

RESOLUTION NO. 2023 - 164

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY (NJDHTS) FOR THE FY2024 NJDHTS SUSTAINED ENFORCEMENT GRANT.

WHEREAS, the FY2024 NJDHTS Sustained Enforcement Grant is available through the New Jersey Division of Highway Traffic Safety (NJDHTS) for overtime enforcement funding to be utilized during the grant project period October 1, 2023 through September 30, 2024; and

WHEREAS, by conducting educational and enforcement activities, the objective of further reducing impaired driving crashes or unbelted crashes, etc. in this municipality for this period can be achieved; and

WHEREAS, it is considered to be in the best interest of the City of Vineland that an application be submitted by the Vineland Police Department for said funding in an amount to be determined by the NJDHTS;

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that the Application for the FY2024 City of Vineland Sustained Enforcement Grant and such other documents as required be and the same are hereby authorized for execution by the Mayor or designee, Financial Director and Project Director.

Adopted:

President of Council

ATTEST:

City Clerk

FY2024 NJDHTS Sustained Enforcement Grant

(\$\$\$ Grant amount to be provided by DHTS)

SAGE Grant Application Instructions

Complete and submit THIS application:

“HTS Federal Highway Safety Grant 2024”

As you enter the required information in the grant application you will note that many of the entries are self-explanatory. It is ultimately your responsibility to make sure all required fields are filled out. Make sure you hit “SAVE” after completing each page. Clicking “SAVE/NEXT” allows you to save the page and move to the next page of the application.

General Information

Project Title: **FY2024 (name of your town or county) Sustained Enforcement Grant**

Project Period: From **10/1/23** To **9/30/24**

Type of Application: **Cont.** unless you are seeking funding for your first, second, or third year.

Contact Information

Submit the required information for Project Director, Finance Director, and Authorizing Official.

Narrative Description of Project

Problem Statement

This can be cut and pasted:

New Jersey experienced 698 motor vehicle fatalities in 2022 and 58,120 total injury crashes in 2020, the most recent years for which full data is available.

An analysis of these crashes identifies four key contributing circumstances that warrant intervention: Impaired Driving, Seat Belt use, Driver Distraction, and Speeding.

Based on a data driven process that has identified high crash locations in the four categories listed above, law enforcement agencies at the state, county, and municipal level will carry out sustained enforcement operations targeting these issues during the FY2024 grant year.

(If you have a document containing any agency specific data or information, attach it via the browse/attach tab beneath this section)

****Next you will fill out an Objective / Tasks / and Activities for **each priority area** included in your grant (impaired driving, speed, seat belts, and/or distractions). The information you will need for each objective has been provided to you.

****Each Objective can be filled out as follows:

Objective

This can be cut and pasted:

To reduce (*impaired driving crashes or unbelted crashes, etc*) by 10% in this municipality or county from the five year average of XXXX to XXXX in FY2024.

(Attach the document provided by HTS for that issue to the browse/attach tab below this section)

Tasks

These can be cut and pasted onto two lines:

Enforcement activities will be conducted to achieve the above objective.

Educational and public awareness activities will be conducted in support of the above objective.

Activities

This can be cut and pasted:

1. Budgeted enforcement overtime hours will be worked during FY2024 at the top crash locations in this community through individual officer details and multi-officer decoy details. 2. This agency will make every effort to publicize these activities and raise awareness about these important issues. 3. This agency will actively support other statewide traffic safety enforcement programs, whether grant funded or not, including “Click It or Ticket” and “Drive Sober or Get Pulled Over.” 4. This agency will engage with the community to both garner support and help inform these enforcement activities.

****Repeat the above for each priority program in your grant.

Methodology (Methods)

Here you will enter information and data specific to your town or county. Provide the following information (as much as possible based on allowable space). You can attach additional information here if necessary, by utilizing the BROWSE button:

- * Demographic information on your community (population, ethnic makeup, etc.)
- * Any local crash data that you can offer. You can also provide data from the information sheets provided by HTS.
- * What trends do you see in the data in terms of victims, locations, and crash causation factors?
- * How large is your agency? Traffic unit? What other traffic safety related programs have you undertaken in recent years?
- * Based on data and your knowledge of your community, what are the crash hot spots?
- * How will engage with your community to garner support for this effort?
- * Etc. Put some thought into it.

Milestones

In this section enter a Task for each major program area, and a description of your action plan (under each Activity).

As an example:

Task 1

To reduce (*impaired driving or unbelted crashes, etc*) crashes in this county.

Activity 1

- *Describe your action plan here
- *What is your basic timeline for your enforcement efforts during the year (use the provided timeline for assistance)
- *What are some of the hot spot locations you will target? Time of day?
- *Etc. Put some thought into it.

****Repeat the Task and Activities for each major program area in your grant

Evaluation

Administrative (Performance) Evaluation

This can be cut and pasted:

This project will be administratively evaluated by the NJ DHTS. Effectiveness of the project will be judged on the success of stated goals/objectives, the quality of enforcement and educational activities, and the timely submission of reports.

Project Activity Reports and Financial Reimbursement Requests will be submitted on:

January 15, 2024 (First Quarter)

April 15, 2024 (Second Quarter)

July 15, 2024 (Third Quarter)

October 15, 2024 (Final Closeout)

Subsequent Years

****In this section you will need to enter information regarding what you feel your grant funding needs will or will not be in future years to maintain this project.

Acceptance of Conditions

Click on the box to agree to the terms and conditions.

Project Location

Select your county and municipality from the list.

Certification Regarding Debarment and Suspension

Read the Certification and check the box that you are in compliance with the requirement.

Federal Financial Accountability and Transparency Act (FFATA)

Check YES or NO to indicate if your application for this grant is \$25,000 or more. If yes, you must download the attached form, complete it, and scan and attach the completed form to the page.

Federal Single Audit

Check YES or NO to indicate if your agency receives more than \$750,000 in federal grant funding per year. If yes, you must download the attached forms, complete the forms, and scan and attach the completed form to the page.

Budget

Personal Services

Salaries and Wages

Check the box for not applicable.

Fringe Benefits

Check the box for not applicable.

Travel

Check the box for not applicable.

Enforcement/Education Details

Under "Description" *cut and paste this* for each major program area in your grant:

Impaired Driving Enforcement

Number of Hours: (leave blank)

Number of Staff: (leave blank)

Hourly Rate: 70

Federal Share: (will be provided by HTS)

State Share: 0

****Repeat with a budget line item for each major program area

Miscellaneous Personal Services

Check the box for not applicable.

Contractual Services

Check the box for not applicable.

Commodities

Check the box for not applicable.

Other Direct Costs

Check the box for not applicable.

Indirect Costs

Check the box for not applicable.

Budget Summary

Save the page, to total out your project budget.

Signatures

Unless any errors exist, at this point the application is ready to be signed and submitted to NJDHTS. Each of the three signers must log in separately to sign (check their box and enter their name):

Project Director (In SAGE role “Agency Administrator”)

Financial Director (In SAGE role “Agency Administrator”)

Authorized Official (In SAGE role “Authorized Official”)

must separately log in, check off their approval, and enter their name. Hit SAVE after each signature is done. If the SAVE box is grayed and the person cannot sign and SAVE the page then you have an issue with that person being in the wrong SAGE role. This is a common problem. If this occurs you should call NJDHTS (not the State DCA) to explain the situation. In most cases this can be easily fixed.

NOTE: With your application now in process, the way to access it after you log out and back in is through the “My Tasks” section of the Home page.

******Once all three electronic signatures are secured, either the “Authorized Official” or “Agency Administrator” must change the status on the application in order to submit it to DHTS for consideration.**

To do this, from any page in the application or from the main “Menu” screen of the application, hover your cursor over (or click on) the green “Status Changes” link.

Beneath “APPLICATION SUBMITTED” click on the blue tab “Apply Status” to submit your grant.

If an error message is shown, go to the appropriate form/page and correct the error.

To confirm that your application has been successfully submitted, see the “Grant Snapshot” on the “Menu” page of your application. If the “Status” listed is “Application in Staff Review” your application has been successfully submitted.

*****Note, the SAGE “Authorized Official” or “Agency Administrator” can submit the grant to NJDHTS.**

**THE DEADLINE TO SUBMIT THIS APPLICATION IN SAGE TO NJDHTS IS
April 30, 2023**

OTHER NOTES:

You can save the application and return to it later. Again, the application will remain “in process” with you until your Authorizing Official or Agency Administrator submits it.