



# United States Department of the Interior

## BUREAU OF INDIAN AFFAIRS

### **Instructions for Completion of FY 2017 BIA Indian Highway Safety Program Applications**

The Highway Safety Act of 1966, U.S.C. Title 23, Section 402, provides U.S. Department of Transportation funding to assist Indian tribes in implementing traffic safety projects. These projects are designed to reduce the high number of traffic crashes and their resulting fatalities, injuries and property damage within Indian communities.

There are two (2) fill-in-the blank applications contained on the CD. The Full-time and Over-time Law Enforcement application are one application; use the drop down menu to select the grant the tribe is applying for. Complete the application in its entirety; do not leave any blank spaces/fields.

The BIA Indian Highway Safety Program is performance-based and data driven. A traffic safety problem **must** be identified; all applications must contain measurable targets and performance measures, and be justified by data. **Insufficient data to justify a traffic safety problem will significantly reduce the possibility of funding for the Tribe.**

These 402 funds are intended to **supplement** an existing traffic safety program on the reservation.

Program grants are funded in the form of reimbursements. Tribes must first expend their funds and submit documentation for reimbursement consideration each month. Monthly report and financial reports (requests for reimbursement) are required.

A Tribal Resolution and the Tribe's most current Indirect Cost Rate Agreement Letter **must** be submitted with the application.

- Applications:**
- 1) Law Enforcement Grant (Full-time/Over-time)**
  - 2) Impaired Driving Adjudication Court Grant**

# Indian Highway Safety Program Grant Application Instructions

## APPLICATION CHECKLIST

*Use the checklist to ensure each item is included with the application submission.*

### SECTION A: General Information

*Fill in all boxes. The name, telephone number and e-mail of the person completing the Application is essential.*

### SECTION B: Data.

*ONLY Fiscal Year (October 1 – September 30) data will be accepted. Do not leave blank spaces. Insufficient data will significantly reduce chance of funding. Use most recent fiscal year data available.*

### SECTION C: Targets, Performance Measures and Strategies

*Complete only the appropriate Performance Measures for the traffic safety problem you are trying to address. Provide information on your intended strategies to help combat the traffic problems you have identified. Use the trend analysis tool provided on the CD to determine the target goals for FY2017.*

### SECTION D: Training

*Must be traffic safety related and related to the project you are proposing. Training must be DOT/NHTSA endorsed. Basic Police Academy Training **IS NOT** allowable.*

### SECTION E: Equipment

*Equipment must be justified and be essential for meeting the Targets/Performance Measures and Strategies of the proposed project.*

### SECTION F: Budget

*The Budget section should be completed, and signed, by the Finance Officer (include email address and/or telephone number). Costs should be reasonable and necessary and related directly to the proposed project. Be as accurate as possible. Tribes will be reimbursed for Indirect Cost (IDC) Rate. If the Tribe has an IDC rate lower than 20%, that rate will be used, if accepted for funding.*

### SECTION G: Additional Information

*Space for additional narrative information the tribe would like to include. Provide information on the countermeasures the tribe intends to implement while working the grant.*

### SECTION H: Terms, Conditions and Responsibilities

*Each Condition **MUST** be initialed. Applications received without initials **will not** be considered for funding. Sign and Date application.*

E-mail questions to: [ojs\\_indian\\_highway\\_safety@bia.gov](mailto:ojs_indian_highway_safety@bia.gov)