

Nebraska Department of Transportation Highway Safety Office (NDOT-HSO)  
**IN-CAR CAMERA SYSTEM MINI-GRANT CONTRACT APPLICATION AND AWARD**

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

**Please Type** **DATE:** \_\_\_\_\_  
**APPLICANT:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY, STATE, ZIP:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**TELEPHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_ **FEDERAL I.D. #:** \_\_\_\_\_  
**Unique Entity Identifier (UEI) #: (Required after April 1, 2022)** \_\_\_\_\_  
**Commercial and Government Entity (CAGE) Code:** \_\_\_\_\_

**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 NDOT-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 (accessories not included).**

**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:**

- 1) Provide annual reports of the activity generated (i.e. number of traffic stops) to the NDOT-HSO for three (3) years.
- 2) The agency also agrees to participate in a minimum of two Nebraska HSO special enforcement mobilizations (listed on the website: <https://dot.nebraska.gov/safety/hso/law-enforcement-resources/mobilizations/>) each year during the following three year period.
- 3) Purchase, install and use the equipment during the current grant period to positively affect project targets. To decrease the increasing trend for alcohol-impaired driving fatalities by maintaining a constant trend of 66 (5 year rolling average in 2018-2022) through December 31, 2024 and December 31, 2026.

<b>BUDGET:</b>	1)	Number of In-Car Cameras to be Purchased	_____	Total cost of each \$	_____
	2)	Make and Model of Unit Being Purchased	_____		
	3)	Cost to Law Enforcement Agency (each)	\$ _____ X Units _____	= Total \$	_____
	4)	Cost to NDOT-Highway Safety Office	\$ _____ X Units _____	= Total \$	_____

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. If \$5000 or over, must include Buy America Certification and allow additional 30 days for processing.

Within sixty (60) days from the date of this award, the reimbursement request must be submitted to NDOT-HSO. **After sixty (60) days, reimbursements may 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 NDOT-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 NDOT-HSO website at: [https://dot.nebraska.gov/media/xt2jowvh/cr\\_minigrant.pdf](https://dot.nebraska.gov/media/xt2jowvh/cr_minigrant.pdf)
- 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 NDOT-HSO website at <http://dot.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
NDOT - Highway Safety Office	Date	William J. Kovarik, Administrator
		Print or Type Name and Title

**Return completed form to:** NDOT - Highway Safety Office      Email: [ndot.hso@nebraska.gov](mailto:ndot.hso@nebraska.gov)  
P.O. Box 94612      Phone (402) 471-2515  
Lincoln, Nebraska 68509-4612      FAX (402) 471-3865

**TO BE COMPLETED BY NDOT-HSO**

**Project No.:**      **SB:**     **DF:**     **RA:**     **Contract Approval Date:**

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is 20.616. Federal Aid Identification Number (FAIN): 69A3752330000405DNEL, 69A3752430000405DNEM, 69A3752430SUP405DNEM  
Revised 1/2024