

Highway Safety Subgrant Application Instructions

Fiscal Year (FY) 2020



Florida Department of Transportation
State Safety Office

Highway Safety Subgrant Program

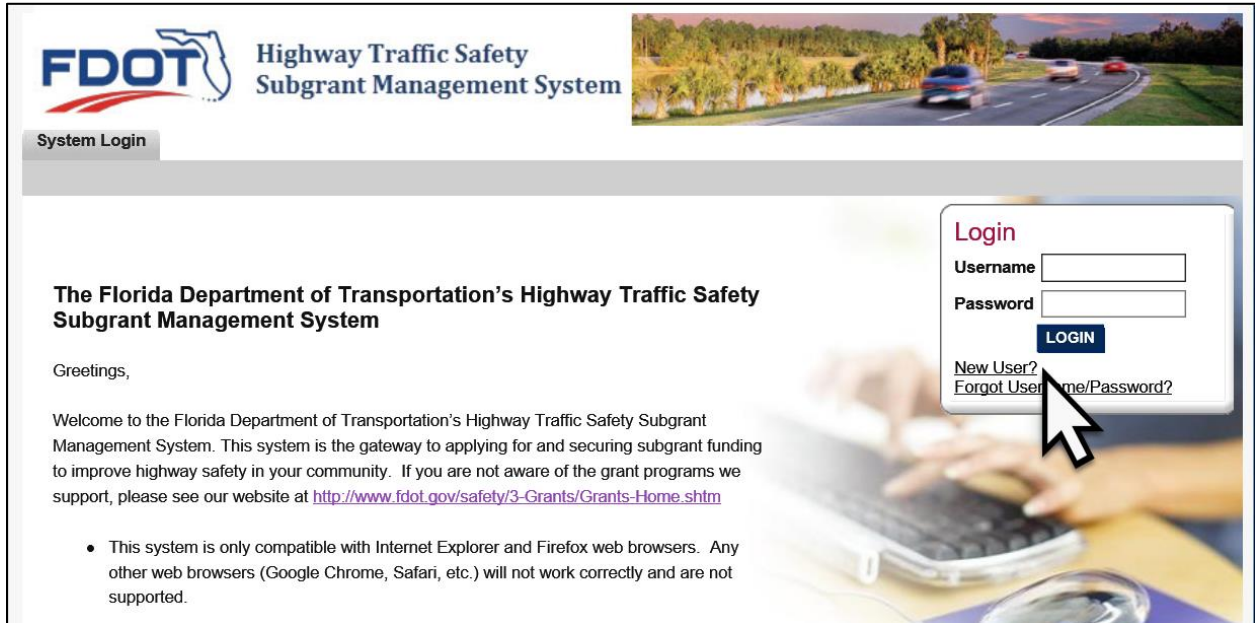
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Executing the Subgrant Agreement in the Highway Traffic Safety Subgrant Management System.

Log into the System

The system link is: <https://fdot.intelligrants.com>



The screenshot shows the login page for the FDOT Highway Traffic Safety Subgrant Management System. The page features the FDOT logo and the system title in the top left. A navigation bar contains a "System Login" button. The main content area includes a heading, a greeting, a welcome message with a link to grant information, and a browser compatibility notice. On the right side, there is a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Username/Password?". A mouse cursor is pointing at the "Forgot Username/Password?" link. The background of the page shows a blurred image of a person's hands typing on a laptop keyboard.

FDOT Highway Traffic Safety Subgrant Management System

System Login

The Florida Department of Transportation's Highway Traffic Safety Subgrant Management System

Greetings,

Welcome to the Florida Department of Transportation's Highway Traffic Safety Subgrant Management System. This system is the gateway to applying for and securing subgrant funding to improve highway safety in your community. If you are not aware of the grant programs we support, please see our website at <http://www.fdot.gov/safety/3-Grants/Grants-Home.shtm>

- This system is only compatible with Internet Explorer and Firefox web browsers. Any other web browsers (Google Chrome, Safari, etc.) will not work correctly and are not supported.

Login

Username

Password

LOGIN

[New User?](#)

[Forgot Username/Password?](#)

Getting Started

Accessing Draft Subgrant Agreement Documents

- 1) Once a concept paper has been selected for funding, an automatic notification will be sent simultaneously within the system and to the email of everyone associated with the concept paper in the system. This notification will prompt the recipients to begin drafting the subcontract agreement.

Opening the email or Inbox Notification will advise that your concept was selected and there are next steps to take.

My Inbox

Sort inbox messages by: -- Select -- **GO** | [View All System Messages](#)

Priority	Sender	Subject	Date/Time
<input type="checkbox"/>	System, Grant	SUB-2020-Fansville-00211 has been Selected and Requires Grant Development!	9/7/2019 10:40:14 AM
<input type="checkbox"/>	System, Grant	Concept Paper CPG-2020-Fansville-00211 was successfully submitted by Fansville	9/7/2019 10:07:34 AM
<input type="checkbox"/>	System, Grant	User account approved in IntelliGrants	9/7/2019 9:31:42 AM

Drag Here

Priority	Sender	Subject	Date/Time
	System, Grant	SUB-2020-Fansville-00211 has been Selected and Requires Grant Development!	9/7/2019 10:40:14 AM

Recipients

Dear Traffic Safety Partner,

The Florida Department of Transportation (FDOT) State Safety Office is pleased to inform you that your agency has been selected to receive subgrant funding for the 2020 Federal fiscal year, which begins October 1, 2019. The following concept paper has been accepted and included in the FDOT FY2020 Highway Safety Plan (HSP):

SUB-2020-Fansville-00211

Based upon funding levels awarded to the State of Florida for the Federal fiscal year by the National Highway Traffic Safety Administration (NHTSA), subgrant awards may not be the same as the amount requested in your concept paper and the award does not mean that everything listed in the concept paper, including any equipment requests, were approved and/or funded.

A copy of your official letter of selection that provides the amounts awarded can be found by logging in to the Highway Traffic Safety Subgrant Management System and selecting SUB-2020-Fansville-00211. A hard copy has also been mailed to your agency head as identified in your concept document.

Related Document: [SUB-2020-Fansville-00211](#)

CLOSE **PRINT** **ARCHIVE**

- From the home screen, click the “Open Tasks” to the draft subgrant documents ready for development. Subgrants will appear with prefix SUB in the name. “Grant Development” status indicates that the subgrant is in draft status.

Home **Concept Papers/Grants** [Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#) **SHOW HELP**

Welcome Joey
Subrecipient System Admin
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Joey, please choose an option below.

View Available Opportunities
You have 1 available concept papers to initiate available.
Select the **View Available Concept Papers to Initiate** button below to see what is available to your organization.
VIEW AVAILABLE CONCEPT PAPERS TO INITIATE

My Inbox
You have 3 new messages.
Select the **Open Inbox** button below to open your system message inbox.
OPEN INBOX

My Tasks
You have 1 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.
OPEN TASKS

- Click the name of the document to open the draft subgrant forms.

My Tasks **Export Results to** **Sort by:** **GO**

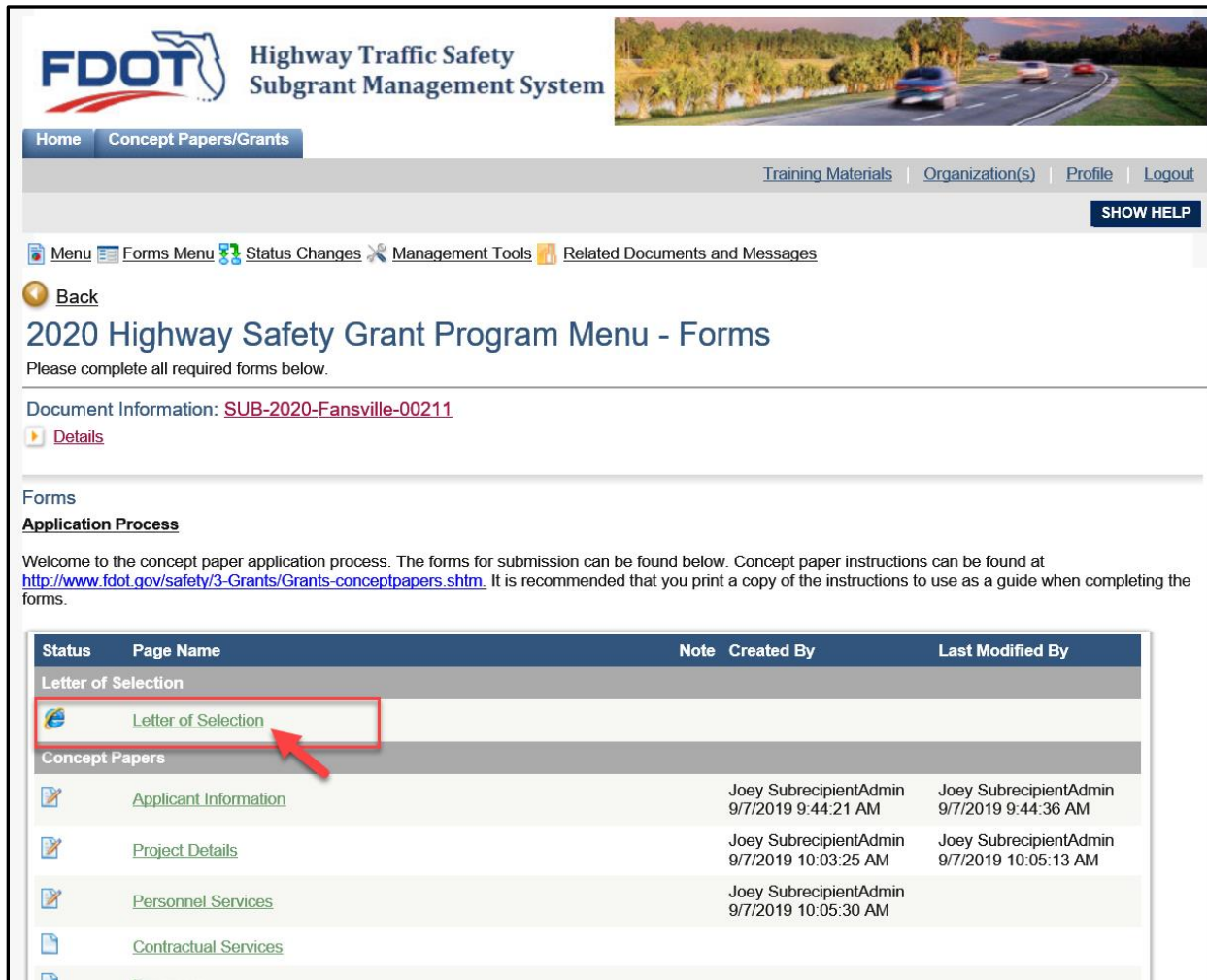
Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	2020 Highway Safety Grant Program	Fansville	SUB-2020-Fansville-00211	Grant Development	9/7/2019	

CLOSE TASKS

Letter of Selection

Upon opening the subgrant from My Tasks, you will be taken the Forms Menu.. The Forms Menu now includes three sets of document forms: Letter of Selection, Concept Papers and Subgrant Application.

- 1) Clicking the “Letter of Selection” will launch a PDF of the notification of subgrant award. An original was mailed to the agency head; however, a copy can be re-printed from here at any time.



FDOT Highway Traffic Safety Subgrant Management System

Home | **Concept Papers/Grants**

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

2020 Highway Safety Grant Program Menu - Forms

Please complete all required forms below.






Document Information: [SUB-2020-Fansville-00211](#)

[Details](#)

Forms

Application Process

Welcome to the concept paper application process. The forms for submission can be found below. Concept paper instructions can be found at <http://www.fdot.gov/safety/3-Grants/Grants-conceptpapers.shtm>. It is recommended that you print a copy of the instructions to use as a guide when completing the forms.

Status	Page Name	Note	Created By	Last Modified By
Letter of Selection				
	Letter of Selection			
Concept Papers				
	Applicant Information		Joey SubrecipientAdmin 9/7/2019 9:44:21 AM	Joey SubrecipientAdmin 9/7/2019 9:44:36 AM
	Project Details		Joey SubrecipientAdmin 9/7/2019 10:03:25 AM	Joey SubrecipientAdmin 9/7/2019 10:05:13 AM
	Personnel Services		Joey SubrecipientAdmin 9/7/2019 10:05:30 AM	
	Contractual Services			

2) Click "Open" on the prompt to view the Letter of Selection

2020 Highway Safety Grant Program Menu - Forms
Please complete all required forms below.


Document Information: [SUB-2020-Fansville-00211](#)
[Details](#)

Forms
Application Process

Welcome to the concept paper application process. The forms for submission can be found below. Concept paper instructions can be found at <http://www.fdot.gov/safety/3-Grants/Grants-conceptpapers.shtm>. It is recommended that you print a copy of the instructions to use as a guide when completing the forms.

Status	Page Name	Note	Created By	Last Modified By
	Letter of Selection			
	Letter of Selection			
	Concept Papers			
	Approved Information		Joey SubrecipientAdmin	Joey SubrecipientAdmin

Do you want to open or save **LetterOfSelection_.pdf** from **azshared.agatesoftware.com**?



Florida Department of Transportation

605 Suwannee Street
Tallahassee, FL 32399-0450

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT
SECRETARY

September 9th, 2019

John Doughnut, Mayor
1234 Down the Road
Fansville, Florida 32399

RE: Keeping Our Fans Safe On the Road
SUB-2020-Fansville-00211

Dear John Doughnut:


The Florida Department of Transportation (FDOT) State Safety Office is pleased to inform you that your agency has been selected to receive subgrant funding for the 2020 Federal fiscal year, which begins October 1, 2019. The following concept paper has been accepted and included in the FDOT FY2020 Highway Safety Plan (HSP) with the following project number, title, and funding levels below:

Original Requested Amount	Subgrant Funding Awarded
\$50,000.00	\$50,000.00
FY2020 HSP Project Number MSHVE-20-18-01	
FY2020 HSP Project Title Keeping Fansville Safe	

Based upon funding levels awarded to the State of Florida for the Federal fiscal year by the National Highway Traffic Safety Administration (NHTSA), grant awards may not be the same as the amount requested in your concept paper and the award does not mean that everything listed in the concept paper, including any equipment requests, were approved and/or funded.

Subgrant Application forms are now accessible in the FDOT Traffic Safety Subgrant Management System and include guidance and program manager notes regarding anything that was unallowable or restricted. Step by Step instructions can also be found in the system under "Training Materials".

We look forward to working with you on this project. If you have any questions, please feel free to contact me at (850) 414-4009 or by email at chris.craig@dot.state.fl.us. Additional information can also be found on our website at: <http://www.dot.state.fl.us/safety/3-Grants/Grants-Home.shtm>.

Sincerely,

 Chris Craig, CPM, FCCM
 Traffic Safety Administrator
 Florida Department of Transportation

www.dot.state.fl.us

Subgrant Agreement Documents

- 1) Subgrant Agreement Documents are located below the Concept Paper Documents. Scroll down the screen to view the additional forms.

Forms

Application Process

Welcome to the concept paper application process. The forms for submission can be found below. Concept paper instructions can be found at <http://www.fdot.gov/safety/3-Grants/Grants-conceptpapers.shtml>. It is recommended that you print a copy of the instructions to use as a guide when completing the forms.

Status	Page Name	Note	Created By	Last Modified By
Letter of Selection				
	Letter of Selection			
Concept Papers				
	Applicant Information		Joey SubrecipientAdmin 9/7/2019 9:44:21 AM	Joey SubrecipientAdmin 9/7/2019 9:44:36 AM
	Project Details		Joey SubrecipientAdmin 9/7/2019 10:03:25 AM	Joey SubrecipientAdmin 9/7/2019 10:05:13 AM
	Personnel Services		Joey SubrecipientAdmin 9/7/2019 10:05:30 AM	
	Contractual Services			
	Expenses			
	Equipment Costing \$5,000 or More			
	Indirect Cost			
	Concept Paper Summary		Joey SubrecipientAdmin 9/7/2019 9:44:21 AM	Joey SubrecipientAdmin 9/7/2019 10:05:51 AM
	Concept Budget Summary		Joey SubrecipientAdmin 9/7/2019 10:05:30 AM	Joey SubrecipientAdmin 9/7/2019 10:06:55 AM
	Final Submission Form		Joey SubrecipientAdmin 9/7/2019 10:07:21 AM	Joey SubrecipientAdmin 9/7/2019 10:07:30 AM
Subgrant Application				
	General Administrative Information		Mr. Chris Craig 9/7/2019 10:18:34 AM	Mr. Chris Craig 9/7/2019 10:18:55 AM
	Project Plan and Supporting Data		Jane ProgramManager 9/7/2019 10:28:30 AM	Jane ProgramManager 9/7/2019 10:30:59 AM
	Project Detail Budget		Jane ProgramManager 9/7/2019 10:32:50 AM	
	Performance Indicators		Jane ProgramManager 9/7/2019 10:35:25 AM	
	Subgrant Agreement Signatures & Amendments			

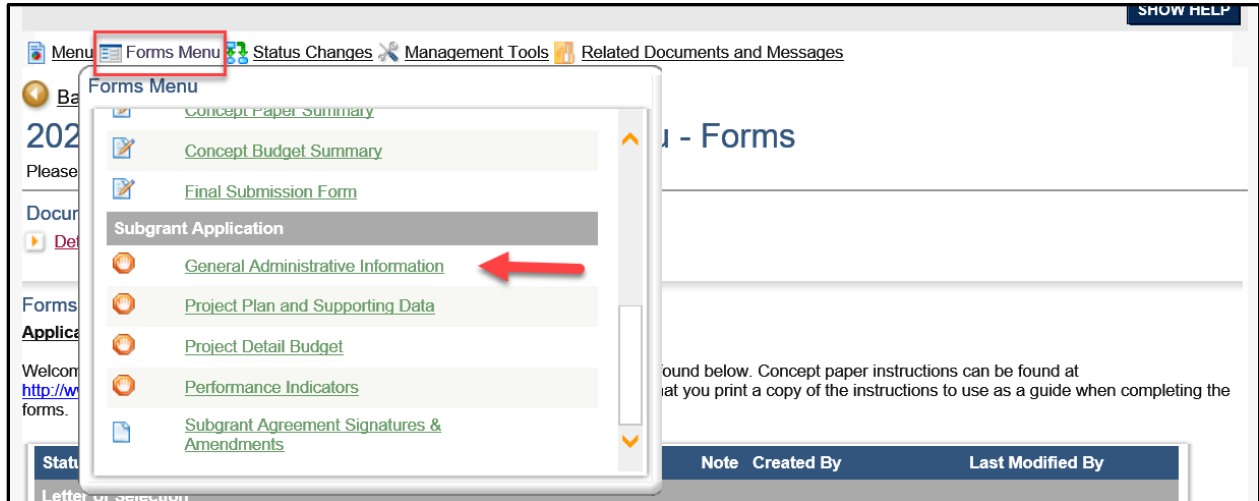
[Top of the Page](#)

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General Administrative Information

The first form in the Subgrant Application Forms Menu is “General Administrative Information”.

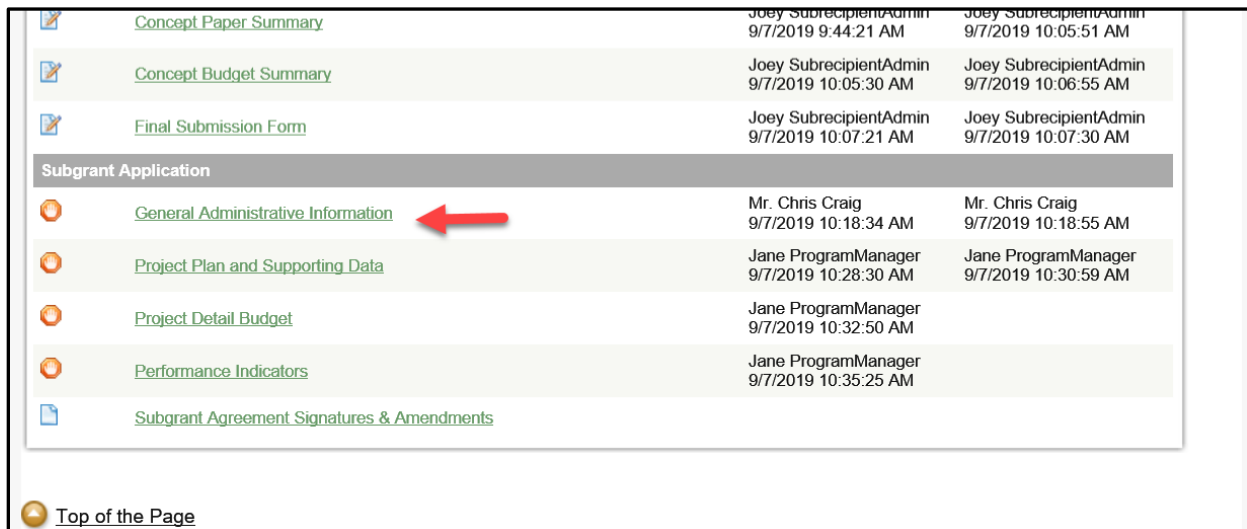
- 1) Click “General Administrative Information” to open the subgrant form.



Forms Menu

- Concept Paper Summary
- Concept Budget Summary
- Final Submission Form
- Subgrant Application**
- General Administrative Information
- Project Plan and Supporting Data
- Project Detail Budget
- Performance Indicators
- Subgrant Agreement Signatures & Amendments

Or



Concept Paper Summary	Joey SubrecipientAdmin 9/7/2019 9:44:21 AM	Joey SubrecipientAdmin 9/7/2019 10:05:51 AM
Concept Budget Summary	Joey SubrecipientAdmin 9/7/2019 10:05:30 AM	Joey SubrecipientAdmin 9/7/2019 10:06:55 AM
Final Submission Form	Joey SubrecipientAdmin 9/7/2019 10:07:21 AM	Joey SubrecipientAdmin 9/7/2019 10:07:30 AM
Subgrant Application		
General Administrative Information	Mr. Chris Craig 9/7/2019 10:18:34 AM	Mr. Chris Craig 9/7/2019 10:18:55 AM
Project Plan and Supporting Data	Jane ProgramManager 9/7/2019 10:28:30 AM	Jane ProgramManager 9/7/2019 10:30:59 AM
Project Detail Budget	Jane ProgramManager 9/7/2019 10:32:50 AM	
Performance Indicators	Jane ProgramManager 9/7/2019 10:35:25 AM	
Subgrant Agreement Signatures & Amendments		

Top of the Page

Every time a form is saved, the system will check for errors. If errors are found, the system will list the errors at the top of the form and as an orange stop icon in the Forms Menu.

FDOT has already entered the partial information, such as Project Number, Federal Funds Awarded, Project Title and Priority Area in the FDOT USE ONLY Section of this form; therefore, the form automatically indicates errors for all of the additional required information that must be filled out by the Subrecipient.

The FDOT Use Only Section is grayed out and will not allow you to adjust anything in this section.

The screenshot shows a web application interface for 'Concept Papers/Grants'. At the top, there are navigation links: Home, Concept Papers/Grants, Training Materials, Organization(s), Profile, and Logout. Below these are buttons for SAVE, SAVE/NEXT, NEXT, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A menu bar includes Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages.

A prominent error message box states: "Your information has been saved and the following Page Error(s) have been found." The errors listed are:

- All fields for number "1. Subrecipient Agency" are required.
- All fields for number "2. Implementing Agency" are required.
- For Number 3, please enter either your Federal ID Number or your 29-digit Flair Account Number. Only one or the other may be entered.
- Number "4. DUNS Number" is a required field and must be 9 digits.
- All fields for number "5. Chief Financial Officer" are required.
- All fields for number "6. Project Director" are required.
- All fields for number "7. Financial Reimbursement Contact" are required.
- All fields for number "8. Project Activity Contact" are required.
- All fields for number "9. Payment Remittance Address" are required.

Below the error message, there is a 'Back' button and document information: "Document Information: [SUB-2020-Fansville-00211](#)". A breadcrumb trail reads: "You are here: > 2020 Highway Safety Grant Program Menu > Forms Menu > Subgrant Application".

The main section is titled "GENERAL ADMINISTRATIVE INFORMATION". Under "Instructions:", it says: "Please complete this page, then click the Save button. Required fields are marked with an *".

The "FDOT USE ONLY" section is grayed out and contains the following fields:

- Project Number: M5HVE-20-18-01
- Federal Funds Awarded: \$50,000
- Subgrant Award (Start) Date: (finance)
- Project Title: Keeping Fansville Safe
- Priority Area: Impaired Driving
- FDOT DUNS Number: 80-939-7102
- FDOT Contract Number: (finance)
- Subgrant End Date: (finance)

A link below the form reads: "Click here to generate General Info & Part VI".

At the bottom, there is a table for "Maximum FDOT Award":

Federal Funding	Match	Total	FAIN Number	FAIN Award Date	CFDA Number
SubTotal					
Federal Funding	Match	Total			
\$0	\$0	\$0			

Subrecipients will be required to supply the most current information for subcontract contacts.

7. Financial Reimbursement Contact *			
Name:	<input type="text"/>	Title:	<input type="text"/>
Telephone Number:	<input type="text"/> Ext. <input type="text"/>	E-Mail Address:	<input type="text"/>
8. Project Activity Contact *			
Name:	<input type="text"/>	Title:	<input type="text"/>
Telephone Number:	<input type="text"/> Ext. <input type="text"/>	E-Mail Address:	<input type="text"/>
9. Payment Remittance Address *			
Agency Name:	<input type="text"/>		
Address Line 1:	<input type="text"/>	City:	<input type="text"/>
Address Line 2:	<input type="text"/>	State:	<input type="text" value="v"/>
		Zip:	<input type="text"/>
10. Additional Contacts			
Name:	<input type="text"/>	Title:	<input type="text"/>
Telephone Number:	<input type="text"/> Ext. <input type="text"/>	Email Address:	<input type="text"/>

Financial Reimbursement Contact

The name of the person that will be completing the reimbursement claims and can answer questions.

Project Activity Contact

The name of the primary programmatic contact that can answer questions about program status.

Payment Remittance Address

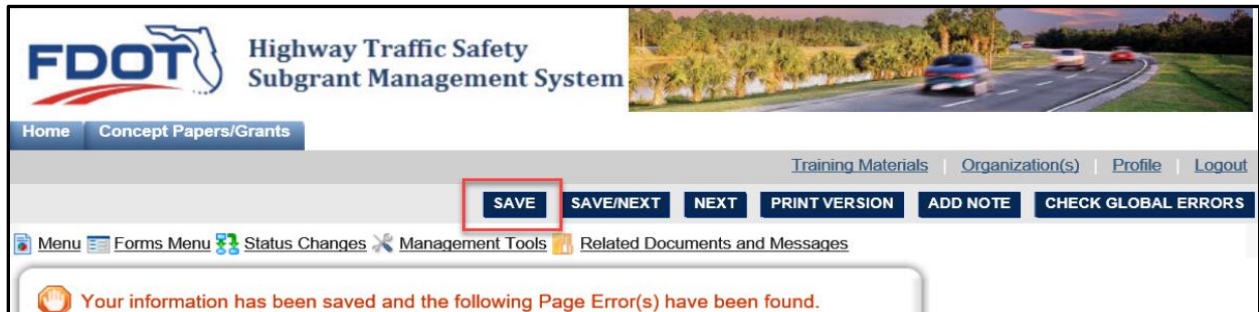
The physical address where the payments will be sent to. (This must match the remittance address in MyFlorida Marketplace)

Additional Contacts

This information will not be included on the Subgrant Agreement print out; however, this function is used to capture contact information for any other agency personnel that may be involved with the process.

To add more than one additional contact, the first contact must be provided and the page must be saved. Upon saving, fields for the next contact will be provided.

Once this information has been completed, press the “Save” button to save your changes and check for any errors.



Once the General Administrative Information form is completed and saved with no errors, you may press the “Save/Next” or “Next” button or the Forms Menu on the navigation bar to advance to the next subgrant form named Project Planning and Supporting Data.



Project Planning and Supporting Data

The Project Planning and Supporting Data form provides the “What”, “When, Who & How” and, “How do you know” details of the contract terms. Everything listed in Statement of the Problem, Proposed Solution, Objectives and Evaluations must accurately explain what the Subrecipient and Implementing Agency agree to accomplish with the subgrant funds within the subgrant period. This information will be used to monitor subgrant progress and audit subgrant performance at the end of the period.

Statement of the Problem

The language for the Statement of the Problem is being systematically pulled into this draft Subgrant form from the Concept Paper form.

If any changes are necessary, the FDOT Program Manager (PM) will have left notes to advise what changes need to be made or if changes have been made in the “PM Comments” column to the right of the Statement of the Problem.

Changes are made by typing within the box and using the “Save” button to lock in the changes.

Please be mindful that all acronyms must be spelled out and defined prior to using throughout the document (i.e. Fansville Police Department (FPD))

Document Information: [SUB-2020-Fansville-00211](#)

[Details](#)

You are here: > [2020 Highway Safety Grant Program Menu](#) > [Forms Menu](#) > Subgrant Application

PROJECT PLANNING AND SUPPORTING DATA

Instructions:
Please complete this page, then click the **Save** button.
Required fields are marked with an *

Project Title: Keeping Fansville Safe
Project Number: M5HVE-20-18-01
Contract Number: (not yet entered)

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result.

1. Statement of the Problem:	PM COMMENTS
<p>Impaired driving is a serious problem in Florida, specifically in Fansville. The 2016 Strategic Highway Safety Plan (SHSP) emphasizes impaired driving, or driving under the influence (DUI), as a "Continuing Priority" with ongoing high-visibility enforcement campaigns to reduce impaired driving as the primary action. According to the Florida Department of Transportation's (FDOT) FY2020 Highway Safety Matrix - Ranking of Cities, (Group I - Population of 75,000 and above 32 cities, Fansville ranks 7th out of 32 cities in the impaired driving-related crashes.</p> <p>While progress has been made with regard to impaired driver related crashes, the issues has not ben solved. the factors previously described create an atomosphere ripe for tragedy. The Fansville Police Department (FPD) is doing everything is can to combat this public safety epidemic, but the resources to truly put a dent in the issues are limited. Fansville PD officers are tasked with provided service to all the residents and visitors in our city. FPD is currently short approximately 20 sworn officers, and while the agency is attempting to hire staff to fill vacancies, it is a difficult to keep up with attrition. The FPD has assigned 2 midnight shift officers as dedicated traffic unites with an emphasis on impaired driver enforcement. Simply put, the city is doing what it can do to combat the DUI epidemic. Despite these challenges, the FDP has undertaken the arduous task of retraining all the officers hired after 2009 in the Standardized Field Sobriety Tests. With the goal being to increase the number of Drug Recognition Experts (DRE) within our department.</p>	<p>No changes</p>

1639 of 4000

10 of 4000

Proposed Solution

The language for the Proposed Solution is also being systematically pulled into this draft Subgrant form from the Concept Paper form.

Proposed solutions must show a logical relationship to the identified problem. Items listed in the concept paper budget must correlate to the Statement of the Problem and the Proposed Solution. Proposed budget and purchases must also directly relate to solving the identified problem and implementation of the solution.

If any portion of the original proposed solution was deemed ineligible or denied, the FDOT Program Manager (PM) will have left notes to advise what changes need to be made or if changes have been made in the “PM Comments” column to the right of the Proposed Solution.

Changes are made by typing within the box and using the “Save” button to lock in the changes.

Please be mindful that all acronyms must be spelled out and defined prior to using throughout the document (i.e. Fansville Police Department (FPD))

2. Proposed Solution:	PM COMMENTS
<p>The Fansville Police Department Driving Under the Influence Enforcement Program/Impaired Driving Initiative will be implemented using countermeasures detailed in the National Highway Traffic Safety Administration's "Countermeasures that Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices." These will include countermeasures found in chapter 1 Alcohol- and Drug-Impaired Driving. Specifically, section 2. Deterrence: Enforcement (publicized sobriety Checkpoint programs (2.1) and publicized Saturation Patrol programs (2.2)) and section 5. Prevention, Intervention, Communications and Outreach (Mass Media Campaigns (5.2)).</p> <p>With the proposed funding, FPD will conduct at least 5 Saturation Patrols and 1 Checkpoint, in addition to the 5 Saturation Patrols that the City budgeted for fiscal year 2018-19. This bolstered effort will allow us to have an even greater effect on the issue of impaired driving in Miami Beach.</p> <p>In each Saturation Patrol, FPD will employ at least 6 Police Officers and 1 Sergeant on Overtime for the purpose of enforcing traffic laws and searching for impaired drivers. For the Checkpoint operations, FPD will employ 1 Lieutenant (Checkpoint Commander), 2 Sergeants, 15 Police Officers, 1 Detention Officer, and 2 Public Safety Specialists.</p>	<p>I have modified the last paragraph to clarify and quantify which activities will occur and on what timeline. Please review.</p>
2663 of 15000	123 of 4000

Objectives

The language for the objectives have been manually added by the FDOT Program Manager based on the information provided in the concept paper.

Subrecipients must review this information thoroughly, as these are the outcomes they and their Implementing Agency are agreeing to accomplish within the subgrant period. If the Subrecipient does not agree with the objectives as provided, this is the opportunity to adjust them to terms they feel comfortable committing to. All objectives must be quantifiable and correlate to the Statement of the Problem and the Proposed Solution.

Changes are made by typing in the box and using the “Save” button to lock in the changes.

It is suggested that you email the FDOT Program Manager to discuss any proposed changes.

3. Project Objectives:	PM COMMENTS
Conduct and/or participate in 2 educational/community outreach events to increase impaired driving awareness during the project period. 135 of 1500	Based on the Proposed Solution, I have added these objectives. Please review.
Conduct at least 5 impaired driving high visibility overtime enforcement operations during the project period. 110 of 1500	
Provide impaired driving information and education to the public through the use of social media at least 1 per month during the project period. 148 of 1500	
	77 of 4000

Evaluation

The language for the evaluation(s) have been added by the FDOT Program Manager based on the information provided in the concept paper.

Evaluation method(s) are required for each objective listed above and should be entered in the same order.

Subrecipients must review this information thoroughly, as these are the methods that will be used to determine if/how the objective was met at the end of the subgrant period. If the Subrecipient does not agree with the evaluation, as provided, this is the opportunity to adjust them to terms they feel comfortable committing to.

Changes are made by typing in the box and using the “Save” button to lock in the changes.

It is suggested that you email the FDOT Program Manager to discuss any proposed changes.

The screenshot shows a web-based form with a blue header bar containing the text "4. Evaluation:". Below the header, there are three rows of evaluation objectives, each with a text input field and a "Save" button (represented by a double arrow icon). The first objective is "The number of educational/community outreach events conducted or participated in to increase impaired driving awareness during the project period." with a value of "146 of 1500". The second objective is "The number of impaired driving overtime enforcement operations conducted and education/community activities conducted/participated in during the Drive Sober or Get Pulled Over campaign." with a value of "185 of 1500". The third objective is "The number of instances that impaired driving information and education is provided to the public through the use of social media per month during the project period." with a value of "166 of 1500". A fourth empty row is visible below. To the right of the objectives is a "PM COMMENTS" box with a text input field containing the message: "I have added evaluation methods for each of the objectives provided above. Please review." and a "Save" button.

Once the Project Planning and Supporting Data form is completed and saved with no errors, you may press the “Save/Next” or “Next” button or the Forms Menu on the navigation bar to advance to the next subgrant form named Project Detail Budget.

The screenshot shows the top navigation bar of the application. It includes buttons for "SAVE", "SAVE/NEXT", "NEXT", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". Below the navigation bar is a "Forms Menu" dropdown menu. The menu is open, showing a list of forms: "Concept Paper Summary", "Concept Budget Summary", "Final Submission Form", "Subgrant Application", "General Administrative Information", "Project Plan and Supporting Data", "Project Detail Budget", "Performance Indicators", and "Subgrant Agreement Signatures & Amendments". A red arrow points to the "Project Detail Budget" option. The "Subgrant Application" option is currently selected and highlighted in grey.

Project Detail Budget

The Project Detail Budget form provides line items for the subgrant terms. The “Federal Funds” column is used to indicate the funding being reimbursed via the subgrant. “Match” is used to identify the amount of funding the agency is also contributing toward the subgrant effort, if applicable.

The FDOT Program Manager will have either pre-populated line items and narratives within the budget table or will have provided category limits in the PM comments at the bottom of the page.

Subrecipients must evaluate each line item carefully to ensure the narratives are accurate and the line item totals include costs for tax, delivery, shipping, and set-up costs. Remember, the subgrant agreement is a legal document and once signed, It says what it means and it means what it says!!! This is your opportunity to make sure it says EXACTLY what you mean it to.

Document Information: [SUB-2020-Fansville-00211](#)
[Details](#)

You are here: > [2020 Highway Safety Grant Program Menu](#) > [Forms Menu](#) > [Subgrant Application](#)

PROJECT DETAIL BUDGET

Instructions:
 Please complete this page, then click the **Save** button.
 Required fields are marked with an *

Project Title: Keeping Fansville Safe
Project Number: M5HVE-20-18-01
Contract Number: (not yet entered)

Each budget category subtotal and individual line item costs listed below cannot be exceeded. The FDOT State Safety Office may approve shifts between budget categories and line items via an amendment.

Budget Category	NARRATIVE:	FEDERAL FUNDS	MATCH	TOTAL
A. Personnel Services				
Overtime Salary and Benefits	Overtime paid for impaired driving enforcement and respective benefits (FICA and Workers Compensation) 102 of 1000	\$20,000	\$0	\$20,000

Maximum FDOT Award	\$50,000	\$0	\$0
---------------------------	----------	-----	-----

PM Comments:
 I have added the one line item for overtime, please review the narrative to make sure the appropriate benefits are listed.

If your FDOT Program Manager provided limits, Subrecipients will need to enter the line items.

	0 of 1000			
Subtotal		\$0		\$0
Total Cost of Project		0	\$0	\$0
Maximum FDOT Award		\$50,000	\$0	\$0
PM Comments: You are approved for Personnel (Overtime) for 20K; Expenses for 20K; and Equipment Costing \$5,000 or more for 10k. Please add your respective line items within these limits. Please utilize the narrative language from your previous year subgrant to expedite approval.				

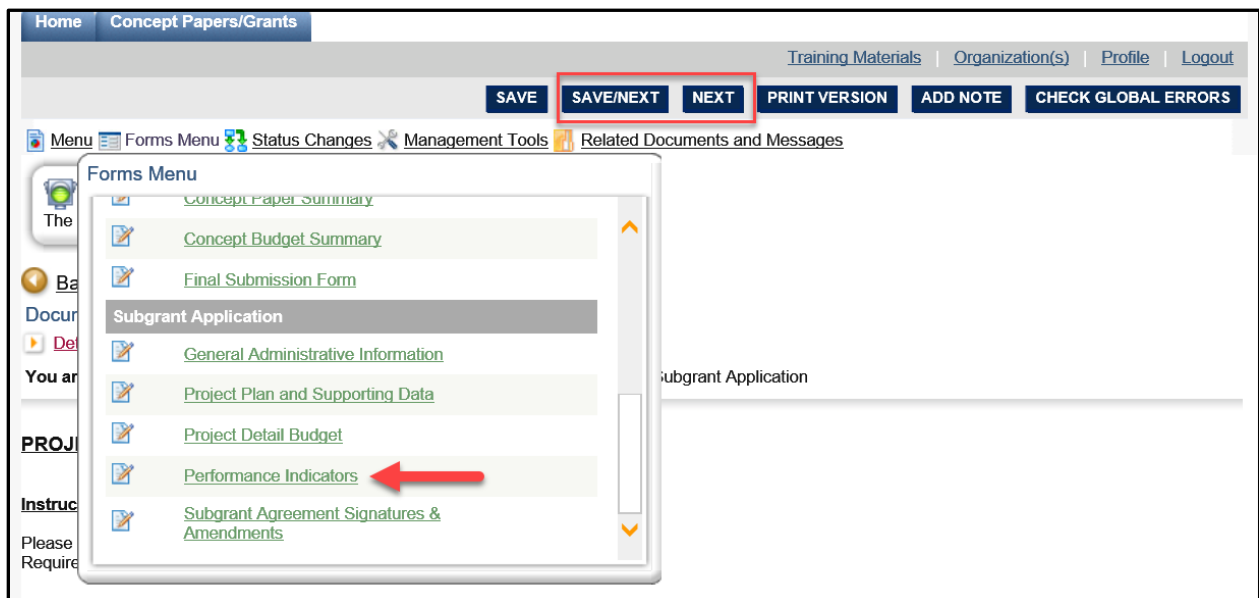
TO ADD ADDITIONAL LINES: Complete the available line item information, then use the “Save” button at the top of the screen to add one additional line item. Repeat this process as many times as necessary to create the needed amount of line items for each category. (You CANNOT create multiple blank line items by saving multiple times without entering data)

Please be mindful that all acronyms must be spelled out and defined prior to using throughout the document

Subgrant costs must be reasonable, allowable, and necessary and be directly related to the stated problem and proposed solution.

Note: The entire line must be completed. If you have no Match funds, enter “0” in those columns to prevent errors.

Once the Project Detail Budget form is completed and saved with no errors, you may press the “Save/Next” or “Next” button or the Forms Menu on the navigation bar to advance to the next subgrant form named Performance Indicators.



Performance Indicators

The Performance Indicators form provides information that will be used to monitor compliance and any reporting requirements.

Part V. Terms and Conditions

It is imperative that Subrecipients review these terms and conditions, as additional pre-requisite approvals, education/certification requirements, limitations and legal requirements and boundaries are provided here.

To review the term and conditions click on the “Click here to generate Subgrant Terms and Conditions” link to open the language.

[SAVE](#) [SAVE/NEXT](#) [NEXT](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)

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Document Information: [SUB-2020-Fansville-00211](#)

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You are here: > [2020 Highway Safety Grant Program Menu](#) > [Forms Menu](#) > Subgrant Application

PERFORMANCE INDICATORS

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

Project Title: Keeping Fansville Safe

Project Number: M5HVE-20-18-01

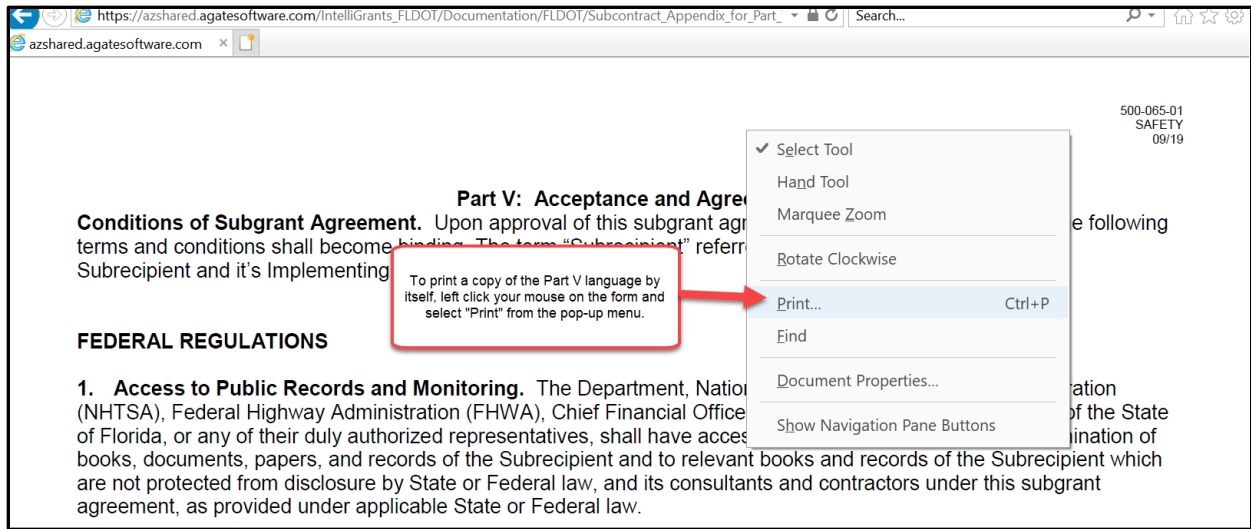
FDOT Contract Number: (not yet entered)

[Click here to generate Subgrant Terms and Conditions](#)

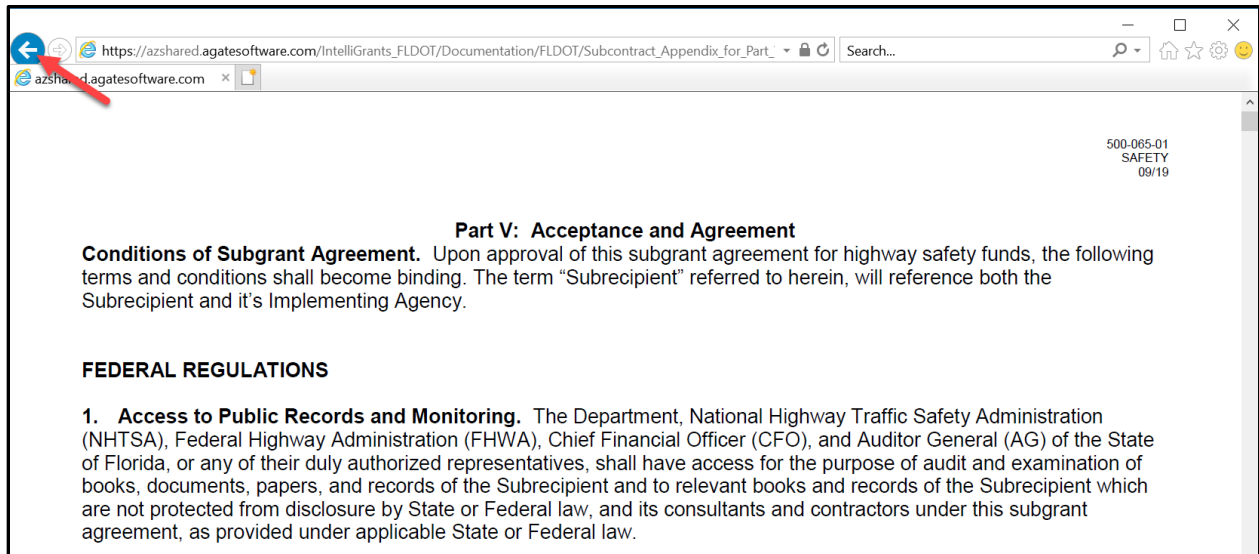
* I acknowledge that I have read and agree to the terms and conditions of this subgrant, should I be awarded.

Special Conditions:

Subrecipients may scroll the screen to review the Part V language or left click on the screen and select print from the pop-up menu.

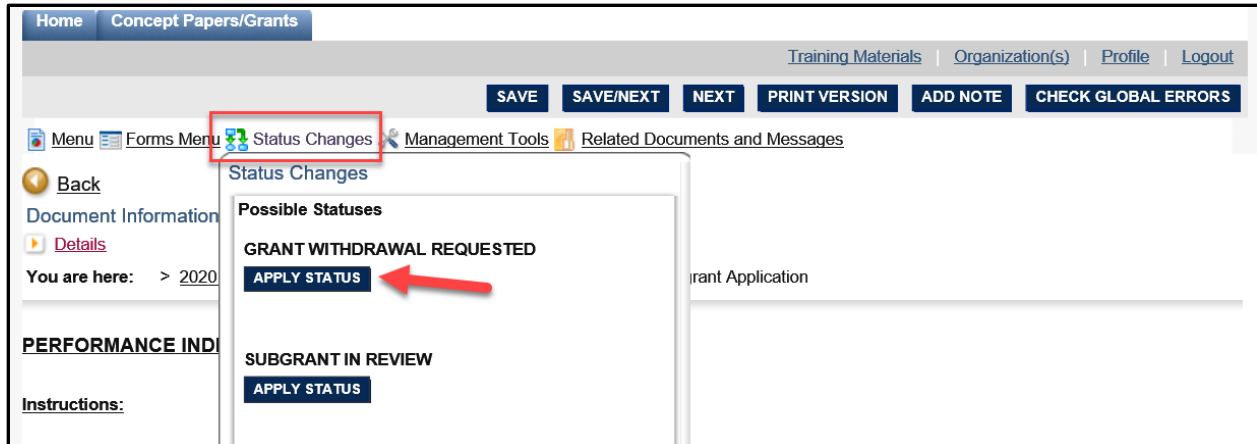


Once reviewed use the "Back" button in the top left-hand corner of the screen to be returned to the subgrant application.

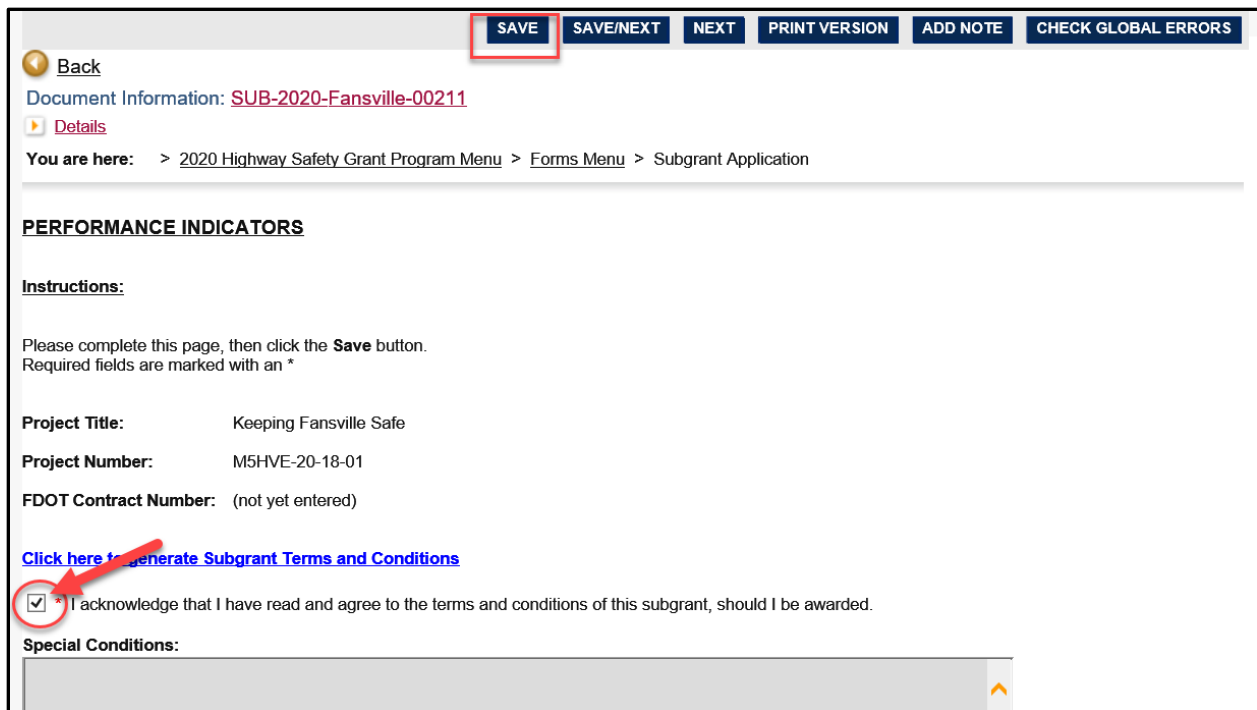


If a Subrecipient cannot adhere to any of the Part V Terms and Conditions, they may take the opportunity to withdraw from the subgrant process without any further investment.

To withdraw from the process, use the “Status Change” on the Forms Menu to select the “Grant Withdrawal Request” status.

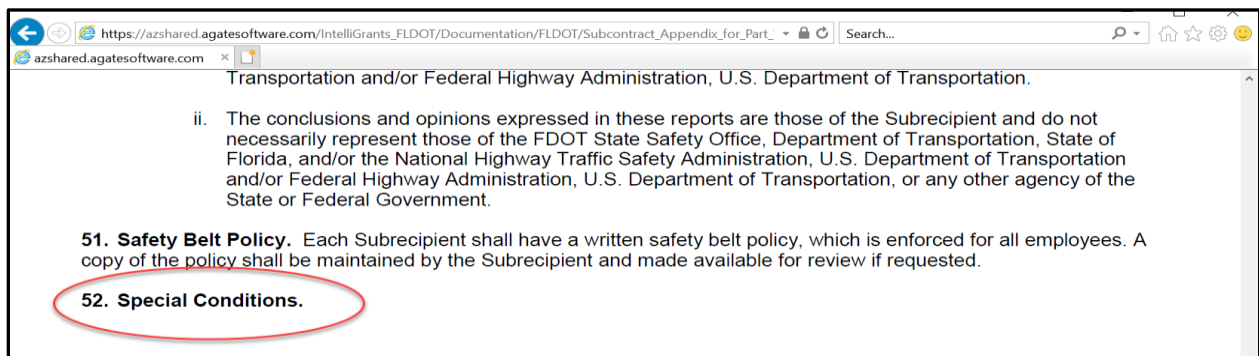


If the Subrecipient agrees to adhere the Part V Terms and Conditions, they must acknowledge that they have read and agree to the terms and conditions by clicking the check box under the “Click here to generate Subgrant Terms and Conditions” link and the “Save” button to lock in the acknowledgement.



Under the acknowledgement statement is a “Special Conditions” text box. “Special Conditions” is term number 52 in the standard terms and conditions that were just acknowledged.

The screenshot shows a web form with a blue link at the top: "Click here to generate Subgrant Terms and Conditions". Below the link is a checked checkbox with the text: "I acknowledge that I have read and agree to the terms and conditions of this subgrant, should I be awarded." Underneath is a text area labeled "Special Conditions:" which is currently empty. A red box highlights this text area. At the bottom left of the text area, it says "0 of 4000".



Special Conditions are only applied in rare circumstances; therefore, this term is usually blank. In the event special conditions are applied, the terms defined in the Special Conditions text box will be defined and included in the standard terms and conditions once the subgrant agreement is generated in the next step.

Minimum Performance Standards

All subgrant agreements are required to submit requests for financial reimbursement and performance reports. Performance must be reported to justify reimbursement of subgrant funds. The minimum requirements for performance defined for this subgrant are stated in this section.

Additional performance standards are added for this specific subgrant agreement by the FDOT Program Manager. Minimum performance standards are broad to ensure that subrecipients will be able to provide justification of performance with their requests for reimbursement. Subrecipients cannot modify these standards; however, they are provided for review and acknowledgement of performance requirements that must be reported on throughout subgrant execution.

If a subrecipient does not believe they can comply with the minimum performance standards provided, they may exercise the opportunity to withdraw from the subgrant execution process as stated above.

Minimum Performance Standards:
The following are the minimum performance standards required in this subgrant agreement. The status of these standards will be reported using FDOT form number 500-065-19 Performance Report and shall be included with each request for reimbursement.

Submit request(s) for financial reimbursement.	46 of 250
Provide performance report(s).	30 of 250
Conduct impaired driving high visibility enforcement operations.	64 of 250

Subgrants with enforcement activities are also subject to NHTSA’s reporting requirements. NHTSA reporting requirements are listed at the bottom of the form, if applicable.

National Highway Traffic Safety Administration (NHTSA) Required Activity Reporting:
The following statistics are required reporting for any traffic safety enforcement grant. (enforcement grants only)

Number of seat belt citations issued during subgrant-funded enforcement activities.
Number of impaired driving arrests made during subgrant-funded enforcement activities.
Number of speeding citations issued during subgrant-funded enforcement activities.

If the Subrecipient acknowledged the terms and conditions and agrees to the stated reporting requirements, press the “Save/Next” or “Next” button or the Forms Menu on the navigation bar to advance to the next subgrant form named Subgrant Agreement Signatures & Amendments.

SAVE SAVE/NEXT NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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You are here: > [2020 Highway Safety Grant Program Menu](#) > [Forms Menu](#) > Subgrant Application

PERFORMANCE INDICATORS

Printing a Copy of the Subgrant Agreement

A combined PDF version of the Subgrant Agreement can be created by clicking the “Click here to generate Subgrant Agreement” on the Subgrant Agreement Signatures & Amendments page.

During the Grant Development status, the subgrant agreement WILL NOT include a signature page. This form is only available for creating a printed copy of the subgrant agreement prior submitting for FDOT for review.

Although the upload function is shown on this page, the system does not provide the “Save” button to allow an upload at this stage.

FDOT Highway Traffic Safety Subgrant Management System

Home | Concept Papers/Grants

Training Materials | Organization(s) | Profile | Logout

NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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Document Information: [SUB-2020-Concept Te-00207](#)

Details

You are here: > 2020 Highway Safety Grant Program Menu > Forms Menu > Subgrant Application

SUBGRANT AGREEMENT SIGNATURES & AMENDMENTS

Instructions:

Click the hyperlink to generate the Subgrant Agreement / Amended Subgrant Agreement
Review and sign the agreement
Once signed, upload the signed agreement and click the **Save** button.

Project Title: Coral Springs Aging Road Users

Project Number: CP-20-18-20

FDOT Contract Number: (not yet entered)

[Click here to generate Subgrant Agreement](#)

Authorized Representative Signature ?

Upload Signed Copy: Browse... *

Uploaded By:

Date Uploaded:

Submitting Draft Subcontract to FDOT

Once all Subgrant Application forms have been reviewed and updated and the Subrecipient is satisfied, the status of the document can be sent to FDOT for review by changing the document status to “Subgrant in Review” by using the Navigation Menu at the top of the screen.

Note: The subgrant agreement is not considered executed until all documents have been signed by both the Subrecipient and FDOT and the status has been changed to “Grant Approved”

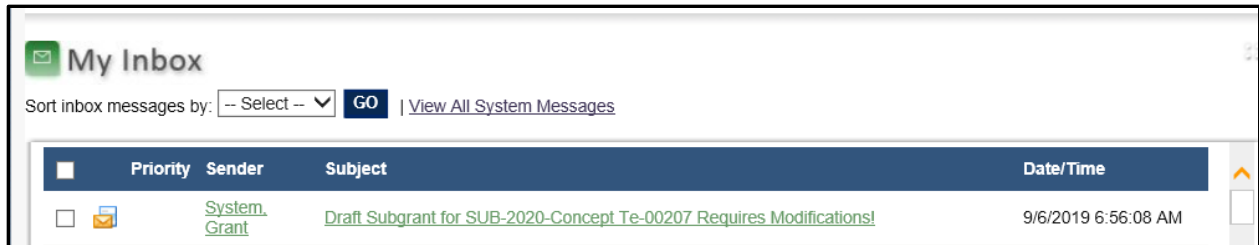
Once in “Subgrant in Review”, the Subgrant document will no longer show up in the Subrecipient’s My Tasks.

The screenshot displays the FDOT Highway Traffic Safety Subgrant Management System interface. At the top left is the FDOT logo and the system name. A navigation menu includes 'Home' and 'Concept Papers/Grants'. On the right, there are links for 'Training Materials', 'Organization(s)', 'Profile', and 'Logout'. Below these are buttons for 'NEXT', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. A 'Status Changes' dropdown menu is open, showing two options: 'GRANT WITHDRAWAL REQUESTED' and 'SUBGRANT IN REVIEW'. The 'SUBGRANT IN REVIEW' option is highlighted with a red box, and a red arrow points to its 'APPLY STATUS' button. The background shows a 'SUBGRANT AGREEMENT' section with instructions and form fields for Project Title, Project Number, and FDOT Contract Number.

Modifications Required

If any changes were unacceptable to FDOT, the document will be returned to the subrecipient for review and correction. A system notification will be sent both via email and system My Inbox that modifications are required.

The subgrant document, will also be found again the under the My Tasks section of the home screen in “Grant Development Status”



Once that secondary correction and review is complete, the document can be returned to “Subgrant In Review” status.



“Grant Signatures Required” Status

Once FDOT Safety Office Staff has reviewed and approved all changes provided by the Subrecipient, the document will be changed to “Grant Signatures Required”. At this stage, the Subrecipient will receive system and email notification that signatures are required for the subgrant agreement.

- 1) Subrecipients can again open the document from “My Tasks” on the home screen.

My Tasks

Export Results to Sort by:

Task Name	Document ID	Status	Date
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00197	Grant Development	7/8/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00201	Grant Development	8/28/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00204	Grant Signatures Required	9/5/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00205	Grant Signatures Required	9/3/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00207	Grant Development	9/6/2019

- 2) Once opened, the Subrecipient will only need to select and open the “Subgrant Agreement Signatures & Amendments” form.

FDOT Highway Traffic Safety Subgrant Management System

Home | Concept Papers/Grants | Training Materials | Organization(s) | Profile | Logout | SHOW HELP

Menu | **Forms Menu** | Status Changes | Management Tools | Related Documents and Messages

Forms Menu

- Concept Paper Summary
- Concept Budget Summary
- Final Submission Form
- Subgrant Application**
- General Administrative Information
- Project Plan and Supporting Data
- Project Detail Budget
- Performance Indicators
- Subgrant Agreement Signatures & Amendments**

Found below. Concept paper instructions can be found at [URL] that you print a copy of the instructions to use as a guide when completing the

Note Created By Last Modified By

- 3) From the “Subgrant Agreement Signatures & Amendments” form use the “Click here to generate Subgrant Agreement” link to print the final draft documents for signature.

FDOT Highway Traffic Safety Subgrant Management System

Home | Concept Papers/Grants

Training Materials | Organization(s) | Profile | Logout

NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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Document Information: [SUB-2020-Concept Te-00207](#)

Details

You are here: > 2020 Highway Safety Grant Program Menu > Forms Menu > Subgrant Application

SUBGRANT AGREEMENT SIGNATURES & AMENDMENTS

Instructions:

Click the hyperlink to generate the Subgrant Agreement / Amended Subgrant Agreement
Review and sign the agreement
Once signed, upload the signed agreement and click the **Save** button.

Project Title: Coral Springs Aging Road Users

Project Number: CP-20-18-20

FDOT Contract Number: (not yet entered)

[Click here to generate Subgrant Agreement](#)

Authorized Representative Signature ?

Upload Signed Copy: Browse... *

Uploaded By:

Date Uploaded:

Subgrant documents should be signed by the Agency Head of the Subrecipient Agency and the Implementing Agency.

Note: If another person is signing on behalf of either Agency’s Head, a delegation letter must also be included in the signed document upload.

Once all signatures have been affixed, a copy of the entire subgrant agreement, with signed signature pages and delegation letter(s), if applicable, must be uploaded.

Uploading Signed Subgrant

In “Grant Signatures Required” Status, save capabilities are now accessible to successfully upload and save the signed subgrant documents.

Use the “Browse” button to upload **ONE** combined PDF of all subgrant documents, including SIGNED signature pages and delegation letters(s), if applicable.

Use the “SAVE” button at the top of the screen to successfully upload the document.

Home menu Forms menu Status Changes Management Tools Related Documents and Messages

Your information has been saved and the following Page Error(s) have been found.
You must upload a Signed Copy of the Subgrant Agreement.

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Document Information: [SUB-2020-Concept Te-00205](#)

Details

You are here: > [2020 Highway Safety Grant Program Menu](#) > [Forms Menu](#) > Subgrant Application

SUBGRANT AGREEMENT SIGNATURES & AMENDMENTS

Instructions:

Click the hyperlink to generate the Subgrant Agreement / Amended Subgrant Agreement
Review and sign the agreement
Once signed, upload the signed agreement and click the **Save** button.

Project Title: Impaired Driving Safety

Project Number: M5HVE-20-18-01

FDOT Contract Number: G1234

[Click here to generate Subgrant Agreement](#)

Authorized Representative Signature ?

Upload Signed Copy: Browse... *

Uploaded By:

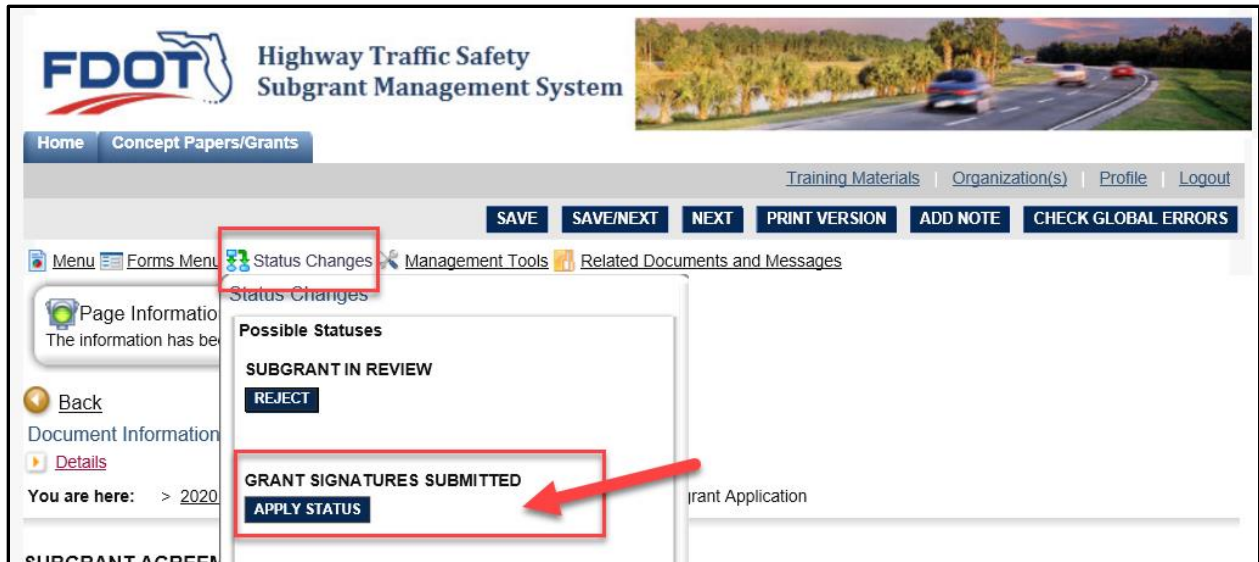
Date Uploaded:

Click "Browse" button to upload all subgrant document pages, including signed signature pages and delegation letter(s), if applicable.

Submit Signed Subgrant Document for Execution

Once the PDF has been successfully uploaded, the Subrecipient can use the Status Change menu to submit the signed agreement for execution by changing status to “Grant Signatures Submitted”.

Once successfully changed to “Grant Signatures Submitted” the document will no longer appear in the Subrecipient’s My Tasks.



Once FDOT receives the signed documents, it will begin the subgrant agreement execution process of encumbering funds, getting legal approval and Traffic Safety Administrator approval.

Executed Subgrant Agreement

Once FDOT has fully executed the Subgrant Agreement, the final signed document will be uploaded into the system and the document status will be changed to “Grant Awarded”.

A notification will automatically be sent via email and the system to advise that the subgrant has been fully executed and activities and expenditure may commence.

My Inbox

Sort inbox messages by: -- Select -- **GO** | [View All System Messages](#)

Priority	Sender	Subject	Date/Time
	System Grant	Subgrant Document SUB-2020-Concept Te-00204 has been Fully Executed!	9/6/2019 11:43:21 AM

My Tasks

Export Results to **Screen** Sort by: -- Select -- **GO**

Task Name	Task ID	Status	Date
2020 Highway Safety Grant Program	Concept Testing One CPG-2020-Concept Te-00210	Concept Paper In Progress	9/6/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00193	Grant Development	6/28/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00197	Grant Development	7/8/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00201	Grant Development	8/28/2019
2020 Highway Safety Grant Program	Concept Testing One SUB-2020-Concept Te-00204	Grant Awarded	9/6/2019


CLOSE TASKS

APPENDIX A

System Status Definitions

System Status	Definition
Grant Development	Draft subgrant forms are being modified by the subrecipient before sending to FDOT for review.
Subgrant In Review	Draft subgrant forms are being reviewed FDOT Program Manager, Finance and Administrator.
Grant Signatures Required	Subgrant forms have been approved by the FDOT Safety Office and now require Subrecipient signature and upload.
Grant Signatures Submitted	Signed subgrant forms have been submitted to FDOT for processing.
Grant Withdrawal Requested	Subrecipient has requested to withdraw from the subgrant execution process.
Grant Withdrawn (Subrecipient)	Subrecipient request to withdraw has been processed and approved.
Grant Approved	Subgrant forms have been fully executed and subgrant is authorized for activity and expenditure.

The status can be found by expanding the details button found under the document number at the top of any screen in the system.

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2020 Highway Safety Grant Program Menu - Forms


Please complete all required forms below.

Document Information: [SUB-2020-Concept Te-00204](#)

 [Details](#)

Please complete all required forms below.

Document Information: [SUB-2020-Concept Te-00204](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	2020 Highway Safety Grant Program	Concept Testing One	Subrecipient System Admin	Subgrant in Review	11/01/2014 - N/A N/A