

MOTORCYCLE OHIO FY2013 TRAINING GRANT APPLICATION

(July 1, 2012 – June 30, 2013)



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

OHIO DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE SERVICES
MOTORCYCLE OHIO
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**APPLICATIONS MUST BE SUBMITTED ON-LINE
BY MIDNIGHT, February 3, 2012**

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>
Robert Secrest	bsecret@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)

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: the Basic Rider Course (BRC) for beginners, the Basic Rider Course-RR (BRC-RR) for the returning rider, the Basic Rider Course-2 (BRC-2/ERC) and the Advanced Rider Course (ARC). An Instructor preparation course is also available for motorcyclists interested in becoming Ohio approved motorcycle safety instructors.

II. Motorcycle Ohio Application Process

In FY2013 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 January 4, 2012 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 February 3, 2012 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).

Applicants should know whether or not funding will be made available to them by early fall.

III. Period of Funding

Motorcycle Ohio grants will be awarded for the fiscal year 2013, commencing on or after July 1, 2012 and ending June 30, 2013. Only expenses incurred within the grant period are eligible to be reimbursed.

IV. 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 must be providing services to the general public.

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

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

- i.** 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.
- ii.** Grantees must offer the Basic Rider Course and may choose to offer any of the other approved courses.
- iii.** 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 (See Admin. Rules). 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.
- iv.** 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. QA individuals are trained instructors that visit grantees to verify that administrative rules and program standards are met.

b. Allowable Services, Activities, and Costs

The Ohio Revised Code, the Administrative Rules, the MO Policy and Procedure Manual and the MO staff provide administrative guidance for the state motorcycle training program.

i. 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.

ii. Other Allowable Non-Instructional/Administrative Costs-

The following is a non-inclusive list of services, activities and one-time purchases that are related to conduct motorcycle training and education that are eligible for support with grant funds:

1. Equipment (such as fire extinguisher, cone cart, cones, range cleaning equipment, first aid kit, paint stick, measuring wheel, etc.);
2. Publicity and promotional events/activities associated with the MO program and motorcycle safety;
3. Pavement paint and the services of an MO approved range painter;
4. Costs associated with attendance at MO meetings for the site coordinator/grant coordinator.

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 V-bi and V-bii above without written permission from Motorcycle Ohio;
2. Fundraising activities;
3. Indirect organizational costs such as liability insurance on buildings, capital improvements, real estate purchases, construction costs, etc.

d. Specific Training Program Requirements: The following is a more specific list of requirements for each grantee:

1. Provide the name and contact information of the authorizing official responsible for contact with Motorcycle Ohio;

2. Provide personnel to accept phone calls, schedule courses, help with registrations, and provide course information;
3. Use the Motorcycle Ohio database for registering students into courses and report course information;
4. Utilize certified instructors from the list of instructors provided by Motorcycle Ohio;
5. 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;
6. Record testing results of students in the MO database by noon of the next business day after conclusion of the course;
7. Retain records for courses, incident reports, etc. for a minimum of three (3) years;
8. 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.;
9. 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);
10. 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.;
11. Provide classroom facilities which will have, at a minimum, a TV/DVD, chalkboard or large wall paper pads, and furniture to accommodate no less than twelve (12) students and two (2) instructors;
12. Provide fire extinguisher, first aid kit, and fuel for motorcycles;
13. Ensure the fiscal structure and financial resources to operate program until state reimbursement is received;
14. Provide a variety of course scheduling possibilities (weekday, weekend, two week, large course, double course, etc.);
15. Conduct a minimum of 18 student courses per calendar year.
16. Conduct student re-tests per ODPS/MO Policy and Procedure Manual when necessary;
17. Provide minor maintenance and repair on program motorcycles;
18. Provide for no less than one (1) staff member to attend up to three (3) mandatory meetings per year in Columbus;

19. Provide training courses to the general public, without geographic limitations or personal discrimination;

20. Report to ODPS/MO, no later than 24 hours, 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.

21. Promote training and education programs at the local level.

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

f. 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.

g. 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.

h. Reporting Requirements- Grant recipients are required to maintain appropriate programmatic 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.

- i. **Grant Programmatic and Fiscal Monitoring-** Motorcycle Ohio conducts periodic reviews for the financial policies, procedures, and records of grantees. Therefore, upon request, recipients must 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.

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.

FY 2013 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.

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 (labor per course)	
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, 2013
18.	Number of students proposed to teach	Total number of students proposed for July-June, 2013
19.	Total BRC grant amount	Total amount of the BRC single grant.

FY2013 Miscellaneous Fixed Cost

- 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.

Number	Item	Explanations
1.	First aid supplies	Place describe and place cost in box.
2.	Battery charger/jumper battery	Place cost in box
3.	Lawn cart	Place cost in box
4.	Miscellaneous Cost	Please describe the item and place cost in box provided.
5.	Miscellaneous Cost	Please describe the item and place cost in box provided.
6.	Miscellaneous Cost	Please describe the item and place cost in box provided.
7.	Round trip mileage to Columbus, State Mileage Rate \$0.45 per mile	Place cost at state rate x the round trip mileage (self-populating).
8.	Storage container	Place cost of container in box, if needed.
9.	Total Misc. Fixed Cost	Total cost

FY2013 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.

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 (labor per)	
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/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, 2013
18.	Number of students proposed to teach	Total number of students proposed for July-June, 2013
19.	Total BRC grant amount	Total amount of the BRC Double grant.

FY2013 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.

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 how much supplies cost per course in box.
10.	Motorcycle maintenance per course	
10.	Administrative Miscellaneous Cost	Please describe the item and place cost in box provided.
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.	Total	Total proposed instructional/administrative cost per course.
15.	Cost per student	Cost per course is divided by 12 students.
16.	Number of courses proposed to hold	Total number of courses proposed for July-June, 2013
17.	Number of students proposed to teach	Total number of students proposed for July-June, 2013
18.	Total BRC-RR grant amount	Total amount of the BRC-RR grant.

FY2013 Basic Rider Course - 2 (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.

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 item and place cost in box provided.
8. Total	Total proposed for instructional/administrative cost per course.
9. Cost per student	Cost per course is divided by 12 students.
14. Number of courses proposed to hold	Total number of courses proposed for July-June, 2013.
15. Number of students proposed to teach	Total number of students proposed for July-June, 2013
16. Total BRC-2 grant amount	Total amount of the BRC-2 grant.

FY2013 Advanced Rider Course (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.

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 item 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, 2013
11.	Number of students proposed to teach	Total number of students proposed for July-June, 2013
12.	Total ARC grant amount	Total amount of the ARC grant.

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.