

**IN-CAR CAMERA SYSTEM**

**MINI-GRANT CONTRACT APPLICATION AND AWARD**

**MUST BE APPROVED BY NDOR-HSO PRIOR TO PURCHASE**

Please Type DATE: \_\_\_\_\_  
**APPLICANT** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**CITY, STATE, ZIP** : \_\_\_\_\_  
**TELEPHONE NO.** : \_\_\_\_\_ **FEDERAL I.D. NO.:** \_\_\_\_\_  
**EMAIL ADDRESS** : \_\_\_\_\_

**PROJECT DESCRIPTION:** The purpose of this Mini-Grant Contract is to provide funding assistance to law enforcement agencies to acquire digital in-car camera system(s). The NDOR-HSO will provide funding assistance for a maximum of two (2) in-car cameras at either 75% of the cost of the unit, or \$3,500.00 per unit, whichever cost is lower.

**The applicant must submit the following supporting documentation with this application:**

- 1) make, model, manufacturer and itemized cost summary of the equipment to be purchased; and,
- 2) a copy of your agency's current seat belt policy and drug-free workplace policy.

Upon receipt of the equipment the agency agrees to provide annual reports of the activity generated (i.e. number of recorded traffic stops) to the NDOR-HSO for three (3) years.

**BUDGET:**

- |   |          |
|---|----------|
| 1) Number of In-Car Camera System(s)    | _____    |
| 2) Total Cost per Unit                  | \$ _____ |
| 3) Cost to Law Enforcement Agency       | \$ _____ |
| 4) Cost to NDOR - Highway Safety Office | \$ _____ |

The applicant will be responsible for the bid process, selection, acquisition, initial payment, installation, maintenance and provide operator training for personnel utilizing the in-car camera system.

Within sixty (60) days from the date of this award the reimbursement request must be submitted to NDOR-HSO. **After sixty (60) days, reimbursements will not be honored.**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NDOR-HSO prior to purchase; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a "Mini-Grant Contract Claim for Reimbursement (CR); and 4) complete the CR and attach the required supporting documentation as prescribed below.

- a) Itemize each expenditure on the Claim for Reimbursement located on the NDOR-HSO website at: [www.transportation.nebraska.gov/nohs/contract.html](http://www.transportation.nebraska.gov/nohs/contract.html)
- b) Attach a copy of the invoice(s) from the vendor with the itemized costs of the equipment.
- c) Attach a copy of the check(s) paid by the applicant to the vendor for the equipment.
- d) Provide the serial numbers for the equipment.

**Acceptance of Conditions:** The Mini-Grant Contract Award recipient agrees to comply with all applicable federal and state laws, rules and regulations, and certification and assurances located in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures. The Guide can be found on the NDOR-HSO website at <http://www.roads.nebraska.gov/safety/hso/grants/>. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

Authorized Signature of Applicant	Date	Print or Type Name and Title
NDOR - Highway Safety Office	Date	Fred E Zwonechek, Administrator

Return completed form to: NDOR - Highway Safety Office Phone (402) 471-2515  
 P.O. Box 94612 FAX (402) 471-3865  
 Lincoln, Nebraska 68509-4612

<b>TO BE COMPLETED BY NDOR-HSO</b>	
<b>Project No.:</b>	<b>SB:</b> <input type="checkbox"/> <b>DF:</b> <input type="checkbox"/> <b>RA:</b> <input type="checkbox"/> <b>Contract Approval Date:</b>
The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is <u>20.616</u> .	