

Maryland Highway Safety Office Grant Funding

Index Code: 1902.1

Effective Date: 12/5/2016

I. Purpose

The Queen Anne's County Office of the Sheriff receives yearly funding through the National Highway Traffic Safety Administration (NHTSA), through the Maryland Highway Safety Office (MHSO) grant program. The grant funding supplements the overtime budget through reimbursements. The funds are utilized to staff traffic safety enforcement details in Queen Anne's County, Maryland. This directive describes the process of administering and complying with the terms of the grant to ensure continued funding.

II. Policy

It is the policy of the Office of the Sheriff to participate in the NHTSA / MHSO Traffic Safety Grant Funding program if and when funds are available.

III. Grant Management

A. Authorizing Official

The Sheriff or his/ her designee shall act as the Authorizing Official. The Authorizing Official provides the authorization for the agency to participate in the grant program.

B. Project Director

The project director oversees the project coordinator, reviews quarterly statistical reports, and reviews the grant application process. The Project Director is typically the Commander of the Patrol Division, but may be filled by any designee selected by the Sheriff. The Project Director may fill the Project Coordinator position simultaneously.

C. Project Coordinator

The project coordinator oversees the daily management of the grant. The project coordinator is responsible for:

- **Grant Application**
- **Grant Management**
- **Quarterly Statistics Reports**

- **Attend MHSO Meetings**
- **Assign MHSO Overtime Shifts**
- **Coordinate Traffic Details funded by MHSO Grant money**
- **Other Applicable Duties**

The project coordinator also acts as the agency liaison between the agency and the Maryland Highway Safety Office. This includes attending quarterly meetings, and other events as scheduled. The Project Coordinator answers directly to the Project Director.

D. Financial Administrator

The Financial Administrator is the financial representative for the grant through Queen Anne's County Government finance office.

IV. Management of Grant

A. Grant Application

1. The MHSO grant program follows the State of Maryland operating calendar. The fiscal year commences on October 1st and end on September 30th. The grant application process is open from January 1st to February 28th of the current fiscal year for the upcoming fiscal year. The Project Director shall submit the grant application to MHSO for review by January 31st of the current fiscal year for the upcoming fiscal year.

2. The Project Coordinator shall utilize the most current grant management program provided by MHSO. The current system, as of January 1st, 2017 is the Grants & Projects for Safety E-Grants Management System (GPS System). The GPS System shall be used for all grant management for fiscal year 2018 and on. The application shall be submitted through the GPS System.