

Part I: Applicant Information

Project/Event Name: _____

Law Enforcement Agency: _____

Law Enforcement Contact Person: _____

Address: _____

Phone
Number: _____ Email Address: _____List other organizations or departments that are partnering on this project/event. Include
contact names and contact information: _____

NOTE: A letter of support is required from each project partner.**Part II: Project/Event Information**

1. Describe the Project/Event and the scope of work that it will entail. Include details such as what it intends to accomplish, what tasks are involved, who will carry out the project/event tasks (such as staff or volunteers), and where and when the project/event will take place (not more than 100 words):

2. As stated in the program guidelines, projects/events must focus on at least one of the categories below, which are based on specific emphasis areas identified in the [Local Road Safety Action Plan](#) (pgs. 17-18) produced for the Capital Region by CDTC. Indicate which of the following categories this project/event intends to address (check all that apply):

Driver Behavior

- Speeding
- Lane departures
- Aggressive, impaired, distracted, or drowsy driving

 Intersections**Vulnerable Road Users**

- Bicyclists or Pedestrians
- Motorcyclists
- Drivers 16-20 years or 65+ years old
- People with mobility disabilities

3. Describe how the proposed project/event improves safety or promotes a positive traffic safety culture in each of the indicated focus categories above (not more than 100 words).

4. Provide a project timeline including when planning will begin, when the project/event will take place, and by when all reimbursement invoices and in-kind labor documentation will be submitted.

Part III: Project/Event Costs

5. Estimate the expenses that are being requested for reimbursement with federal funds. Attach additional sheets if needed.

Labor (Person's Name, Activity Description)	Number of Hours	Hourly Rate	Funding Requested for Labor Expenses (= hourly rate * number hours)
Subtotal			\$

Materials* (Item name/description)	Number of Units	Unit Price	Funding Requested for Materials Expenses (= number of units * unit price)
Subtotal			\$

(= Labor + Materials Subtotals) **Total Federal Funding Requested:** \$ _____

*Permanent infrastructure, including but not limited to, Fix-It stands, bike racks, guiderails, speed feedback displays, and traffic control devices such as signs and signals are **ineligible** for reimbursement. **CDTC will also not reimburse food costs.** Contact CDTC if you are unsure whether an item qualifies for reimbursement under this program.

6. All applicants are required to contribute in-kind labor with a value of at least 25% of the Federal Funds Requested (the total listed in Item 5, above). The labor can be performed by the law enforcement agency staff, its project/event partners, or project/event volunteers and can be paid or unpaid labor. Applicants are required to submit documentation of the in-kind labor associated with the project/event to qualify for the grant award reimbursement.

Estimate the in-kind labor contribution to the project/event using the tables below. Attach additional sheets if needed.

Estimated Value of In-Kind PAID Labor – Staff

Staff Name: Activity Description	Number of Hours	Hourly Rate	Value of Staff In-Kind Labor (= hourly rate * number hours)
Value of Staff In-Kind Labor Subtotal:			\$

Estimated Value of In-Kind UNPAID Labor –Volunteers

Volunteer Name: Activity Description	Number of Hours	Hourly Rate [^]	Value of Volunteer In-Kind Labor (= hourly rate * number hours)
Value of Volunteer In-Kind Labor Subtotal:			\$

(= Staff In-Kind Labor Subtotal + Volunteer In-Kind Labor Subtotal) Total Value of In-Kind Labor \$

[^] Applicants can use their own valuation for volunteer labor or they can use the most recent estimated national value of each volunteer hour calculated by independentsector.org, <https://independentsector.org/resource/value-of-volunteer-time/>.



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7. Calculate the percent in-kind contribution to the project/event:

$$\begin{array}{l}
 \underline{\hspace{2cm}} \text{Total Value of In-Kind Labor (Item 6)} \\
 \text{Divided by} \\
 \underline{\hspace{2cm}} \text{Total Federal Funding Requested (Item 5)} \\
 \times 100 \\
 = \\
 \underline{\hspace{2cm}} \% \text{ In-Kind Contribution}
 \end{array}$$

Based on the calculation above, is the percent in-kind contribution at least 25% of the federal funds requested?

- Yes
- No

8. Does the project/event take place in the public right-of-way?

- Yes
- No

If yes, does the applicant commit to following the required permitting process of the relevant city/town/village/county AND have a letter of support from the city/town/village/county's Chief Elected Official indicating its cooperation for the project/event? ___ Yes ___ No

Submission Checklist:

- ___ REQUIRED: Application Form
- ___ REQUIRED (if applicable): Letters of support from project/event partner(s)
- ___ REQUIRED: W-9
- ___ REQUIRED (if applicable): Letter of support from the chief elected official if a project/event is proposed to take place in the public right-of-way or on municipal-owned property
- ___ OPTIONAL: Other materials such as maps, concept drawings, website links, etc. that will help evaluators understand the project/event (OPTIONAL)