safety Project Agreement (TSS 12) must be fully executed by the grantee and received by DMV by [October 1, 2007](#).
2. The grant period is effective [October 1, 2007](#), and will end on [September 30, 2008](#), consistent with the commencement and end of the federal fiscal year.
3. Localities receiving at least \$500,000 in federal funds from any sources will be required to follow the provisions of the Single Audit Act.
4. State agencies, nonprofit organizations and localities must have a mandatory on-the-job safety belt use policy.

3.4 Appeal procedures if a project is not approved

If a project is not approved for funding by the Transportation Safety Board, the applicant will be notified in writing by DMV.

State agencies and nonprofit organizations may appeal the decision within 30 days of the date of notification. Requests for appeals should be in writing and submitted to DMV's Director for Transportation Safety at DMV Headquarters.

Localities may appeal the decision within 30 days of the date of notification. Requests for appeals should be in writing and submitted to the Community Transportation Safety Programs Manager for their region.

3.5 Project administration

The following guidelines apply to the administration of funded projects.

1. Monitoring reports must be completed by the project director and CTSP managers (for localities) and submitted to DMV by [January 31](#), [April 30](#), [July 31](#), and [October 31](#). DMV grant monitors may require additional reports depending on the nature and scope of the program. Program evaluation data, statistics and achievements should be submitted to your CTSP manager in routine reports.
2. The project director is responsible for supplying and ensuring that all records and documents are maintained to ensure proper reimbursement and to establish audit trails.
3. The project director is responsible for ensuring that the project is proceeding according to the plan and is on schedule.

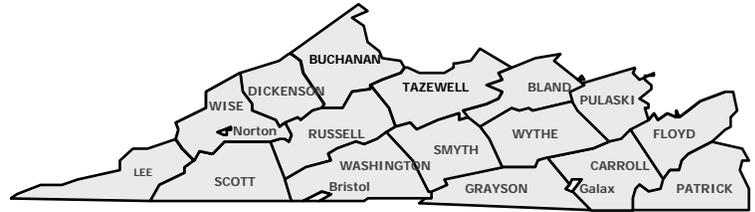
3.6 Vouchering Process

1. Expenditure and reimbursement vouchers should be prepared by the project director and submitted to the designated DMV CTSP manager.
2. At a minimum, project vouchers are required on a quarterly basis and are due by the last day of the month following the quarter in which the project funds were expended, except for the last quarter. The due dates are: [January 31](#), [April 30](#), [July 31](#) and [November 15](#).
3. A more frequent submission of vouchers may be accommodated.

4. COMMUNITY TRANSPORTATION SAFETY PROGRAMS MANAGERS AND PROGRAM FOCUS AREAS

4.1 Bristol Region

Monty Mills, Community Transportation Programs Manager
 Program Emphasis Area: Mature Drivers
 DMV Wytheville Customer Service Center
 800 East Main Street, Suite 100
 Wytheville, Virginia 24382
 PHONE: (276) 238-1296
 FAX: (276) 238-1260
 EMAIL: monty.mills@dmv.virginia.gov



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4.2 Fairfax Region

Bob Weakley, Community Transportation Programs
Manager

Program Emphasis Area: Aggressive Driving
DMV Franconia Customer Service Center

6306 Grovedale Drive
Alexandria, Virginia 22310

PHONE: (703) 313-9443

FAX: (703) 922-6875

EMAIL: bob.weakley@dmv.virginia.gov



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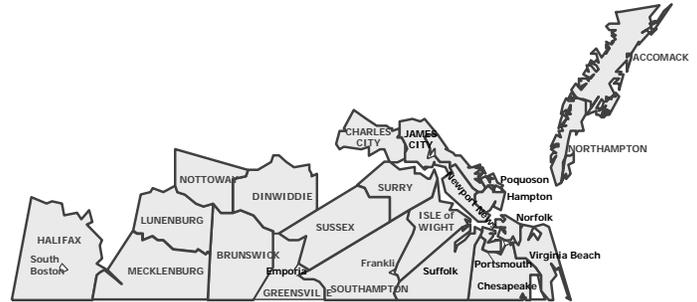
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4.3 Portsmouth Region

Maryann Rayment, Community
 Transportation Programs Manager
 Program Emphasis Area: Occupant
 Protection
 DMV Buckner Boulevard Customer Service
 Center
 3551 Buckner Boulevard
 Virginia Beach, Virginia 23456
 PHONE: (757) 416-1741
 FAX: (757) 416-1676
 E-MAIL: maryann.rayment@dmv.virginia.gov



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4.4 Richmond Region

Butch Letteer, Community Transportation
 Programs Manager
 Program Emphasis Area: Alcohol
 Chesterfield DMV Customer Service Center
 610 Johnston Willis Drive
 Richmond, Virginia 23236
 PHONE: (804) 378-3431
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 E-MAIL: butch.letteer@dmv.virginia.gov



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4.5 Roanoke Region

Steve Goodwin, Community Transportation
 Programs Manager
 Program Emphasis Area: Youth Traffic Safety
 and Police Traffic Services
 DMV Roanoke Customer Service Center
 Crossroads Mall
 5010 Airport Road, NW
 Roanoke, Virginia 24012
 PHONE: (540) 561-7408
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4.6 Staunton Region

Doug Stader, Community Transportation Programs
Manager

Program Emphasis Area: Traffic Records

DMV Harrisonburg Customer Service Center

3281 Peoples Drive

Harrisonburg, Virginia 22801

PHONE: (540) 801-0374

FAX: (540) 801-0847

E-MAIL: doug.stader@dmv.virginia.gov



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4.7 Motorcycle Safety Programs

Bruce Biondo, Community Transportation Programs Manager
Program Emphasis Area: Motorcycle Safety
DMV Headquarters
2300 West Broad Street, Room 405
Richmond, Virginia 23220
PHONE: (804) 367-8074
FAX: (804) 367-6031
E-MAIL: bruce.biondo@dmv.virginia.gov

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4.8 State Agencies and Nonprofits

Kimberly Burt, Community Transportation Programs Manager
Program Emphasis Area: State Agencies and Nonprofits
DMV Headquarters
2300 West Broad Street, Room 405
P.O. Box 27412
Richmond, Virginia 23269-0001
PHONE: (804) 367-4385
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