Grant Contract Proposal Guide

and

Policies and Procedures

Federal Fiscal Year 2016

Nebraska Office of Highway Safety
5001 South 14th Street
Lincoln NE 68512
402-471-2515
402-471-3865 FAX
www.transportation.nebraska.gov/nohs

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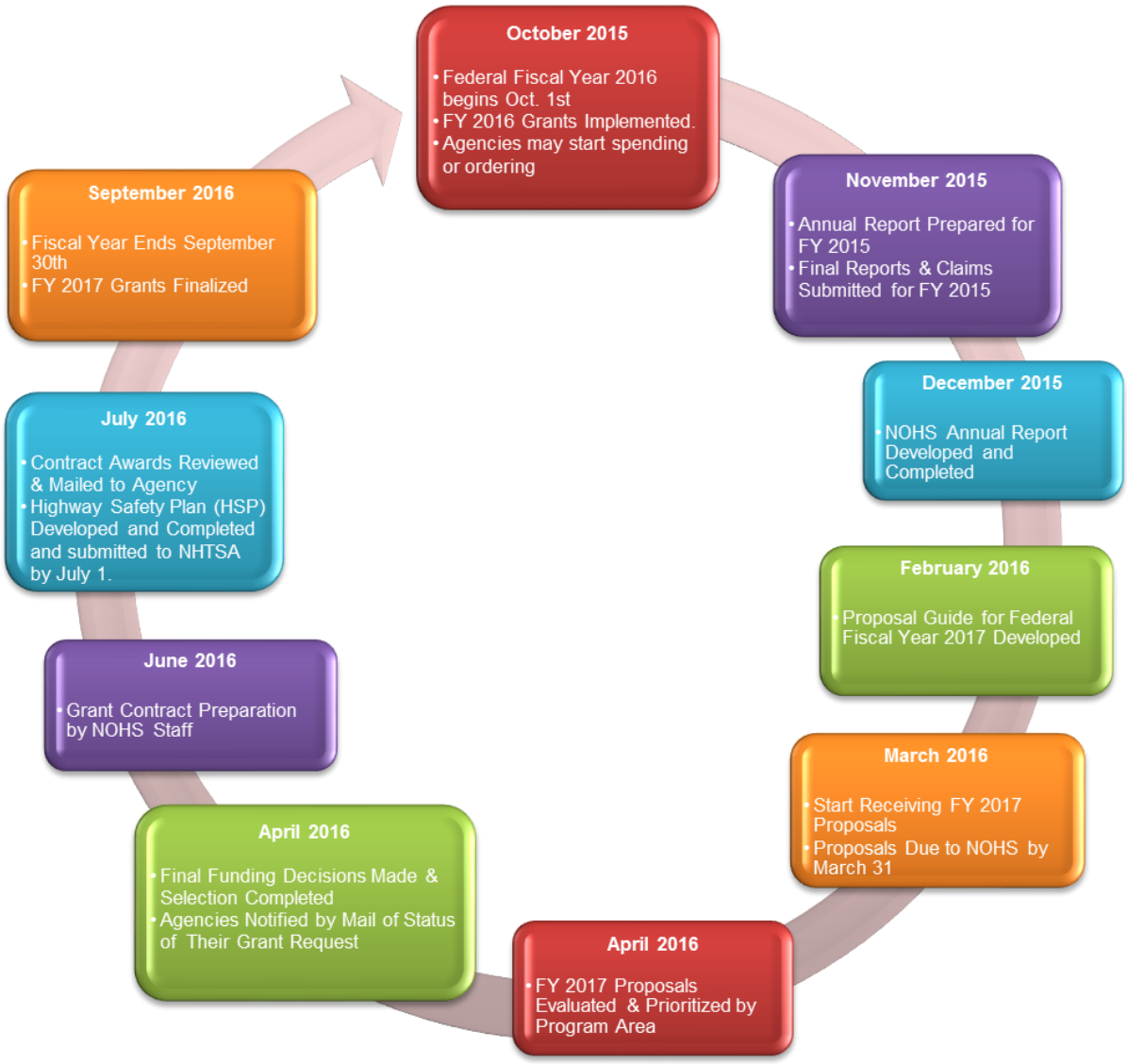
Nebraska Office of Highway Safety

FEDERAL FISCAL YEAR 2016 GRANT CYCLE



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INTRODUCTION

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 405) and subsequent amendments; the "Moving Ahead for Progress in the 21st Century Act" (MAP-21), Public Law 112-141, Nebraska Revised Statutes; and Administrative Orders issued by the National Highway Traffic Safety Administration (NHTSA), and the Nebraska Office of Highway Safety (NOHS). The NOHS is a division within the Nebraska Department of Roads and is responsible for the administration and distribution of these federal funds which Congress appropriates annually.

This guide has been prepared by the NOHS to provide guidance in conforming to the federal fiscal and technical requirements. All governmental agencies and subdivisions and 501c3 non-profit organizations are encouraged to take an active part in Nebraska's Highway Safety Program.

These funds are utilized to reduce Nebraska's fatal and serious injury crash rates. Statewide problem identification analysis reveals a wide variety of highway safety problems ranging from human factors to roadway environment. The funding supports projects and activities that contribute to the reduction of traffic crashes resulting in fewer deaths and injuries.

Funding is provided to assist with the implementation of projects, which will address specifically identified traffic-related safety problems. Specific emphasis areas include alcohol, speed, occupant protection, and youth. Only governmental agencies and subdivisions and 501c3 non-profit organizations are eligible for funding assistance.

Project funding assistance may be considered for up to three consecutive years and must be reapplied for annually. Funding assistance from the NOHS is used as "start up" or "seed money" to implement a project. Upon conclusion of the NOHS funding, it is expected that successful projects will continue. The NOHS may provide first year funding assistance to projects at 90% or 100% of the grant contract costs. If the project effectively impacts the identified traffic problems, second year funding may be considered at 75%. If the project continues to demonstrate impact, funding may be considered for a third year at 50% of the first year's cost. The NOHS reserves the right to determine appropriate hard match contributions.

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program.

Federal grants are funded in the form of reimbursable contracts. Reimbursement is made by the NOHS on a monthly basis upon receipt of a claim for reimbursement made by the applicant agency.

It is the responsibility of each agency to notify the NOHS in writing immediately when a funded proposal has been funded from another source. Failure to make this notification could result in supplanting which is a direct violation of federal rules or could adversely affect future funding opportunities.

When an applicant/organization is awarded highway safety funding, they must abide by all federal requirements which includes all applicable federal statutes, regulations, executive orders, National Highway Traffic Safety Administration (NHTSA) guidelines, Office of Management and Budget (OMB) Circulars and other federal requirements as referenced in the NHTSA Highway Safety Grant Management Resources. This manual and all associated federal regulations must be reviewed by the applicant and are available on the website at:
http://www.nhtsa.gov/About+NHTSA/Programs+&+Grants/Resources+Guide.

GRANT CONTRACT PROPOSAL GUIDE

The Nebraska Office of Highway Safety (NOHS) is responsible for the planning, administration, and evaluation of the state's federal highway safety funding that is authorized by Congress. Federal funding is provided to assist states and their counties and communities initiate projects which direct activity towards resolving identified and prioritized traffic safety problems. Only governmental agencies, their subdivisions and 501c3 non-profit organizations are eligible for funding assistance**.** Through analysis of crash data, the following 22 counties and their communities have been identified as "Priority Counties" for fiscal year 2016.

Adams	Dawson	Hall	Lincoln	Sarpy	Washington
Buffalo	Dodge	Hamilton	Madison	Saunders	York
Cass	Douglas	Keith	Otoe	Scotts Bluff	
Dakota	Gage	Lancaster	Platte	Seward	

The following program guidelines focus federal funding assistance in those areas that have a maximum probability of reducing death and injury on roadways. Nebraska's emphasis areas are alcohol, speed, occupant protection, and youth. Project activity should be directed toward one or more of these emphasis areas. Activity must focus on the reduction of fatal and serious injury crashes.

Grant contract expenditures must meet the following criteria:

- Increase rather than replace existing activities.
- Represent an additional cost.
- Be necessary, reasonable and supported in the budget narrative.
- Be eligible expenses under local, state, and federal laws/regulations.

The following items are not eligible for grant contract funding (unallowable costs):

- Highway maintenance, construction, or design.
- Office furniture and fixtures.
- Land.
- Regulatory traffic signs.
- Alcoholic beverages.
- Entertainment.
- Lobbying costs.

Applicants are encouraged to "leverage" funds requested from the NOHS with staff, financial, or other resources which they are able to contribute to the proposed project. Funding assistance is intended to be used as "start up" or "seed money" to implement a project. Project activity that is successful is expected to continue after the NOHS funding assistance ends. Projects may be considered for funding assistance for up to three consecutive years with annual grant contracts between the NOHS and the funded project. In the first year, the NOHS typically provides funding assistance to projects at 90% or 100%. If a second year is applied for, it is considered for no more than 75% of the first year project cost. In the event a third year is applied for, no more than 50% of the first year costs will be considered. The applicant must provide the remaining funding.

A cost assumption plan is required as part of the initial application. The cost assumption plan is a detailed description of how the applicant plans to continue the project activity after the NOHS funding assistance ends. Continuation of project activity may be accomplished with other funding and/or additional agencies' efforts.

The NOHS will review applications submitted by the due date in accordance with the selection criteria. Each applicant will be notified of project approval or denial no later than forty-five (45) days after the application deadline. Grant Contracts will be funded contingent upon receipt of funds from federal sources and approval based on project merit. The "Grant Contract Period" should not exceed 1-year as grants must be applied for annually. Approved projects will begin project activity October 1st.

Review Certification and Assurances (Attachment A).

How to Apply

These instructions provide potential applicants with the appropriate format needed to prepare a project proposal.

DEADLINE

Proposals must be received by March 31, 2015, to be considered for Federal Fiscal Year 2016, beginning October 1, 2015.

Please submit to:

Nebraska Office of Highway Safety
P.O. Box 94612
Lincoln, Nebraska 68509-4612

Listed below are the required components followed by a description of each component. The entire request should be no more than four (4) pages in length. Attachment B is a sample project application.

- ✓ PROJECT TITLE AND SUMMARY
- ✓ ORGANIZATIONAL BACKGROUND
- ✓ PROBLEM IDENTIFICATION
- ✓ TARGET
- ✓ OBJECTIVES
- ✓ STRATEGIES
- ✓ EVALUATION
- ✓ BUDGET PROPOSAL/BUDGET NARRATIVE
- ✓ COST ASSUMPTION

PROJECT TITLE AND SUMMARY

Select a name for the proposed project. The summary should provide a clear and concise overview of the request. It should appear at the beginning of the proposal, although it will be the last item completed during preparation. The summary should include the following:

1. Identification of the applicant/organization.
2. The reason for the project, the issue, problem, or need to be met.
3. The target of the project.
4. The objectives to be achieved.
5. The kinds of activities to be conducted to accomplish the objectives.
6. The total cost of the project, funds already committed, and the amount requested in the proposal.

ORGANIZATIONAL BACKGROUND

This section is one or two short paragraphs of background information and history to provide credibility about the applicant's organization.

PROBLEM IDENTIFICATION

Problem identification is a critical part of the proposed project. It represents the justification for the proposal and focuses on the conditions the applicant wishes to change. Problem identification looks at a particular situation and identifies causes for the problem.

1. Include five (5) years of baseline information. Data may include statistics on crashes, injuries, fatalities, DWI and moving violation contacts, specific time periods, roadway types, driver age, or other crash-related statistics that support the problem. Crash statistics summarized by county are available on the NOHS website.
2. Identify the cause of the problem. Be specific.
3. Identify the targeted population (i.e., drivers ages 16-20).

TARGETS

The anticipated long-term results of the project must impact one or more of the specific emphasis areas. The Target should be written to coincide with the NOHS Statewide FY2016 Emphasis Area Targets.

The Emphasis Areas and Targets are:

Overall Target: Fatal, A and B Injury Crashes
Target: *To reduce fatal, A and B injury crashes by 9.5 percent from the 2009-2013 calendar base year average of 5,008 to 4,532 by December 31, 2016.*

Emphasis Area: Alcohol
Target: *To reduce alcohol-related fatal, A and B injury crashes by 7.3 percent from the 2009-2013 calendar base year average of 604 to 560 by December 31, 2016.*

Emphasis Area: Occupant Restraint Use
Target: *To increase statewide observed seat belt use of front seat outboard occupants in passenger vehicles by 2.1 percentage points from the 2014 calendar year usage rate of 79.0 percent to 81.1 percent in 2016*.

Emphasis Area: Speed-Related Fatal, A and B Injury Crashes
Target: *To reduce speed-related fatal, A and B injury crashes by 18.7 percent from the 2009-2013 calendar base year average of 375 to 305 by December 31, 2016.*

Emphasis Area: Youth-Involved (Age 16 to 20) Fatal, A and B Injury Crashes
Target: *To reduce youth-involved fatal, A and B injury crashes by 21 percent from the 2009-2013 calendar base year average of 1,487 to 1,174 by December 31, 2016.*

(Injury type: A – disabling; B – visible but not disabling)

OBJECTIVES

In order for any project to be successful, it must contain measurable end results. The most useful objectives tell **who** is going to be doing **what, when, how much,** and **how** it will be measured.

1. Describe objective(s) to address the problem.
2. Use actual numbers (baseline data) to support percentages.
3. Do not describe strategies.

STRATEGIES

The next step is to identify the strategies (activities) used to achieve the objectives. The strategies should flow naturally from the problems and implement the objectives.

1. Clearly describe the activities.
2. List activities in sequence.
3. Present reasonable activities that can be accomplished within the time allotted for the project and include completion dates.

EVALUATION

Comprehensive evaluation involves an analysis of whether the project has achieved its stated objectives. It also involves an analysis of the role project activities have played in the accomplishment of those objectives.

1. Administratively evaluate measured/planned activities.
2. Each objective must be evaluated to determine success.
3. Compare pre- and post project activities.

BUDGET PROPOSAL / BUDGET NARRATIVE

The proposed budget for the project is an estimate, but should be as specific as possible in identifying cost items. Examples of estimated costs for a project proposal include: costs of materials acquired and consumed specifically for the purpose of the contract, telephone added as part of the project, printing, postage, office supplies, costs of office space, and special equipment added as part of the project. Promotional items and activities must directly relate to the project objectives offering incentives or encouraging the target audience to adopt specific practices. Avoid using the terms miscellaneous or etc. Include a budget narrative that explains each item listed in the budget proposal.

1. Estimate the costs of the project as accurately as possible.
2. Include reasonable, necessary, and appropriate costs.
3. Justify the costs to anticipated results.
4. Indirect/In-kind costs are not allowed and should not be listed.
5. Provide a budget narrative for each cost listed including out-of-state travel.

COST ASSUMPTION

This is an important item on the application because federal highway safety funds are intended as seed money to start worthwhile activities which will be continued after federal funding assistance is terminated. The applicant/organization must provide a long-term cost assumption plan outlining how the project activity will be continued. Continuation of project activity may be accomplished with other funding and/or additional agencies' efforts.

1. Describe the agency's resources to match funding.
2. Provide a matching plan for requested federal funds.
3. Describe how the project will reach self-sufficiency.

OTHER ITEMS TO BE SUBMITTED WITH GRANT CONTACT APPLICATION

1. The Grant Contract Proposal Cover must be completed including all required signatures and submitted with the application. The Grant Contract Proposal Cover is Attachment A and a template is available on the NOHS website www.transportation.nebraska.gov/nohs/contract.html.
2. Agency's current Drug-Free Workplace Policy and Seat Belt Use Policy.

FOR FURTHER INFORMATION OR ASSISTANCE PLEASE CONTACT:

Linda Kearns
Nebraska Office of Highway Safety
P.O. Box 94612
Lincoln, Nebraska 68509

Physical Location: 5001 South 14th Street, Room 158 , Lincoln, Nebraska 68512

Telephone: 402/471-2515
FAX: 402/471-3865
E-mail: linda.kearns@nebraska.gov

POLICIES AND PROCEDURES

The following are the "Policies and Procedures" of the NOHS that are incorporated into each approved grant and/or mini-grant contract. All contractors **must** comply with these "Policies and Procedures" in addition to appropriate state and federal rules and regulations (Attachment A). This guide is located on the NOHS website at www.transportation.nebraska.gov/nohs/pdf/Policies.

ACCOUNTING RECORDS

All grants are required to maintain records that identify the source (federal, state, or local) and application of funds for each line item approved in the project's application. Project directors must provide all supporting documentation for each of the expenditures listed on all submitted 'Claim for Reimbursement' forms. Source documentation may include copies of invoices, timesheets, and computer-generated reports. The NOHS program manager may request to see all documentation during an on-site visit and/or may require additional documentation.

Accurate time records must be maintained whenever employee salaries are claimed as reimbursable expenses. These time records, as well as documentation of the amounts paid, must be available for audit and filed with your grant claim.

AUDIT REQUIREMENTS

According to the Office of Management and Budget (OMB) Circular A-133, contractors who are awarded NOHS grant funds and expend $750,000 (See NOTE) or more of federal funds from any and all sources in a fiscal year, must provide a copy of the contractor's annual Single Audit. The audit must be received by June 30th of the following calendar year. In addition, all grant contractors are subject to a financial and compliance audit by state and/or federal auditors. All documents associated with the grant project must be made available at any time for inspection by the NOHS or their designated representatives. (NOTE: If the grantees' fiscal year ends before 12/26/2014, the A-133 amount stays at $500,000. If the grantees' fiscal year ends on or after 12/26/2014, then the A-133 amount goes up to $750,000.)

The NOHS requires all contractors to complete and maintain detailed accounting records as they apply to the project. These records must be maintained for a period of three (3) years or until any audits are completed. All projects are subject to audit by the appropriate state and/or federal agencies. The audit will generally ensure that all costs are properly documented using acceptable accounting techniques and that the provisions of OMB Circular A-87 and A-133 are adhered to.

Each approved project application will show the appropriate Catalog of Federal Domestic Assistance (CFDA) number to call attention to the need for inclusion in a Single Audit by the contractor. The complete set of the NOHS CFDA numbers as administered by NHTSA are listed below:

CFDA Number	Fund Type	Fund Description
20.600	Section 402	State and Community Highway Safety
20.616	Section 405d	Impaired Driving Countermeasures Incentive Grants
20.616	Section 405b	Occupant Protection Incentive Grants
20.616	Section 405c	State Traffic Safety Information Systems Improvement Grants
20.616	Section 405f	Motorcyclist Safety Grant
20.205	HSIP (148)	Highway Safety Improvement Program

The Office of Management and Budget (OMB) circulars which outline cost principles and audit requirements are listed below. The current version of each regulation can be found on the NOHS website under "Grant Forms" at www.transportation.nebraska.gov/nohs/contract.html

Applicable to:	Federal Document/Circulars	Regulations
All	Highway Safety Act of 1966, as amended	23 USC Chapter 4
All	Highway Safety Grant Funding Policy for Field-Administered Grants - NHTSA and FHWA Regulatory Requirements Applicable to 23 USC Sections 402, 405, 410, 2010, 148	23 CFR Chapter II – (§§1200, 1205, 1206, 1250, 1251, & 1252)
All – Part III – Office of Management and Budget	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	2 CFR Chapter 1, and Chapter II, Parts 200, 215, 220, 225, and 230 As of 12/26/2013
State & Local Governments	Uniform Administrative Requirements to State and Local Governments	49 CFR Part 18 (formerly Circular A-102)
Institutions of Higher Education, Hospitals & Nonprofits	Uniform Administrative Requirements for Grants & Agreements to Institutions of Higher Education, Hospitals & Nonprofits	49 CFR Part 19 (Circular A-110)
State, Local and Indian Tribal Government	Cost Principles for State, Local, and Indian Tribal Governments	2 CFR Part 225 (Circular A-87)
Institutions of Higher Education	Cost Principles for Educational Institutions	2 CFR Part 220 (Circular A-21)
Non-Profit Organizations	Costs Principles for Non-Profit Organizations	2 CFR Part 230 (Circular A-122)
State, Local Government & Non-Profit Organizations	Audits of State, Local Government & Non-Profit Organizations	49 CFR Part 90 (Circular 133)

AUDIT REPORTS

In the event the project is audited by the state or local government, a copy of the audit report should be included in the project file and a copy should be sent to the NOHS office for review.

BUDGET

The budget proposal for the project is an estimate, but should specifically describe any cost expenditure. Estimated costs for a project proposal may be categorized according to four cost categories:

Personal Services	Salaries, benefits, overtime, training and project-related travel expenses.
Contractual Services	Individual consultants, or firms performing services, special studies, or gathering data pertaining to the project.
Commodities	Materials acquired and consumed specifically for the purpose of the grant contract: telephone added as part of the project, printing, postage, and office supplies specific to the project.
Other Direct Costs	Rent and special equipment added as part of the project.

BUY AMERICA ACT

The National Highway Traffic Safety Administration (NHTSA) indicated any product (equipment or materials) purchased using NHTSA federal highway safety grant funds must be made or assembled in America (documentation is also required).

NHTSA may waive *Buy America* requirement if: **(1)** the application would be inconsistent with the public interest; **(2)** such materials and products are not produced in the US in sufficient and reasonably available quantities and of a satisfactory quality; or **(3)** the inclusion of domestic material will increase the cost of the overall product by more than 25 percent. **Disqualified products are not eligible for reimbursement.**

A written request for a waiver consideration for any of the above three identified conditions must be submitted to the NOHS **prior to any purchase**. The NOHS will submit a formal written waiver to NHTSA. NHTSA has estimated that the waiver process will take approximately 90 days from the date of receipt until NHTSA publishes a Federal Register notice.

CERTIFICATION AND ASSURANCES

Contractors are required to become familiar with the contents of Attachment A "Certification and Assurances" located in this Grant Contract Proposal Guide and Policies and Procedures and are notified that failure to do so will not excuse nonperformance or noncompliance.

COMPETITIVE BIDS

All equipment and/or commodities purchased under the grant contract that have unit values in excess of $500.00 or multiple identical units of equipment and/or commodities procured having a total accumulated value in excess of $500.00 must be acquired only as a direct result of competitive bids. A minimum of three (3) documented bids are required unless purchased from a State contract. Copies of all competitive bids must be submitted to the NOHS for examination and final approval. Selection of the vendor will be made on an overall economic basis, including but not limited to, the lowest bid. Permission to accept other than the lowest bid must be expressly approved in writing by the NOHS prior to acceptance/purchase.

COMPLIANCE

In addition to the policies listed in this guide and in the grant contract document, the grant contractor will comply with all applicable federal and state laws, rules, and regulations.

CONFLICT OF INTEREST

No person performing services for the grant contract shall have a financial or other personal interest in any contractor or subcontractor involved in the project other than their employment or retention by the grant contract.

CONTRACT REVISIONS

Grant contract proposals may be amended prior to or after signing. The amendments are not binding unless they are in writing and signed by persons authorized to bind each of the parties. The signature of the NOHS Administrator is necessary to authorize the revision. If additional tasks or costs are authorized in the revision, the contractor must not begin work on the additional tasks or incur the additional costs until the revisions are fully executed. Retroactive approval of revisions will not be granted; costs incurred in such situations will not be reimbursed. A revision cannot be used to authorize new or different activities not related to the scope of the grant being revised. Revised contracts require revised budget proposals which must be provided to NOHS with the contract revisions.

COST ASSUMPTION

The formal cost assumption plan is a detailed description of how the grant contractor plans to continue the project after the NOHS grant funding assistance concludes. Continuation of the project activity may be accomplished with other funding and/or additional agencies' efforts. The cost assumption plan must be in place prior to receiving any funds.

DRIVING POLICY

The policy of the NOHS is to ensure that vehicles are driven legally, safely, and defensively. Contractors and their staff are to carry a valid vehicle operator's license, the required liability insurance, maintain good driving records, and utilize safety belts.

DRUG-FREE WORKPLACE POLICY

All grant contractors and/or their agents are required to have an approved drug-free workplace policy in effect for all employees. An official copy of this policy must be provided with the grant contract proposal. The State of Nebraska is committed to providing an employment environment that is drug-free.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Grant contract recipients and/or their agents will not discriminate against any employee or applicant for employment because of race, religion, sex, age, color, national origin, or mental/physical disability. The grant contractor will take affirmative action to ensure that applicants and employees are treated equally without regard to their race, religion, sex, age, color, national origin, or mental/physical disability. The grant contractor and/or their agents shall not discriminate against any person based on race, religion, sex, age, color, national origin, or mental/physical disability in the use of any property or facility required or developed pursuant to a highway safety contract. The grant contractor and/or their agents shall comply with Title VI and Title VII of the Civil Rights Act of 1964 as amended and all applicable requirements pursuant to regulations of the U.S. Department of Transportation.

EQUIPMENT PURCHASE (also refer to Competitive Bids)

All equipment purchases must be specifically itemized in the budget proposal. If not included in the original budget proposal, expressed written approval from the NOHS is required prior to any purchase. Competitive bids (a minimum of three (3) bids) are required on any equipment purchase in excess of $500.00.

Upon receipt of any equipment purchased with federal funds, the grant contractor must complete an "Equipment Inventory Log" and submit it to the NOHS. The "Equipment Inventory Log" is located on the NOHS website. The grant contractor shall appropriately maintain any equipment purchased under the grant contract. NOHS staff will provide a NOHS inventory tag to be placed on all equipment purchases.

Equipment Purchase/Inventory Procedures - $5,000.00 or More

- Equipment purchases of $5,000.00 or more must receive prior written approval from the NOHS.
- Upon receipt of the equipment the grant contractor must complete an "Equipment Inventory Log" and forwarded to the NOHS.
- For all equipment purchases over $5,000.00, the serial number for the item shall be considered the inventory number.
- Annually, the NOHS will forward a physical inventory request form to each contractor requesting physical inventory be conducted of equipment purchases over $5,000.00.

- No contractor shall dispose of any equipment without written approval from NOHS. Disposal of the equipment will be according to the applicable State and Federal regulations.

Equipment purchased with federal funds that has a market value of more than $1,000.00 or has any useful life remaining and is not fully depreciated may not be disposed of in any manner by the grant contractor without the expressed written approval of the NOHS. Should a grant contractor desire to dispose of such equipment, the grant contractor will immediately notify the NOHS. Disposal of the property will be according to applicable state and federal regulations. All grant contract funded purchases must be requested, purchased, invoiced, and delivered prior to the end of the grant fiscal year, September 30.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act – Pub.L. 109-282, as amended by section 6202(a) of Pub.L. 110-251) requires the Office of Management and Budget (OMB) to maintain a single searchable website that contains information on all federal spending awards. The site is www.USASpending.gov. The Transparency Act requires every grant/sub-grant/contract/sub-contract equal to or greater than $25,000.00 awarded by the NOHS to be accounted for on the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) at www.fsrs.gov.

All contractors awarded federal NOHS funding equal to or greater than $25,000.00 will be required to submit specific information requested by the NOHS accountant to comply with the Transparency Act.

GRANT CONTRACT AWARD

Upon receipt of the Grant Contract Award, the Project Director, Authorized Official, and the Financial Officer must sign (in ink), date, and return the grant contract award to the NOHS. The signature of the NOHS Administrator and/or Governor's Representative for Highway Safety authorizes the Grant Contract Award. A copy of the approved Grant Contract Award will be returned to the grant contractor. Receipt of this signed copy provides formal approval of the grant contract. The grant contractor may not begin incurring costs according to the terms of the grant contract until the Grant Contract Award has been fully executed.

GRANT CONTRACT MONITORING

Desk Monitoring -- All grant contract activities and expenditures will be reviewed each month by the NOHS staff. Monthly monitoring occurs when the NOHS project manager reviews the contractor's monthly activity report and monthly reimbursement request.

On-Site Monitoring -- All grant contractors are subject to on-site monitoring visits by the NOHS staff. On-site monitoring visits will be conducted at least annually and may occur more frequently and at any time during the grant contract period. Calls, letters, and occasional meetings are generally not sufficient to adequately monitor a project, particularly those that are more complex. The project manager will need to go on-site annually to review project status, documents, contractor management, and financial systems.

INDIRECT COSTS

For the purposes of Nebraska federal highway safety grant applications, indirect costs are not eligible for grant reimbursement funding. Any indirect costs expenditures associated with a project grant will be considered only as a contribution by the grantee toward the project.

LOBBYING

Funding may not be used directly or indirectly to pay for any personal services, advertisement, telegram, e-mail service, telephone, letter, printed or written matter, or other devices intended to influence a member of Congress in acting upon legislation. Federal funds are also prohibited for use in "grassroots" lobbying campaigns that encourage third parties, members of special interest groups, or the general public to contact members of Congress in support of or in opposition to a legislative or appropriations matter. This applies to Congressional and State legislators.

LONG DISTANCE TELEPHONE CALLS

Grant contractors may be required to provide supporting documentation for long distance telephone calls being reimbursed by the NOHS. The supporting documentation will include a list of all long distance calls, the length of the long distance call and the nature of the long distance call. This information is to be submitted with the monthly reimbursement request.

MATCHING FUNDS

The NOHS may require the grant contractor provide a hard match dollar contribution to the project. As an example, if the grant contract requires a 30 percent hard match, the grant contractor must contribute 30 cents of every dollar expended on the project. Indirect/In-kind services are not considered hard match contributions.

MILEAGE

In-state travel expenses may include personal vehicle mileage. Mileage will be reimbursed at the rate allowed by the grant contractor, not to exceed the standard rate established by the Internal Revenue Service. All personal vehicles used for travel must be in compliance with all Nebraska motor vehicle laws.

MINI-GRANT CONTRACT APPLICATION AND AWARD

The mini-grant application and award process provides funding assistance for a specific, short term activity. Applicants may apply for funding assistance through the mini-grant process at any time during the year. Mini-grants are available to law enforcement agencies for speed detection equipment, in-car camera equipment, preliminary breath testing instruments and selective overtime enforcement. Other political subdivisions and 501c3 non-profit organizations are eligible for mini-grant funding assistance in the areas of public information and education and traffic training. Specific information regarding the mini-grant application and award process is available at the NOHS website at www.transportation.nebraska.gov/nohs/mgd.html.

MINI-GRANT CONTRACT AND AWARD REIMBURSEMENT

The mini-grant contract and award reimbursement process has specific criteria for each type of mini-grant. The specific reimbursement process and the required supporting documentation is contained in the body of the actual mini-grant application and award. If additional supporting documentation is required, those requirements will be addressed in the correspondence forwarded with the approved mini-grant. The required supporting documentation shall be attached to the Mini-Grant Contract Claim for Reimbursement. The form is available under "Grant Forms" on the NOHS website at www.transportation.nebraska.gov/nohs/contract.html.

MINORITY AND WOMEN BUSINESS ENTERPRISES (MBE & WBE)

The grant contractor shall make every effort to consult vendors representing minority and women's business enterprises before expending federal highway safety funds. A minority and women's business enterprise is defined as a small business, which is owned and controlled by socially and economically disadvantaged individuals. "Socially and

economically disadvantaged individual" means a citizen of the United States or person lawfully residing in the United States or its possessions who is a minority or woman regardless of race or ethnicity or any other individual found disadvantaged by the Small Business Administration.

OVERTIME

Overtime compensation is not allowed unless expressly pre-approved in writing by the NOHS.

PERSONAL SERVICES / SUPPLANTING

Salaries of personnel paid for in a grant contract must be new (additional) positions. The grant contract cannot be used to supplement or replace salaries of existing personnel (supplanting). Exceptions may be considered for grant contracts relating to specific overtime activity. If the grant contract transfers current personnel to the project, the grant contractor must hire and maintain additional personnel to fill the vacancy created by the transfer. Whenever the staffing level drops below the grant contract award level, the NOHS reserves the right to deny the personal services reimbursement. In summary, salaries paid under a grant contract should represent payment for personal services over and above the existing staffing level of the department, agency, or office.

All personnel funded under the grant contract must be identified by name and date of hire. Any changes in grant contract personnel, reassignments, or terminations must be reported in writing. Payment for personal services may only be reimbursed for work performed within the dates of hire. Work performed prior to the documented hire date or after the documented termination date under the grant contract cannot be reimbursed. Payment can only be reimbursed for personnel specifically identified in the approved budget proposal. For example, if the budget specified one (1) traffic officer at 100%, reimbursement of personnel expenses cannot be made for two officers, each working 20 hours of a 40-hour shift. Reimbursement can only be made for the one officer.

The NOHS reserves the right to adjust salary levels outlined in the grant contract application that it considers disproportionate for the task. Any fringe benefits, holidays, vacation, sick leave, or compensatory time must be consistent with the state or local unit of government for which the contract is written.

Grant contract funded personnel are to expend 100% of their time in the development, implementation, and evaluation of the activities specified in the approved grant contract unless otherwise expressly approved in writing by the NOHS. Timesheets must be maintained for all grant-funded personnel reflecting the dates and hours of work charged to the project. The Weekly Time Report sample is available on the NOHS website. If personnel are funded 100% through the grant contract, their activity must be 100% in support of activities agreed upon in the grant contract award. Payment for grant contract funded personnel performing tasks outside the grant contract will not be reimbursed. For example, grant contract funded traffic officers are provided to increase the level of traffic law enforcement in a jurisdiction. As such, they are prohibited from providing funeral escorts or parade duty. Special DUI prosecutors are provided solely for the purpose of increasing DUI and other dangerous driving case convictions and relieving the backlog of such cases. They are prohibited from utilizing federal highway safety funds for prosecuting or handling other cases such as burglary, aggravated assault, etc.

PRINTED MATERIALS

Materials printed as part of the grant contract shall indicate that the project is sponsored by the NOHS. Materials need to display the NOHS logo and/or words “Funded by the Nebraska Office of Highway Safety” or “Printed with State Highway Safety Funds.” All public awareness/education materials developed as a part of a highway safety grant contract are to be submitted in draft form to the NOHS for written approval **prior** to production and/or distribution.

The grant contractor reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for federal government purposes: 1) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and 2) any rights of copyright to which a grantee, subgrantee, or

a contractor purchases ownership with grant support.

These items may not be copyrighted without the expressed written permission of the NOHS. One copy of all materials printed as a part of the grant contract must be submitted along with the monthly reimbursement request.

PROGRAM INCOME

Definition: Program income means gross income received by the grant contractor directly generated by a grant-supported activity or earned only as a result of the grant contract agreement during the grant period.

Reporting Requirement -- If the funded grant contract **generates income**, the source of the income and the amount must be reported on each Grant Contract Claim for Reimbursement (CR) form submitted to the NOHS. Program income is defined as any income generated as a direct and/or indirect result of the project. Any program income not reported to the NOHS on the monthly CR may be cause for termination of the grant contract. (It is the responsibility of the grant contractor to maintain appropriate accounting records regarding program income.)

Utilization -- Program income may be used to support the project activities as follows:

1. Program income may be used to meet cost sharing or matching requirements of the grant contract agreement.
2. Program income may be placed in a special account and included in the cost assumption plan for project continuation as federal funding decreases. If the project is discontinued, any fund balance in the special account must be returned to the NOHS.

PUBLIC COMMUNICATIONS / PAID ADVERTISING

Costs to purchase program advertising space in the mass communication media is allowable but must be approved in advance by NOHS. This includes the purchase of radio time, television time, billboard rental, magazine or newspaper advertisements or any other paid advertising. Television public service announcements should contain closed-captioning of the verbal content.

RECORD RETENTION

The NOHS requires all grant contractors to complete and maintain detailed accounting records as they apply to the project. These records must be maintained for a period of three (3) years or until any audits are completed. All projects are subject to audit by the appropriate state and/or federal agencies.

REIMBURSEMENT PROCEDURES

All costs associated with the approved grant contract will be reimbursed monthly after the expenses have been incurred. The Grant Contract Claim for Reimbursement (CR) form is to be utilized for monthly reimbursement requests, (see Attachment E), and is available on the NOHS website.
The following instructions are for submitting the CR:

- The contractor must submit a CR by the 15th of each month for expenses incurred in the previous month. On the form, indicate: a) Your agency as the grant contractor; b) grant contract number; c) grant contract title; and the month in which expenses were incurred.
- Indicate the expenditures incurred during the month claimed.
- Expenditures should be shown for previous months and total to date for the fiscal year.
- Monthly program income generated by the grant contract must be reported separately in addition to the program income balance (if applicable).
- The Project Director and Authorizing Official must sign and date the CR form.
  Important: The original signed claim must be submitted to NOHS.

- Reimbursement will not be considered if the CR is not accompanied by any and all supporting documentation; such as but not limited to:
  - Weekly time reports, itemized personal services breakdown, invoices/statements, receipts, canceled checks, credit card statements, equipment inventory log, and/or competitive bids.
  - Forms are available at: www.transportation.nebraska.gov/nohs/contract.html.
- Submit the original of the complete CR to the NOHS.
- The cutoff date for processing the CR is the 15th of each month.
- A "Final Claim" for each grant contract must be submitted by the second Friday in November following the end of the previous federal fiscal year (September 30). The "Final Claim" box must be marked on the CR form.

Upon receipt of the CR, the project manager reviews all expenditures and supporting documentation to ensure accuracy, completeness, and that all reimbursement requests are eligible as authorized expenditures contained in the grant contract budget.

REPORTS

Monthly Report -- All grant contractors must submit a monthly activity report to the NOHS by the 15th of each month unless otherwise expressly approved by the NOHS. The monthly report shall contain the same targets and objectives as in the Grant Contract Proposal. Each target/objective/strategy must be addressed in the monthly activity report in the same format as the proposal. Claims (CR) for reimbursement may be held if the grant contract recipient is delinquent in the submission of reports.

Items in the monthly report may include copies of publications, training reports, and any statistical data generated. Monthly reports should also include the following:

- Completed studies.
- Equipment purchases must be identified.
- Any issues that affect the project.
- Third party performance (if applicable).
- Consultants' reports.

Annual Report -- Annual reports are due from grant contractors to the NOHS for the fiscal year October 1 – September 30, no later than the second Thursday in November. The Annual Report must contain the following:

- Each objective outlined in the Grant Contract Proposal must be addressed.
- All accomplishments and activities utilized to meet the targets/objectives outlined in the Grant Contract Proposal.
- The project's measurable impact on traffic safety.
- The annual report should be no longer than two pages in length and utilize the "Annual Report Template" format.

*The Annual Report Template (Attachment D) format is available on the NOHS website at:
www.transportation.nebraska.gov/nohs/contract.html

SAFETY BELT POLICY

All grant contractors and/or their agents must have in effect an approved safety belt use policy for all employees and staff. The policy must be actively enforced, and an official copy of this policy must be provided with the grant contract proposal.

SERVICE CONTRACTS / CONTRACTUAL SERVICES

Subcontracts entered into by the grant contractor shall be awarded according to the provision of all applicable federal and state laws, rules, and regulations. Prior expressed written approval is necessary from the NOHS before the initial grant contractor may enter into any secondary contract (mini-grant contract / sub-contract) unless specifically described in the original grant contract application. A detailed description must be provided in the original grant application on the activities of the contractual service(s).

TERMINATION OF GRANT CONTRACT

If, through any cause, the grant contractor shall fail to fulfill in a timely and proper manner its obligation under the awarded grant contract or if the grant contractor shall violate any of the covenants, agreements, or stipulations of the grant contract, the NOHS shall thereupon have the right to terminate the grant contract and withhold further reimbursement / payment of any kind by giving written notice to the grant contractor of such termination and specifying the effective date thereof, at least thirty (30) days before such date. The NOHS shall be the sole arbitrator of whether the grant contractor or its subcontractor is performing its work in a proper manner with reference to the quality of work performed by the grant contractor or its subcontractor under the provisions of this contract. The grant contractor and the NOHS further agree that either party may terminate this contract by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.

TRAINING / CONFERENCES

The costs associated with attending training / conferences may be allowable when included in the grant contract budget proposal. The training / conference subject matter must compliment the activity of the grant contract. Allowable costs include: transportation, lodging, and registration fee. Reimbursement for a rental vehicle is rare and must be expressly approved in advance by NOHS in writing.

Reimbursement for out-of-state travel expenses by contractors requires prior written approval by the NOHS. To request approval for out-of-state travel, a contractor must complete the following:

1. Ensure the grant contract proposal application includes a provision for the travel and there are sufficient funds to cover the cost of the travel.

2. If not included in the original grant contract budget, a request for out-of-state travel must be submitted to the NOHS for expressed approval at least 30 days prior to travel. The request must include the following:
   - The participant's name.
   - Date, name of training/conference, description, and location of the training/conference and a copy of the preliminary agenda.
   - An itemized breakdown of all expenses associated with the training/conference.
   - A statement why the training/conference is needed and how the project will benefit.
   - If the training has pass/fail criteria, the participant must successfully complete the course and submit a copy of the course completion certificate to be eligible for reimbursement.
   - A written evaluation of the training/conference must be submitted with the monthly report.

3. Upon completion of the training/conference provide a travel report to include:
   - Date, description, and location of the training/conference and a copy of finalized agenda.
   - Provide brief description of each session/workshop attended, presenters name.
   - Provide information on the benefits received in attending the training/conference.

TRAVEL

Out-of-State Travel - All out-of-state travel must be approved as defined under "Training/Conferences."

In-State Travel - In-state travel may include lodging, meals, and mileage (see mileage). If these costs are not included in the original grant contract budget, a request for in-state travel must be submitted to the NOHS for approval at least 30 days prior to travel.

Attachment A

CERTIFICATIONS AND ASSURANCES

BUY AMERICA ACT

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBLILITY MATTERS – PRIMARY COVERED TRANSACTION

Instructions for Primary Certification

1. By signing and submitting this proposal, the Contractor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each

participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
   (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
   (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
   (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
   (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered

Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 USC 8103)

The Contractor will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace.
   b. The grantee's policy of maintaining a drug-free workplace.
   c. Any available drug counseling, rehabilitation, and employee assistance programs.
   d. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
   a. Abide by the terms of the statement.
   b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
   a. Taking appropriate personnel action against such an employee, up to and including termination.
   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

ENVIRONMENTAL IMPACT

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan is modified in a manner that could result in a significant environmental impact and trigger the need for an environmental review, this office, the Nebraska Office of Highway Safety is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The Contractor will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, (https://fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-award:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if:
  (i) the entity in the preceding fiscal year received —
    (I) 80 percent or more of its annual gross revenues in Federal awards;
    (II) $25,000,000 or more in annual gross revenues from Federal awards;
  (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- Other relevant information specified by the Office of Management and Budget (OMB) guidance.

LOBBYING RESTRICTION

Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of

Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The Contractor shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

NONDISCRIMINATION

The Contractor will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to:

a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21);
b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (Pub. L. 101-336) as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27);
d. the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age;
e. the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities;
f. the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
g. the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism;
h. Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records;
i. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing;
j. any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and
k the requirements of any other nondiscrimination statute(s) which may apply to the application.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13403, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's target of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at www.traffic safety.org.

POLICY TO BAN TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to:

Adopt and enforce workplace safety policies to decrease crashed caused by distracted driving, including policies to ban text messaging while driving:

a. Company-owned or –rented vehicles, Government-owned, leased or rented vehicles, or
b. Privately-owned when on official Government business or when performing any work on or behalf of the Government.
c. States are encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    1. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    2. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

POLITICAL ACTIVITY (HATCH ACT)

The Contractor will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Attachment B –Grant Contract Proposal Cover (See NOHS Website for Interactive Form)

Nebraska Office of Highway Safety
Grant Contract Proposal Cover

Applicant/Organization: _____

Project Director: _____

Address: _____

City, State, Zip: _____

Telephone
***(include Area Code)*:** _____

Fax:
(include Area Code): _____

Email: _____

Federal Identification No.
(FID): _____

Project Title: _____

Grant Contract Period: _____

By signing the Grant Contract Proposal Cover the Applicant/Organization has agreed to comply with all applicable federal and state laws, rules and regulations and certifications and assurances contained in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures.

_____	_____	_____
Signature of Authorized Official	***Type Name and Title***	***Date***

_____	_____	_____
Signature of Financial Official	***Type Name and Title***	***Date***

Revised 1/14

Attachment C – Sample Project

CENTER COUNTY ALCOHOL REDUCTION PROJECT

SUMMARY

The Center County Health Department is dedicated to the reduction of trauma related death and injury in Center County. During 2013 the alcohol-related fatal, A and B injury crash rate was ____ which is above the State rate of _____. The Center County Health Department officials support the formation of an impaired driving program to assist in reducing alcohol-related fatal, A and B injury crashes. In order to implement the impaired driving program, a coordinator for the project is needed. Utilizing the coordinator, program objectives would result in a 10% reduction, from ____ to ____, in the alcohol-related fatal, A and B injury crashes. Activities will include establishing a designated driver program within the County, working with the Safe Communities Coalition, working with on and off sale licensed liquor establishments, special permit events and high schools within the county. The total cost of the project would be $38,300, $11,000 to be furnished by Center County, $800 from the Center Chamber of Commerce, and $26,500 from the Nebraska Office of Highway Safety.

ORGANIZATIONAL BACKGROUND

The Center County Health Department consists of 18 employees with contacts from the public, private, and nonprofit sectors dedicated to the reduction of unintentional injuries. Since its inception in 1952, the Center County Health Department has continuously strengthened its networking system. The Center County Health Department currently works with the school system, local law enforcement agencies, and businesses within the county.

PROBLEM IDENTIFICATION

In Center County, the alcohol-related fatal, A and B injury crash rate exceeds the State rate. Alcohol-related fatal, A and B injury crashes averaged _____ in 2019-2013. During the same previous five-year period, _____ citations have been written by local law enforcement for impaired driving and there have been _____ convictions for impaired driving. The residents within Center County will benefit from an intense countywide educational effort focused on impaired driving. Local law enforcement, the prosecuting attorney's office, and licensed liquor establishments have agreed to participate in the County's Safe Communities Coalition to combat this problem. In order to impact this problem within the county, the number of impaired drivers utilizing the county's roadways must be reduced.

TARGET

To decrease alcohol-related fatal, A and B injury crashes by 10 percent from the 2009-2013 calendar base year average of 604 to 554 by December 31, 2016.

OBJECTIVES

Bring together specific individuals within the county to participate in a Safe Communities Coalition. This group will assist in educational efforts and activities addressing the county's impaired driving problem. Law enforcement will be a critical component by actively enforcing the county's impaired driving laws. The prosecuting attorney's office will also be an essential collaborator in prosecuting impaired drivers.

1. Increase public knowledge of the impaired driving problem by ___%.
2. Increase alcohol-related arrests by _____%, from ____ to ____.
3. Increase the conviction rate for alcohol-related offenses by _____%, from ____ to ____.

4. Establish a designated driver program within the county with _____ participating businesses.
5. Reach 75% or ____ of the county's youth, ages 15 - 19, with an educational impaired driving message.

STRATEGIES

1. Select and hire a coordinator.
   Completion Date: October 15, 2015

2. Solicit interest within the community (i.e. organizations, county and city officials, law enforcement, schools, etc.) for inclusion in the Safe Communities Coalition.
   Completion Date: October 31, 2015

3. Schedule and hold the initial meeting of the Safe Communities Coalition to address the issue of impaired driving.
   Completion Date: November 15, 2015

4. Conduct a public opinion survey regarding knowledge and attitude of the impaired driving problem.
   Completion Date: January 1, 2016

5. Solicit the county's law enforcement agencies for participation in selective alcohol overtime enforcement activities. The funding for the selective alcohol overtime may be obtained through the Nebraska Office of Highway Safety by entering into a Mini-Grant Contract. Overtime enforcement dates will be selected for the time frame from December 1, 2015 through September 30, 2016.
   Completion Date: September 30, 2016

6. Conduct # meeting/training sessions with the county's prosecutors to present the concept of aggressively prosecuting all alcohol-related traffic offenses.
   Completion Date: December 15, 2015

7. Obtain listings through the State's liquor commission of all licensed on and off sale liquor establishments.
   Completion Date: October 15, 2015

8. Contract with an advertising company to create the materials for a designated driver campaign.
   Completion Date: October 31, 2015

9. Utilizing the listing of licensed drinking establishments; contact each business to promote their participation in the designated driver campaign.
   Completion Date: December 1, 2015

10. Contact the Nebraska Office of Highway Safety and/or any other resources, to obtain impaired driving related materials targeted toward youth.
    Completion Date: November 15, 2015

11. Schedule # presentations throughout the grant contract period with all of the county's schools grades 8 through 12.
    Completion Date: December 31, 2015

12. Coordinate monthly meetings for the Safe Communities Coalition.
    Completion Date: September 30, 2016

13. Conduct a follow-up public opinion survey.
Completion Date: August 31, 2016

14. Ongoing contact with law enforcement, prosecutors and schools will continue throughout the project.
Completion Date: September 30, 2016

EVALUATION

1. An administrative evaluation will be completed at the conclusion of the project period to measure actual activities, tasks, and expenditures against those planned.
2. Crash data in the 12-month project period will be compared to crash data in the previous 12 month period to determine if the overall target to decrease alcohol-related fatal, A and B injury crashes by 10%, from ____ to ____ was achieved.
3. Compare the two county wide public knowledge and attitude surveys to determine if public knowledge increased by ___%.
4. Compile and compare arrest and conviction data to determine if increases occurred.
5. Determine if # businesses participated in the designated driver program.
6. Determine if 75% of the county's youth were reached through presentations.

BUDGET PROPOSAL

	Federal Funds	**Grant Contractor Funds**
Salary/Coordinator	$21,500.00	$7,500.00
Travel	$500.00	$0.00
Public Opinion Surveys	$1,000.00	$0.00
Designated Driving Campaign	$2,500.00	$0.00
Rent, Utilities	$0.00	$4,300.00
Training Materials	$1,000.00	$0.00
TOTAL	$26,500.00	$11,800.00

BUDGET NARRATIVE

Salary/Coordinator: Full time position to work with law enforcement, county prosecutors, State Liquor Commission, licensed drinking establishments, schools, and to solicit interest and participation in a Safe Communities Coalition.

Travel: Mileage to be reimbursed for travel within the county to promote project targets and activities. Out-of-State Travel: Costs that include transportation, lodging, and registration fees to attend training/conferences.

Public Opinion Surveys: A 20-question public opinion survey of 300 people will be conducted regarding knowledge and attitude of the impaired driving problem in Center County.

Designated Driver Campaign: Contract with an advertising company to design and create materials for a designated driver campaign.

Rent, Utilities: Rent and utilities will be provided by the Center County Health Department as a match to federal funding.

Training Materials: To produce training materials for two (2) training sessions with the county prosecutors and law enforcement to present the concept of aggressively prosecuting all alcohol-related offenses.

COST ASSUMPTION

The Center County Health Department will continue the designated driver program after federal funding assistance is terminated. Prior to the end of the project, a copy of the agency's budget request containing funding of the position and activity will be provided to NOHS. The long-term costs to continue the project will be for personal services for the coordinator. The Center County Health Department will request funding assistance from the county attorney office's driver diversion (STOP) program in the final year of the funded project. Businesses and organizations participating in the Safe Communities Coalition will also be requested to contribute financially to the future of this community project.

Attachment D - Annual Report Template Format

(Font Type Tahoma 10pt)(Email to NOHS in Word format)

Annual Report	**Nebraska**

Project Name **(Grant No.)** **000-00-00**
Agency

Program Area:
Project Characteristics:
Type of Jurisdiction:
Jurisdiction Size:
Target Population:

Problem Identification:

Target and Objective:

Strategies and Activities:

-
-
-
-
-

Results:

-
-
-

Funding:	Section 402:	$ 0.00
	Other	$ 0.00

Contact: Name, Agency, Address, Town, State, Zip Code
Telephone: 402/ Fax: 402/ Email:

Attachment E – Grant Contract Claim for Reimbursement Template (See NOHS website for Interactive Form)

Grant Contract
Claim for Reimbursement

Nebraska Office of Highway Safety - NOHS
P.O. Box 94612, Lincoln, NE 68509-4612
Telephone: (402) 471-2515 FAX: (402) 471-3865
Website: www.transportation.nebraska.gov/nohs/

Contractor:	Telephone:	Contract #:
Contract Title:	Month of Expenditures:	Final Claim ☐

NOHS USE ONLY

	Federal Share
Total Expenditures	
Program Income	
Net Amounts	

PROJECT FINANCIAL SUMMARY

Current Month	Previous Months	Total to Date

NOTE: Supporting documentation for all expenditures above must be attached.

CERTIFICATION:
I hereby certify the foregoing document is consistent with the terms of the grant contract and is a true and accurate accounting of the expenditures.

Signature of Project Director	Signature of Authorized Official
Type/Print Name and Title	Type/Print Name and Title
Date	Date

NOHS USE ONLY

Total Reimbursement		NDOR DOC#	
Project Manager Review Initial/Date		AB#	
Supervisor Review Initial/Date		TRANS	OE
Administrator Review Initials/Date		ACTIVITY	ACCOUNT
Local %		NIGP	DATE
Accountant Date Paid/Initial		APPROVED (PRINT NAME)	Fred E Zwonechek
Warrant #		APPROVED SIGNATURE	
NIS #		NOHS Project	Amount:

Distribution: Original to NOHS Make Copy for Your File Rev. 4/2013