Department of Public Safety

OFFICE OF TRAFFIC SAFETY

Nevada Department of Public Safety

Grant Administration Manual
Federal Fiscal Year
October 1 – September 30

TABLE OF CONTENTS

Introduction

This guide has been prepared by the Nevada Department of Public Safety – Office of Traffic Safety (DPS-OTS) to serve as a primary reference for you, the grantee. It is intended to serve as a reference and is not considered a final source when questionable situations arise.

All state and federally funded projects must be administered in accordance with established regulations, policies and procedures. Failure to comply with applicable rules and requirements may result in the withholding or disallowance of grant payments, or a reduction or termination of a grant award to both primary and secondary grantee recipients (the State of Nevada is the primary grantee recipient).

If there are questions regarding this manual or with any DPS-OTS program or procedure, please contact the OTS Program Manager assigned to your agency or organization's grant project. Your OTS Program Manager's contact information was provided in this year's grant award letter.

Who are we?

The Nevada Office of Traffic Safety is a division of the Department of Public Safety, and is the State's Highway Safety Office. Our mission is to provide funding and expertise, create partnerships and promote education, programs and projects to reduce deaths and injuries on Nevada's roadways.

DPS-OTS administers Federal traffic safety grant funds awarded to the State from the National Highway Traffic Safety Administration (NHTSA) of the U.S. Department of Transportation. DPS-OTS also manages the state's Motorcycle Safety Training Program, or *Nevada Rider*, which is funded in part by motorcycle registration fees.

The DPS-OTS staff are ready and available to assist you with your project:

How to reach us:

Carson/Main Office Number:	775-684–7470
Carson/Main Fax Number:	775–684–7482
E-Mail:	tsafety@dps.state.nv.us

Carson Office Mailing:
DPS Office of Traffic Safety
107 Jacobsen Way
Carson City, NV 89711

Las Vegas Office Mailing:
DPS Office of Traffic Safety 702.432.5083
NHP-Traffic Management Center
4615 W. Sunset Road
Las Vegas, NV 89118

[P1]**Chapter 1**

Project Documentation

This manual explains the grant process to help you successfully accomplish the goals and objectives outlined in your Request for Funds (RFF) grant application. The first step in administering your project is the Project Agreement.

The Project Agreement

The OTS Program Manager assigned to your grant project will work with you to prepare your Project Agreement, and will negotiate with you before its finalized.

Before you can begin the project, you must review, agree to and obtain signatures on the Project Agreement (Enclosure 1) and return the original signature page to OTS[P2]*. The Project Agreement is a written contract between your agency/organization and the DPS-OTS. It is based on your RFF grant application and indicates a maximum amount of reimbursement for this project. It also indicates what activities and goals the project will deliver and report on in return for the grant funding, along with the federal fiscal requirements for administering these grant funds.

*Original is defined as either (1) 'the hard copy source from which a copy or reproduction is made' or (2) an electronic signature file, usually in .pdf format; a scanned electronic signature obtained from an original signature of the same signer. It does NOT include electronic acknowledgement of understanding or agreement indicated by the 'click' of a radial button or other data entry shortcut.

*Once the e-grants system is implemented, all documentation can be completed online and/or uploaded into the system, including electronic signatures.

Reviewing your Project Agreement

When you receive your Project Agreement, be certain to review it closely, and pay particular attention to the dates and amount of the award. If DPS-OTS found it necessary to make changes to your initial RFF grant application, they will most likely be made to the *Goals and Objective, Budget,* or *Evaluation* sections of the agreement.

A Project Agreement covers only one Federal Fiscal Year (Oct 1 thru Sept 30). While your project was selected to be funded, it may not have been funded for the full amount requested. If the funding level is less than requested, then reductions may also have been made to the expected activities or deliverables initially submitted on your RFF application.

If you have questions or concerns regarding your Project Agreement, please contact your assigned OTS Program Manager. You have the right to negotiate the agreement before you obtain final signature approvals. The original signature page of the Project Agreement must be received by the DPS-OTS before an Authorization to Proceed (ATP) can be issued (see next page).

Project Agreement Signatures[P3]

After you and your OTS Program Manager agree to the terms of the Project Agreement, you will need to have it signed by your agency or organization's Authorizing Official and the grant project's Project Director. The Authorizing Official is the person in your agency ultimately responsible for all fiscal and operational aspects, including this project. The Project Director is the person that:

- Does what it takes to carry out the terms of the Agreement
- Maintains agreed upon work schedules
- Keeps costs within approved amounts and maintains source documents
- Submits required reports and reimbursement claims to DPS-OTS throughout the grant year

All correspondence from DPS-OTS pertaining to your project will be sent to the Project Director's attention, and may also be accessed by the grant project's Authorizing Official and Fiscal Officer as defined in user roles of the *e-grants* system. The grantee agency defines these roles.

When you receive your agency's copy of the signed Project Agreement back from DPS-OTS, Do Not automatically start your project!
You must have received an Authorization to Proceed before you can begin!

Authorization to Proceed

The funding DPS-OTS provides to its grantees is from the National Highway Traffic Safety Administration of the U.S. Department of Transportation (NHTSA). By law, Congress is required to approve federal budgets by October 1 of each year. Considering the many other pressing duties of Congress, it is not uncommon for the government to miss the required deadline. However, once Congress passes the necessary budget legislation, and federal funding is provided to Nevada by NHTSA, DPS-OTS will send you an **Authorization to Proceed** (Enclosure 2). **This is your authority to start your grant project**.

In reviewing your Authorization to Proceed (ATP), it is important to note:

- Expenses incurred prior to the **effective date** on the Authorization to Proceed will **NOT** be reimbursed
- Expenses incurred after the grant period ending date on the Authorization to Proceed will **NOT** be reimbursed
- **Be sure to check the amount authorized. You may have been authorized for less than the amount awarded in your Project Agreement**. Often, when Congress does not pass the federal budget by October 1, they issue limited funding allotments to operate through a process called *continuing resolutions*. When this happens, DPS-OTS only receives a portion of its anticipated funding, requiring some projects to be funded incrementally. If a grantee receives an initial portion of the amount specified in the Project Agreement, expenses incurred in excess of that initial amount authorized **will not be**

eligible for reimbursement—pay attention to your award beginning and ending dates, authorization dates, and authorization amounts.

Important Things to Know About Your Grant

- Federal grants are awarded on a Federal Fiscal Year (October 1 through September 30)
- Claims and cost incurred before or after the grant award period **canNOT** be reimbursed
- All tangible items or services ordered must be in your possession or occur, and be paid for by September 30, the last day of the grant award year.
- Unexpended funds cannot be forwarded or 'rolled' into the next fiscal year.
- Funding is provided on a reimbursement basis only. The grantee pays expenses up front and then requests reimbursement from DPS-OTS.
- Any deviation from the approved Project Agreement budget requires advance approval from DPS-OTS (contact your OTS Program Manager).
- Grantees must be and remain in compliance with Schedule C [P4]of the Project Agreement, the **AGREEMENT OF UNDERSTANDING AND COMPLIANCE.**
- Grantees must include the grant project number on all correspondence and documentation, including reports, reimbursement claims, and other correspondence.[P5]
- Any reimbursement request or claim received after October 30 for the grant year that ended one month earlier on September 30 **canNOT** be reimbursed.

Notify Your Fiscal Officer

Your city, county, or state agency fiscal department should be notified of this federal grant award. They have certain reporting requirements that must be met. See below, and page 12 for [P6]further fiscal details.

CFDA Number

Your fiscal officer will need to know the Catalog of Federal Domestic Assistance (CFDA) number for your DPS-OTS grant award. This number varies by federal funding source and will appear at the top of the Authorization to Proceed as well as in your Project Agreement. If your agency or organization has more than one grant with OTS, they may or may not have the same CFDA number, so please refer to each project for the correct CFDA number.

Federal Funding Accountability and Transparency Act (FFATA)--Requirements (includes grantee DUNS Number)

The Federal Office of Management and Budget (OMB) issued a Memorandum on April 6, 2010 related to the need to make federal expenditures transparent to the public and provide accessible federal spending data. Currently, Federal agencies are required to submit information on all grants and contracts awarded pursuant to the Federal Funding Accountability and Transparency Act. This new guidance requires all recipients of Federal grants and contracts to submit information on sub-grant awards made after October 1, 2010 (federal fiscal year 2011 and beyond). **Your grant project is one of these sub-grants.**

The data elements that the State (NHTSA's grantee, OTS) must report for each sub-grant include:

- Name of the entity receiving the award (your agency/organization)

- Amount of the award
- Catalog of Federal Domestic Assistance (CFDA) number, Data Universal Numbering System (DUNS) number and descriptive title of the award
- Location of the entity receiving the sub-award and the primary location of performance under the sub-award (city, state, and congressional district)
- Names and total compensation of the five most highly compensated officers of the entity **if** the entity in the preceding fiscal year received – (1) 80% or more of its annual gross revenues in Federal awards, **and** (2) $25 million or more in annual gross revenues from Federal awards **and** the public does not have access to the information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986
- Other relevant information specified by OMB in subsequent guidance or regulation.

Lobbying Restrictions

As noted in Schedule C of the grant Project Agreement, state highway safety offices, their partners and grantee lobbying activities are restricted, where prohibited lobbying activities include:

- Presenting a position in speeches, editorials, press interviews, press conferences, or in other forms of communication with the general public, commenting on a specific bill, law, policy or appropriation
- Engaging in community outreach activities that have the intent or effect of encouraging the general public, third parties or members of special interest groups to contact a Member of Congress, a State or local legislator or a Federal, State or local official in an effort to influence a legislative, policy or appropriations matter
- Working with private lobbyists to instruct them or otherwise participate in letter writing campaigns or other activities that violate "grassroots" lobbying restrictions
- Engaging in unsolicited mass distributions of highway safety resource materials such as videos or pamphlets that target, directly or indirectly, Congress, States or localities in which related legislation is pending
- Pursuant to NHTSA policy, sponsoring or funding, directly or indirectly, workshops or the development of materials teaching legislative advocacy skills.

Additionally, each State signed a certification statement confirming that:

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.

Chapter 2

Getting Started

Setting up the Project

The objectives of the project define the activities that need to occur. Your project is unique and so are the objectives. An important thing to know is that your OTS Program Manager is going to expect you to do everything the Project Agreement says you will do. Here are a few things to consider as you review the objectives and begin implementation:

- Some preliminary work is often required before you can begin your project. For example, you may need to identify locations or take pre-event surveys. Failure to comply with these objectives could disqualify your reimbursement claim
- A method to collect data for your Quarterly Report should be in place before you implement your project. It makes reporting much easier if it is planned in advance.
- Look for commitments to time specific actions and stick to that plan. For example, 'one event each month'
- Look for objectives which require pre-approval from DPS-OTS. This includes anything you will have printed, and any scripts or public materials you are going to have produced for the project (including print, TV and radio)
- All sub-grantees are required to prepare and submit a press release to their local media detailing the grant award and intent of the project. You can't force the media to print it, but it needs to be submitted. A sample is provided in enclosure 9. **Pre-approval of all press releases** is required and can be obtained by e-mailing or otherwise sending a draft to your OTS Program Manager.

Equipment/Property

If your project includes the purchase of tangible equipment:

The DPS-OTS provides funding for a variety of tools needed to make your project complete. If your project includes funding for the purchase of equipment, there are some basic requirements to consider before you place the order.

- Buy what you said you'd buy. **Deviating from your Project Agreement without written approval will disqualify your reimbursement claim**
- Get the best price. Check with your OTS representative to see if there is a State bid price available. This guarantees you a mass buying price even if you are only purchasing a few items. You do not need to be a State agency to obtain this price. Preliminary breath testers, in-car videos, and car seats are examples of items with State bid prices. Follow procurement guidelines as defined by **your** agency or organization.
- You only get reimbursed up to the amount stated in the budget section of the Project Agreement. You may have asked for more, and the item may cost more, but that's the total that will be reimbursed. The rest is considered agency match for the project.
- We cannot reimburse your agency for any sales or other tax expenses incurred.
- State and local law enforcement agencies are eligible in many cases to purchase

equipment through federal government procurement channels. These programs afford State and local governments the opportunity to take advantage of discounts available to the Federal Government. For more information, contact the State 1122 Program Coordinator at the DPS-Office of Criminal Justice (775) 684-8077 or ocja@dps.state.nv.us.

- The Department of Defense (DOD) Excess Property Program enables Nevada law enforcement to obtain excess military property at little or no charge. To be eligible, your agency must have apprehension and arrest authority. For further information contact the DPS-Office of Criminal Justice (775) 687-4170 or ocja@dps.state.nv.us.

Accountability for Equipment/Property

All property costing a unit price of $1,000 or more, including the amount of any match, and having a useful life of 2 years or more must be inventoried and reported:

- When purchased, complete the Property Acquisition Report form shown in Enclosure 3
- Before or upon the submittal of the grantee's Annual Report, the following information will be provided to OTS (see the Property Acquisition Report form):
    - Description of property
    - Serial number of each unit purchased
    - Acquisition date of each unit purchased
    - Location, use and condition
    - Disposition data
    - Date last inventoried

Before you spend money, remember:

- Schedule C of your Project Agreement requires you to comply with the Buy America Act and minority business enterprise provisions.
- Review your Project Agreement budget and read Chapter 3 of this manual.

Disposing of Equipment/Property

Before disposal of or transfer of any equipment or property purchased with DPS-OTS federal grant funds, regardless if purchased in the current or previous grant years, your agency will need written permission from DPS-OTS. A written request for permission to dispose of or transfer property should be directed to your DPS-OTS Program Manager. If the property is being transferred, the completion of transfer documents may be required. Property that is lost, stolen, exchanged or deemed excess should be reported by the end of the month in which the change in status occurred.
The equipment is your agency's to keep**,** (you have title) ***but*:**

- You must use it for the objectives defined in the grant project.
- DPS-OTS reserves the right to repossess or re-assign any unused or improperly used equipment.
- You must maintain inventory records and provide some reports, even after the project ends. (See page 24). OTS has the authority to track this equipment for its useful life.
- **You must notify OTS and receive approval before disposing of the property**, or if you wish to use it for something other than what was defined in your Project Agreement, even if it was funded from a prior year's grant award.

Educational Materials

If you plan to produce educational materials…

Some projects include funds to purchase incentive items such as key chains, pens, scratch pads, etc. Other items may include printed brochures, or even TV and radio ads. Remember to have the item and the message approved by OTS **before** you place the order; if the item is not pre-approved by OTS, *you may not receive reimbursement* for these expenses. Incentive items are generally limited to a cost of no more than $2.00 per item. **Keep in mind:**

- When preparing printed materials such as brochures, OTS must approve the copy prior to printing.
- Television and radio spots must be pre-approved by your OTS Program Manager.
- Printed and give-a-way items funded by the grant must include the phrase: "Funded by the Nevada Office of Traffic Safety" or "Funded in part by the Nevada Office of Traffic Safety."
- The National Highway Traffic Safety Administration, the primary source of OTS' federal funding, reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use any copyright or rights to a copyright which were developed or purchased with grant support. Photos, artwork, recordings, etc., are included. If you are paying for talent, it must be a one-time fee with all rights for reuse retained.

Checking on Progress and Project Monitoring

From time to time we'll be checking in with you to see how things are going. The purpose of monitoring your project is to see if things are progressing the way you planned. We will either chat with you on the telephone, correspond through e-mail, or will make an appointment to visit with your agency. We will review some or all of the objectives of your program, depending on the project's phase of implementation. We will want to know:

- Have you gotten started yet?
- Are you doing what you said you'd do, by the dates specified in the project? We'll review and discuss the objectives.
- Are things working the way you expected? Are there problems or unanticipated challenges?
- Are reimbursement claims supported by adequate documentation?
- If equipment was purchased with grant funds, we will want to see it and verify any serial numbers.
- Do you need any help in running this project?

Good communication is needed in any successful partnership. If your program isn't achieving the results you'd hoped for, we may have resource materials or experiences in other communities that can prove to be useful. Talk to us. Remember, we all share the same goal, which is to reduce traffic related injuries and deaths.

Project and Budget Changes

Once the Project Agreement and budget with OTS is finalized, it is generally not considered good business practice to change either the agreement or the budget. However, we realize that from time to time it does become necessary to make minor changes to a project's activities and/or to the budget. All project changes are approved on a case-by-case basis and only if it contributes toward achieving the goals and objectives of the project. To request a project or budget change, you need to contact your OTS Program Manager explaining why and how you need to change your project. Be sure to outline any necessary budget changes and indicate which categories or line items need to be changed and why.

If your request is approved, your Program Manager will send you a Project Change Request form (see enclosure 4).

- If the change is a bilateral change, in that it increases or decreases your budget, statement of work, period of performance, quantity or other terms such as travel, equipment and so forth, the change form must be signed by the Project Director and returned to OTS. It then must be signed by the DPS-OTS Highway Safety Coordinator before the changes take effect. A signed copy will be returned to you for your records.

- If a modification to the Project Agreement is required for an administrative reason only, such as a change of address, re-assignment of a project director, or other similar reason, it will be considered a unilateral change, which does not require the Highway Safety Coordinator's signature.

Chapter 3

Financial Management

Accounting Requirements

All recipients of federal funding are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. The accounting system must fully record the amount and disposition of all project funds. Accounting records must show receipt of funds and expenditures by source. General ledger entries must include supportive documentation. **Reimbursement claims must be submitted at least quarterly if any expenses were incurred and paid during that quarter.**

Reimbursement claims may be submitted monthly, and they will be processed if Quarterly Reports are current.

Funds awarded should be expended only for activities and purposes stated in the approved grant budget and within the approved grant period.

All purchases, services, and equipment must be received within the grant period.

Reimbursement claims must include documentation to show that:

- Funding was **obligated** (purchase order or request)
- Equipment and supplies were **received** in the grant period (shipping receiver)
- Obligated funds have been **paid** (paid invoice, cancelled check, or other generally accepted accounting document).

Supplanting

A grant recipient may not use federal grant funds to defray or replace any costs the recipient is already obligated to pay. For example, if a sub grantee, prior to applying to participate in a grant program, was already budgetarily committed to purchasing ten (10) new computers for crash data analysis, then the sub grantee must still purchase those computers as budgeted in addition to any additional computers requested under the grant program. **Any supplanting of non-federal funds with grant funding will be grounds for project termination and cost recovery.**

It is important to note that **Federal guidelines prohibit *<u>supplanting</u>*, including:**

- Replacing routine and/or existing State or local expenditures with the use of Federal grant funds.
- Using Federal grant funds for costs of activities that are general expenses required to carry out the overall responsibilities of state, local, or federally-recognized Indian tribal governments.

This means that OTS grants cannot fund routine items that are necessary to do an existing job. In general, don't ask for funding for something your agency already does (and is already in the agency budget) unless you are seeking ways to do it faster, more effectively, or in some way better than the basic way you are doing it now.

Allowable Costs

All expenditures must be necessary and reasonable, authorized under state and local regulations, and be of reasonable cost. Approved expenditures (related to your project) may include costs for personnel, travel, contract services, direct costs, and supplies.

Un-allowed Costs

By federal law, the following is a partial list of expenditures that are not allowed for reimbursement. For a complete list of un-allowed expenses, contact your OTS Program Manager.

- Meals provided during a conference or training meeting
- First class air fare
- Guide fees
- Airport lounge fees
- Rental cars (unless pre-approved by OTS)
- Overnight lodging within 50 miles of principal duty station
- Refreshments, snacks, or food (consumables)
- Office furnishings and fixtures
- Alcoholic beverages
- Real Property

Personnel

Personnel costs include; salaries, overtime, fringe benefits, and other employee-related direct costs. Bonuses, commissions, gifts and incentives are not reimbursable expenses. For traffic safety grants, reimbursement is generally not available to cover the time for people already on staff, although in a University environment, there may be exceptions.

In the event a personnel position is partially or fully covered in the grant project budget, compensation claimed must be reasonable to the extent that it is consistent with that paid in the labor market for similar work.

Fringe benefits are allowable, but limited to actual costs, **not** a percentage applied to the gross wages. Fringe benefits eligible for reimbursement include:

- Regular compensation paid to employees during authorized annual, sick, court or military leave.
- Employer costs for social security, pensions, health, life, unemployment and worker's compensation insurance

Time Keeping Requirements

Federal regulations require that State Highway Safety Offices (like Nevada's DPS-OTS) maintain time-keeping, or time 'distribution' records for sub-recipients of federal grant funding:

(1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.

(2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity (or single program area/fund).

It is the State's responsibility to assure no double-billing of federal grant funds occurs, i.e., a sub-grantee charging NHTSA funds for personnel costs, and then charging another agency/grantor for the same time/cost (some grantees get federal grant funds from more than one source).

Accurate time and attendance records are therefore required to be maintained on all personnel whose full or partial salary is charged to a grant project. If your grant contains funding for personnel and/or overtime, the following information must be reported to effect claim reimbursement:

- Project number and title
- Name of the person who worked
- Position or rank of person who worked
- Date and location of the event or when work was performed
- Hours worked (time of day and total hours worked)
- Project Activity worked on
- Dollar amount paid (regular and/or overtime hourly rate)

Backup documentation in the form of time cards, computerized payroll records, or other generally accepted accounting documents proving an employee has been paid is required to substantiate personnel expenses incurred for the grant project. However, it is our goal to work with the payroll system printouts you have readily available rather than require a special report.

Documentation to meet this requirement may include the following:

- Sub-grantee submits an employee activity report (detailing dates/time of day/location/duty type), signed off by the supervisor or agency's grant project director with all claims for reimbursement submitted to OTS for personnel/payroll grant project costs
- Sub-grantee submits a completed employee timesheet detailing dates/time of day of hours worked, signed off by the supervisor or agency's grant project director with all claims for reimbursement submitted to OTS for personnel/payroll grant project costs
- Sub-grantee submits payroll documentation in accordance with generally accepted practices of the governmental unit/agency, and previously approved by OTS.

Personnel activity reports or equivalent documentation must meet the following standards:

- They must reflect an after-the-fact distribution of the actual activity of each employee
- They must account for the total activity for which each employee is compensated
- They must be prepared at least monthly and must coincide with one or more pay periods, and
- They must be signed by the employee.

In certain cases, the following statement may be submitted in lieu of copies of time sheets when it would be unreasonable to produce such copies upon submitting the grant claim. To be certain, **check with** your OTS Program Manager.

AFFIDAVIT:
I certify that the personnel identified above worked the hours listed and were paid for this grant project work as per the Project Agreement budget (Schedule B). I also certify that documentation is on file to substantiate the time and payroll expenses listed in this claim and available for audit.

Project Director	Fiscal Officer
Signature Date	Signature Date

If you encounter a unique payroll situation, such as termination settlements, contact your DPS-OTS Program Manager.

Travel Costs

Travel costs are allowed for reimbursement provided these expenses were approved in your Project Agreement budget. Costs for travel are reimbursed at the rate established by your agency / organization policy, or at the rate established by the Department of Public Safety (GSA rates), *whichever is less*.

Department of Public Safety Travel Policy and Reimbursement Rates

All travel expenditures/rates shall follow the guidelines as presented on the General Services Administration (GSA) website, www.gsa.gov with the following exceptions:

- If an employee traveling in-state is unable to obtain lodging at the predetermined GSA rate because of extenuating circumstances, the DPS-Office of Traffic Safety Division Chief may pre-authorize the expenditure of up to 150% of the basic CONUS rate to obtain lodging
- If an employee traveling out-of-state is unable to obtain lodging at the predetermined GSA rate because of extenuating circumstances, the DPS-Office of Traffic Safety Division Chief may pre-authorize the expenditure of up to 175% of the federal lodging rate for surveyed out-of-state sites or up to 300% of the CONUS rate for non-surveyed out of state sites
- For single or partial day travel where travel exceeds 50 miles each way, meal per diem will be paid at the rate of 25% of the standard rate for the traveler's destination if the traveler is in travel status for 8 hours, but less than 10 hours; 50% of the standard rate for the traveler's destination if the traveler is in travel status for 10 hours, but less than 12 hours; 75% of the standard rate for the traveler's destination if the traveler is in travel status for 12 hours, but less than 14 hours; and 100% of the standard rate for the traveler's destination if the traveler is in travel status for 14 or more hours within a single day. NOTE: The travel day is deemed to end at midnight. At no time will reimbursement be based on the traveler's duty station or be more than GSA standards. For single day travel status the applicable per diem rate will be determined by the city/county where a majority of work was performed
- The per diem calculation for multiple days of travel shall use the single day of travel calculation, explained above, for the first and last day of travel, again using midnight as the stop time for the first day of travel and the start time for the last day of travel. All intervening days should be paid at 100% of the prevailing per diem rate, as defined by GSA
- Overnight lodging and meal per diem within 50 miles of a travelers principal duty station will not be allowed unless:

- Inclement weather make travel hazardous
  - Individuals involved are serving as conference hosts responsible for arrangements
  - An official meeting adjourning after 10:00p.m.
  - A duty assignment is related to the grant activities.
- Car rentals must be justified and pre-approved by DPS-OTS.
- All travel will be reimbursed at the lowest rate available (commercial air, government vehicle, private vehicle)
- Vehicle mileage reimbursement rate:
  - If a government or agency vehicle is not available, the standard federal government mileage reimbursement rate applies. The current rate can be located on the GSA website, www.gsa.gov
  - If travel is for the employee's convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate
  - Compensable mileage is that in excess of normal commute; for example, your daily commute to work is 10 miles round trip. If however you drove from your home address to the airport and it was a six-mile round trip, you would not be compensated for that mileage from home to the airport as it is less than your regular commute to work of 10 miles.
- Travel expenses not eligible for reimbursement include:
  - First class or business class air fare
  - Guide fees
  - Airport lounge fees

Travel Reimbursement Claims

Requests for reimbursement for approved travel can be done on your agency approved travel form or a State travel claim form. However it is reported, it needs to reflect the lodging rate, meals & incidental rates (MI&E) and any meals provided (to be subtracted from the MI&E claimed amount). If you are claiming mileage, proof of mileage must also be provided, such as a Google Map printout. All expenses claimed must be accompanied by a receipt with the exception of meals.

Contractual Services

If your project requires someone outside of your agency to perform a specialized task(s), there are a few things to keep in mind before you hire a contractor: All sub-grantees must adhere to Nevada Revised Statutes (NRS) Chapter 332, Purchasing: Local Governments. We'd like to summarize this legal requirement, but you really need to check the law yourself to be certain you comply. It is available at www.leg.state.nv.us/nrs/NRS-332.html,.The Scope of Work you define for the contract must be pre-approved by OTS if it is being paid with OTS grant funds.

Costs included in this category of your Project Agreement can only be approved and reimbursed when a contractual agreement exists between both parties. The agreement may cover any item normally considered a direct cost, such as conducting a media event. Claim documentation requires an invoice and evidence of payment. Evidence of payment can be photo copies of the front and back of checks, a printout of the accounting system detail showing the check has been charged against the account or other verification documents acceptable to the OTS fiscal officer.

If you requested funds for contractual services, but no contract is signed, a Project Change Request is needed to reallocate funds to Direct Costs.

Remember, the contractor must also comply with all the grant requirements. You are responsible for ensuring the contractors understand grant project deadlines, federal guidelines & restrictions, etc.

Direct Costs

This category represents the total of all other budgeted costs. Such expenses may include specific items directly charged to the project. Expenses must be necessary to the operation of the project and incurred during the grant period. Receipts or invoices are required for all purchases and/or payments.

Equipment, Supplies, and/or Operating

If your project doesn't spell out what is included, the following items are allowable as they apply directly to the grant project:

- Printing and reproduction costs
- Postage and shipping costs
- **Production costs of Pre-approved** educational or communication materials such as brochures, booklets, books, and videotapes specifically related to your project
- If you aren't sure the item you want is covered, ask your OTS Program Manager
- If more than $5,000 in operational supplies remains when a project is completed, the grantee may owe DPS-OTS the value of that property in the same ratio for which original payment was made. For example, if OTS covered 100% of the costs of the unexpended supplies, then 100% of the value is due OTS. In other words, you must pay us back. It's a good idea not to buy more supplies than you need.

Indirect Costs

Indirect costs are expenses that are incurred for common or joint objectives. In other words, indirect costs are costs that cannot be specifically attributed to a specific project. Examples might include the services of accounting staff and administrators, office supplies, postage, and local telephone service. All agencies or organizations desiring to claim a portion of their indirect costs under a federal award must prepare an indirect cost rate proposal, **and** submit their federal cognizant agency's approval rate letter and other related documents to OTS for consideration before the <u>Project Agreement</u> is completed.

Note: It is current DPS-OTS policy that only state university and college entities will be reimbursed indirect costs, and at a maximum of 10%.

Program Income

If your program will generate income, and there is no objective related to the revenue, the income will be deducted from your claim. For example, if you decide to charge a fee for an event, the total collected will be deducted from your claim. Royalties, rental fees, and the sale of commodities are other potential revenue sources. Fines for traffic violations are not considered program income.

If the income generated by your program will solely be used to support and expand the program, there must be an objective in the <u>Project Agreement</u> which makes this clear. For example, if you want to charge a nominal fee for child passenger safety-seats and then use the money to buy additional safety seats, the objective might be to "use program income generated to purchase additional seats to enable a greater number of people to be educated and safer." **Either way, all program income must be accounted for and reported in your quarterly and final reports.**

In-Kind Contributions

In-kind match for highway safety projects are considered "soft" or "match" support to a project, which can be cash or in-kind contributions. These generally consist of the value of services, supplies, and nonexpendable property. The criteria for determining the acceptability of cash and in-kind contributions are established in 49CFR 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." These criteria require the in-kind match to be:

- Verifiable from the grantee's records
- Not included as contributions for any other federally-assisted program
- Necessary and reasonable for proper and efficient accomplishment of project objectives.

It is important to note that **Federal guidelines prohibit *<u>supplanting</u>*, including:**

- Replacing routine and/or existing State or local expenditures with the use of Federal grant funds.
- Using Federal grant funds for costs of activities that are general expenses required to carry out the overall responsibilities of state, local, or federally-recognized Indian tribal governments.

This means that OTS grants cannot fund routine items that are necessary to do your job. In general, don't ask for funding for something your agency already does (and is already in the agency budget) unless you are seeking ways to do it faster, more effectively, or in some way better than the basic way you are doing it now.

However, your agency's in-kind match can be derived from these things that are already in your budget, AND that specifically pertain to the operation of your grant project.

Examples of what might be considered as in-kind contributions include allowable project costs that are paid by you, the sub-grantee, such as:

- Indirect costs, as supported by an approved indirect cost rate
- Donated staff time (for example dispatchers, instructors, and supervisory staff)
- Regular staff time (i.e., dispatcher working during a specific saturation patrol)
- Vehicle use
- Volunteer time
- Donated equipment (i.e., car safety seats)
- Public service space or time

As a grant applicant, your agency probably included in-kind contribution funds when preparing the Schedule B (project budget). The exact manner in which a sub grantee will be required to report on or substantiate in-kind contributions will be subject to negotiation between the awarded agency and the OTS Program Manager assigned to the project.

--General Guidelines for In-Kind Contributions--

Cash Contributions/Donations

An allowable contribution if the cash will be utilized to purchase new services or equipment necessary for proper completion of the grant project.

In-Kind Contributions

Contributions are allowable if they are derived from resources already on hand or from donations. In-kind contributions must be necessary and reasonable for carrying out the grant project. In general, the value of in-kind contributions represents what the State would have paid for similar services or property if purchased on the open market.

Professional fees: The usual fees of a licensed professional, such as a doctor or engineer, that are waived or donated to the Agency for work associated with the project. Rates shall be consistent with local pay scales.

Vehicle Usage: When an agency vehicle is used specifically to conduct a portion of the grant project, such as a police car or motorcycle during a seat belt saturation patrol. Agencies must determine their individual rates, based on the vehicle's value, and all equipment used in the vehicle during that event. These rates are generally the value at fair rental value.

Note: Nevada Highway Patrol estimates an in-kind value of $4.00 per hour for the usage of their vehicles during a grant-funded event; however, this seems unusually low, considering they are also utilizing equipment on or around the vehicle: light bars, radar unit, computer, video camera, etc.

Equipment: Equipment or materials owned by the agency that are used specifically in conducting a portion of the grant project. The value of these goods shall not exceed fair market value. Rates for use of personal property, such as equipment, may be based on established commercial rental rates, or an established reasonable rate for similar items of property.

Operating: Supplies owned by the agency, or costs needed specifically in conducting a portion of the grant project. Samples include office supplies, printing and copying costs, travel expenses, training expenses, or any other ancillary expense directly related to conducting the project. (General utilities, rent/lease amounts, phone, fax, etc. costs do not qualify as they are already in the agency's budget: no supplanting).

Labor: Regular staff time that is used specifically in conducting a portion of the grant project, and not grant-funded. For instance, you might include the value of a supervisor's time in writing up a grant report; the value for a dispatcher's time required for a specific enforcement event, etc. This can include a portion of their fringe benefits, as well.

Volunteer Services: Volunteer hours directly associated with the grant project. Rates shall be consistent with those paid for similar work in the labor market, or requiring similar technical skills, and NOT based on the usual salary or wage rate of the individual volunteer.

Indirect costs may be recovered on volunteer services, mileage, and other in-kind expenses that project managers deem were subject to the project's administrative costs.

The sub-grantee agency should ensure that they provide a full audit trail of these in-kind contributions for auditing purposes.

A sample “In-Kind Contribution” reporting format is provided (enclosure 5). This form can be used when submitting your quarterly and final reports. Please note that the “Project Claim Invoice” form you complete when requesting reimbursement from OTS includes a space for indicating your total In-Kind Contributions for your project to date.

Audit Requirements

If a state, local government or non-profit organization expends $500,000 or more in Federal awards in a Federal Fiscal Year, a single program specific audit must be performed in compliance with the Single Audit Act of 1984. The audit must be performed by an independent auditor in accordance with generally accepted governmental accounting standards covering financial and compliance audits. Your traffic safety project must be included in that audit. A copy of the audit which includes the “Schedule of Federal Financial Assistance,” auditor’s “Findings and Recommendations,” and “Agency Responses” must be submitted to the DPS-OTS by the financial officer or accounting firm within nine months of the end of the fiscal year for which the grant was awarded.

If your local governmental or non-profit organization is below the $500,000 threshold, a letter stating that fact must be submitted to OTS by the fiscal officer or accounting firm that oversees your entity within 9 months of the end of the fiscal year, along with a current financial statement.

Whether or not your agency falls within the Single Audit Act requirement, all highway safety projects are subject to audits by the Federal government and DPS-OTS at any time. You must permit and cooperate with any State or Federal investigations by assuring the availability of all records and the availability and cooperation of staff. (See Records Retention requirements, page 25).

You are not required to establish a special accounting system to account for project costs, but it is recommended that special sub-accounts or project numbers be established within the framework of the existing accounting system to establish a clear audit trail.

Reimbursement Claims

Claims for reimbursement must be submitted via the Project Claim Invoice form provided by OTS. Reimbursement claims must be submitted at least quarterly, with appropriate signature, if any expenses were incurred and paid during that quarter. **Reimbursement claims may be submitted monthly, and will only be processed if Quarterly Reports are current.**

Only costs included in the Project Agreement budget can be claimed. Costs must be for goods and services received during the grant period. If costs incurred were not included in the budget, they become in-kind contributions. In-kind contribution amounts should be reported in your report and on your claim, accompanied by supporting documents. **Back-up documentation for all expenses claimed is required.**

Claim forms are numbered sequentially, starting with the number 1 for the first claim of the grant year. A sample Project Claim Invoice for reimbursement is provided in enclosure 6 and a blank form is provided in Enclosure 7. Documentation for all costs summarized on the claim form must be attached.

Claim forms, *with supporting documentation*, should be mailed* to:

Nevada Department of
Public Safety
Office of Traffic Safety
107 Jacobsen Way
Carson City, NV 89701

OR

Nevada Department of
Public Safety
Office of Traffic Safety
4615 W. Sunset Road
Las Vegas, NV 89118

*Once the e-grants system is implemented, all documentation can be completed online and/or uploaded into the system, including signatures.

Deadline for Filing Reimbursement Claims

Federal grant projects end on September 30 of each fiscal year. **All final claims must be filed within 30 days following the end of the fiscal year or the expiration of the project.**

Any claim received after the final deadline (October 30) cannot be honored.

Chapter 4

Reports and Records

Quarterly and Final Reports

Program reports are essential for effective and meaningful project management.

The information you provide in your report allows the DPS-OTS to showcase project accomplishments, and identify best practices, strengths, and/or challenges for others who may want to do a similar project. They also provide an evaluation of your overall performance toward the attainment of the project goals and objectives. The DPS-OTS uses the information provided to measure success and incorporates this information into its Annual Performance Report to the State Legislature and the Federal Government. Program reports also help identify recipients for awards and commendations and to justify future funding for traffic safety projects. Your reports are critical to the success of your agency's project and to the DPS-OTS mission.

When is the Quarterly Report due?

Quarterly reports cover the preceding three months activities and are due to DPS-OTS not later than 15 working days after the completion of the quarter (January 15, April 15, July 15, and October 15). Failure to submit required reports can result in a delay in reimbursement payments, a reduction in grant award, and/or grant termination.

Report Period	Report Due Date
October, November & December	January 15
January, February, & March	April 15
April, May, & June	July 15
July, August, & September	October 15
Final Annual Report	October 30

What do I put in the Quarterly Report?

The quarterly report should contain at least three elements: 1) Narrative: what's been happening toward achieving the goal; 2) Progress made or not made on Goals, Objectives and Activities, and why or why not; 3) Project Documentation (e.g., newspaper articles, sample public information and education items, news releases, training rosters, survey results, etc.).

What information should be included in Reports?

First & Foremost: Indicate the grant project number on all reports.

You must report on each goal, objective and activity contained in the Project Agreement. Begin the narrative section by reviewing your goals and objectives in the numbered order as shown in the Project Agreement. In broad terms, use the following guidelines to help you prepare your report:

- When possible, quantify accomplishments for the current quarter and operational year

- Describe how much was accomplished. What work was done? Discuss the various tasks that were carried out by project personnel. This description should relate to the program activities outlined in your Project Agreement
- Did you encounter problems that affected project progress, and what corrective action was taken and/or is planned?
- What strategies are working or not working? To improve the traffic safety impact of your activities, you might want to revise your grant objectives
- Have you discovered a new or better way to implement a traffic safety strategy? Are you conducting other types of "best practice" procedures that DPS-OTS could share with other sub grantees? These reports serve as an excellent learning tool for everyone
- In-kind contributions should also be reported in your quarterly and final report if they are not reported on your reimbursement claim.

What data should be included in the report?

The data elements that need to be reported on are listed in the Project Agreement. If you said you were going to lower the number of crashes on Las Vegas Boulevard, then tell us how many crashes there were before starting this project and how many there were during the recent quarter. Enclosure 8 to this manual is a sample report that lists different objectives and examples for reporting. The data we are looking for, however, is listed in your Project Agreement under project goals, objectives and activities. (Refer also to the '**Evaluation**' section of your Project Agreement).

What supporting documentation is needed?

Send copies of press releases, newspaper articles concerning your grant, copies of public information and education items purchased, booklets, handouts, flyers, workshop agendas, Public Service Announcements, attendance rosters, videos of events, survey results, letters from concerned constituents and/or anything relevant to the grant project.

I have a Mini-Grant. Do I need to do a Quarterly Report?

Mini-grants are projects under $2,000, for a specific purpose and for a limited duration. If you are a mini-grant recipient, yes, are you required to do a quarterly report for each quarter your grant is funded. However, if you complete your entire project in one calendar quarter, then you are only required to submit that one quarter's report as it will sum up the entire project. If your mini-grant extends into a second quarter, then you must do a report for both quarters as well as a final report for the project once concluded.

Will a Quarterly Report serve as the Final Report for the project?

No. The Project Agreement specifies that you will do a quarterly report for each quarter of the project, as well as a final annual report. The last quarterly report should be limited to what is completed during that quarter of the grant. The final report should be a wrap up of the entire project.

The project started late in the quarter and didn't get much done. Do I still need a Quarterly Report?

Yes. We need to know what you didn't do as well as what you did do in your reports. If you didn't have sufficient time to implement or evaluate your grant in a quarter, it is important for us to know that as well. You will not be penalized if your reports reflect that you did not have the necessary time to initiate your project during the quarter. You might be penalized, however, if you fail to submit a quarterly report.

Can quarterly and final reports be submitted electronically?

Yes*. The report may either be in hard copy or sent electronically to your assigned OTS Program Manager.

*Once the e-grants system is implemented, all documentation, including reports and claims, can be completed online and/or uploaded into the system, including signatures.

What happens if a quarterly or final report is not submitted?

You are responsible for timely filing of reports. We do our part by sending e-mail reminders in advance of the due date. Failure to submit a quarterly or final report, or the submission of an incomplete report will result in a delay in processing grant reimbursement claim(s). Repeated failure to submit reports may result in termination of the grant project. Late reports are subject to the following action:

- Up to 15 days late: The project director will be contacted. No further claim reimbursement requests will be processed
- Over 15 days late: A delinquent notice will be sent to the fiscal officer and project director. No claim reimbursement requests will be processed
- Over 30 days late: A Program Manager will contact your agency to arrange a meeting to discuss a review of the project and possible suspension or solutions.

Questions on reporting?

If you have any questions concerning the quarterly report, contact your assigned OTS Program Manager or call (775) 684-7470.

Records Retention

Grant Project records, including the original or source documents which evidence the expenditures for the grant project, must be retained for three years after the grant project completion date. Time cards and payroll records evidencing labor costs, and invoices for purchases of supplies or services are examples of original or source documents.

ENCLOSURE 1

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF TRAFFIC SAFETY
PROJECT AGREEMENT

Project Title:	**Project Number:**
Applicant Agency:	**Governmental Unit:**
DUNS Number:	**501c Attached: YES N/A**

Grant Period: From Effective date of Authorization To: September 30, ___20XX_________

PROJECT PURPOSE :

Federal Funds Funding Level	**FFY20XX**	**$ 20,000.00**	**CFDA # XX.XXX**

Future Funding Requests will be reviewed each applicable Federal Fiscal Year upon receipt of a new application, where a subsequent year award will be based on available funding, previous performance, and a reassessment of priority concerns.

ACCEPTANCE OF CONDITIONS: It is understood and agreed by the undersigned that a grant received as a result of this agreement is subject to Public Law 89-564 (Highway Safety Act of 1966) and Nevada Revised Statutes, Chapter 223.200 and all administrative regulations governing grants established by the U.S. Department of Transportation and the State of Nevada. It is expressly agreed that this project constitutes an official part of the State's Highway Safety Plan and that said Applicant Agency will meet the requirements as set forth herein, including Schedules A, B & C which are incorporated herein and made a part of this agreement. **The Applicant Agency MAY NOT proceed with this project, or any portion thereof, until funds are appropriated by the U.S. Congress and written authorization is received from the Office of Traffic Safety. It is also understood by the Applicant Agency that any funds expended prior to receipt of the written Authorization to Proceed WILL NOT be reimbursed.**

Department of Public Safety	**Authorizing Official** **Governmental Unit**
Signature: Date:	**Signature: Date:**
Name:	**Name:**
Title: Administrator, NV DPS - OTS	**Title:**
	Project Director
	Signature: Date:
	Name:
	Title:

<u>**SCHEDULE A**</u>

DESCRIPTION OF PROJECT

PROBLEM STATEMENT:

PROBLEM SOLUTION:

GOAL:

OBJECTIVES:

ACTIVITIES:

EVALUATION:

<u>**SCHEDULE B**</u>

FFY20XX ITEMIZATION OF BUDGET

Personnel	**-0-**
Payroll	
Travel	
Contract Services	**-0-**
Other Direct Costs	**-0-**
Supplies	
Program Income	**-0-**
In-Kind Contributions	**-0-**

<u>Budget Justification</u>:

<u>Important Fiscal Notes:</u>

SCHEDULE C
AGREEMENT OF UNDERSTANDING AND COMPLIANCE

THIS AGREEMENT made and entered into by and between the STATE OF NEVADA by and through the Department of Public Safety, Office of Traffic Safety, hereinafter referred to as "STATE" and the Governmental unit or organization named in this application, hereinafter referred to as "APPLICANT."

WHEREAS, THE NATIONAL HIGHWAY SAFETY ACT OF 1966 (Public Law 89-564) provides Federal funds to the State for approved traffic safety projects, and

WHEREAS, STATE may make said funds available to various state, county, or municipal agencies or governments or political sub-divisions upon application and approvals by STATE and the United States Department of Transportation, and

WHEREAS, the APPLICANT must comply with the requirements listed herein, to be eligible for Federal funds in approved traffic safety projects, and

WHEREAS, the APPLICANT has submitted an application for Federal funds for traffic safety projects, and is aware that this agreement is dependent upon availability of funds as appropriated by Congress.

NOW THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

I. REIMBURSEMENT OF ELIGIBLE EXPENDITURES

1. It is mutually agreed and promised that upon written application by APPLICANT and approval by STATE and the United States Department of Transportation, STATE shall obligate said Federal funds to APPLICANT'S account for reimbursement of eligible expenditures as set forth in the application.
2. It is mutually agreed and promised that APPLICANT shall reimburse STATE for any ineligible or unauthorized expenditure for which Federal funds have been claimed and payment received as determined by a State or Federal audit.
3. It is mutually agreed and promised that where reimbursement is made to APPLICANT in installments, STATE shall have the right to withhold any installments to make up reimbursement received for any ineligible or unauthorized expenditure until such time as the ineligible claim is made up or corrected by APPLICANT.
4. It is further agreed that a clear audit trail must be established to determine costs charged against this agreement. Claims with documents to substantiate all costs will be submitted at least quarterly.

II. PROPERTY AGREEMENT

1. Property purchased through this project which has an anticipated useful life extending beyond one year, is not consumed in use, is not attached permanently as a non-movable fixture and which costs more than $1,000 will be recorded in the property management file of the agency in accordance with the State Administrative Manual. The STATE retains the right to inspect and to reclaim custody of any or all of the property described above if, in the opinion of the STATE, the property is not being used as intended; not being used to the capacity that it could be; or being used in a negligent manner.

2. It is mutually agreed and promised by the APPLICANT that no property purchased through this project will be conveyed, sold, salvaged, transferred, etc. without the express written approval of the STATE.

III. RECORDS

It is mutually agreed and promised that records of the project, including substantiation for reimbursement, shall be maintained for a period of three years upon reimbursement of final voucher and shall be subject to audit during that period.

IV. AUDIT RESPONSIBILITY

All agencies that expend $500,000 or more in Federal awards in a Federal fiscal year must have a single or program specific audit in compliance with the Single Audit Act of 1984 (Public Law 98-502). Therefore, funding from this traffic safety grant must be included when a Single Audit is performed. It is the responsibility of the applicant agency to insure an accepted copy of this audit is submitted to the STATE. If the applicant agency expended < $500,000 in federal funding for the fiscal year, a copy of their most recent financial statement will be forwarded to the STATE.

V. REPORTS

The APPLICANT shall submit required reports on the progress of the grant, and shall submit all financial, performance, and other reports required, as a condition of the grant, to the STATE within 30 days after the date of the completion of the contract. The final report of each fiscal year will include a narrative summary of the year including the successes and shortcomings, if any, of the project.

VI. PUBLIC INFORMATION MATERIALS

It is agreed by the APPLICANT prior to production of public information materials through this grant project that proofs, scripts or concept will be submitted for STATE approval. Public information materials includes, but not limited to, TV and radio public service announcements, billboards, pamphlets/brochures and posters, and other promotional materials.

VII. COPYRIGHTS AND PATENTS

1. Any copyrightable materials produced in the course of a project may be the property of the STATE and APPLICANT AGENCY; however, provisions should be made to obtain for the United States Government, the State Government and its political subdivisions, a royalty-free, nonexclusive and irrevocable license to use in any manner such copyrightable material.
2. The ownership of all rights accruing from any patentable discoveries or inventions resulting from a project should be covered in the agreement. An irrevocable, non-exclusive, nontransferable, and royalty-free license to practice each discovery or invention in the manufacture, use, and disposition, according to law, of any article or material, and in the use of any method developed as a part of the work under the agreement should be obtained for the United States Government, the State Government and its political subdivisions.

VIII. MINORITY BUSINESS ENTERPRISE CERTIFICATION

1. The APPLICANT agrees to ensure that the recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with Federal funds.

2. Recipient will notify the Office of Traffic Safety prior to the announcement or award of any third-party contract.

IX. CERTIFICATION OF NON-DUPLICATION OF GRANT AND MATCHING FUND EXPENDITURES

The APPLICANT hereby certifies, as a condition of receiving Federal funds under the above-numbered traffic safety project, that:

1. There are no Federally funded projects currently active or anticipated that would duplicate expenditures for the work to be carried out and reimbursable under this agreement and that
2. The non-Federal funds used to match Federal funds obligated under this project are not being used to match any other Federal funds from any source, and that
3. Any such duplication of Federal fund expenditures subsequently determined by audit will be subject to recovery by the State of Nevada and the United States Government and that
4. Any such duplication of non-Federal matching fund expenditures subsequently determined by audit will subject the Federal funds obligated under this project subject to recovery by the State of Nevada and the United States Government.

X. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The STATE will report the following for each **sub-grant** APPLICANT awarded:

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

XI. DRUG-FREE WORKPLACE ACT OF 1988

The APPLICANT will comply, and all of its subcontractors will comply, with the applicable provisions of the Drug-free Workplace Act of 1988 (41 U.S.C. 702).

XII. LOBBYING

A. Certification Regarding Federal Lobbying

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 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, 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.

B. 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.

XIII. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

A. Instructions for Certification

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

Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

XIV. BUY AMERICA ACT

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

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

XV. POLITICAL ACTIVITY (HATCH ACT)

The STATE will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

XVI. CIVIL RIGHTS COMPLIANCE

As a condition of receiving federal funding, recipients must comply with applicable federal civil 1973; Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. Collectively, these laws prohibit a recipient of federal funding from discriminating either in rights laws, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of employment or in the delivery of services or benefits on the basis of race, color, national origin, sex, religion, age, or disability. Compliance with Title VI of the Civil Rights Act of 1964 also entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities.

XVII. **FAILURE TO COMPLY**

In addition, the APPLICANT agrees that if it fails or refuses to comply with these undertakings, the STATE may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or part
2. Refrain from extending any further assistance to the APPLICANT under the program, until satisfactory assurance of future compliance has been received
3. Refer the case to the Attorney General for appropriate legal proceedings.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the APPLICANT by the Department of Public Safety under the U.S. Department of Transportation under the Highway Safety Programs and other participants in the Highway Safety Programs.

It is mutually agreed between the STATE and the APPLICANT that this AGREEMENT OF UNDERSTANDING AND COMPLIANCE shall become effective upon the STATE'S AGREEMENT and issuance of Authorization to Proceed.

July 1, 2011

ENCLOSURE 2

OFFICE OF TRAFFIC SAFETY
107 Jacobsen Way
Carson City, NV 89701
(775) 684-7471

AUTHORIZATION TO PROCEED
CFDA #XX.XXX

Effective Date: __________ Grantee: ______________ is authorized to proceed with the project listed below and to request reimbursement for expenses up to the authorized amount.

Signature: ____ Date: _______________
Traci Pearl, Administrator NV DPS-OTS

Project Title:	**Project Number:**
Applicant Agency:	**Governmental Unit:**
Grant Period:	**Effective for Federal Fiscal Year 20XX, ending September 30, 20XX**
PROJECT PURPOSE :	

TOTAL AMOUNT OF AWARD FOR FFY20XX	**$**
AMOUNT OF THIS AUTHORIZATION	**$**
FFY20XX FUNDS PREVIOUSLY AUTHORIZED	**$**
TOTAL FFY20XX FUNDS AUTHORIZED TO DATE	**$**
FFY20XX FUNDS REMAINING	**$**

ENCLOSURE 3

PROPERTY ACQUISITION REPORT

Department of Public Safety

Office of Traffic Safety
107 Jacobsen Way
Carson City, NV 89701
(775) 684-7470 Fax 684-7482

GRANTEE AGENCY: ____ PROJECT NO. ________________________

1. Report equipment with a total individual cost of **$1,000.00 or more and a useful life of 2 years or more**.
2. **REMINDER - Notify Office of Traffic Safety prior to disposing or transfer of property.**

Date Received	Property Description	Serial Number	Useful Life	Total Cost	Federal Share	Location
				$	$	
				$	$	
				$	$	
				$	$	
				$	$	

I certify that I have examined this record and to the best of my knowledge the information contained herein is true and correct.

Project Director ____ Date_________________________________

Nevada Department of
Public Safety
Office of Traffic Safety

ENCLOSURE 4

DEPARTMENT PUBLIC SAFETY
OFFICE OF TRAFFIC SAFETY

Project Change Request # ____

Sub-grantee:	**Request No:**
Project Number:	**OTS Program Manager:**

The following change, amendment, or adjustment to the above sub-grant, is requested (check one or more).

☐ **Project Period Extension**	☐ **Program Modification**
☐ **Budget Revision**	☐ **New Project Personnel**

BUDGET REVISION SUMMARY

Category	Current Budget	Requested Budget	Net Change
Salaries	$	$	$
Consultants/Contracts	$	$	$
Travel	$	$	$
Supplies/Operating	$	$	$
Equipment	$	$	$
Training	$	$	$
Other	$	$	$
Total	$	$	$

OTHER CHANGES

The subgrantee must provide a written explanation of what the requested changes are, and why the money needs to be shifted (increased or decreased) among both categories. **Ordinarily, the shifting of funds should not change the scope of the project. The subgrantee will receive a copy of the approval of the request <u>and cannot act upon the request until it has been approved.</u>**

STATE APPROVAL		PROJECT DIRECTOR'S CONSENT I do hereby understand the intent and terms of this document	
Name	Title	Name	Title
Signature	Date	Signature	Date

ENCLOSURE 5

DPS- Office of Traffic Safety
IN-KIND CONTRIBUTIONS
Sample Report Format

Today's Date: ______________________

These contributions cover the time period from _____________ (mo/yr) to ______________

Grant Project Number: _______________________

Agency: __________________________________

* Law Enforcement Agencies *
Please refer to your contract rates.

Signature of person reporting on these in-kind contributions: _________________________

In-Kind Contributions:

Professional, or Support Staff Time	$
Vehicle(s) usage	$
Equipment	$
Supplies/Operating	$
Public Service space or time	$
Volunteer Services	$
Professional Fees	$
Other (please describe below)	$
	$
TOTAL IN-KIND	$

Comments:

Please submit this information with your quarterly reports
to the grant analyst assigned to your project.

Thank you!

ENCLOSURE 6
SAMPLE PROJECT CLAIM INVOICE
OFFICE OF TRAFFIC SAFETY
STATE OF NEVADA
CLAIM FOR WORK PERFORMED UNDER THE PROVISIONS OF THE HIGHWAY SAFETY ACT (1966)

OFFICE OF TRAFFIC SAFETY PROJECT NO: 21-AL-16 **SAMPLE CLAIM ONLY**

From: Anytime Law Enforcement Agency, Las Vegas Nevada

Claim /Event No: 1 / Period of Claim: From: 10/01/2011 To: January 15, 2012

COST CATEGORY	PREVIOUS COSTS	COSTS THIS PERIOD	TOTAL COSTS
Personnel Services	$ **9,320.00**	$ **680.00**	$ **10,000.00**
Other Direct Costs	$ **1,000.00**	$ **500.00**	$ **1,500.00**
TOTAL COSTS	$ **10,320.00**	$ **1,180.00**	$ **11,500.00**
IN KIND COSTS	$ **1,160.00**	$ **554.00**	$ **1,714.00**

I certify that, in accordance with the laws of the State and under the terms of the approved Project mentioned herein, that actual costs claimed have been incurred for the purpose specified; that no prior claim has been presented to or payment made by the State for actual costs reimbursement claimed herein.

BY: //Signature// DATE:
Project Director/Fiscal Officer

FOR OFFICE OF TRAFFIC SAFETY USE ONLY

Funding Source	Cumulative Total Cost to Date	Percent of Total Cost Claimed	Cumulative Federal Funds Expended	Previous Amount Claimed	Claimed This Period

COMMENTS:

OTS Fiscal Officer **Date**
Charged to Budget Account: ____

Category: ____ **Posted**: ____

PVE 650
Vendor # ____ $ ____
650 0000 ____ ____
PEND3 ____ PEND4 ____
Warrant # ____
Warrant Date ____

Highway Safety Rep. **Date**

Highway Safety Coordinator **Date**

Draw # ____

Vendor #: ____

Current Quarterly/Event Report on File
Yes No

ENCLOSURE 7

PROJECT CLAIM INVOICE
OFFICE OF TRAFFIC SAFETY
STATE OF NEVADA

CLAIM FOR WORK PERFORMED UNDER THE PROVISIONS OF THE HIGHWAY SAFETY ACT (1966)

OFFICE OF TRAFFIC SAFETY PROJECT NO: ____________________
From:____________________

Claim /Event No:______/_________ Period of Claim: From:____________ To: _________________

COST CATEGORY	**PREVIOUS COSTS**	**COSTS THIS PERIOD**	**TOTAL COSTS**
Personnel Services	$__________	$__________	$__________
Other Direct Costs	$__________	$__________	$__________
TOTAL COSTS	$__________	$__________	$__________
IN KIND COSTS	$__________	$__________	$__________

I certify that, in accordance with the laws of the State and under the terms of the approved Project mentioned herein, that actual costs claimed have been incurred for the purpose specified; that no prior claim has been presented to or payment made by the State for actual costs reimbursement claimed herein.

BY:____________//Signature//____________ DATE:______________________________
Project Director/Fiscal Officer

FOR OFFICE OF TRAFFIC SAFETY USE ONLY

Funding Source	Cumulative Total Cost to Date	Percent of Total Cost Claimed	Cumulative Federal Funds Expended	Previous Amount Claimed	Claimed This Period

COMMENTS:

______________________________ ______________________________
OTS Fiscal Officer **Date** **Highway Safety Rep.** **Date**

Charged to Budget Account: ______________ ______________________________
Highway Safety Coordinator **Date**

Category: _________ **Posted**: ____________ **Draw #** ______________________

Vendor #: ______________________

PVE__________________
650______________________________
Vendor #_______________$____________
650 0000 ____________ ____________

PEND3 ____________ PEND4____________
Warrant # ______________________
Warrant Date______________________

Current Quarterly/Event Report on File
Yes **No**

ENCLOSURE 8
Sample Quarterly Report

EVERY TOWN POLICE DEPARTMENT

Project: 22-AL-99

Every Town Alcohol Enforcement Program

Quarterly Report

October – December 2011

Due Date:

January 15, 2012

Narrative:

The project implementation was only slightly delayed while waiting for the City of Every Town to approve and accept the DPS-OTS grant award for this traffic safety project.

Baseline data was gathered and analyzed from the prior year to determine total fatal and injury collisions within Every Town; citation numbers issued for speeding and impaired driving arrests; and number of public awareness events conducted by EPD in regard to local traffic safety issues. This information is provided below to help EPD measure achievement and performance toward the goal of reducing serious injuries and deaths from motor vehicle crashes in the community.

Upon receipt of the Authorization to Proceed, EPD initiated purchase of the LIDAR radar units and breathalyzers approved in the Project Agreement budget. Law enforcement training for this new equipment is scheduled for Feb 7 – 9 at the EPD training room, provided by certified instructors. EPD anticipates receipt of the new equipment by Jan 31..

1. To reduce the total fatal and injury collisions 10% from the calendar 1997 base year total of 1,000 to 900 by December 31, 2005.

    This first quarterly report lists the base line data for subsequent reporting of year-to-date percentage change for fatal and serious injury collisions. For example, year to date fatal and injury collisions are down 20% (1000 vs. 800) from the same base year period last quarter. List any known contributing factors to the increase or decrease in fatal injury collisions.

2. To fax DPS-OTS at least monthly in advance, a short description of any new traffic safety event or programs.

    List faxes during the current quarter. Describe the type of event or programs faxed to DPS-OTS.

3. To develop local hotlines to report DUI offenders that continue to drive with a suspended or revoked license and to distribute the offender "hot list" to traffic and patrol officers.

    How many people called the hotline (current quarter and year to date)? How is the list distributed to officers? Include the number of hot sheet arrests. Were any of the arrests unusual (e.g., 10 times DUI offender or was offender also arrested for a criminal offense). Is the program effective? What are the officers and public's reaction? How are you publicizing the hotline telephone number?

4. To monitor the judicial disposition of citations for driving with a suspended or revoked license. In addition, meet with judges to support the strict enforcement of driver license laws.

    What is the conviction rate for defendants who appear in court revocation? Are these cases filed as misdemeanors? If your conviction rate is low what are your plans to rectify the problem?

5. To conduct a minimum of 15 DUI checkpoints by December 31, 2004.

List the number of current quarter checkpoints and year to date DUI checkpoints, DUI arrests, and criminal arrests for each checkpoint. Include the day of the week and hours you operated your checkpoints.

Grantees should strive to operate checkpoints at times and locations with the highest probability of making DUI arrests and that historically have a disproportionate number of alcohol involved collisions. Note: Officer safety is an overriding consideration when selecting a location.

What are the reasons DUI arrests are increasing or decreasing at checkpoints? Did you successfully generate pre-post checkpoint publicity? Please describe any high profile criminal arrests from a checkpoint (e.g., murder suspect or someone with a felony warrant).

Describe the profile of your typical checkpoint arrestee (e.g., resident, age, etc.). Is the profile changing: Are you considering changing locations, day and/or time of days? List your planned dates to conduct future checkpoints.

6. To measure the grant's impact on crime by tracking non-traffic related arrests that initiate from a checkpoint, STEP or Saturation Patrol. Some of the crime statistics to be recorded include: narcotics arrests, confiscated weapons, stolen vehicles recovered, criminal misdemeanor arrests, criminal arrests, and felony warrant arrests.

   List any unusual high profile criminal arrests that were initiated from a grant sponsored activity. Conducted (how many) special enforcement operations aimed at the persistent drinking driver and those that continue to drive with a suspended or revoked license. Be sure to list the number of overtime hours spent on each operation and the traffic and criminal activity generated.

7. To increase DUI arrests by 5% from the calendar year 2004 base of a total of 1,000 to 1,050 by December 31, 2005.

   Report total department wide DUI arrests for the current quarter. If you are below the year to date target, please explain contributing factors. What DUI arrests come from collision situations? NHTSA estimates that 20% or less of all DUI arrests should come from collision situations.

   Are you currently arresting more DUI's than you did during the base year? What is the average DUI arrestee profile? Do you see more or less out of town drivers arrested for DUI? Out of town drivers are less likely to benefit from your public information and education.

8. To issue seat belt citations equaling at least 15% of total hazardous citations and child restraint citations equaling at least 3% of total hazardous citations.

   Safety belt citations issues in the current quarter. Percent (+ %) above or (- %) below the objective target of 15%. Child safety seat citations issued current quarter. Percent (+ %) above or (- %) below the objective target of 3%. If you are below the objective target, please explain contributing factors and corrective action taken or planned.

9. To begin deploying the visible display radar trailer at least four times per week by October 2005.

Current quarter speed trailer deployments. Year to date speed trailer deployments. Is the speed trailer deployed an average of four times a week?
Are resident's requests for the speed trailer changing? Have vehicle speeds decreased in areas near the trailers? Is the speed trailer computer generating useful information?

10. To conduct at least 20 speed enforcement operations in conjunction with the speed trailer by January 2005.

Number of deployments this quarter. Speed enforcement operations this quarter.
Are you above or below your projected number of speed enforcement operations?
Describe the current quarter speed enforcement operations (e.g., number and types of citations, number of officers and hours deployed, and operational plans). What was the reaction of motorists cited for speeding violations? When are you planning to conduct future speed enforcement operations?

11. To establish a child safety seat court diversion program by October 2005.

Violator attendance for the current quarter. Year to date violator attendance
Cost recovery fees collected this quarter. Costs recovery fees collected year to date. Was the program implemented on schedule? What program materials are being used? Do you inspect seats in violator's vehicles to ensure compliance?
How much does each violator pay to attend?

12. To conduct child safety seat "misuse" checkups during the months of March and September.

What is the misuse rate? What are the most common errors? How many children in child safety seats were inspected and properly fitted? What kind of publicity was generated? What are your plans for future checkups?

13. Distribute at least 50 low cost child safety seats by December 2005.

Seats distributed this quarter. Distributed year to date. How are parents referred to your program? What is the cost for someone requesting a seat? Describe your course of instruction.

14. To conduct 16 school-based bicycle rodeos at 15 schools impacting approximately 20,000 students by October 2005.

School-based rodeos conducted current quarter. Conducted year to date. Attendees year current quarter. Attendee's year to date. How was your rodeo unique? Do you have plans to change your operation plan? How many helmets were inspected for correct fit? How are helmets distributed? What is the reaction of students? The reaction of school officials?

ENCLOSURE 9
Sample Press Release

Kim Evans, DPS PIO
555 Wright Way
Carson City, Nevada 89701
Cellular: (775) 721-4479
April 29, 2005

Office: (775) 684-4554

FOR IMMEDIATE RELEASE
NEWS FROM: Office of Traffic Safety

Nevada Highway Patrol Launches Motorcycle Awareness Campaign

Billboard and radio campaign showcases Nevada riders

Carson City, NV ~The Nevada Highway Patrol today announced the launch of a public education and enforcement campaign for the month of May to heighten the awareness of the increasing number of motorcyclists on Nevada's roadways. Using billboards and radio in Las Vegas, Reno and Elko, the campaign personalizes the individual riding the motorcycle by featuring actual Nevada citizens in the advertising. The campaign is funded by a grant from the Nevada Office of Traffic Safety.

The billboard and radio promotion encourages motor vehicle drivers to be cautious and watch out for motorcyclists, especially during their seasonal return to Nevada's streets and highways. The campaign is also intended to reduce the number of accidents, injuries and fatalities associated with motorcycling by encouraging motorcycle operators to participate in rider education programs, wear the proper apparel, don't drink and ride and operate their vehicle defensively according to the rules of the road.

Nevada Highway Patrol's Sgt. Honea reviewed the latest fatality statistics. "In 2004, 48 motorcyclists were killed in Nevada," he said. "And to date in 2005, there have been seven motorcycle rider fatalities in the state, as compared to nine fatalities the same date last year. We are optimistic that this annual campaign will heighten the awareness of motorcyclists on our roadways among passenger car drivers." US statistics show that Nevada is 34th in total fatalities compared to other states in the country.

The Nevada Rider Motorcycle Safety Program offers training across Nevada for both new and experienced riders. To find a training site or for further information about the campaign, go to www.nevadarider.com or contact Ken Kiphart at the Nevada Rider Motorcycle Safety Program at 775-684-7480 or 1-800-889-8779.

To download the billboards, go to www.dps.nv.gov and click on the "Motorcycle Awareness Billboards" link. Motorcycles and riders featured in the billboard advertising are provided by BMW Motorcycles of Las Vegas. ###