**Indian Highway Safety Program Grant Proposal Guidelines**

**Description:**

The Bureau of Indian Affairs(BIA), Office of Justice Services (OJS), Indian Highway Safety Program (IHSP) solicits proposals for implementing traffic safety programs and projects which are designed to reduce the number of traffic crashes, deaths, injuries and property damage within these populations. Indian Highway Safety Grants are reimbursable grants available to federally recognized tribes. Proposals are being solicited for the following program areas:

1. **Grant Writing Training**

Proposals received will be reviewed and selected on a competitive basis.

**DATES:** Proposals for program and/or project funds must be received on or before:

- February 8, 2019 for Bismarck, North Dakota
- March 1, 2019 for Albuquerque, New Mexico

Applications not received by the IHSP by close of business on February 8, 2019 for Bismarck, North Dakota or March 1, 2019 for Albuquerque, New Mexico, will not be considered and will be returned unopened. This notice informs qualified applicants of the application procedures for Federal Fiscal Year 2020.

**ADDRESS:** To apply, each Tribe must submit its application packet to the Bureau of Indian Affairs, Office of Justice Services, Attention: Indian Highway Safety Program Director, 1001 Indian School Rd. NW, Suite 251, Albuquerque, NM 87104. Grant applications can also be sent by e-mail to ojs_indian_highway_safety@bia.gov

**FOR FURTHER INFORMATION CONTACT:** Tribes should direct questions for proposals to: Ms. Kimberly Belone, Indian Highway Safety Program, 1001 Indian School Rd. NW, Suite 251, Albuquerque, NM 87104; telephone (505) 563-3900.

**How to Prepare an Application for Indian Highway Safety Funding:**

A completed Indian Highway Safety grant proposal must contain each of the following mandatory components (described in detail below):

1. A current tribal resolution authorizing the proposed project.
2. The proposal must identify the tribes' traffic problem, and the goal the attendee would like to achieve in attending the Lifesavers Conference.
3. A detailed budget estimate.
4. Indirect Cost Rate Letter.
5. Application for Federal Assistance SF-424.

A funding request that does not contain all these mandatory components will be considered incomplete and returned to the tribe with an explanation. An applicant whose proposal is returned for this reason will be allowed to address the lack of completeness and resubmit its proposal for consideration, provided all issues are resolved and proposals is submitted before the application deadline listed under DATES, above. IHSP grant proposals should also identify and include contact information for a representative to oversee the project work, make authorized decisions during the course of the project, and be responsible for submitting quarterly and final progress reports as discussed later in the announcement.

1) **Mandatory Component 1: Tribal Resolution**

   IHSP Grants

   i. Tribal application: If a tribe is applying a tribal resolution must be current, signed and on tribal letterhead.
   ii. The tribal resolution must specify the fiscal year for which the IHSP project and grant proposal are intended for.
   iii. A tribal resolution recognizing and approving an existing relationship with the IHSP which has not been rescinded will be acceptable with current tribal acknowledgement.

2) **Mandatory Component 2: IHSP Proposal**

   IHSP grant proposals must be as brief and clear as possible, with a traffic problem statement and identify the type of law enforcement grant the tribe is applying for.

   ***Grant Writing Training grants provide:***

   - Travel expenses for employees of federally recognized tribes
   - Indirect cost rate reimbursement

   i. Tribes Information:
   Applicant must provide information for the Tribe they work for such as:
      - Tribal Leaders Name, Tribal Leaders Title, Tribal Leaders FedEx Address, Tribal Leaders mailing address, Tribal Leaders phone number and the Tribes DUNS and SAM's Cage Code.

   ii. Applicants (Trainee) Information:
   Applicant must provide their Name, Job Title, Office/Department, Office Address, Phone Number, Fax Number and e-mail Address.

   iii. Applicants Traffic Safety or Enforcement Involvement:
   Applicant must describe their current involvement with tribal traffic safety/enforcement.

   iv. Problem ID:
   Applicants must factually summarize the traffic problem their community (Tribe) is facing. Complex statistical information isn't necessary, but tangible information is.

v. Training sites:
Applicant must indicate the training location they will be attending. Applicants are encouraged to select the training site closest to their place of employment. If an applicant is not attending a session closest to their place of employment they will need to provide justification as to why they have selected the particular location. Each session will be from 8:00 AM to 4:30 PM.

- There are two training sites for this session:
  - February 21, 2019 – Bismarck, ND – United Tribes Technical College, 3315 University Drive, Healing Room, Bismarck, North Dakota 58504
  - March 13, 2019 – National Indian Programs Training Center (NIPTC), 1011 Indian School Road Northwest, Room 234, Albuquerque New Mexico 87104

3) **<u>Mandatory Component 3: Detailed Budget Estimate</u>**

The IHSP budget must be sufficiently detailed to afford IHSP staff a reasonable understanding of all elements of the project proposal, plus the relative emphasis placed on each element. Budget details should reflect all reasonably anticipated costs and contingencies, be internally consistent with the rest of the proposal, and allow the review panel to analyze the benefits of all project components. The budget breakdown and organization must indicate the IHSP project proposal has been closely considered, and would neither waste funds nor fail to support important project elements.

a) Travel and Training Estimates: Provide costs for lodging and per diem based on the current federal government per diem schedule for the applicable region of the country and time of travel. Also include estimates for cost of airfare, luggage fees, lodging taxes, taxi fare/shuttle and POV mileage (to and from the airport). Provide estimates for training, by course name, registration fee and number of employees to be trained. All travel and training must be needed in order to properly execute and carry out the grant.
Cost comparisons can be submitted with Justification as to why they will be taking their POV rather than flying. Airfare itinerary quote must be attached. POV mileage cannot exceed the cost of airfare. POV mileage rate is $0.58/mile. POV travel cannot take multiple days to get to the training site and return. Traveler can only seek per diem for the amount of time it would take them to fly. If a tribal vehicle is available to traveler and they elect to travel by POV the rate cannot exceed $0.20/mile.
The BIA IHSP will only cover travel expenses for one (1) tribal employee to attend this session. Additional tribal employees attending will be the responsibility of the tribe.

b) <u>Indirect Costs Rate:</u> Provide a budget for indirect cost rate based on allowable costs associated with the rate. The tribes most recent approved Indirect Cost Rate Letter must be attached to the proposal.

c) <u>Budget Line Items Totals</u>: Identify each line item requested on a separate sheet and provide a grand total for each line item along with a grant total budget request. (See 3a. for a list of budget line items)
The tribe must provide a statement acknowledging they understand travel expenses will only be reimbursed if the tribe submits a valid Indian Highway Safety grant application by May 1, 2019.

4) **Mandatory Component 4: Indirect Cost Rate**
The tribes most recent approved Indirect Cost Rate Letter must be attached to be reimbursed indirect cost.

5) **Mandatory Component 5: Application for Federal Assistance (SF-424)**
Application for Federal Assistance SF-424 must be completed and attached to the application packet.

**Application Evaluation and Administrative Information**

1) Administrative Review: Upon receiving an IHSP grant proposal, IHSP will perform a preliminary review to determine if it contains the four mandatory components and appears to have enough technical information to permit an evaluation.

2) Selection Criteria: IHSP Director will review the Lifesavers grant proposal to determine award.

3) Notification of the Selection: Once the selection committee concludes its evaluation, IHSP will notify those tribes it recommends for participation and funding by letter. Upon notification, each selected tribe must provide a duly authorized tribal resolution. The resolution must be on file before grant funds can be expended by or reimbursed to the tribe.

4) Notification of Non-Selection: The Program Director will notify each tribe of non-selection.

**Submission of Application in Digital Format**

If preferred, the entire IHSP grant proposal with budget and appendices can be submitted in digital form (Adobe Acrobat PDF or Microsoft Word). Unless specifically approved in advanced by IHSP, applicants should break down application submission in to three separate files: 1) IHSP Proposal; 2) Tribal Resolution; 3) Budget and Appendices. Please include "FY19 Grant Proposal: (Tribal Name)" in subject area in all electronic submission (e-mail).

An applicant who is unable to submit their proposal electronically may send by U.S. Mail. See DATES and ADDRESS sections.

**When to Submit:**

IHSP will accept proposals any time before the deadline stated in the DATES section of this notice, and will send a notification of receipt to the return address on the application package, along with a determination of whether or not the application is complete. IHSP grant proposals submitted electronically will receive prompt reply indicating if the application was received and readable.

**Where to submit:**

IHSP will accept the application at the locations stated in the ADDRESS section of this notice.