

MOTORCYCLE OHIO FY2014 TRAINING GRANT APPLICATION

(July 1, 2013 – June 30, 2014)



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

OHIO DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE SERVICES
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**APPLICATIONS MUST BE SUBMITTED ON-LINE
BY MIDNIGHT, May 26, 2013**

Please use these instructions before and during your on-line 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>
Rollin Kiser	rakiser@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 Training Grant 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 Grant funds should follow these steps:

- Read and thoroughly understand the Grant program guidelines.
- Have a working knowledge of the budget necessary to conduct a motorcycle training course.
- Complete the on-line application and attach necessary documentation.
- Provide any letters of support from your community leaders, fiscal section and other service providers with the application. (Optional) Please attach on the attachments page.

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)

Definitions

“**Basic rider course**” or “**BRC**” means the basic motorcycle training course approved by the department.

“**Basic rider course-returning rider**” or “**BRC-RR**” means the basic rider course for the returning rider approved by the department.

“**Basic rider course-two**” or “**BRC-2**,” formerly known as the “experienced rider course” or “**ERC**,” means the basic rider course for the experienced rider approved by the department.

“**Advanced rider course**” or “**ARC**” means the advanced rider course approved by the department.

“**Classroom**” means any room within an approved provider facility or under contract with a provider, in which students are taught motorcycle safety and education.

“**Department**”/“**ODPS**” means the Ohio Department of Public Safety.

“**Director**” means the Director of the Ohio Department of Public Safety as set forth in division (G) of section [121.03](#) of the Revised Code, or the Director’s designee.

“**Motorcycle endorsement**” means any driver’s license with a motorcycle endorsement.

“**Instructor**” means an individual certified by the department to teach motorcycle training courses approved by the department.

“**Motorcycle Ohio**” or “**MO**” is the motorcycle safety and education program operated by the department as provided in section [4508.08](#) of the Revised Code.

“**Public provider**” or “**grantee**” means any public agency or recognized training facility contracted by the department to train the general public in motorcycle safety and education.

“**Range**” or “**riding range**” means an off-highway site designed for training riders that does not permit traffic to pass through the site during training.

“**Site coordinator**” means a person designated by the authorized official of a motorcycle training provider to carry out orders and conduct the business and manage the provider’s training program.

I. Creation of the Motorcycle Ohio program

Section 4508.08 of the Ohio Revised Code, requires that a motorcycle safety and education program be established within the Ohio Department of Public Safety (ODPS). Additionally, O.R.C. Section 4507.21 requires 16 and 17 year olds to complete a motorcycle safety and education course to be eligible to receive a license or endorsement to operate a motorcycle. Funding for the program is established under O.R.C. Section 4501.13 which requires that \$6.00 from each annual motorcycle registration fee be deposited into the Motorcycle Safety and Education Fund to support the operations of the program.

Training was first made available to the public by the Motorcycle Ohio (MO) program in September 1988. While aimed at providing training for the minors required to complete the course to be eligible to receive a license, the program is available to everyone. Several curriculums are available for grantees to offer in their community:

1. Basic Rider Course (BRC) for beginners
2. Basic Rider Course-RR (BRC-RR) for the returning rider
3. Basic Rider Course-2 (BRC-2) for experienced riders
4. Advanced Rider Course (ARC)

An Instructor preparation course is also available for motorcyclists interested in becoming Ohio approved motorcycle safety instructors.

A. OCJS Mission Statement

OCJS's mission is to reduce and prevent crime throughout the state, save lives, and reduce injuries on Ohio's roads.

B. MO Mission Statement

To provide an affordable motorcycle rider training course to reduce fatalities and injuries on Ohio's roadways through the three major components: rider education, public information campaigns and licensing improvement.

II. Applicant Eligibility

In order to be eligible for 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 is to provide services to the general public.

MO will evaluate each grant proposal to determine its funding eligible based on the following criteria: (1) meet the submission deadline; (2) meet the minimum proposal requirements; and (3) be willing to change any submission fees to meet budget restraints.

MO will award grants based on: (1) the amount of funding available to MO; (2) the total number of proposals submitted to MO; and (3) past performance of grantee applicants.

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

III. Motorcycle Ohio Application Process

In FY2014 the Motorcycle Ohio program will continue to be a grant administered program, reimbursing government or not-for-profit agencies wishing to provide the motorcycle training courses and community education for safe riding.

The grant application process will open April 26, 2013 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 May 26, 2013 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). Funding announcements will be released by June 2013.

IV. Period of Funding

Fiscal Year 2014 Motorcycle Ohio grants awards will support project activities that occur between July 1, 2013 and June 30, 2014.

Late proposals will **NOT** be considered for funding. OCJS is not responsible for an applicant's personal computer or internet access failure occurring at the proposal deadline. In the event that OCJS experiences an internal server malfunction, OCJS will notify Proposal Administrators or an updated submission deadline.

V. General Provisions

Motorcycle Ohio establishes criteria that must be met by all organizations that receive grant funds. These funds are awarded to applicants for the purpose of providing motorcycle training services and safety education to the public. Eligible applicants should review this section carefully in order to ensure program eligibility.

A. Program Requirements

1. All grantees must abide by the Ohio Administrative Rules, the Motorcycle Ohio Policy and Procedure Manual, MO office guidance and memorandums provided during the course of the year. The Ohio Administrative Rules and the Policy and Procedure Manual are available on the grant application website at: <http://ghsogrants.dps.state.oh.us/Portal.asp>
2. Grantees must offer the Basic Rider Course and may *choose* to offer any of the other approved courses.
3. Grantees must use instructors from the Motorcycle Ohio certified instructor list. Instructors must teach a minimum number of courses, for any grantee or combination of grantees, to remain on the certified list the following year: (*Administrative Code 4501-53-3 and 4501-53-4*). While grantees have the right to contract with whom they wish, MO encourages grantees to use multiple instructors so they may maintain their certification to teach within the Ohio program. This will benefit the pool of instructors used by all grantees.

4. Grantees must abide by the MO Peer Observers and Quality Assurance (QA) programs which will be administered by the state office. These are two programs MO uses to maintain quality control. The peer observer program is a resource provided to motorcycle safety instructors. It serves to provide a quality rider education program by assisting each individual instructor in developing exceptional teaching abilities. Peer observers are active MO instructors who are trained in peer observer techniques and guidelines. The QA program is administered by the state to assist in maintaining the high standards of the program. A MO staff member will visit grantees to verify that administrative rules and program standards are met.
5. Grantees are responsible for full compliance with Ohio Executive Order 2011-03K, and all Ohio ethic rules and regulations, as well as, any conflict of interest laws set forth and specified in Ohio Revised Code 102.02, 102.03, 102.04, and 2921.40 violations and/or noncompliance with those laws or the Executive Order will result in immediate termination of the grant agreement.
6. Grantees must have a “DRUG/SMOKE FREE WORKPLACE.” The grantee certifies that to the best of his/her ability, all of his/her employees will not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working on state property. Failure to comply may result in IMMEDIATE termination of this Agreement.”
7. **The use of tobacco products will conform to the state laws and facility regulations where the course is being held.**
8. **All MO training (classroom and range) will be conducted and completed within the geographical boundaries of the State of Ohio.**
9. **Supply professional liability insurance for training conducted at your facility(s). Amount determined by your organization or legal representative. Enter cost under the miscellaneous fixed cost worksheet and attach a copy of the policy to the grant.**

B. Allowable Services, Activities, and Costs

Administrative Guidance will be provided by The Ohio Revised Code, the Administrative Rules, the MO Policy, the Procedure Manual, and the MO staff. Allowable purchases must be used for approved motorcycle safety education courses. All purchases must be submitted to and approved by MO on a Request for Purchase Form prior to incurring the cost. Outreach efforts should be made and materials should be provided to reach the county’s ethnic and/or limited English speaking populations. The Request to Purchase Form is located on page 14.

The grantee must submit a final draft copy of all promotional materials to the MO office for approval prior to production.

1. **Allowable Instructional and Administrative Costs** - The following is a non-inclusive list of services, activities and costs associated with motorcycle training that are considered to be eligible for support with grant funds:
 1. Instructional Costs- Fees for instructors and other related cost or fees.
 2. Administrative Costs- Coordinator fees, clerical fees, supplies, postage, copying, motorcycle maintenance, gasoline and other costs directly associated with courses.

2. **Other Allowable Non-Instructional/Administrative Costs** (Misc. fixed cost) - The following is a non-inclusive list of services, activities and one-time purchases that are related to conduct motorcycle training and education eligible for support with grant funds:
 - a. Equipment (such as fire extinguisher, cone cart, cones, range cleaning equipment, first aid kit, paint stick, measuring wheel, portable toilets etc.);
 - b. Publicity and promotional events/activities associated with the MO program and motorcycle safety;

 - c. Pavement paint and the services of an MO approved range painter and motorcycle maintenance;
 - d. Costs associated with attendance at MO meetings for the site coordinator/grant coordinator.
 - e. Instructor travel to remote areas to teach.

C. Unallowable Services, Activities, and Costs

The following services, activities, and costs, although not inclusive, cannot be supported with Grant funds:

1. Any services outside of allowable costs in listed above without written permission from Motorcycle Ohio;
2. Fundraising activities;
3. Shirts for Instructors;
4. Costs related to food for meetings, awards banquets, etc.
5. Indirect organizational costs such as liability insurance on buildings, capital improvements, real estate purchases, construction costs, etc.
6. Alcohol is not allowed to be purchased with funds from this grant.

D. Reimbursement only Policy

The administering agency must first incur the cost for approved expenditures and then apply for the reimbursement. Appropriate and accurate documentation will be required for each expense. All purchases must be submitted to and approved by MO on a Request to Purchase form prior to incurring the cost.

E. Priority Funding

Priority will be given to applicants serving areas of the state where the need for motorcycle training is greatest.

F. Required Personnel:

- i. Authorizing Official – the authorizing official is usually the head of an organization/agency. This individual must possess or have the ability to obtain the legislative authority to enter into an agreement with OCJS, should the proposal be approved for funding.
- ii. Project Director – The project director is designated as the agency’s liaison with MO by the authorizing official. Should the proposal be approved for MO funding, this individual will oversee the daily activities of the grant and ensure that the scope of work and evaluation are completed as proposed. This individual will also serve as the primary contact person for the grant.
- iii. Fiscal Officer – The fiscal officer is responsible for fiscal activities for the agency. This individual is responsible for overseeing the grant’s budget, as well as submitting properly prepared claims for reimbursement to MO.

Each proposal must have at least the above personnel assigned to the proposal electronically. See the help menu on the GRANT System for directions.

G. Information and Assurances

Grantees receiving funding from the Office of Criminal Justice Services/Motorcycle Ohio are required to agree to the following:

- i. Provide confirmation that the applicant is a government or non-for-profit agency or organization;
- ii. Provide confirmation from the agency authorizing official that the Grantee has the financial resources to fund the program prior to reimbursement from the state;
- iii. Ensure compliance with the applicable provisions of the Ohio Revised Code (ORC 4508.08), Ohio Administrative Rules (OAC 4501-53); Motorcycle Ohio Policy and Procedures and Motorcycle Ohio Office directives;
- iv. Provide an assurance that funds granted under this application will not be used to supplant federal, state, or local funds, which would otherwise be available to grantee;
- v. Provide confirmation that appropriate accounting, auditing, and monitoring procedures will be employed and that records are maintained to assure fiscal control, proper management, and efficient disbursement of the grant funds.

H. 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.

I. Reporting Requirements

Grant recipients are required to maintain appropriate program 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 each course. Failure to comply with these requirements may result in administrative action such as suspension of payments, termination of grant award, or non-certification of new grant awards.

J. Grant Program and Fiscal Monitoring

Motorcycle Ohio conducts periodic reviews for the financial policies, procedures, and records of grantees. Therefore, upon request, recipients allow authorized representatives of the Motorcycle Ohio program to access and examine all records, books, papers, course files or documents related to the grant. The classroom, equipment, range, storage container and motorcycles are other items the representative may examine.

K. Grants Awarded

All grants are awarded using these qualifications:

1. Enrollment
2. Demographics
3. Fatalities

If there are two or more applicants and only one grant can be awarded, further justification will be required by the Grant Review Committee.

Print the following line-by-line instructions to use while completing the on-line grant application system.

INSTRUCTIONS FOR MOTORCYCLE TRAINING GRANT APPLICATION

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

First Time Users go to: *Create a New User Account*

Enter Contact Information as requested:

1. Salutation
2. First Name
3. Middle Name
4. Last Name
5. Agency Name
6. Address of Agency
7. City
8. State
9. Zip Code
10. County
11. Phone
12. Fax
13. E-mail
14. Confirm E-mail

After completing the information form, click on Register. You will be given a user name and you must create your own password. Then click confirm. Once the registration has been verified, you will receive a confirm notice at the email address you provided earlier.

Once you receive your email confirmation, read the instructions and then go to the link on the confirmation email. Enter your username/ password and click on Login.

You should now see Welcome to the Grants Records and Application Network for Traffic Safety.

Go to the Initiate a proposal box on the upper right and click the drop down menu. Choose Motorcycle Ohio Training Grant. Click on Apply for a new Grant. Click OK in pop up box.

On the Proposal Program Components page, *disregard the instructions for service area*.

Click on drop down menu: Choose Motorcycle Ohio Training Grant and add your program name. Click save. Then return to the top of the page and click on Go to the Proposal Menu.

*Note: you may save your work at any time and complete it in the future by logging back into the system. A link to the proposal will be on the left hand side of the Start Menu under task list.

After you save the document, go to Check for Errors at the top of the page to check for errors.

You will now have access to the proposal forms that you are to complete for this application. It is mandatory to complete the following forms, Basic Rider Course Single and the Miscellaneous Fixed Cost. The other proposal forms are optional, but if you are going to offer any of these courses to the public they must be completed.

Under *Proposal Forms*, choose Basic Rider Course Single and use the Basic Rider Course Single explanation page to complete the form. Do the same for the Miscellaneous Fixed Cost form or other forms of courses you choose to conduct by your agency.

If you wish to propose additional curriculums, choose the appropriate proposal form and use the corresponding explanation page.

After completing all of the appropriate forms, continue to the instructions following the explanation pages.

NOTE: to print a copy of any form for your records, click the view pdf button on each proposal form page.

Once you have completed the Proposal Forms, return to the proposal menu and choose Attachments.

The following grantee forms must be completed, printed, scanned and attached to the application in the Attachments Form.

-

- Homeland Security
- Supplement Nepotism Statement
- W-9 Form
- EFT Form (Direct Deposit) (OBM-1234)

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.



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/OTSO w/ODPS logo.**

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: _____

Disapproved: _____

Approved with modifications: _____

Needed Modifications:

If disapproved, state reason:

Grantee Requirements

The following is a summary of the requirements for Administrative Cost:

Requirement No.	Requirement
1	Provide the name and contact information of the authorizing official responsible for contact with Motorcycle Ohio.
2	Use the Motorcycle Ohio database for registering students courses and report course information;
3	Utilize certified instructors from the list of instructors provided by Motorcycle Ohio;
4	Provide staff and administrative capability to formulate, finalize, and transmit by means of electronic data entry, the reimbursement claim and reports required by Motorcycle Ohio;
5	Record testing results of students in the MO database by noon of the next business day after conclusion of the course;
6	Retain records for courses, incident reports, etc. for a minimum of three (3) years;
7	Ensure well maintained concrete or asphalt range surface (no pot holes; no loose gravel or debris, no large bumps or surface elevations, no more than 5% grade);
8	Provide classroom facilities which will have, at a minimum, a TV/DVD, chalkboard or large wall paper pads, furniture to accommodate no less than twelve (12) students, and two (2) instructors;
9	Ensure the fiscal structure and financial resources to operate program until state reimbursement is received;
10	Provide a variety of course scheduling possibilities (weekday, weekend, two week, large course, double course, etc.);
11	Conduct a minimum of 18 student courses per calendar year.
12	Conduct student re-tests per ODPS/MO Policy and Procedure Manual when necessary;
13	Provide training courses to the general public, without geographic limitations or personal discrimination;
14	Report to ODPS/MO, no later than 24 hours after any property damage or personal injury incident which includes any course participant, equipment or instructional staff. Any oral report must be followed by a written report. Complete the MO incident report form and fax a copy to the MO office.
15	Promote training and education programs at the local level.
16	If requested, provide pictures of range, using information provided by MO, and a diagram/with measurements of the pavement used for training. (Attached is a sample of MSF requirements).
17	Submit an annual inventory of all MO equipment to the MO office upon request.
18	All instructors' salary will be paid \$26.00 per hour, per curriculum.

Grantee Requirements

The following is a summary of the requirements for Miscellaneous Fixed Cost:

Requirement No.	Requirement
1	Provide for no less than one (1) staff member to attend up to three (3) mandatory meetings per year in Columbus;
2	Provide for no less than one (1) staff member to attend up to three (3) mandatory meetings per year in Columbus;
3	Provide for no less than one (1) staff member to attend up to three (3) mandatory meetings per year in Columbus;
4	Provide fire extinguisher, first aid kit, and fuel for motorcycles;
5	Provide a motorcycle storage container with a minimum size of 8' x 40' or a sheltered secure structure for storage that would accommodate 14 motorcycles, helmets and other associated equipment, such as cones, cone cart, toolboxes, battery charger, gas cans, etc.;
6	Provide minor maintenance and repair on program motorcycles; Provide course range with parameters of no less than 120' x 220' with an additional 20'/40' run-off, free of light poles, parking area dividers, curbs, grass and/or tree islands, etc.;
7	Hire and schedule only MO approved instructors for speaking engagements or events. All speakers will be paid \$30.00 flat rate.
8	Hire and schedule only MO certified range painters to layout and paint ranges at their facility. All instructors will be paid : a. no more than \$250.00 for repainting of ranges around the state of Ohio. b. no more than \$350.00 for the design, layout and painting of new ranges around the state of Ohio.
9	Provide paint and chalk for the range painters. The approved paint colors are white and yellow. The approved chalk color is orange.
10	Supply professional liability insurance for training conducted at your facility(s). Amount determined by your organization or legal representative. Please attach a copy of policy to the grant.

2014 Basic Rider Course Worksheet Single (BRC)

- Note:** - Do not place a \$ (dollar sign) in any box, only number and decimal point.
 - You must hit the **save button** for calculations to self-populate on form.

Reference Number	Item	Explanations
1.	First Instructor	Place hourly rate in the box provided.
2.	Second Instructor	Place hourly rate in the box provided.
3.	First instructor benefits	Place hourly benefit rate in box - if required.
4.	Second instructor benefits	Place hourly benefit rate in box - if required.
5.	Re-Testing	Maximum of 2 hours for retesting (self-populating).
6.	Coordinator hours worked	Place hours worked per week on BRC in box.
6a.	Coordinator hourly rate	Place coordinator hourly rate in box.
6b.	Coordinator benefits	Place coordinator benefits hourly rate in box – if required.
7.	Clerical Staff	Place hours worked per week on BRC in box.
7a.	Clerical staff hourly rate	Place clerical hourly rate in box.
7b.	Clerical benefits	Place clerical benefits hourly rate in box – if required.
8.	Gasoline	Place cost per gallon in box.
9.	Supplies	Place estimate of how much supplies cost per course in box (pens, pencils and flip charts, etc.)
10.	Motorcycle maintenance	Place cost of motorcycle maintenance in box
11.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
12.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
13.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
14.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
15.	Total	Total proposed for instructional and administrative cost per course.
16.	Cost per student	Cost per course is divided by 12 students.
17.	Number of courses proposed to hold	Total number of courses proposed for July – June.
18.	Number of students proposed to teach	Total number of students proposed for July - June.
19.	Total July – November	Total grant for BRC Single instructional and administrative cost for July – June.

2014 Basic Rider Course Worksheet Double (BRC)

- Note: - Do not place a \$ (dollar sign) in any box, only number and decimal point.
 - You must hit the **save button** for calculations to self-populate on form.

Reference

Number	Item	Explanations
1.	First Instructor	Place hourly rate in the box provided.
2.	Second Instructor	Place hourly rate in the box provided.
3.	First instructor benefits	Place hourly benefit rate in box – if required.
4.	Second instructor benefits	Place hourly benefit rate in box – if required.
5.	Re-Testing	Maximum of 2 hours for retesting (self-populating).
6.	Coordinator hours worked	Place hours worked per week on BRC in box.
6a.	Coordinator hourly rate	Place coordinator hourly rate in box.
6b.	Coordinator benefits	Place coordinator benefits hourly rate in box – if required.
7.	Clerical Staff	Place hours worked per week on BRC in box.
7a.	Clerical staff hourly rate	Place clerical hourly rate in box.
7b.	Clerical benefits	Place clerical benefits hourly rate in box– if required.
8.	Gasoline	Place cost per gallon in box.
9.	Supplies	Place estimate of how much supplies cost per course in box (pens, pencils, flip charts, etc.).
10.	Motorcycle maintenance	Place cost of motorcycle maintenance in box
11.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
12.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
13.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
14.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
15.	Total	Total proposed for instructional and administrative cost per course.
16.	Cost per student	Cost per course is divided by 24 students.
17.	Number of courses proposed to hold	Total number of courses proposed for July - June.
18.	Number of students proposed to teach	Total number of students proposed for July - June.
19.	Total July – November	Total grant for BRC Double instructional and administrative cost for July – June.

2014 Basic Rider Course - RR Worksheet (BRC-RR)

- Note: - Do not place a \$ (dollar sign) in any box, only number and decimal point.
 - You must hit the **save button** for calculations to self-populate on form.

Reference Number	Item	Explanations
1.	First Instructor	Place hourly rate in the box provided.
2.	Second Instructor	Place hourly rate in the box provided.
3.	First Instructor Retirement	Place hourly benefit rate in box – if required.
4.	Second Instructor Retirement	Place hourly benefit rate in box - if required.
5.	Re-Testing	Maximum of 2 hours for retesting (self-populating).
6.	Coordinator hours worked	Place hours worked per week on BRC-RR in box.
6a.	Coordinator hourly rated	Place coordinator hourly rate in box.
6b.	Coordinator benefits	Place coordinator benefits hourly rate – if required.
7.	Clerical Staff	Place hours worked per week on BRC-RR in box.
7a.	Clerical staff hourly rate	Place clerical hourly rate in box.
7b.	Clerical benefits	Place clerical benefits hourly rate in box – if required.
8.	Gasoline	Place cost per gallon in box
9.	Supplies	Place estimate of how much supplies cost per course in box.
10.	Motorcycle maintenance	Place cost of motorcycle maintenance in box
11.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
12.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
13.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
14.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
15.	Total	Total proposed for instructional and administrative cost per course.
16.	Cost per student	Cost per course is divided by 12 students.
17.	Number of courses proposed to hold	Total number of courses proposed for July - June.
18.	Number of students proposed to teach	Total number of students proposed for July - June.
19.	Total July – November	Total grant for BRC-RR instructional and administrative cost for July – June.

2014 Basic Rider Course - 2 Worksheet (BRC-2)

- Note:
- Do not place a \$ (dollar sign) in any box, only number and decimal point.
 - You must hit the **save button** for calculations to self-populate on form.

Reference Number	Item	Explanations
1.	First Instructor	Place hourly rate in the box provided.
2.	Second Instructor	Place hourly rate in the box provided.
3.	First instructor benefits	Place hourly benefit rate in box if required.
4.	Second instructor benefits	Place hourly benefit rate in box if required.
5.	Coordinator hours worked	Place hours worked per week on BRC-2 in box.
5a.	Coordinator hourly rate	Place coordinator hourly rate in box.
5b.	Coordinator benefits	Place coordinator benefits hourly rate in box if required.
6.	Clerical Staff	Place hours worked per week on BRC-2 in box.
6a.	Clerical staff hourly rate	Place clerical hourly rate in box.
6b.	Clerical benefits	Place clerical benefits hourly rate in box if required.
7.	Administrative Miscellaneous Cost	Please describe the cost and place cost in box provided.
8.	Total	Total proposed for instructional and administrative cost per course.
9.	Cost per student	Cost per course is divided by 12 students.
10.	Number of courses proposed to hold	Total number of courses proposed for July - June.
11.	Number of students proposed to teach	Total number of students proposed for July - June.
12.	Total July – November	Total grant for BRC-2 instructional and administrative cost for July – June.

2014 Advanced Rider Course Worksheet (ARC)

- Note:
- Do not place a \$ (dollar sign) in any box, only number and decimal point.
 - You must hit the **save button** for calculations to self-populate on form.

Reference Number	Item	Explanations
1.	First Instructor	Place hourly rate in the box provided.
2.	Second Instructor	Place hourly rate in the box provided.
3.	First instructor benefits	Place hourly benefit rate in box if required.
4.	Second instructor benefits	Place hourly benefit rate in box if required.
5.	Coordinator hours worked	Place hours worked per week on ARC in box.
5a.	Coordinator hourly rate	Place coordinator hourly rate in box.
5b.	Coordinator benefits	Place coordinator benefits hourly rate in box if required.
6.	Clerical Staff	Place hours worked per week on ARC in box.
6a.	Clerical staff hourly rate	Place clerical hourly rate in box.
6b.	Clerical benefits	Place clerical benefits hourly rate in box if required.
7.	Administrative Miscellaneous Cost	Please describe the cost and place cost in box provided.
8.	Total	Total proposed for instructional and administrative cost per course.
9.	Cost per student	Cost per course is divided by 12 students.
10.	Number of courses proposed to hold	Total number of courses proposed for July - June.
11.	Number of students proposed to teach	Total number of students proposed for July - June.
12.	Total July – November	Total grant for ARC instructional and administrative cost for July – June.