

Please note that any State that *did not* receive a Section 157 Innovative grant in FY 2003 must follow Option C.

Application Contents and Grant Criteria

1. Application Option A—Replication

A State that applies for a Section 157 Innovative grant in FY 2004 under Application Option A shall submit an application consisting of the following:

- The completed Option A checklist (in Appendix B), with a checkmark in the “check if included” column for every item.
- The Appendix C certifications, signed by the Governor’s Representative for Highway Safety, with a checkmark on item (A) and on each of the items (i) through (v), and (vii) and (viii).
- (Optional) Detailed plans (if any) for conducting *additional* high-visibility enforcement of the State’s safety belt law in fiscal year 2004, subsequent to the May 2004 mobilization.
- (Optional) Any evaluation activities the State proposes to carry out, beyond the observational surveys conducted before and after the May 2004 mobilization.
- The proposed budget for the State’s FY 2004 Section 157 Innovative grant, using the Appendix D format.

2. Application Option B—Enhancement

A State that applies for a Section 157 Innovative grant in FY 2004 under Application Option B shall submit an application consisting of the following:

- The completed Option B checklist (in Appendix B), with a checkmark in the “check if included” column for every item.
- The Appendix C certifications, signed by the Governor’s Representative for Highway Safety, with a checkmark on item (B) and on each of the items (i) through (v) and (vii) and (viii).
- Descriptions of enhancements to the State’s May 2003 mobilization activities that the State plans to implement for the May 2004 mobilization.
- (Optional) Detailed plans (if any) for conducting *additional* high-visibility enforcement of the State’s safety belt law in fiscal year 2004, subsequent to the May 2004 mobilization.
- (Optional) Any evaluation activities the State proposes to carry out, beyond the observational surveys conducted before and after the May 2004 mobilization.
- The proposed budget for the State’s FY 2004 Section 157 Innovative grant, using the Appendix D format.

3. Application Option C—Complete

A State that applies for a Section 157 Innovative grant in FY 2004 under Application Option C shall submit a complete application, consisting of:

- The completed Option C checklist (in Appendix B), with a checkmark in the “check if included” column for every item.
- The Appendix C certifications, signed by the Governor’s Representative for Highway Safety, with a checkmark on item (C) and on each of the items (i) through (v) and (vii) and (viii).
- An Introduction, discussing the State’s current safety belt use rate and recent trends; the goal for increasing use rate in 2004; the State’s geographic and demographic population distribution and any other unique characteristics relevant to the State’s plans to increase belt use (e.g., ethnic sub-populations, variations in use rate by vehicle type); and any available information pertinent to recent progress or lack of progress in increasing belt use.
- A detailed Program Plan for the May 2004 mobilization, describing how the State intends to recruit law enforcement participation in the mobilization and how much of the State’s population will be served by participating law enforcement agencies; how the mobilization will be publicized; the messaging (e.g., Click It or Ticket) the State intends to employ in the publicity; and the kinds of enforcement activities (e.g., checkpoints, saturation patrols) it plans to employ for the mobilization.
- (Optional) Detailed plans (if any) for conducting *additional* high-visibility enforcement of the State’s safety belt law in fiscal year 2004, subsequent to the May 2004 mobilization.
- (Optional) Any evaluation activities the State proposes to carry out, beyond the observational surveys conducted before and after the May 2004 mobilization.
- The proposed budget for the State’s FY 2004 Section 157 Innovative grant, using the Appendix D format.

4. *Budget:* Under all three options, the Budget section of the State’s application must include information on Section 157 Innovative grant funds remaining from prior fiscal years, and how much of those prior year funds will be allocated to support the FY 2004 program. States are reminded that all remaining FY 2001 Section 157 Innovative funds must be obligated by the end of FY 2004 (September 30, 2004).

Reporting Requirements and Deliverables: Each grant recipient will be responsible for providing the following reports:

1. *Quarterly Reports*—The quarterly reports should include a summary of enforcement and other activities and accomplishments for the preceeding period, significant problems encountered or anticipated, a brief itemization of expenditures made during the 3-month reporting period, and proposed activities for the upcoming reporting period. Many States will continue to spend funds awarded during the previous years of this Section 157 Innovative Grant program. NHTSA does not intend that States submit separate Quarterly Reports for the various funding years. Activities carried out during a reporting period under all four years of funding should be documented in the same report. However, the State should include a tabulation of the amount of funds expended during the reporting period from each year. Also, during the first two years, a number of States modified their grants to change from Quarterly to Monthly reporting. Those States should continue to submit Monthly Reports during the fifth year, at least until all previous year funds have been spent. Any decisions and actions required in the upcoming program period should be included in the report.

2. *Final Report*—A Final Report that includes a summary of the impact of the year-long (CY 2004) program. It should include a complete description of the innovative projects conducted, including partners, overall program implementation, evaluation methodology and findings from the program evaluation, if any. In terms of information transfer, it is important to know what worked and what did not work, under what circumstances, and what can be done to avoid potential problems in future projects. The grantee shall submit three copies of the Final Report to the Regional Office within fifteen months following grant award.

Application Review Procedures

All applications will be reviewed by an Evaluation Committee to ensure that the application meets all of the requirements contained in this notice, including the requirements contained in the Application Contents and Grant Criteria section of the Notice. This evaluation process may include submission of technical or program questions from the evaluation committee to the applicants. In addition, the Evaluation Committee will determine whether the activities and identified resources included in the proposals have potential to make a significant impact on safety belt use. To the extent that the Evaluation Committee determines that proposed