

**October 1, 2011 – September 30, 2012
FFY2012
MOTORCYCLE AWARENESS GRANT
INFORMATION AND APPLICATION**



**OHIO DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE SERVICES
MOTORCYCLE OHIO
1970 W. BROAD ST.
COLUMBUS, OH 43223**

PH: 800-837-4337

GRANT OBJECTIVE: To promote motorcyclist safety and motorcycle awareness, using staff, MO Instructors, safe community agencies and other agency partners, at the grassroots (Community) level.

Maximum Grant: \$1,500.00

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**Ohio Department of Public Safety
Office of Criminal Justice Services
Motorcycle Ohio
1970 W. Broad St.
Columbus, OH 43223**

**APPLICATIONS MUST BE SUBMITTED ON-LINE
BY MIDNIGHT, December 19, 2011**

GRANT OBJECTIVE: To promote motorcyclist safety and motorcycle awareness, using staff, MO Instructors, safe community agencies and other agency partners, at the grassroots (Community) level.

Please use these instructions before and during your on-line awareness grant application process. If you have additional questions concerning the grant application, please contact one of the following:

<u>Grant Specialist</u>	<u>E-Mail Address</u>	<u>Phone Number</u>	<u>Fax Number</u>
Robert Secrest	bsecret@dps.state.oh.us	614-466-6855	614-728-8330
Melissa Armstrong	marmstrong@dps.state.oh.us	614-466-5150	614-728-8330

Motorcycle Safety Awareness Application Guidelines

The Office of Criminal Justice System (OCJS) On-line Grants System is the official web site for applying for motorcycle safety and education grant funds. Please use these Program Guidelines to assist you through the on-line application process.

Applicants requesting Awareness Grant funds should follow these steps:

- Read and thoroughly understand the Awareness program guidelines.
- Have a working knowledge of the budget necessary to conduct awareness activities.
- Complete the on-line application and attach necessary documentation.
- Maximum grant is \$1,500.00

All applications will be submitted through the Office of Criminal Justice Services.

<http://ghsogrants.dps.state.oh.us/Portal.asp>

(Use control and click to follow link)

Motorcycle Ohio Awareness Application Process

In FFY2012, October 1, 2011-September 30, 2012, the Motorcycle Ohio program will continue to be a grant administered awareness program, reimbursing government or not-for-profit agencies wishing to provide materials and activities for safe riding.

The grant application process will open December 13, 2011 and is available through the Office of Criminal Justice Service (OCJS) Grant System (<http://ghsogrants.dps.state.oh.us/Portal.asp>). Applications are due by midnight on December 19, 2011 and will be reviewed by a committee selected by the MO program. The committee will review applications and make funding recommendations to the Administrator of the OCJS and the Director of the Department of Public Safety (ODPS).

Applicants should know whether or not awareness funding will be made available to them by January 9, 2012.

I. Period of Funding

Motorcycle Ohio awareness grants will be awarded for the FFY year 2012, commencing on or after October 1, 2011 and ending September 30, 2012.

Only expenses incurred within the grant period are eligible to be reimbursed.

II. Applicant Eligibility

In order to be eligible for awareness grant funding, a grantee can be a new or existing motorcycle training and education grantee, operated by either a public or non-profit organization, whose principal mission must be providing services to the general public.

Additionally, all grant recipients must agree to the conditions set forth in the General Provisions listed below.

Federal Requirements

Legislative Authority/Assurances

The Authorizing Official shall obtain the legal legislative authority necessary to implement the activity, to make expenditures and to receive funds, as set forth by this agreement. The grantee and any subcontractors (if applicable) shall comply with the affirmative action, as required by the Ohio Department of Public Safety/Motorcycle Ohio program policies and procedures; federal/state regulations; Title VI of the Civil Rights Act of 1964; Sections 503/504 of the Rehabilitation Act of 1973, as amended, as implemented by 49 CFR Parts 21 & 27. **NOTE: Title VI of the Civil Rights act of 1964 covers populations with limited English proficiency (LEP). See the “Limited English Proficient (LEP) Guidance” link on www.highwaysafetyoffice.ohio.gov for the U.S. Department of Transportation’s (DOT) “Policy Guidance concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” provided by NHTSA.**

Buy America Act

The sub-grantee will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Certification Regarding Debarment and Suspension Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, sub-grantees are encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving—
 - a. Company-owned or –rented vehicles, or Government-owned, leased or rented vehicles; or
 - b. Privately-owned when on official Government business or when performing any work on or behalf of the Government.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Supplanting

Federal funds must not be used to supplant state or local funds, meaning that federal funds must not be used to replace routine or local expenditures for costs of activities that constitute general expenses required to carry out the overall responsibilities of the grantee and/or its sub-grantees.

Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Federal Lobbying – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or

employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Political Activity (Hatch Act)

The sub-grantee will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds

The Drug-free Workplace Act of 1988(41 U.S.C. 702;)

The sub-grantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the sub-grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace.
 2. The sub-grantee's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

- d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted -
 - 1. Taking appropriate personnel action against such an employee, up to and including termination.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

Environmental Impact

The Governor's Representative for Highway Safety reviews the State's Fiscal Year highway safety planning document (which includes all individual approved grants) and declares that no significant environmental impact will result from implementing projects listed in the Highway Safety Plan. If, under a future revision, this grant will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

General Provisions

- Motorcycle Ohio establishes criteria that must be met by all organizations that receive awareness grant funds. The purpose of this grant is to allow grantees to attend events to promote motorcycle awareness and provide motorcyclists safety information. Eligible applicants should review this section carefully in order to ensure program eligibility.

a. Program Requirements

- All grantees must abide by the awareness rules set forth by the Office of Criminal Justice Services and the MO office guidance and memorandums provided during the course of the year.

b. Allowable Services, Activities, and Costs

- Printed items must have a MO supported Awareness message on them. (Examples, but not limited to: “Look out for Motorcycles, Ride SMART-sober, licensed, alert, right gear, or trained)
- The following verbiage must be printed on any item purchased: **Funded by U.S.DOT/NHTSA and ODPS/OCJS**
- Grantees may hire and pay, max. \$1,000.00, staff, instructors and others to work events upon approval of a Request to Purchase form.
- Grantees may purchase, max. \$500.00, **upon approval of a Request to Purchase form**, shirts for individuals to work events or other items pertaining to motorcycle awareness.
- Motorcycle Ohio will furnish a limited quantity of the following items to grantees who will be attending events: kickstand coasters, ‘Look out for Motorcycles’ bumper magnets, awareness banners, decals, etc.

c. Unallowable Services, Activities, and Costs- The following services, activities, and costs, although not inclusive, cannot be purchased with awareness grant funds:

1. Any services outside of allowable costs without written permission from Motorcycle Ohio;
2. Fundraising activities;

1)	Key chains	17)	Candy and snacks (all types)
2)	Bottled water	18)	Cell phone covers
3)	CD covers	19)	Cups
4)	Disposable cameras	20)	Doorway floor mats
5)	Drinking glasses	21)	Frisbees
6)	Popcorn bags	22)	Inflatable hot air balloons
7)	Insurance card holders/Title holders	23)	Helium tanks (purchase or rental)
8)	Marquee rental	24)	Mega phones
9)	Mini basketballs	25)	Mouse pads
10)	Pencils, Pens, Markers, Crayons	26)	Thumb bracelets/rings
11)	Plastic (gel) bracelets/Wrist bands	27)	Rulers
12)	Rally towels (rags)	28)	Sports bottles
13)	Spiral notebooks	29)	Stadium cups
14)	Stick-on buttons	30)	Umbrellas
15)	USB/Thumb drives (memory sticks)	31)	Billboard rental
16)	Beads		

Specific Awareness Program Requirements: The following is a more specific list of requirements for each grantee:

1. Retain records for courses, incident reports, etc. for a minimum of three (3) years;
2. Documentation for purchases, staffing and associated event costs.

Confidentiality of Information- No recipient of funds under this grant shall use or reveal any personal or statistical information furnished under this program for any purpose other than the purpose for which such information was obtained. This provision is intended, among other things, to assure the confidentiality of information provided by students to grantees receiving grant funds.

Reporting Requirements- Grant recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of grant funds received. Financial claims for program expenditures are due no later than 30 days following the month the purchase was made.

Grant Programmatic and Fiscal Monitoring- Motorcycle Ohio conducts periodic reviews for the financial policies, procedures, and records of grantees. Therefore, upon request, recipients must allow authorized representatives of the Motorcycle Ohio program to access and examine all records, books, papers, course files or documents related to the grant.

Motorcycle Ohio Request to Purchase Form

Name of Agency:

Grant #:

Educational and/or promotional (including incentives) items being requested must meet the following guidelines:

1. Item(s) requested must be motorcycle awareness related.
 2. Item(s) requested must contribute to meeting the objectives of the grant.
 3. Request form and approval is required on all purchases.
 4. All public service announcements funded with federal funds, in whole or in part, must be closed captioned for the hearing impaired.
 5. A final draft of all promotional materials must be submitted to the MO for approval prior to production.
 6. **All printed materials are to include federal sponsorship credit and/or disclaimer clauses as directed by Motorcycle Ohio. The credit line shall state: Funded by U.S. DOT/NHTSA and ODPS/OCJS.**
-

What goal and scope of work in your grant does this request address?

Item(s) Requested:

Justification for need of item(s):

Total number to be produced or purchased:

Total cost:

Is item(s) in budget? Yes No

Revision needed (itemize what category funds are being removed from)

Supporting documentation must be attached (draft for printing, cost estimate from vendor, etc.)

Name:

Date submitted:

FAX #:

DO NOT PURCHASE UNTIL APPROVAL IS RECEIVED FROM MO

MO Use Only:

Reviewed by:

Date Reviewed:

Approved: _____
modifications: _____

Disapproved: _____

Approved with

Needed Modifications:
If disapproved, state reason:

Print the following instructions page prior to completing the on-line grant application.

Ready to Submit Application?

From the Proposal Menu, click the Control Assess to Proposal link on the left hand side. In the box at the bottom titled "Assign additional access to Proposal":

- **Select the person's name from the drop down menu**
- **Select contact type**
- **Select level of access**
- **Click "Grant this User Access"**

Once you have completed all of the curriculum budget proposals and attached the above forms, choose the Proposal Menu Tab. Once you have returned to the Proposal page, choose Submit Application in the upper right.

You will be asked to verify Information and Assurances by checking a box on the proposal that you understand and will comply with all Administrative Rules, Motorcycle Ohio Policies and Procedures, Motorcycle Ohio office directives and all requirements listed in this Grant Application.

Signature authority is provided by submission of application.