

# GRANT FAQ GUIDE

## UTAH HIGHWAY SAFETY OFFICE

The Utah Highway Safety Office (UHSO) awards state, local, and non-profit organizations funding through grant agreements or sub-awards to address state and local traffic safety concerns. New ideas and innovative approaches are encouraged. Grant funds are awarded for traffic safety projects designed to reduce deaths and serious injuries caused by motor vehicle crashes through programs that address driver behavior and/or improve roadway safety or data collection. The National Highway Traffic Safety Administration (NHTSA) and the Utah Highway Safety Office provide funding for this grant opportunity.

### **Grant Application Process Timeline:**

February 17, 2025: Grant Applications Open  
March 28, 2025: Grant Applications Close  
September 2025: Grant Award Notification to applicants

**Grant Period:** Grants for FY26 begin October 1, 2025, and end September 30, 2026.

**Eligibility:** State, county, city, other municipal public agencies, and non-profit organizations can submit applications. All applicants applying for federal grant funds must have a Unique Entity Identifier Number. [Click here for more information.](#)

### **How to Apply:**

If you are a first-time user of GEARS, register as a new user at [GEARS online grants management system](#). New users complete the profile form and save it. Once approved by the UHSO, an email notification directs users to GEARS. Select GEARS Opportunities to open a grant.

Applications must address at least one of the following program areas and support strategies found in Utah's Triennial Highway Safety Plan (THSP) or other traffic safety program areas identified and supported by data.

- Aggressive Driving
- Distracted Driving/ Drowsy Driving
- Impaired Driving
- Teen Drivers
- Senior Drivers
- Occupant Protection - seat belts, car seats
- Vulnerable Roadway Users - Pedestrian, Bicycle, Motorcycle
- Preventing roadside deaths or injuries of first responders or in work zones
- Rail Safety
- Speed Management
- Community-based safety programs

- Public health partnerships and Emergency Management Services (EMS)
- Programs that reach underserved populations or those overrepresented in the data

### **What makes a successful grant application?**

A successful application is data-driven and evidence-based, includes SMART (specific, measurable, action-oriented, realistic, time-specific) goals, and a strong evaluation component.

Focus areas could include:

- Eliminating traffic deaths and serious injuries
- Improving the operation of your traffic safety systems
- Integrating as part of a community-wide crash elimination project
- Increasing the coordination of efforts between several traffic safety agencies

Review the [UHSO Grant Management Manual](#) or [contact a program manager](#) for more information on grant application requirements.

**Below are some FAQs to help you determine if applying for a highway safety grant is right for you:**

**Q: I have never applied for a grant and don't have local data or statistics. What should I do?**

**A:** If you are applying for a grant to reduce motor vehicle crashes, your application should include three to five years of baseline data identifying your traffic safety problem. You may visit the UHSO website <https://highwaysafety.utah.gov/crash-data/>, where you can find state and local crash data and statistics.

**Q: Can I apply for more than one grant or a grant that covers more than one program area?**

**A:** Yes. Select the program area that best fits the project scope. If the project addresses more than one traffic safety area, select the Community Traffic Safety Programs.

**Q: How does a law enforcement agency apply for overtime enforcement shifts?**

**A:** A grant application is not required to apply for shifts. Contact the related UHSO Program Manager to apply. [Highwaysafety.utah.gov](https://highwaysafety.utah.gov)

**Q: How can grant funds be used?**

**A:** Allowable costs must be necessary and reasonable and conform to any State and Federal policy. Common allowable costs include but are not limited to:

- Equipment (Contact the Police Traffic Services [Program Manager](#) for speed trailers, radars, and lidars)
- Travel
- Training
- Program administration (consultant services, meetings, conferences, and research)
- Media
- Supplies and operating expenses directly related to project operation

- Law Enforcement Overtime
- Car Seats
- Bicycle Helmets

**Q: What are the unallowable costs?**

**A:** Unallowable costs include but are not limited to:

- Any expenditure not directly related to the project
- Giveaway or Promotional Items
- Entertainment, Gifts
- Fundraising
- General cost of business/supplanting
- Late charges
- Legal Fees
- Lobbying
- Facilities and construction, including office furnishings and fixtures
- Program administration (supplanting civilian or military agencies, alcoholic beverages, entertainment, commercial drivers)
- Sales tax

For more tips on writing a Highway Safety Grant, see the Governor's Highway Safety Association [Guide for Effectively Partnering with State Highway Safety Offices](#).