

Apply for an ODOT grant

- 1) Go to https://odot.smartsimple.com/s_Login.jsp and log in using your credentials.
- 2) To search for available funding and apply, look toward the top of your homepage, and click on the Open Calls icon.

The screenshot shows the ODOT grant application portal homepage. At the top, there is a navigation bar with the ODOT logo, "Home", "Menu", "Reviewer Portal", a notification bell, and a user profile icon. Below the navigation bar is a dark blue banner with the text "Welcome to the Oregon Department of Transportation (ODOT)". Underneath the banner are five circular icons representing different features: "Frequently Asked Questions", "My Profile", "Organization Profile", "4 Open Calls", and "0 Pending Activation". Below the banner is a "Grant Activities" section with two large numbers: "30 Grant Activities" and "8 Payments". Below that is a "My Applications" section with filters for "IN PROGRESS (20)", "SUBMITTED (21)", "ACTIVE GRANTS (7)", and "HISTORICAL GRANTS (1)". At the bottom of the screenshot is a table header with columns: "#", "Call Name", "Application Type", "Organization", "Applicant", "Project Name", "Requested Amount", "Status", and "Modified Date". The table content is not visible.

- 3) Read the description of each available Funding Opportunity. You can click on the “View” button to the right of each to read about the grant requirements. Click the “Apply” button on the right side of the listing when you are ready to start filling out your Grant Application.

Open Calls

Search [] 1-4 of 4 < >

Funding Opportunity	Description	Deadline	Guidelines
DUII OUTREACH & EDUCATION	This project allocates funds for strategic paid and social media development and air-time buys relating to the awareness and deterrence of alcohol-impaired driving. This project includes the required media buys for HVE events including Super Bowl, St. Patrick's Day, 4th of July and Labor Day.	12/01/2024 09:00pm	
Mid-Valley Car Seat Safety Grant	Grantee to run a community based child safety program based on education of parents/caregivers on the correct installation of child safety seats, purchase child safety seats for low income families, and possibly send individuals to CPS technician course. All seats and supplies must comply with Buy America Act.	09/30/2025 05:00pm	
Kelly's Seat Belt HVE Grant Program	This project will provide grants to local police departments to conduct enforcement activities to maintain and increase compliance with safety belt/child restraint laws. Funding will be for traffic enforcement during three (3) two-week blitzes, and during other times when additional traffic enforcement coverage is deemed appropriate by the local jurisdiction. Agencies are required to issue a press release of their planned efforts and their purpose, with encouragement to follow up with results.	06/30/2024 12:00am	
Distracted Driving Statewide	This project will fund public information and education through media campaigns and distracted driving presentations on Oregon's distracted driving law and best practices. Distracted driving campaigns will be conducted statewide throughout the entire year and especially the month of April 2023 during the annual National Distracted Driving Awareness Campaign - GARD, TSO's media contractor, and ODOT Communications will assist with media and outreach for the event.	12/01/2024 04:00pm	

4) Click the "Save Draft" button at the bottom and the fields toward the top will appear.

The screenshot shows the application form interface. At the top, it displays the Oregon Department of Transportation logo and navigation links. The application title is "AL-24-14-01-00_2024_00000211 - Traffic Safety For All". The status is "Draft". The applicant is "Nicole Hotmail". The application ID is "AL-24-14-01-00_2024_00000211". The call name is "DUII OUTREACH & EDUCATION". The deadline is "12/01/2024 09:00 PM". There is a "View/Print" button for the application.

A notification banner says "Save Before Submitting" with the text "Please remember to Save before submitting." Below this, there are tabs for "PROJECT INFORMATION" and "CONTACT INFORMATION". A message says "Answer each question completely and according to the instructions. Please complete all of the fields below and click the Submit button when ready." On the right, there is a "JUMP TO" menu with options: "Project", "Problem Statement", "Proposed Activities", "Objectives", "Evaluation Plan", and "NEXT >". At the bottom, there is a "Project Name" field and three buttons: "Save Draft", "Submit", and "Recall".

5) Enter all of the information about your grant, including the Contact Information tab, and click Save Draft.

AL-24-14-01-00_2024_00000211 - Traffic Safety For All

PROJECT INFORMATION CONTACT INFORMATION

Answer each question completely and according to the instructions. Please complete all of the fields below and click the Submit button when ready.

JUMP TO

- Project**
- Problem Statement
- Proposed Activities
- Objectives
- Evaluation Plan
- Grant Project Budget Summary
- Budget and Cost Sharing
- Attachments To Include
- Approval

Project

* Project Name:

* Project Description

Briefly describe your project.

200 words left

Problem Statement

* Problem Statement Impact

Describe the problem(s) you intend to impact with this grant.

* Problem Statement Summary

NEXT >

Save Draft Submit Recall

6) Click on the Open Proposed Activities button to add activities.

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PROJECT INFORMATION CONTACT INFORMATION

Proposed Activities

* Proposed Activities Detail

List major activities to be carried out to achieve objectives stated in Section III above. List the start and end date for each activity, and include in your description what will be done, who will do it, and who will be affected.

[+ Open Proposed Activities Detail](#)

* Sharing Details

Plans for sharing the project activities with others:

Coordination

List the groups and agencies with which you will be cooperating to complete the activities of the project. Explain how you will be working together. In those projects not requiring the involvement of other agencies, a statement justifying the ability of the applicant to carry out the project independently should be included.

* Coordination Required

Is coordination with outside agencies or groups required? If yes, check here.

 Yes No

NEXT >

[Save Draft](#)[Submit](#)[Recall](#)

JUMP TO

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- 7) Select the “+” button to add more rows and add a short description of what you plan to do with the grant. Eight activities are the maximum. The Start and End dates are typically the grant year start and end dates. Click the Save button and close the window.

Proposed Activities Detail

i List major activities to be carried out to achieve objectives stated in Section III. List the start and end date for each activity, and include in your description what will be done, who will do it, and who will be affected.

Select the + button below to add each activity, select Save, and close the browser window to continue.

Major Activities

Activity Name	Description	Start Date	End Date
<input type="text" value="Outreach"/>	<input type="text" value="Cannabis safety driving media campaign."/>	<input type="text" value="10/01/2024"/>	<input type="text" value="09/30/2025"/>
<input type="button" value="+"/>			

Calendar for Sep 2025. The date 30 is highlighted.

8) There is a similar button for entering grant Objectives.

The screenshot shows the Oregon Department of Transportation website. The page title is "AL-24-14-01-00_2024_00000211 - Traffic Safety For All". The "Objectives" section is expanded, showing "Objectives Examples" with a description and a list of examples. A "JUMP TO" sidebar is visible on the right. At the bottom, there are buttons for "Save Draft", "Submit", and "Recall".

Objectives Examples
Describe quantifiable (measurable) products or outcomes that address those problems identified in Section II that should result from the proposed activities. Normally at least three very specific objectives should be provided, and each should include beginning and ending date.

The following are examples:

- To increase safety belt usage in (funded jurisdiction) from 85% to 90% by September 30, 2004, with the use rate determined by conducting observed use surveys.
- To reduce nighttime fatal and injury crashes occurring in (funded jurisdiction) by 20% from 60, the average for the 1998-2001 period, to 48 during the 12-month period starting October 1, 2003, and ending September 30, 2004.
- To provide intensive probation supervision to a minimum of 30 additional persons convicted of DUII in (funded jurisdiction) by making at least three face-to-face contacts with each person weekly from October 1, 2003, through September 30, 2004.
- To complete an evaluation by July 1, 2004, to determine if using photo radar will lead to a significant reduction in fatal and injury traffic crashes in that location.

*** Objectives**

Are There Any Additional Objectives: Yes No

9) Click the "+" button to add Objectives. Make sure to include measures that are measurable. Click Save and close the window.

Objectives

i Enter the start and end date for each objective, also describe quantifiable (measurable) products or outcomes on how your objectives address problems identified.

Select the + button below to add each activity, select Save, and close the browser window to continue.

Objectives

Objective	Start Date	End Date
Reduce cannabis impaired driving crashes from 29 in 2022 to 12 in 2024.	10/01/2024	09/30/2025

+ Save

10) Click on Open Evaluation Question Entry to add your evaluation questions.

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PROJECT INFORMATION CONTACT INFORMATION

Evaluation Plan

* Evaluation Question Entry

Open Evaluation Question Entry

i Data Requirements

A Data Table will be included in the Project Agreement if this project is approved, as applicable. It needs to be completed and submitted with required quarterly reports.

* Data System Description: Describe how the data will be collected, stored, and analyzed

i Project Evaluation Report

A Project Evaluation Report (Final Report) will be submitted to TSO following the requirements given in the Agreements and Assurances.

JUMP TO

- Project
- Problem Statement
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- Budget and Cost Sharing
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NEXT >

Save Draft Submit Recall

11) The Evaluation Questions will be used at the end of the grant year to ask what you have accomplished with the grant in the Final Report.

Evaluation Questions

- i** At a minimum each objective should be rephrased as an evaluation question. Add questions that demonstrate expected or potential impact of the project on the state or jurisdiction's traffic safety environment. Avoid yes/no evaluation questions. For example:
 - What percentage of the public in (funded jurisdiction) wears a safety belt?
 - What percentage increase is this?

Select the + button below to add each activity, select Save, and close the browser window to continue.

Evaluation Questions

Question

Did you reduce cannabis impaired driving crashes from 2022 to 2024?



Save

12) Click the Add/Edit Budget Details to outline specific things you plan to spend grant funding on.

Oregon Department of Transportation

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PROJECT INFORMATION CONTACT INFORMATION

*Detail of TSO Costs

Add/Edit Budget Details

*Expense Description

In this section, please describe in as much detail as possible the cost/expenses associated with the proposed project. Identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching funds may include salaries of individuals working on the project, mileage incurred while working on the project, training provided, office supplies or any other in-kind or matching funds. You do not have to show match in each category. However, the total match must be at least 20% of the total amount you are requesting for the project. Any estimated or anticipated Program Income, which means gross income earned by the State or a subrecipient that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance, needs to be included in the budget.

Cannabis Impaired Driving Media Campaign. Grant funding will pay for graphic design, printing costs, paper purchases, and postage.

JUMP TO

- Project
- Problem Statement
- Proposed Activities
- Objectives
- Evaluation Plan
- Grant Project Budget

Save Draft Submit Recall

NEXT >

13) Click the “+” button next to the category and enter the funding amount requested for each category.

Materials Printing Total

TSO Total	
	\$5,000 <input type="button" value="x"/>
Materials/Printing Total:	\$5,000
<input data-bbox="170 367 194 388" type="button" value="+"/>	

Overhead/Indirect Costs

TSO Total	
Overhead/Indirect Costs:	0
<input data-bbox="170 546 194 567" type="button" value="+"/>	

Other Project Costs Total

Type	TSO Total
Other Project Costs Total:	0
<input data-bbox="170 724 194 745" type="button" value="+"/>	

Save

14) At the bottom of the Budget screen, you will see a summary and total of all funding requested. Click the Save button and close the window.

TOTAL TSO COSTS

	TSO Total
Personnel Costs Total	\$0
Personnel Benefits Total	\$0
Equipment Total	\$0
Materials Printing Total	\$5,000
Overhead Indirect Costs	\$0
Other Project Costs Total	\$0
Consult Contractual Services Total	\$0
Mini-grants Total	\$0
TOTAL TSO COSTS	\$5,000

Save

15) Now, you will see a summary of the Budget Details and you can enter text below that provides an Expense Description with more details about what you plan to do with the grant funding.

The screenshot displays the Oregon Department of Transportation Reviewer Portal interface. At the top, the logo and navigation links (Home, Menu, Reviewer Portal) are visible. The main header shows the project ID 'AL-24-14-01-00_2024_00000211 - Traffic Safety For All'. Below this, there are tabs for 'PROJECT INFORMATION' and 'CONTACT INFORMATION'. The 'PROJECT INFORMATION' tab is active, showing a section for '* Detail Of TSO Costs' with a table and a button to 'Add/Edit Budget Details'. To the right, a 'JUMP TO' menu lists various sections like 'Project', 'Problem Statement', and 'Attachments To Include'. Below the table is an '* Expense Description' section with a text area containing the text: 'Cannabis Impaired Driving Media Campaign. Grant funding will pay for graphic design, printing costs, paper purchases, and postage.' At the bottom, there are buttons for 'Save Draft', 'Submit', and 'Recall'.

	TSO Total
Personnel Costs Total	\$0
Personnel Benefits Total	\$0
Equipment Total	\$0
Materials Printing Total	\$5,000
Overhead Indirect Costs	\$0
Other Project Costs Total	\$0
Consult Contractual Services Total	\$0
Mini-grants Total	\$0
TOTAL TSO COSTS	\$5,000

*** Expense Description**

In this section, please describe in as much detail as possible the cost/expenses associated with the proposed project. Identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching funds may include salaries of individuals working on the project, mileage incurred while working on the project, training provided, office supplies or any other in-kind or matching funds. You do not have to show match in each category. However, the total match must be at least 20% of the total amount you are requesting for the project. Any estimated or anticipated Program Income, which means gross income earned by the State or a subrecipient that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance, needs to be included in the budget.

Cannabis Impaired Driving Media Campaign. Grant funding will pay for graphic design, printing costs, paper purchases, and postage.

16) Respond to the questions and you can drag and drop attachments if needed or click “browse files” to upload files from your computer.

17) Click the “NEXT” in the bottom right corner to advance to the CONTACT INFORMATION tab.

18) The Contact Information tab will ask you to fill out your Project Director, Designated Alternate, and Authorizing Official contact information. After you’ve completed this section, click the Save Draft button, then click the Submit button.

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PROJECT INFORMATION **CONTACT INFORMATION**

Project Director

* Project Director Name:

* Project Director Title:

* Project Director Address:

* Project Director Email:

* Project Director Phone Number:

JUMP TO

- Project Director
- Designated Alternate**
- Authorizing Official

Designated Alternate

* Designated Alternate Name:

* Designated Alternate Title:

* Designated Alternate Address:

* Designated Alternate Phone Number:

[← BACK](#)

Save Draft Submit Recall

19) That's it! You should receive an email saying your grant was submitted.