

IDAHO TRANSPORTATION DEPARTMENT  
OFFICE OF HIGHWAY SAFETY

# GRANT PROCEDURES MANUAL



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## Chapter 1 – Basic Information

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## Program Description

The Idaho Transportation Department Office of Highway Safety (OHS) administers the Federal Highway Safety Grant Program, which is funded by formula. The goal of the program is to eliminate death and serious injuries resulting from motor vehicle crashes by implementing programs designed to address and change driver behavior. The purpose of the program is to provide grant funding at the state and community level for a highway safety program that addresses Idaho's own unique circumstances and particular highway safety needs. Any use of funds must support data-driven state traffic safety goals and highway safety countermeasures.

## Development of Strategic Highway Safety Plan

### Traffic Safety Problem Identification

A "traffic safety problem" is an identifiable subgroup of drivers, pedestrians, vehicles, or roadways that is statistically higher in crash experience than is normally expected. Problem identification involves the study of relationships between crashes and the population, licensed drivers, registered vehicles and vehicle miles, as well as characteristics of specific subgroups contributing to crashes or resulting in fatalities or injuries.

The Strategic Highway Safety Plan (SHSP) is implemented and approved by the ITD Board. The SHSP is the guiding document for the Triennial Highway Safety Plan (3HSP). The strategies outlined in the SHSP will help the State of Idaho attain the goal of "*Toward Zero Deaths*."

The statewide identification of traffic safety problems begins initially by evaluating Idaho's experience in each of the National Highway Traffic Safety Administration's (NHTSA) highway safety priority areas. These highway safety priority areas are:

- a. Impaired Driving
- b. Occupant Protection
- c. Aggressive Driving / Speeding
- d. Pedestrian & Bicycle Safety
- e. Traffic Records
- f. Police Traffic Services
- g. Motorcycle Safety
- h. Youthful and Mature Drivers
- i. Distracted Driving

These program areas are determined by NHTSA to be the most effective in reducing motor vehicle crashes, injuries, and deaths. Consideration for other potential traffic safety problem areas comes from problems identified by the Idaho Traffic Safety Commission (ITSC) members, OHS staff, and by research-proven projects.

The OHS uses statistical analysis for problem identification. Comparison data is developed, where possible, on costs of crashes, numbers of crashes, and the numbers of deaths and injuries. Supplementary data is gathered from the Idaho State Collision Database on helmet use for motorcycles and bicycles, child safety restraint use and seat belt use, as well as from available violation, suspension, and arrest information.

Problem or focus area reduction goals and performance measures are selected on the basis of the severity of the problem, economic costs, availability of grantee agencies to conduct successful programs, and other supportable conclusions drawn from the traffic safety problem identification process.

## **Project Development and Subrecipient Financial Risk Assessment**

The annual project selection process begins by notifying state and local public agencies involved in traffic-related activities of grant funding availability. A Request for Application (RFA), reflecting the focus areas considered for funding, is released each January. Grant applicants must complete and submit the grant application and a subrecipient Financial Risk Assessment in accordance with the information in the RFA.

Once the application period has closed, potential projects are sorted according to the focus area most closely fitting the project. The OHS staff develops priority and funding recommendations using a criterion for assessing each project's potential to:

- Eliminate traffic deaths and serious injuries
- Improve the operation of an important traffic safety system
- Integrate as part of a community-wide crash elimination project
- Increase the coordination of efforts between several traffic safety agencies
- Past agency performance when recommending funding for future projects

Sub-grantee funding recommendations are incorporated into the Annual Grant Application (AGA) document and presented to the ITSC each spring for acceptance. The Idaho Transportation Department (ITD) Board approves the final HSP document in June for the NHTSA August 1 application deadline.

Month	Activity
December/January	Request for Application is published by the OHS
End of February	Grant Application is due to OHS from applicant agency
March-May	OHS staff reviews applications, and compiles a statewide program that best addresses highway safety problems within budget limitations
May	OHS staff presents recommended grants to ITSC in a Draft Highway Safety Plan for approval
June	ITD Board reviews and approves the Highway Safety Plan
July	NHTSA reviews and approves the Triennial Highway Safety Plan updates and new 3HSP every three years
August 1	NHTSA reviews and approves the Annual Grant Application (AGA)
September 1	OHS notifies grantee of pending award contingent on AGA approval
October, or when funding becomes available	OHS Grant Officer completes grant documents with input from grantee, and then notifies the grant recipient that funding is available before the Notice to Proceed is issued to begin the grant
15 <sup>th</sup> of Jan, April, July	Quarterly reports due
October 15	Final Evaluation Report and all claims due.

## Grant Agreement

The grant agreement and copies of the OHS grant forms are provided to the sub-grantees. The sub-grantee is provided with a copy of the Grant Procedure Manual and advised of the fiscal procedures, grant controls, and management practices needed to meet federal grant requirements.

The sub-grantee manager agrees to comply with requirements of both the grant agreement and the Grant Procedure Manual. Periodic changes and additions in the manual may be necessary to meet changing federal or state laws, or to improve program management and fiscal procedures. OHS will notify the grant manager in writing of any such changes or additions.

When a grant agreement is finalized, the original document is signed by the authorizing official of the sub-grantee agency, the assigned grant manager, and then by the Highway Safety Manager (HSM) of the OHS. The signature of the authorizing official indicates that the sub-grantee agency agreement adheres to the conditions set forth in the contract and acknowledges acceptance of the terms and conditions specified in this manual as part of the grant agreement. The original copy is retained at OHS and a copy is returned to the sub-grantee grant manager. The sub-grantee agency may **not** proceed with any expenditure associated with the grant until the sub-grantee manager receives a "NOTICE TO PROCEED" to begin grant activity issued by OHS.

## Grant Requirements

Once the grant has been approved and becomes effective, OHS will reimburse the sub-grantee for expenditures related to the approved grant activities. The objectives outlined in the grant document are to be accomplished during the grant period, and within the cost guidelines set forth in the budget. **Costs incurred before the effective date or after the ending date of the grant period will not be eligible for reimbursement. Reimbursement of costs claimed will not exceed the federal funds awarded.**

Reimbursement is contingent upon sub-grantee compliance with grant requirements, and sufficient funding appropriated by the federal government and obligated by the state highway safety program. The OHS makes neither representation nor guarantee regarding the availability of federal highway safety funds for first or subsequent year funding.

### Federal Regulations Governing OHS Grants

The expenses and costs, which are eligible for reimbursement under the highway safety program, are those stipulated in the grant budget. To be allowable, **costs must be necessary, reasonable, and allocable**. Federal funds must be expended according to the appropriate statutes or grant regulations. Grant management rules compel governmental units to monitor sub-awards insuring compliance with applicable federal requirements and cost principles.

Grant guidelines can be found at the following website: <https://www.nhtsa.gov/highway-safety-grants-program>

### Highway Safety Grants Management Resources

Federal grant management requirements are passed on to the sub-recipient agency when receiving highway safety funds. The OHS will be at least as restrictive as the requirements of 2 CFR Part 200. In some cases, such as the due dates for the final report and final claim, OHS is more restrictive in order to allow time for OHS to submit its reports to the federal agencies.

### Audit

The Office of Management and Budget 2 CFR 200.501 provides audit requirements for agencies receiving financial assistance.

## CHAPTER 2 – AGENCY RESPONSIBILITIES AND PROCEDURES

When the sub-grantee accepts federal highway safety funds, it also agrees to fully comply with all requirements in this procedures manual and any addendums. The sub-grantee grant manager will be notified of all changes.

### Establish Procedures

The sub-grantee grant manager is responsible for establishing and maintaining procedures within their agency to ensure the effective administration of the grant, including the timely completion of the grant objectives. As described in the previous section, a grants officer/program manager from OHS will be assigned to the grant.

### Grant Revision

**You must contact your Grants Officer/Program Manager before any changes can be made in budget categories or activities from those established in the grant agreement.** This contact will prevent proceeding with activities or incurring costs, which may not be reimbursable. Any change in the grant agreement may be originated by either OHS or the agency. Budget revision requests must be submitted to OHS in writing. A revision to the grant agreement, signed by both parties will become effective on the date of OHS approval. After the revision to the budget is approved, OHS will prepare an updated budget page and claim form.

Please note the following:

- a. A budget revision must be requested and approved in writing prior to incurring any costs exceeding the federal budget for any category. OHS will not approve any budget revision inconsistent with the purpose or terms and conditions of the grant agreement.
- b. If the sub-grantee cannot provide match as per agreement, the sub-grantee grant manager must request a budget revision; OHS will then review and approve a budget revision that reduces the federal share to commensurate the match provided by sub-grantee. The reduction in federal share may change the scope of the project.

## **Noncompliance/Termination**

OHS will impose sanctions in the event of noncompliance or violation of any grant provision by the sub-grantee agency and/or its subcontractor(s). Appropriate sanctions may include, but are not limited to, withholding of payments, suspension, or termination of the grant in whole or in part. In the event of termination, OHS shall notify the agency 30 days in advance of the effective date of termination. The agency will be paid for those services satisfactorily performed and allowable prior to the effective date of termination.

If any equipment purchased with federal funds is not being used effectively to reach the goals of the grant, the agency may be required to return the equipment to OHS.

## **Disputes/Disagreements**

Any dispute, disagreement, or question of fact concerning the grant shall be decided by the Highway Safety Manager. The decision will be in writing and shall be distributed to the parties concerned. The sub-grantee agency can then proceed with the performance of the grant in accordance with the Highway Safety Manager's decision.

If the sub-grantee agency disagrees with the decision by the Highway Safety Manager, the decision may be appealed to the Director of ITD. The appeal must be made in writing within 30 days of the Highway Safety Manager's decision and served through certified mail.

The sub-grantee must first appeal to the Highway Safety Manager and then to the Director of ITD before taking further legal steps.

## **Financial Management**

The sub-grantee agency is responsible for maintaining all grant records and must ensure the agency has a cost accounting system conforming to generally accepted accounting principles (GAAP). The sub-grantee agency is not required to establish a special accounting system for grant costs; however, a good policy is to establish special sub-accounts within the sub-grantee's existing accounting system.

It is recommended that copies of all financial records pertaining to the grant be stored with the grant file. This procedure will make it much easier to respond to questions regarding the grant or in the event of grant monitoring. Grant records shall be kept for no less than **three** years.

The sub-grantee agency must meet the following grant management standards and complete a Subrecipient Financial Risk Assessment (pg. 30).

## Financial Reporting

Grant recipients must provide accurate, current, and complete disclosure of the financial activity of each grant on reimbursement claim forms submitted to OHS for reimbursement of authorized federal grant fund expenditures. All authorized federal funds must be incurred and work performed by the sub-grantee on or before September 30 of the grant year. (Only the hours worked within the fiscal year can be claimed for reimbursement.)

For agencies that currently have a year-long grant with OHS and participate in the traffic enforcement mobilizations, overtime hours can only be claimed through the grant reimbursement process or mobilization overtime reimbursement.

For agencies administering a Selective Traffic Enforcement Program (STEP) grant, each quarterly grant claim submitted must include backup documentation (including payroll, timesheet and employee benefits verification).

It is not OHS policy to pay for Compensatory “Comp” time, therefore if an officer working the STEP program takes comp time during the grant year, the Comp hours claimed and associated employee benefit costs cannot be claimed and reimbursed.

Grant recipients must maintain records identifying the source (federal, local, or state) and application of funds for each budget line item. Sub-grantees are responsible for tracking reimbursement by Catalog of Federal Domestic Assistance (CFDA) coding, provided by the OHS grant officer, for Single Audit purposes.

## Internal Control

Effective control and accountability for all funds, property, and other assets must be maintained. The sub-grantee agency shall adequately safeguard all assets and ensure they are used only for authorized purposes.

## Allowable Costs

In determining allowable costs, the OHS uses the Code of Federal Regulations or NHTSA Highway Safety Grant Funding guidance to ascertain necessary, reasonable, allocable, and allowable costs consistent with policies, rules, and regulations conforming to limitations or exclusion of costs. For further information regarding these documents, please refer to Appendix B or go to <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.

For grant programs that reimburse for fully burdened personnel hours (TSRP & SIDC only):

- Authorized absences from the job, such as for annual leave, sick leave, vacation, personal time off or court leave, are allowable costs.
- The grantee **may only claim the amount of leave taken during the current fiscal year** if the person has accrued enough leave hours to cover the leave period. For example, if

the employee has accrued 200 hours of sick leave over several years, but policy allows 40 hours of sick leave per year to accrue, only up to 40 hours will be reimbursed from the grant.

- The leave reimbursement can **only** be reimbursed up to the allowable amount (agency authorized amount of leave per pay period) and **must be accumulated during the current grant year.**
- A copy of the agency's leave policy and the individual's accrued leave total must be available for review if requesting federal reimbursement.
- Any hours accrued during worker's compensated leave are not reimbursable.
- Authorized leave absences can be reimbursed if the fully burdened rate (a rate including leave benefits) has not been previously billed to OHS.

For grant programs that reimburse regular duty personnel hours such as the STEP program, reimbursement is for actual hours worked plus a pre-approved hourly benefit percentage only. Vacation, sick leave, or annual leave taken will not be reimbursable.

For salaried personnel or reserve officers, the agency is to follow their own policy regarding overtime during grant-funded hours but will not exceed  $1.5 \times$  the hourly rate of the reserve officer or any personnel working overtime grant hours. The policy must be available for review if requesting federal reimbursement.

For all significant activities and major equipment to be funded with components, both related and unrelated to a highway safety grant, the federal government share will be based proportionately on the projected utilization for the federal (NHTSA or Federal Highway Administration) grant purposes.

## Indirect Costs

An agency can use the 10% de minimis rate only if the organization has never held a NICRA (Negotiated Indirect Cost Rate Agreement). Indirect costs are those costs incurred for a common purpose that are too time consuming/costly to allocate to a specific cost objective.

Example of indirect costs include office space rental, utilities, and clerical and managerial staff salaries. To the extent that indirect costs are reasonable, allowable, and allocable, they are a legitimate cost of doing business. Administrative and clerical salaries should normally be treated as indirect costs (finance and administrative costs). In contrast, administrative and clerical salaries that can be identified specifically with a final cost objective (i.e., award) should be charged as a direct cost.

2 CFR 20.41 states that organizations can charge a 10% de minimis rate of modified total direct costs. Modified total direct costs includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward.

## Information and Reports

The sub-grantee agency shall provide all information and reports required by OHS. The sub-grantee agency shall permit access by the OHS, the Comptroller General of the United States, or any of their authorized representatives, to the sub-grantee books, records, accounts, and other sources of information. In addition, the sub-grantee agency is responsible for preparing and submitting the following periodic reports in the formats provided in Appendix A.

### Pre-Grant Conference Checklist

When the authorizing sub-grantee agency official and the grant manager sign the application for an OHS grant, the sub-grantee is agreeing to fully comply with the requirements and conditions listed in the Highway Safety Grant Procedure Manual.

The OHS staff will conduct a conference with the agency grant manager before the sub-grantee agency is authorized to proceed with grant activities. The conference may be conducted via a virtual meeting, phone, or in person. The purpose of the conference is to ensure the agency grant manager is aware of and agreeable to the requirements.

### **W-9 Taxpayer Identification Number and Certification** (See Appendix A, page 29)

The W-9 form used in the State of Idaho is listed on the Idaho State Controller's website at <https://www.sco.idaho.gov/LivePages/Luma-Finance-Forms.aspx>. **When completing your W-9 form, your agency name and address listed on the W-9 must match the name and address on all claim forms.**

### Highway Safety Program Claims and Grant Activity and Evaluation

A highway safety grant reimbursement claim (ITD-669) includes a summary form of the hours worked as well as a list and total of the personnel costs. For equipment purchases, include a copy of the invoice, proof of payment and a Property Management Form.

Quarterly reports are due January 15, April 15, and July 15, unless other due dates are specified by the OHS grants officer. Each report covers a three-month or quarterly period. Return the completed documents to OHS by the corresponding due date. It is recommended that the sub-grantee agency make a copy of all reports for their grant file.

### Final Evaluation (4<sup>th</sup> Quarter) Report

The final **Grant Activity and Evaluation report is due to OHS by October 15** for review and comment, unless another due date is specified by the OHS grants officer. The final evaluation, written by the sub-grantee grant manager, is required on every grant. This report recaps the entire grant year and must address the items outlined in Appendix A, page 36. Staff evaluates past agency performance when recommending funding for future projects.

## Audit

Audits will be conducted to determine the fiscal integrity of the financial transactions and reports, as well as compliance with laws, regulations, and administrative requirements.

2 CFR 200, Uniform Guidance, Subpart F – Audit Requirements, will be in effect for sub-grantees receiving federal awards with fiscal years beginning on or after 12/26/2014.

If an agency or parent agency annually expends over \$750,000 in total federal funds from any source, **a single audit procedure** is required, as stipulated in the Single Audit Act for State and Local Agencies, 1996 Amendments, Public Law 104-156, OMB Circular A-133. A copy of the Act is provided in Appendix C.

OHS also completes random grant audits. If the sub-grantee agency is selected, the auditor will inspect records supporting each item claimed on the grant reimbursement claims. The audit may or may not be conducted on site. The sub-grantee agency may be required to send the information to OHS, in which case legible photocopies or scans of supporting documentation are required.

**Records of grant expenditures must be kept and available for audit for three years after the OHS final request for reimbursement, unless there is an action before the end of the three years, such as a federal audit or litigation.** Records must be available until final resolution of an issue, or until the end of the three years, whichever is later. The original documents must be kept on file until the sub-grantee agency's annual or biennial audit has been performed. After the audit, an electronic copy may replace the original documentation for the remainder of the three-year period.

Financial irregularities, identified as the result of an audit, may necessitate repayment of federal funds.

## Purchase Requirements

If the grant includes the purchase of equipment or contractual services, the sub-grantee must follow state and local laws and policies governing the sub-grantee agency's procurement procedures, provided these meet federal procurement regulations and requirements.

# Property Management

## General Guidelines

For all property purchased under the terms of the grant, the sub-grantee agency must adopt property management procedures which will provide for:

- Accurate property record management. Records shall include: the project name and OHS project number assigned, the sub-grantee agency name and address, description of the property, manufacturer serial number, model number, or other identification number, acquisition date, unit acquisition cost, location, condition of the property, any other pertinent information such as the sub-grantee agency inventory number; and provide the property manager's name and contact number if different from the sub-grantee grant manager. The Property Management Form may be used in tandem with the sub-grantee agency's computerized or manual property management records.
- Safeguards against loss, damage, or theft. Any loss, damage, or theft should be investigated and fully documented. For trackable equipment (original value over \$10,000), lost or stolen items shall be reported immediately.
- Adequate maintenance procedures to keep the property in good condition.
- A system for tracking the "useful life" of the equipment, reporting to OHS the disposal or sale of unneeded equipment and the date of the disposition.

## Equipment

Equipment is any tangible, nonexpendable property purchased in whole or in part with grant funds. By definition, equipment is tangible, personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established the non-Federal entity for financial statement purposes or \$10,000. Prior authorization is required by OHS and the NHTSA Regional Administrator before initiating a purchase of major equipment. Major equipment must meet the Buy America requirements required by NHTSA. See pages 25 and 26.

The useful life value and examples of selected highway safety equipment is listed below:

EQUIPMENT	USEFUL LIFE VALUE
Draeger	5 years
Computers	5 years
Handheld breathalyzers	3 years
Electronic Ticketing Equipment and Printer	3 years
Speed Monitor/Trailer	5 years
Speed Detection Equipment	3 years

The sub-grantee agency must perform a physical inspection of grant-funded property **annually** for all equipment with a value of \$10,000 or more. The inspection will be required until the equipment is disposed. When OHS submits an inspection form, the sub-grantee shall perform, certify, and submit the signed inspection form(s) to OHS. When OHS or ITD staff performs a site-monitoring visit, the sub-grantee agency may not be required to complete the yearly inspection.

Equipment purchased under grant funds must be used for traffic safety and/or enforcement only. Equipment may not be used for abatement purposes. Non-authorized use of the equipment shall be grounds for refunding a portion of the equipment value to OHS.

If the sub-grantee agency wishes to dispose of any property with an original value of \$5,000 or more, and the current value of equipment is not zero, the sub-grantee agency must contact OHS for property disposition instructions. The disposal of traffic safety equipment with a nominal value\* does not require prior approval from OHS. Property which has become obsolete due to technological changes no longer has a useful life. For purposes of disposal, the OHS share in the equipment will be determined by the amount of federal funds used to purchase the equipment.

If a piece of equipment will be used for more than traffic enforcement, the grant only covers the portion or percent of the time during which the equipment is used for traffic enforcement.

The Buy America Act (23 USC 101 Note) was established to give preference to the use of domestically produced materials.

A Property Management Report must be submitted for all equipment purchased with grant funds. See page 33 for the report form.

*\*Nominal value refers to equipment with a current value of zero or less than the cost to dispose of the item at a local auction or refuse site. The zero value may be calculated using straight line depreciation based on the current OHS useful life depreciation guide value.*

## **Certifications and Assurances**

### **for Fiscal Year 2025 Highway Safety Grants**

#### **(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)**

By submitting an application for Federal grant funds under 23 U.S.C. Chapter 4 or Section 1906, the Agency/Contractor acknowledges and agrees to the following conditions and requirements. In my capacity as the Agency's Representative, I hereby provide the following Certification and Assurances:

The Agency will comply with applicable statutes and regulations, including but not limited to:

#### **GENERAL REQUIREMENTS**

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

#### **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

The Agency will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, ([https://www.fsrs.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Report\\_08272010.pdf](https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Report_08272010.pdf)) by reporting to FSRS.gov for each sub-grant awarded.

#### **NONDISCRIMINATION**

The agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 *et seq.*), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

#### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The State will provide a drug-free workplace by:

- a. 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;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs;
  4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;

5. 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);
  - c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
    1. Abide by the terms of the statement;
    2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
  - d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
  - e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted –
    1. Taking appropriate personnel action against such an employee, up to and including termination;
    2. 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;
  - f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

**POLITICAL ACTIVITY (HATCH ACT)**

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

**CERTIFICATION REGARDING FEDERAL LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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 undersigned 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.
4. 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.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

Instructions for Primary Tier Participant Certification (States)

- 1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.*
- 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 primary tier 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 tier 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 tier 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 or may pursue suspension or debarment.*

*4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.*

*5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. 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 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 entering into this transaction.*

*7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.*

*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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).*

*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 the transaction for cause or default.*

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

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions 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 records, 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 tier 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 Participant Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 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, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. 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 "Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
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 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 participating in covered transactions 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.

**BUY AMERICA ACT**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items 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. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, 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 and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

# BUY AMERICA ACT

## Certificate of Compliance

**COMPANY\*** \_\_\_\_\_

**Contract or Grant #** \_\_\_\_\_

I certify that the product(s) listed below complies with the Buy America Act, 23 U.S.C. § 313, which prohibits States from using Federal highway funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced in the United States. For compliance purposes, American-made is any product that is manufactured or assembled in the United States.

I also certify that I am an official representative for \_\_\_\_\_, the company\* listed above.

**Product Description:**

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Quantity furnished: \_\_\_\_\_

Manufactured/Assembled (City/State): \_\_\_\_\_

Remarks: \_\_\_\_\_

Signed by: \_\_\_\_\_

*Certificate must be signed by an individual who has legal authority to sign on behalf of the company.*

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

\*Company must be the manufacturer of the product furnished or products listed

### **POLICY ON BANNING 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 crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

### **SECTION 402 REQUIREMENTS**

1. To the best of my personal knowledge, the information submitted in the Highway Safety Plan in support of the State's application for a grant under 23 U.S.C. 402 is accurate and complete.
2. The Governor is the responsible official for the administration of the State highway safety program, by appointing a Governor's Representative for Highway Safety who shall be responsible for a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. (23 U.S.C. 402(b)(1)(A))
3. The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs, which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation. (23 U.S.C. 402(b)(1)(B))
4. At least 40 percent of all Federal funds apportioned to this State under 23 U.S.C. 402 for this fiscal year will be expended by or for the benefit of political subdivisions of the State in carrying out local highway safety programs (23 U.S.C. 402(b)(1)(C)) or 95 percent by and for the benefit of Indian tribes (23 U.S.C. 402(h)(2)), unless this requirement is waived in writing. (This provision is not applicable to the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.)
5. The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. (23 U.S.C. 402(b)(1)(D))

6. The State will provide for an evidenced-based traffic safety enforcement program to prevent traffic violations, crashes, and crash fatalities and injuries in areas most at risk for such incidents. (23 U.S.C. 402(b)(1)(E))
7. The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including:
  - Participation in the National high-visibility law enforcement mobilizations as identified annually in the NHTSA Communications Calendar, including not less than 3 mobilization campaigns in each fiscal year to –
    - Reduce alcohol-impaired or drug-impaired operation of motor vehicles; and
    - Increase use of seat belts by occupants of motor vehicles;
  - Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
  - An annual Statewide seat belt use survey in accordance with 23 CFR part 1340 for the measurement of State seat belt use rates, except for the Secretary of Interior on behalf of Indian tribes;
  - Development of Statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
  - Coordination of Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(a). (23 U.S.C. 402(b)(1)(F))
8. The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j))
9. The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4))

**APPENDIX A – GRANT FORMS****Pre-Grant Conference Checklist**

Office of Highway Safety



The OHS staff will conduct a conference with the agency grant manager before the sub-grantee agency is authorized to proceed with grant activities. The conference may be conducted via the phone, virtual meeting, or in person. The purpose of the conference is to ensure the agency grant manager is aware of and agreeable to the requirements. Items to discuss during including the following:

	Description	Page
<input type="checkbox"/>	Review Highway Safety Grant Schedule A and B	
<input type="checkbox"/>	Establish procedures provided in the Highway Safety Grant Procedure Manual	
<input type="checkbox"/>	W-9 form completed	
<input type="checkbox"/>	Review the Risk Assessment	
<input type="checkbox"/>	Certifications and Assurances and other grant requirements	
<input type="checkbox"/>	Financial reporting and Catalog of Federal Domestic Assistance (CFDA)	
<input type="checkbox"/>	Property management	
<input type="checkbox"/>	Purchase requirements; Buy America Act	
<input type="checkbox"/>	Financial management and reimbursement	
<input type="checkbox"/>	Grant revisions	
<input type="checkbox"/>	Information and reports (Claims, Quarterly and Final Evaluation reports)	
<input type="checkbox"/>		
<input type="checkbox"/>		

## Subrecipient Financial Risk Assessment FY25

*Instructions: Subrecipient must provide information for areas in blue only.*

		Project:			
		Award Period:			
A.	Topic	Yes	No	NA	Comments
<b>A. Financial Information</b> (Information under Section A must be provided by the Financial Contact for the Subrecipient)					
1	Did the Subrecipient's <b>Parent Entity</b> (City or County) expend <b>more than \$750,000</b> in federal funding during the <b>previous fiscal year</b> ? If yes, please complete Comments section to indicate whether a single audit through the Federal Audit Clearinghouse (FAC) was conducted in accordance with 2 CFR 200.514. <i>Attach audit summary pages (if applicable).</i>				<b>Amount of Federal Funding Expended</b> \$ _____ Year 20 _____ Audit submitted to FAC? Yes / No Year Audit Completed: _____
2	If the Subrecipient's prior year financial audit did not have any material finding(s) that will affect ITD, check Yes. (If the answer is No, the subrecipient must indicate if/when they were resolved.) <i>Attach a copy of pages showing results and correction plan (if applicable).</i>				Findings: Yes / No Page# _____ Summary pages attached: _____ Findings Resolved: Yes/ No Date: _____
3	Subrecipient shall provide an active <b>Unique Entity Identifier*</b> (UEI).				UEI # _____ Expiration Date _____
4	Subrecipient agrees to provide timesheets and payroll verification showing overtime was paid on grant-funded activity upon request by				
5	The Subrecipient agrees to <b>retain documentation</b> records for grant funded activities <b>for up to three years</b> for monitoring by OHS.				
<b>B. Organization &amp; Grant Management</b>					
1	Has the subrecipient's organization remained unchanged during the previous year? (I.e. Chief, Sheriff, management staff)				
2	Is the subrecipient's grant management and accounting system the same as the previous year? If not, please explain.				
3	Subrecipient agrees to provide contact/citation activity and mileage logs upon request by OHS.				
4	Subrecipient is aware that equipment purchased through OHS grant funds must be made available for up to three years for inspection.				
<b>Signature on original required by the Parent Entity Financial Contact</b>					
The information above is accurate to the best of my knowledge.			*Unique Entity Identifier (UEI) is now required instead of the DUNS or CAGE numbers, the UEI is available from <a href="http://www.SAM.gov">www.SAM.gov</a>		
Signature:			Date:	Print Name:	
<b>To be completed by The Office of Highway Safety</b>			Yes	No	NA
<b>C. Experience</b>					
1	Does the recipient have experience with the same or similar grants?				
2	Has the subrecipient had at least three years of experience with federal grants?				
3	Did the subrecipient consistently and accurately submit their claims and reports on time?				
4	Was payroll and timesheet documentation provided upon request the previous FY? Were there any issues identified?				
<b>TOTALS</b>					
Risk Score:					
<b>Rating Scale</b> (Based on the number of No's)					
0 - 2	Subrecipient is considered low risk.	Low Risk	Provide standard monitoring		
3 - 6	Subrecipient is considered medium risk.	Medium Risk	Provide additional monitoring including training if warranted.		
7 - 10	Subrecipient is considered high risk.	High Risk	Provide close monitoring, training and action if required.		
General overview of Subrecipient performance:					
Recommendations, problems or concerns:					
Corrective action necessary:					

## Completing the Grant Reimbursement Claim Form

When completing the reimbursement claim form, please follow these instructions:

A claim typically includes a summary form of the hours worked and how the sub-grantee arrives at the personnel costs. For equipment purchases, include a copy of the invoice, proof of payment and a completed Property Management Form (pg. 33).

**Claim No.** – Number each claim you complete, starting with 1. The number is important for internal payment procedures.

**For Period Covered** – Identify the starting date and ending date for the period covered. This is required information and specifically covers the month(s) or weeks for the requested reimbursement.

There are three main sections of the claim: BUDGET, CURRENT COSTS and YEAR-TO-DATE COSTS.

BUDGET - should mirror your grant budget or Schedule B.

CURRENT COSTS – list the amount of the claim. List the match under State/local match and the hard costs for reimbursement under the Federal Award column.

YEAR-TO-DATE COSTS – a running total of your claim totals. For example, on claim #2, include the costs for both claim #1 and #2.

Personnel Costs (H901): Overtime, benefits, grant admin, or any other personnel costs that are agreed upon in the grant agreement, Schedule A.

Travel (H902): Expenses for travel (car, plane, etc...), lodging, per-diem, and any agreed upon travel expenses in the grant agreement.

Contractual Services (H903): Educational and training costs, contractors, speakers, stipends and other services incurred per an agreement.

Consumables (H904): Materials and equipment.

Other Direct costs (H905): Conference fees.

Indirect Costs (H906): 2 CFR Part 200.56-57, those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

### **Signature**

The agency grant manager must sign and date the claim. If the grant manager includes any of their time on the claim, a third party must sign the claim.

- Original may be scanned and electronically mailed, or
- Original signed claim may be sent to OHS through US mail.

See a sample Grant Reimbursement Claim below.

  <b>OFFICE OF HIGHWAY SAFETY GRANT REIMBURSEMENT CLAIM</b>				REV. 07/20
ITD 669 9 15 Ex				FOR OHS USE ONLY
Grant Title Anytown Year-long enforcement grant		Grant No. (list all grant project numbers) SXK2201		Comments:
Agency Anytown Police Department		Address Main Street Anytown, Idaho 80000		
Claim No. 1	Rev. No.	Final Claim	For Period Covered 1-Oct-21 To 31-Oct-21	
EIN:		CFDA: 20.		FAIN: 69A37521
<b>BUDGET</b> State/Local match      Federal Award		<b>CURRENT COSTS</b> State/Local match      Federal Award		<b>YEAR TO DATE COSTS</b> State/Local match      Federal Award
<b>PERSONNEL COSTS (HS H901)</b>  Overtime Enforcement      \$ 10,000.00 Benefit Percentage (20%) \$ 2,000.00		 \$ 100.00      \$ 500.00  \$ 100.00      \$ 500.00		 \$ 100.00      \$ 500.00  \$ 100.00      \$ 500.00
<b>TRAVEL (HS H902)</b>  Enforcement Mileage      \$ 500.00		 \$ 25.00		 \$ 25.00
<b>CONTRACTUAL SERVICES (HS H903)</b>  Subtotal Contractual Services      \$ -      \$ -		 \$ -      \$ -		 \$ -      \$ -
<b>CONSUMABLES (HS H904)</b>  Subtotal Consumables      \$ -      \$ -		 \$ -      \$ -		 \$ -      \$ -
<b>OTHER DIRECT COSTS (HS H905)</b>  Subtotal Other Direct Costs      \$ -      \$ -		 \$ -      \$ -		 \$ -      \$ -
<b>INDIRECT COSTS (HS H906)</b>  Subtotal Indirect Costs      \$ -      \$ -		 \$ -      \$ -		 \$ -      \$ -
<b>TOTAL</b> \$ 2,500.00      \$ 10,000.00		 \$ 100.00      \$ 500.00		 \$ 100.00      \$ 500.00

I certify the above costs for the specific grant described, represent a true and correct statement of costs incurred.

Anytown Grant Manager

Agency Grant Manager

11/12/2021

Date



## Office of Highway Safety Property Management Form



## Condition Codes

1 - Excellent	6 - Not in Use
2 - Good	7 - Sold for Salvage Value
3 - Fair	8 - Traded for New Equipment
4 - Fair/Needs Repair	9 - Discarded
5 - Poor/Not Repairable	10 - Transferred to Other Agency

I certify this property record verification has been examined by me and to the best of my knowledge is a true and correct record. I further certify the property herein described is being managed and maintained in accordance with the property agreements contained in the *Highway Safety Grant Procedure Manual*.

<b>FOR FOLLOW UP INSPECTION ONLY</b>		
Inspector Name (Please Print)	Inspector Signature	Date

## EVALUATION INSTRUCTIONS

Following is a sample of the Grant Activity and Evaluation Form and instructions for completion.

### Before Writing

Before you begin to fill out the form, have the following items available:

1. A copy of the grant document. The wording is used in the sub-grantee final evaluation (see the section "Writing the Report" for additional information). An electronic copy of the sub-grantee document is an excellent starting base. The OHS grants officer can provide a copy.
2. Copies of each of the quarterly reports, as well as any additional items such as performance charts, news clippings, etc., which would help describe the activities of the grant.
3. A copy of the final reimbursement claim.

### Writing the Report

The final evaluation consists of four to five sections plus the title. The following instructions are for each section of the report. The document outline is the preferred format for presenting report information.

**Title:** This should say Final Evaluation Report and then give the name and grant number of your project.

1. **Overview:** In this section, describe the project and the problems the sub-grantee agency intended to remedy. Read over the Present Situation section in the Schedule A of the grant document, and use this information to complete this section. Include any additional information, which will provide a good description of the project such as target group for the grant.

List the ultimate objective and the grant tasks and deliverables as they appear on the contract.

2. **Administrative Evaluation:** It is very important the sub-grantee grant manager refer to the evaluation section of the grant as you complete this section. Make sure each of the questions asked in the evaluation section of the grant document are answered under the appropriate objective in this portion of the final report.

Proceed to the Grant Tasks and Deliverables section of the grant document. List each objective under each Grant Task and Deliverable, and describe the progress in meeting the

 objective and other related accomplishments. It is important the sub-grantee states each objective, and then assess how it was accomplished. It is not sufficient for the sub-grantee agency to state the general grant task/deliverable, and in the assessment merely state it was accomplished. Pertinent details on how the objective was accomplished or why it was not accomplished need to be explained. This is the opportunity to discuss the program and its attainments. Additional information regarding successes of the grant is encouraged.

3. **Impact Evaluation:** Complete only if required in the grant agreement. If the grant agreement contains an impact evaluation under the Evaluation section, then state the scope of this evaluation, the results, and whether the outcome or impact was as predicted and what the performance measures tell you.
4. **Planned vs. Actual Cost Comparison:** Comment on how much was budgeted, what was actually spent and any substantial deviations from the planned budget item amounts in the grant agreement. Attach a copy of the final claim.
5. **Summary and Recommendations:** In this section, the sub-grantee agency needs to summarize the principal benefits and difficulties encountered in completing activities under the project. Highlight any specific "lessons learned" under the project, and recommend ways of avoiding such problems in future projects.

Briefly restate whether or not the ultimate objectives of the agreement were met. Describe whether the sub-grantee agency believes the project had any effect on highway safety activities within the sub-grantee jurisdiction. Indicate whether highway safety activities under the project will be continued in the future, and where funding will be obtained.

# Office of Highway Safety

## Grant Activity and Evaluation Form

Section 1- Completed by OHS			
<b>Project Name:</b>		<b>Agency:</b>	
Project Number State: NHTSA: CFDA:		Grant Manager: Email: Phone:	
Pre-Grant Meeting Date	GCO	Grant Monitoring Date	GCO
<p><b>Instructions:</b></p> <p>A. OHS to complete Section 1 and 2 and include as attachment 5 with the initial grantee forms.</p> <p>B. Grantee to complete Sections 3-5 and submit to OHS on the following due dates. This document is a continued form and each quarter's submission will supersede the previous form.</p> <ul style="list-style-type: none"> <li>i. Section 3, first quarter report. Due by January 15th.</li> <li>ii. Section 4, second quarter report. Due by April 15th.</li> <li>iii. Section 5, third quarter report. Due by July 15th.</li> <li>iv. Fourth quarter activities to be included in Section 6 and 7, final evaluation.</li> </ul> <p>C. Grantee to complete Section 6 &amp; Section 7, final evaluation. Due by October 15th.</p> <ul style="list-style-type: none"> <li>a. Section 6, Activities &amp; Deliverables from the grant document.           <ul style="list-style-type: none"> <li>i. Provide the Immediate Objectives for each activity.</li> <li>ii. Provide an Assessment for each activity.</li> </ul> </li> <li>b. Section 7, Administrative Evaluation questions.           <ul style="list-style-type: none"> <li>i. Provide an answer for each of the evaluation questions as they appear in the grant document.</li> <li>ii. Provide an Impact Evaluation if it is required by the grant.</li> <li>iii. OHS will complete the Grant Costs details.</li> </ul> </li> </ul>			

Section 2- Completed by OHS	
<p><b>Grantee:</b> <i>List All Grant Activities and Deliverables as they appear in the Schedule A- OHS Grant Agreement:</i></p> <div style="height: 200px; border: 1px solid #cccccc; margin-top: 10px;"></div>	

Section 3- Completed by Grantee, Due January 15	
<b>Quarter 1. Submitted on:</b>	<b>By:</b>

**Grantee:** *Provide details of grant activities and tasks accomplished this quarter in this area.*

**Grantee:** *Provide details of problems encountered; were claims and performance reports submitted on time?*

**OHS Monitoring Notes and Budget Expense Details for the First Quarter:**

**Section 4- Completed by Grantee, Due April 15**

<b>Quarter 2. Submitted on:</b>	<b>By:</b>
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**Grantee:** *Provide details of grant activities and tasks accomplished this quarter in this area.*

**Grantee:** *Provide details of problems encountered; were claims and performance reports submitted on time?*

**OHS Monitoring Notes and Budget Expense Details for the Second Quarter:**

**Section 5- Completed by Grantee, Due July 15**

<b>Quarter 3. Submitted on:</b>	<b>By:</b>
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**Grantee:** *Provide details of grant activities and tasks accomplished this quarter in this area.*

**Grantee:** *Provide details of problems encountered; were claims and performance reports submitted on time?*

**OHS Monitoring Notes and Budget Expense Details for the Third Quarter:**

**Section 6 - Completed by Grantee, Due October 15**

<b>OHS Grant Final Evaluation</b>
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<b>Project Name:</b>	
<b>NHTSA #</b>	<b>State #</b>
<b>Submitted by:</b>	<b>Date:</b>
<b>Activity 1</b>	
<i>Immediate Objective:</i>	
<i>Assessment:</i>	
<b>Activity 2</b>	
<i>Immediate Objective:</i>	
<i>Assessment:</i>	
<b>Activity 3</b>	
<i>Immediate Objective:</i>	
<i>Assessment:</i>	
<b>Activity 4</b>	
<i>Immediate Objective:</i>	
<i>Assessment:</i>	

*(Add more Activity boxes as needed)*

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**Section 7 – Completed by Grantee, Due October 15**

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**Administrative Evaluation** *(Provide answers to ALL the evaluation questions in the grant document.)*

<b>Impact Evaluation</b> ( <i>Describe how the project impacted the grant goals, objectives, and performance measures if required by the grant document.</i> )					
<b>Grant Expenditures</b>		<b>A</b>		<b>B</b>	
<i>This area will be completed by OHS</i>		<b>Original Budget</b>		<b>Actual Costs</b>	
Budget		\$		\$	
Expended		\$		\$	
Match		\$		\$	
Local Benefit		\$		\$	
Equipment Purchased		Added to WebCars		Property Mgt. Form	
OHS GCO Name:					Date:

## **APPENDIX B – FEDERAL REGULATIONS**

The following is a list of federal regulations used by the Office of Highway Safety in administering highway safety grants for local agencies. If you would like a complete copy of any of the following regulations or have specific questions regarding grant requirements, please contact the Office of Highway Safety at 208-334-8112 or access the National Highway Traffic Safety Administration grant management website: <http://www.nhtsa.gov/About-NHTSA/Highway-Safety-Grant-Programs>.

### **Cost Principles Guidelines**

OMB Guidance for Federal Financial Assistance, title 2 of the Code of Federal Regulations (CFR). (2 CFR 200).

#### **2 CFR Part 200 Subpart E - Cost Principles**

##### **§ 200.400 Policy guide.**

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given

cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered. See the definition of *indirect (facilities & administrative (F&A)) costs* in [§ 200.1 of this part](#).

(f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.

(g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award. See also [§ 200.307](#)

## **2 CFR Part 225**

### **Cost Principles for State, Local and Native American Tribal Governments**

2 CFR Part 225 provides basic guidelines for allowable expenditures reimbursable by the federal grant program. Basic criteria for being allowable are: (1) be necessary and reasonable; (2) be allocable to federal awards; (3) be allowed under state/local laws or regulations; (4) conform to limitations or exclusions governing the award; (5) be consistent with applicable policies, regulations, or exclusions; (6) in accordance with generally accepted accounting principles; (7) not included or used as a cost to meet cost sharing or matching requirements of any other federal award; and (8) be adequately documented. See the electronic code of federal regulations at: [2 CFR Part 225 - Cost Principles for state, local, and Indian Tribal Governments \(OMB Circular A-87\)](#).

### **APPENDIX C – Basic Funding Guidance**

The provisions of [2 CFR Part 200](#), [2 CFR Part 1201](#) and [23 CFR Part 1200](#), are applicable (depending on the identity of the entity incurring the cost) for general determination of allowable costs. Except where otherwise authorized by Statute, cost must meet the following general criteria in order to be allowable under Federal awards: [2 CFR § 200.403](#).

- Allowable costs must be necessary, reasonable, and allocable, and used in accordance with the appropriate statute and implementing grant regulations.
- Costs must be authorized or not prohibited under State or local regulations.
- Costs must conform to limitations or exclusions in the Cost Principles regulations, Federal laws, terms and conditions of the Federal award, or other governing regulations.
- Costs must be adequately documented.
- Costs must be consistent with policies, and procedures that apply uniformly to both Federal awards and other activities of the government unit.

- Costs may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Costs may not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either current or a prior period.

### **PART III. ALLOWABLE COSTS UNDER SPECIFIED CONDITIONS OR LIMITATIONS FOR SELECTED ITEMS**

The following items are allowable under specified conditions. In the event of a conflict between OMB Circular 2 CFR Part 200 and 1201 and another statute or regulation, including 23 CFR Part 1200, the SHSO should contact their NHTSA Regional Office for guidance.

#### **A. Equipment**

1. New and replacement equipment with a useful life of more than one year and an acquisition cost per unit (including accessory items essential to its operation) of \$5,000 or more must be pre-approved by the appropriate grant-approving official(s) who will seek written approval from the NHTSA Regional Administrator prior to the purchase of the equipment. If the equipment is not in the HSP, a separate written request describing how the equipment will support the State's highway safety program is required. For equipment use, disposition, and title rights reference 23 CFR § 1200.31(d), 1300.32(c) and 2 CFR § 200.407, 200.323 and 200.213..
2. Purchase and installation of regulatory and warning signs and supports and field reference markers designed specifically to meet FHWA-endorsed standards only for roads off the Federal-aid system (i.e., local roads or rural minor collectors) may be purchased with NHTSA funds programmed to Roadway Safety.
3. The following items are subject to compliance with applicable standards and performance specifications and inclusion on the applicable Conforming Products List (CPL) established by NHTSA, the Research and Innovative Technology Administration (RITA), the American College of Surgeons, or by other nationally recognized standard-setting agencies, or by State standards and performance specifications, as long as they are at least as stringent as applicable national standards and performance specifications.
  - a. Handheld radars and other devices used by law enforcement to make on the scene traffic stops. A comprehensive list can be found online.  
at: <https://www.theiacp.org/sites/default/files/2018-08/Combined-CPL.pdf>.
  - b. Alcohol/drug testing devices and costs for re-certification of such devices  
(a comprehensive list can be found online at  
<https://www.volpe.dot.gov/sites/volpe.dot.gov/files/docs/CU%20Conforming%20Products%20List.pdf>).
  - c. Ambulance purchase with Federal share not to exceed 25 percent, unless the State submits documentation supporting a higher percentage of highway safety use to the appropriate NHTSA Regional Office grant-approving official. Minimum requirements for an ambulance include: (1) meeting the General Service Administration Federal Ambulance Specifications (KKK series); (2) being equipped in accordance with the essential equipment list recommended by the American College of Surgeons; (3) containing space for two litter patients and 60 inches of headroom for EMT's; (4)

being manned by a minimum of one basic level EMT; and (5) having exterior vehicle lighting sufficient for identification as an ambulance.

- d. Helicopter purchase with a Federal share not to exceed 25 percent, unless the State submits documentation supporting a higher percentage of highway safety utilization to the appropriate NHTSA Region Office grant-approving official. To be eligible for purchase, helicopters must be equipped for emergency medical services (EMS) missions and for police traffic safety functions related to law enforcement, with an absolute priority accorded to EMS duty needs for crash site victim removal. Activity logs must be maintained to verify highway safety use and expenditure.
- e. Automated external defibrillators (AED) purchase with a Federal share not to exceed 25 percent. AEDs are to be used for training EMS personnel only. AEDs cannot be used to equip ambulances, police cars, or offices.
- f. Fixed-wing aircraft purchase with a Federal share not to exceed 25 percent unless the documentation supports a higher percentage of highway safety utilization. Activity logs must be maintained to verify highway safety use and expenditures.

## **B. Travel**

1. Costs for travel-related expenses charged to the Federal award must justify that participation of the individuals is necessary to the Federal award and costs are reasonable and consistent with non-Federal entity's established travel policy. Reference 2 CFR § 200.475.

## **C. Training**

1. Costs of training personnel (but not Federal civilian or military employees), for highway safety purposes are allowable when the training supports objectives of the State's highway safety program. (See "Unallowable Costs" in Part IV. Sections C.1 and C.2 under Training). Training for Department of the Interior personnel assigned Section 402 responsibilities is covered under the 5 percent administrative allowance.
2. Development costs of new training curricula and materials are allowable if they do not duplicate materials already developed for similar purposes by U.S. DOT/NHTSA/FHWA or by States. Costs are allowable to modify existing materials to meet particular State and local instructional needs.
3. Costs are allowable for portable skid platforms and driving simulators. However, proposed plans for this equipment must be part of an NHTSA-approved training program. If the total cost of the skid platforms and driving simulators exceeds \$5,000, it falls into the major purchases category and requires NHTSA prior approval.

## **D. Program Administration**

1. Consultant services. Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations, and individuals for State or local highway safety support services or products consistent with the applicable Cost Principles, provided applicable State procurement procedures are followed.
2. Promotional items. Costs are allowable to support a specific highway safety project with promotional items only when evidence is provided that items are directly related and integral to project objectives. Costs should be reasonable and include a distribution plan and

maintenance of records. Documentation must be available to show that activities do not violate State law.

3. Purchase of alcoholic beverages. Federal grant funds can be used to support police-directed operations to uncover unlawful practices associated with minimum age drinking laws. This includes purchase of alcoholic beverages for "sting" type operations, as long as the operations are not in conflict with any Federal, State, or local laws. In no case can alcohol be used for consumption. Reference Part IV, D.3.
4. Conference costs. Some conferences costs are allowable. A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs may include rental of facilities, speakers' fees, cost of meals and refreshments, local transportation, and other items incidental to the conference unless further restricted by the terms and conditions of the Federal award. Conference costs must not conflict with State regulations. Reference 2 CFR § 200.432.
5. Demonstration projects. Section 402(g)(2) provides an exception to the general prohibition against using Section 402 grant funds for activities carried out under 23 U.S.C. 403. States may now use Section 402 funds to supplement demonstration projects implemented under Section 403.
6. Interstate initiatives. States may use grant funds in cooperation with neighboring States for highway safety purposes that benefit all participating States. For States that share a common media market, enforcement corridors and program needs, such interstate initiatives recognize the mutual benefits that may be gained by multiple jurisdictions through the sharing of resources. Section 402(c)(4).
7. Entertainment costs. Entertainment costs, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific cost that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency. Reference 2 CFR § 200.438.

## **E. Public Communication**

1. Costs are allowed for purchase of program advertising space in the mass communication media as part of a comprehensive program designed to address specific highway safety goals identified in a State's Highway Safety Plan. This includes purchase of television, radio time, cinema, Internet, print media, and billboard space (see Purchase Media Guidance in the Highway Safety Grant Funding Guidance for additional conditions or limitations). Note: Television public service announcements and advertising created with the aid of Federal funds must contain closed-captioning of the verbal content.
2. Material developed by others, without NHTSA participation, may not carry NHTSA logos or identifiers, but may include reference to the fact that material was developed in support of objectives supported by the agency. Material developed jointly by NHTSA and others may carry logos or identifiers of both NHTSA and other contributors, subject to prior NHTSA approval.

## **PART IV. UNALLOWABLE COSTS FOR SELECTED ITEMS**

#### **A. Unallowable Facilities and Construction Costs**

1. Highway construction, maintenance, or design other than design of safety features of highways incorporated into Roadway Safety guidelines.
2. Construction or reconstruction of permanent facilities, such as paving, driving ranges, towers and non-portable skid pads.
3. Highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaire supports, and utility poles (FHWA safety construction Federal-aid funds are available).
4. Construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures.

Examples of office furnishings and fixtures:

• Chair	• Bookcase	• Portable Partition
• Table	• Filing Cabinet	• Picture, Wall Clock
• Shelves	• Floor Covering	• Drapes and Hardware
• Coat Rack	• Office Planter	• Fixed Lighting/Lamp

5. Land (except for SAFETEA-LU Section 2010 and MAP-21 Section 405(f) motorcycle safety grant funds, which can be used to purchase facilities which will include the purchase of land upon which the facilities sit.)

#### **B. Unallowable Equipment Costs**

1. Fixed and portable truck scales (Federal Motor Carrier safety program funds are available for truck scales)
2. Traffic signal preemption systems (FHWA Federal-aid highway program funds are available for traffic signal preemption systems)
3. Automated traffic enforcement systems may not be purchased, operated, or maintained with Section 402 funds (including MAP-21 Section 405(b) High Seat Belt Use Rate funds, 405(d) Ignition Interlock funds, 405(e) Distracted Driving funds, and 405(g) GDL funds) if they are being used as Section 402 funds. The term “automated traffic enforcement system” includes any camera which captures an image of a vehicle for the purposes only of red light and speed enforcement, and does not include hand held radar and other devices operated by law enforcement officers to make an on-the-scene traffic stop, issue a traffic citation, or other enforcement action at the time of the violation. Reference 23 CFR § 1200.13(b).
4. Radars or other speed measuring devices using MAP-21 Section 405-Impaired Driving Countermeasures grant funds and SAFETEA-LU Section 410 Alcohol Impaired Driving Countermeasures grant funds.

#### **C. Unallowable Training Costs**

1. Training of employees of Federal civilian and Federal military agencies. Note: Training for Department of the Interior personnel who are assigned Section 402 responsibilities is covered under the five percent administrative allowance.
2. An individual's salary while pursuing training (except when the individual's salary is already supported with highway safety funds under an approved project).
3. Overtime for police officers attending drug recognition expert training.

#### **D. Unallowable Program Administration Costs**

1. General costs of government. For States, local governments and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.474 Travel. Reference 2 CFR § 200.444 and 2 CFR § 200.474).
2. NHTSA highway safety grant funds used to defray expenses incurred or sought to be incurred for activities of Federal civilian or military agencies or employees. For Department of the Interior, personnel expenditures for the Section 402 program are covered under the five percent administrative allowance.
3. Alcoholic beverages for any consumption purposes or techniques for determining driver impairment are not allowable (See Part III, D.3.). Reference 2 CFR § 200.423.
4. Drug impaired activities, equipment and drug impaired training is not allowable using Sections 154/164 funds.

#### **E. Lobbying**

1. Federal - the cost of influencing the U.S. Congress and Federal agency officials for activities associated with obtaining grants, contracts, cooperative agreements, or loans.
2. State and local - No Federal funds may 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 to engage in direct contact with State or local legislative officials, in accordance with customary State practice, even if it urges legislative officials to favor or oppose the adoption of a specific pending legislative proposal. Reference 23 CFR Part 1200, Appendix A.

## **APPENDIX D – AUDITS OF STATE AND LOCAL GOVERNMENTS**

### [2 CFR 200, Uniform Guidance, Subpart F – Audit Requirements](#)

#### **Audit requirements**

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

- (b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.
- (d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

## **Basis for determining Federal awards expended**

The determination of when a Federal award is expended must be based on when the activity related to the Federal award occurs. Generally, the activity pertains to events requiring the non-Federal entity to comply with Federal statutes, regulations, and the terms and conditions of Federal awards, such as: expenditure/expense transactions associated with grants, cost-reimbursement contracts, compacts with Indian Tribes, cooperative agreements, and direct appropriations; the disbursement of funds to subrecipients; the use of loan proceeds under loan and loan guarantee programs; the receipt of property; the receipt of surplus property; the receipt or use of program income; the distribution or use of food commodities; the disbursement of amounts entitling the non-Federal entity to an interest subsidy; and the period when insurance is in force.

## **Audit services**

- (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of this part, are allowable. However, the following audit costs are unallowable:
  - (1) Any costs when audits required by the Single Audit Act and subpart F of this part have not been conducted or have been conducted but not in accordance therewith; and

(2) Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and subpart F of this part because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.

(b) The costs of a financial statement audit of a non-Federal entity that does not currently have a Federal award may be included in the indirect cost pool for a cost allocation plan or indirect cost proposal.

(c) Pass-through entities may charge Federal awards for the cost of agreed-upon-procedures engagements to monitor subrecipients (in accordance with subpart D, §200.331-333) who are exempted from the requirements of the Single Audit Act and subpart F of this part. This cost is allowable only if the agreed-upon-procedures engagements are:

- (1) Conducted in accordance with GAGAS attestation standards;
- (2) Paid for and arranged by the pass-through entity; and
- (3) Limited in scope to one or more of the following types of compliance requirements: activities allowed or un-allowed; allowable costs/cost principles; eligibility; and reporting.

## **Auditee responsibilities**

- (a) Procure or otherwise arrange for the audit required by this part in accordance with §200.509, and ensure it is properly performed and submitted when due in accordance with §200.512.
- (b) Prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with §200.510.
- (c) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with §200.511 (b) and (c), respectively.
- (d) Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit required by this part.

## **APPENDIX E - TRAVEL AND PER DIEM REIMBURSEMENT**

### **General Requirements**

***All travel must be authorized prior to any grant program reimbursement.***

**Travel and per diem will be reimbursed to the employing agency unless otherwise agreed upon by both parties.** Expenses of a personal nature, incurred for the convenience of the traveler, will **not** be reimbursed.

**Per Diem** will be reimbursed if:

- You are traveling OUTSIDE the assigned duty station (\*District), or
- You are required to stay overnight on official grant related business within the assigned duty station.

### **Meal Reimbursements**

Meals will be reimbursed at the current state rate of \$55 per day for in-state travel. For out of state travel, meals will be reimbursed at *\$59 per day for those location without specified rates listed in the federal site: <http://www.gsa.gov/portal/category/21287>* (Rates subject to change.)

Actual costs for meals, **not** to exceed daily meal allowances (see table below), are eligible for reimbursement if it is the policy of the employing agency. You will not be reimbursed for any meals that exceed the allowable daily per diem rate or if provided at a meeting or conference.

On the day of departure, **breakfast** is allowable if you **leave prior to 7:00 a.m.** On the day of return, **dinner** is allowable if your **arrival is after 7:00 p.m.**

**Note:** *Meal expense reimbursement will not be made when leaving the home station earlier than reasonably necessary to meet an airport's recommended pre-departure time.*

MEAL (% partial day)	IN STATE (partial day) \$55	OUT-OF-STATE (partial day) \$59
Breakfast (25%)	\$13.75	\$14.75 or 25% of Federal Rate
Lunch (35%)	\$19.25	\$20.65 or 35% of Federal Rate
Dinner (55%)	\$30.20	\$32.45 or 55% of Federal Rate
Breakfast, Lunch and Dinner (100%)	\$55.00	\$59.00 or 100% of Federal Rate

### **Travel**

Travel arrangements shall be pre-determined and must be pre-approved by an OHS Grants Contracts Officer for procedural uniformity and to obtain the most economical and practical mode of transportation.

#### **Mode and Route of Travel**

Travelers shall use the most cost-effective and efficient mode of travel. Exceptions to this requirement may be allowed due to unusual or unforeseen circumstances that are properly documented and authorized by the approving authority. Supporting documentation must be attached to the travel expense voucher.

When, for personal reasons the mode of travel used is not the most cost-effective and efficient mode available and such a deviation is specifically authorized by the approving authority, ***only those costs which would have been incurred using the most cost-effective and efficient mode available will be allowed.*** Any costs associated with excess travel time resulting from the use of other modes of travel for personal reasons shall not be allowed. The current mileage rate is \$.67/mile.

#### **Vehicle Mileage Reimbursement**

Mileage for private vehicle use shall be computed according to MapQuest, Yahoo, Google Maps, or other sources, which support the distance as the most direct and/or efficient route. Odometer readings are permissible only when mileage computations cannot be readily or easily determined from these independent sources. Under no circumstance is the purchase of gasoline dispensed into a private vehicle an allowable expense in-lieu of mileage reimbursement for using a private vehicle.

<https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx>

#### **Lodging**

Reimbursement for reasonable lodging costs will be allowed for approved in-state or out-of-state travel according to state guidelines. If it is feasible to travel home after the last meeting, no lodging will be allowed for that night.

**Note:** *Reimbursement will not be made for travel and lodging expenses when leaving the home station earlier than reasonably necessary to meet an airport's recommended pre-departure time.*

#### **Ground Transportation**

Fares for taxi, bus, ride share services and/or other public ground conveyance are reimbursable with a receipt. Tips are not reimbursable. A passenger vehicle may only be rented when other means of transportation are impractical, unavailable, or would result in higher costs. The most economical and practical vehicle will be used when incurring the cost. If rental of a larger vehicle is unavoidable, obtain a statement from the rental agency to accompany the reimbursement.

#### **Parking Fees**

Fees for vehicle parking are an allowable expense based on the proximity to the temporary work location and are usual and customary, such as parking meters or garages, airports, or hotels that include parking fees in their published fee schedules.

#### **Baggage Fees**

Baggage fees are reimbursable with a receipt.

*An electronic version of all forms are available and may be requested.*

(Rev. 07-22)



## Grant Travel Reimbursement Worksheet



Traveler Name	Agency	Address					
Purpose of Travel	Daily Per Diem Allowed For This Destination ( <u>Required</u> )	Mode of Travel	Airline <input type="checkbox"/>	Personal Vehicle <input type="checkbox"/>	Rental Vehicle <input type="checkbox"/>	State Vehicle <input type="checkbox"/>	

\* In-state per-diem is \$49 per Idaho Travel Policy. Use GSA rate for out-of-state travel.

## Totals

### Net Lodging Costs

Miles  
x.625

## Expenditures

Expenditures		Amt. Direct Billed/Paid by ITD	Check Below if Direct Paid by ITD
Items or Purpose	Amount		
Car Rental			<input type="checkbox"/>
Airline			<input type="checkbox"/>
Baggage Fees			<input type="checkbox"/>
Parking Fees			<input type="checkbox"/>
Rental Car Fuel			<input type="checkbox"/>
<b>Totals</b>			
			<b>Net Costs</b>

Miscellaneous	Amount
	<b>Total</b>

### Total Expenses

**Amount Direct Billed  
or Paid by ITD**

### Agency Reimbursement

I hereby Certify that such item(s) of above account is correct and justified, that the money expended was actually expended for the state of Idaho as shown.

State or funds as shown:	
Traveler Signature	Date
Approved by: (Supervisor or designee)	Date

## **APPENDIX F - DEFINITIONS**

Authorized Official:	Legal signatory of the organization.
Agency Grant Manager:	The individual that will be responsible for the day-to-day grant activities and reporting.
BAA:	Buy America Act
Budget Category:	Grouping of budgetary expenses such as personnel costs, commodities, etc.
CFDA:	Catalog of Federal Domestic Assistance provides a full listing of all federal programs available to state and local governments (including the District of Columbia); federally-recognized Indian tribal governments; territories (and possessions) of the United States; domestic public, quasi- public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals
CFR:	A codification of the general and permanent rules published in the Federal Register by the Executive department and agencies of the federal government.
Consumable Expenditures:	i.e., Equipment
Contract Services:	Education or training
Direct Cost Expenditures:	i.e., Conference fees
EEO:	Equal Employment Opportunity
Equipment:	Equipment includes: 1) Nonexpendable property with a useful life of two years or more and costing \$2,000 or more per unit; 2) Major equipment has the same life expectancy but a value of \$5,000 or more per unit
FFATA:	Federal Funding Accountability Transparency Act
FFY:	Federal Fiscal Year; runs October 1 <sup>st</sup> through September 30 <sup>th</sup>
FHWA:	Federal Highway Administration
Grant Manager:	Individual within a local or state agency responsible for the administration of the OHS-approved grant within the agency
Grant Officer/ Program Manager	Individual within the Office of Highway Safety (OHS) responsible for the administration of grant and statewide traffic safety programs

Grantee:	The recipient of approved grant funds
Grantor:	Office of Highway Safety (OHS) is the granting agency for federal highway safety grant funds
Hard Costs:	Costs that are directly related to a project, ie: equipment, "brick and mortar"
HSM:	Highway Safety Manager
Hold Harmless:	A clause in the contract or agreement used as a release of liability that protects one party from injury or damage by another party
HSP:	Highway Safety Plan, prepared annually to include all approved grant funded traffic safety activities
HVE:	High Visibility Enforcement
ITD:	Idaho Transportation Department
ITSC:	Idaho Traffic Safety Commission; established by state code to provide local input, direction and review to OHS, and provide recommendations for highway safety mitigation and activities
LEL:	Law Enforcement Liaison
LOI:	Letter of Intent; grant application form from sub-grantee after Request for Proposal notification
NHTSA:	National Highway Traffic Safety Administration
OHS:	Idaho Transportation Department – Office of Highway Safety
Payroll Verification:	Documentation, which verifies an employee, was paid for the time claimed on the reimbursement claim
Property Record (ITD-668):	Documentation of equipment status, serial number, grant name and location of grantor.
Quarterly Report:	Quarterly progress report submitted by grantor outlining grant activities completed
Reimbursement Claim (ITD 669):	Expenditure verification document submitted by grantor for reimbursement with federal funds
RA:	Risk Assessment; completed prior to pre-grant conference
RFA:	Request for Application; document used to provide annual notification of fund availability

SAM:	System for Award Management (to maintain current Central Contractor Registration, CCR)
SHSP:	Strategic Highway Safety Plan
Single Audit:	Agency-wide financial state and federal award audit of a non-federal entity that expends \$750,000 or more in federal funds in one year
STEP:	Strategic Traffic Enforcement Plan
Sub-grantee:	State and local governments receiving highway safety grants from OHS
Suspension and Disbarment:	Excludes an agency from doing business with the federal government.
TEGPA:	Traffic Enforcement Grant Project Agreement
Title VI Report:	Report submitted by sub-grantee outlining the agency's employment composition, goals accomplished and complaints of discrimination
UEI:	Unique Entity Identifier