

TRAFFIC SAFETY PRIORITY AREAS

- Impaired Driving
- Distracted Driving
- Police Traffic Enforcement Services
- Speeding and Aggressive Driving
- Occupant Protection through Seatbelts
- Child Passenger Safety
- Pedestrian and Bicycle Safety
- Motorcycle Safety
- Railroad/Highway Crossing Safety
- Traffic Records
- Young Drivers
- Community Traffic Safety



IMPORTANT TERMS AND DEFINITIONS

- ✓ LHSC: Louisiana Highway Safety Commission
- ✓ NHTSA: National Highway Transportation Safety Administration
- ✓ Contracting Agency: legal entity LHSC will enter into an agreement with to provide grant funding
- ✓ Implementing Agency: entity that will actually complete the work outlined in the funding application
- ✓ Subgrantee: any and all entities receiving funds from LHSC
- ✓ Project Director: individual at implementing agency who will serve as the day-to-day contact for LHSC

IMPORTANT TERMS AND DEFINITIONS

- ✓ **Subgrant Agreement:** main portion of complete contract; includes project title, budget, performance measures & targets, and deliverables
- ✓ **Complete Contract:** fully executed document outlining the legal relationship between LHSC and the contracting agency
- ✓ **DocuSign:** web-based software to send subgrant agreements
- ✓ **Program Coordinator:** your primary point of contact at LHSC
- ✓ **Fiscal Year:** one-year period that governments use for budgeting
- ✓ **Funding Source:** topic-specific focus of the grant stream assigned to your project grant

FUNDING SOURCES

- ✓ **Section 402:** State and Community Highway Safety Programs
- ✓ **Section 405:** National Priority Safety Program
10 distinct subsections that are topic focused: 405b-405i
- ✓ **Section 1906:** Racial Profiling Data Collection
- ✓ **Sections 154 and 164:** Penalty Transfer Funds (to address alcohol and drug impaired driving)

FUNDING SOURCE: SECTION 402

State and Community Highway Safety Programs

- ✓ Most flexible funding source

Covers:

- ✓ Planning and administration expenses
- ✓ Paid and earned media
- ✓ Diversity outreach and public engagement efforts
- ✓ Traffic enforcement for multiple violations
- ✓ Railroad/highway crossing safety
- ✓ Young drivers safety

FUNDING SOURCE: SECTION 405

National Priority Safety Programs

- ✓ 10 distinct focus areas; LHSC has granted awards in 9 of them.

Covers:

- ✓ 405b: Occupant Protection
- ✓ 405c: Traffic Records Systems Improvement
- ✓ 405d: Impaired Driving Countermeasures
- ✓ 405d: Alcohol Ignition Interlock Laws
- ✓ 405e: Distracted Driving Awareness
- ✓ 405f: Motorcyclist Safety
- ✓ 405g: Non-Motorized Safety
- ✓ 405h: Preventing Roadside Deaths
- ✓ 405i: Driver Education and Officer Safety Training

FUNDING SOURCE: SECTION 1906

Racial Profiling Data Collection

Covers:

- ✓ Collection of data
- ✓ Demographics of drivers in traffic stops
- ✓ Web-based dashboard
- ✓ Public inspection of demographic data
- ✓ Promotes transparency and accountability of police/community interactions

FUNDING SOURCE: SECTIONS 154 & 164

Penalty Transfer Funds to address alcohol & drug impaired driving

- ✓ Granted to State Departments of Transportation; Can transfer a portion to State Highway Safety Offices

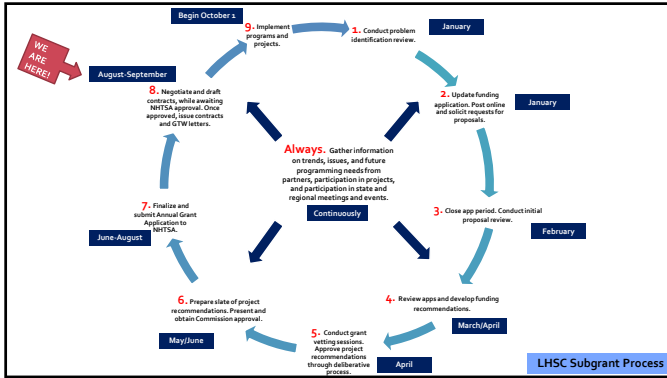
LHSC receives:

- ✓ 10% from each section

Covers:

- ✓ Enforcement
- ✓ Education
- ✓ Media and awareness campaigns

FFY 2025 Subgrantee Orientation Video 1: Overview of Agency & Contract Expectations



SELF-CHECK FOR SUBGRANTEE PROJECT DIRECTORS

Have you done everything you need to do to begin work on October 1?

- ✓ Completed your agency's pre-award risk assessment form?
- ✓ Informed your fiscal office about the subgrant and ensured a dedicated account was created?
- ✓ Updated your State of Louisiana vendor data profile form?
- ✓ Confirmed your federal SAM account is active?
- ✓ Asked your fiscal office to gather the agency's internal controls policy?

CONTRACT PREPARATION - LHSC





- ✓ Program Coordinator uses original funding application to write budget, deliverables, performances targets and measures for subgrant agreement.
- ✓ Information is entered into Docusign.
- ✓ Once complete, subgrant is routed internally through LHSC for review and approval.
- ✓ Once internal routing is completed, subgrant is transmitted to subgrantee for review and signatures.

CONTRACT PROCESSING - SUBGRANTEE

- ✓ Project Director receives subgrant and reviews budget with funding sources.
- ✓ Project Director also reviews deliverables and other contract language.
- ✓ Once complete, Project Director downloads and reads the LHSC Subgrant Manual because it is part of the legal contract.
- ✓ Finally, Project Director ensures all signatures from subgrantee are affixed and returns the subgrant agreement to LHSC.

Orientation Video 2 reviews the Subgrant Manual.

FINAL STEPS TO FULLY EXECUTED GRANT

 <p>LHSC receives signed document from subgrantee. It is signed by LHSC Executive Director.</p>	 <p>Copy of the fully executed contract is mailed to each subgrantee.</p>	 <p>Program Coordinators prepare and send out "Go To Work" letters to subgrantees.</p>	 <p>Work for Federal fiscal year 2025 begins ON/AFTER October 1.</p>
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VIDEO SERIES

NEXT VIDEO

Part 2: Manual for Subgrants

Reminder! Other videos in the series:

- ✓ Part 3: Budget and Claims Processing
- ✓ Part 4: Financial and Performance Monitoring
- ✓ Part 5: Communications, Public Education, and Outreach

Visit www.lahighwaysafety.org to locate videos. Select *Grants > Subgrantee Resources*. The complete list of orientation videos and accompanying handouts are in the second section of the *Subgrantee Resources* page.

THANK YOU!

Contact your Program Coordinator!

- ✓ Cedina "Tina" Benton – Police Traffic Services (Troop Areas C, D, E, I)
- ✓ Terry Chustz – Police Traffic Services (Troop Areas A, F, G)
- ✓ Dortha Cummins – Impaired Driving
- ✓ Greg Fischer – Paid and Earned Media; Special Projects
- ✓ Kristy Miller – Traffic Records; Non-Motorized Safety; Railroad Safety; Young Drivers Safety
- ✓ Chanita Vazquez – Occupant Protection; Community Traffic Safety
- ✓ Kenny Williams – Police Traffic Services (Troop Areas B, L)



LHSC Main phone number:
225.925.6991

Visit www.lahighwaysafety.org
for contact information
