



Department of Public Safety
Office of Highway Safety/Accident Records
118 W Capitol Ave
Pierre, South Dakota 57501-2000
605/773-4949 FAX: 605/773-6893

March 2008

Dear Partner in Highway Safety:

Enclosed you will find the Office of Highway Safety grant manual and application. You are receiving this package because you have received grants from this office previously, you are a law enforcement agency, and/or your agency is involved in a priority highway safety area.

Federal grant support must focus on effective programs in areas that will affect the worst highway safety problems, use proven countermeasures, and show improvement.

This application process is competitive. A review team will evaluate each application for problem identification, effective programming, and priority population that would be affected. Programs that have been supported in the past are not guaranteed funding.

The Office of Highway Safety welcomes your interest in highway safety.

Sincerely,

A handwritten signature in black ink that reads "James M. Carpenter". The signature is written in a cursive, flowing style.

James M. Carpenter
Director



Highway Safety Project Director's Manual

March 2008



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South Dakota Department of Public Safety
Office of Highway Safety Project Director's Manual

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Introduction

This manual provides a guideline on how to apply for funds to support Highway Safety programs in South Dakota and the procedures to follow when administering them.

The Office of Highway Safety has the responsibility to administer programs funded with state and federal dollars. In this stewardship role, the Office of Highway Safety must ensure that funded programs are data-driven, science-based, and focused on the most egregious of highway safety problems. Proposals should provide clear and concise performance measures along with project detail sufficient to describe and defend the investment of scarce taxpayer resources.

This manual covers policies and guidelines for planning, application, review and approval, implementation, reporting, and evaluation procedures. The manual includes forms necessary for administration of Highway Safety programs; the manual and most forms are available electronically on the Office of Highway Safety's website, www.state.sd.us/dps/hs or upon request by calling 605 773-4949.

Office of Highway Safety

James Carpenter, Director
Department of Public Safety
118 West Capitol Avenue
Pierre, South Dakota 57501

Section 1: Overview of the South Dakota Highway Safety Program

- 1.1 Highway Safety Act of 1966
- 1.2 General Program Features
- 1.3 Changing Program Emphasis
- 1.4 Overview of the National Highway Safety Program
- 1.5 Highway Safety Grant Funding

Section 1: Overview of Highway Safety Program

1.1 The Highway Safety Act of 1966 - Public Law 89-564

Public Law 89-564, the Highway Safety Act of 1966, was passed by the 89th Congress and signed into law by the President on September 9, 1966 to provide for a coordinated National Highway Safety Program through financial assistance to the states to accelerate highway traffic safety programs, and for other purposes.

Section 402 of the Act spelled out the requirements for state highway safety programs, and for federal grants to these programs for highway safety activities. The program has come to be known as the Section 402, State and Community Highway Safety Program.

Chapter 4, Section 402, paragraph (A) states in part:

- Each state shall have a highway safety program approved by the Secretary, designed to reduce traffic accidents and deaths, injuries, and property damage resulting there from. Such programs shall be in accordance with uniform standards promulgated by the Secretary. Such uniform standards shall be expressed in terms of performance criteria.

Section 402, paragraph (B) requires that a state's program must meet the following conditions before approval:

1. Provide that the Governor of the state be responsible for the administration of the program.
2. Authorize political subdivisions of the state to carry out local highway safety programs within their jurisdiction as a part of the highway safety program, provided such local programs are approved by the Governor and are in accordance with the uniform standards of the Secretary and with the state's comprehensive plan.
3. Provide that at least 40% of all federal funds apportioned under this section to the state for any fiscal year will be expended by, or for, the benefit of political subdivisions of the state in carrying out local highway safety programs. (Cumulative 40% Local Benefit)
4. Provide adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks throughout the state.
5. Provide for programs to encourage the use of safety belts by drivers of, and passengers in, motor vehicles.

1.2 General Program Features

Section 402 funds are to be used to support State problem identification, planning and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadway environment and which contribute to the reduction of crashes, deaths and injuries resulting therefrom. Section 402 funds provide significant support for State and community highway safety activities. Section 402 enhances States' programs by providing resources to start up new, more effective projects; by catalyzing or accelerating State

programs to address major safety issues with well-planned strategies; and by leveraging additional State and local investment in highway safety.

South Dakota Codified Law Chapter 32-13 Highway Safety Program

§ 32-13-1. Governor to administer program in accordance with Federal Highway Safety Act.

The Governor shall administer the highway safety program within this state and authorize, direct and coordinate existing and future activities of agencies of this state and its political subdivisions in such program. He shall do all things necessary to the administration of the program under the Federal Highway Safety Act of 1966 (Public Law 89-564), as amended and in effect on July 1, 1984.

Source: SL 1967, ch 120, § 1; 1984, ch 12, § 20.

§ 32-13-2. Participation by subordinate political subdivisions.

Subject to the provisions of § 32-13-1, the political subdivisions of this state are hereby authorized and empowered to participate in said state and federal highway safety programs and do all acts necessary to carry out the purposes thereof.

Source: SL 1967, ch 120, § 2.

1.3 Changing Program Emphasis

Amendments to the Highway Safety Act of 1966 have changed the program emphasis over time. In 1996, a new pilot program was initiated which provided more flexibility and responsibility to the states. The states are no longer required to submit an annual Highway Safety Plan for federal approval; however a copy is to be provided to the National Highway Traffic Safety Administration (NHTSA) Regional Administrator (RA) for review. If the regional administrator observes any elements of the plan that are not authorized by section 402 or otherwise not in accordance with the law, they will notify the State, which shall take appropriate corrective action.

The current emphasis is on the use of traffic crash and injury data for problem identification and evaluation of the outcome of traffic safety activities. It is felt that each state is better served by identifying its own serious traffic safety problems, selecting solutions to counter these problems (countermeasures), and evaluating the effectiveness of those solutions. State and local funding proposals are now expected to be performance based, having a direct positive impact on identified traffic safety problems.

NHTSA and FHWA have identified the following program areas as priority program areas:

- Alcohol and Other Drug Countermeasures
- Police Traffic Services
- Occupant Protection
- Traffic Records
- Emergency Medical Services
- Motorcycle Safety
- Pedestrian and Bicycle Safety
- Speed Control

1.4 How the National Highway Safety Program is Organized

The National Highway Safety Program, as we know it today, is approved by the U.S. Congress and is administered by the Department of Transportation, or more specifically, by the Secretary of Transportation. The National Highway Traffic Safety Administration (NHTSA) within the Department of Transportation (DOT) is primarily responsible for administering the program.

For the purposes of the program, the nation has been divided into ten regions. NHTSA has regional offices which work with states in carrying out the program standards. South Dakota is in Region VIII. The regional office servicing South Dakota is Region 8 located in Denver, CO.

1.5 How the South Dakota Highway Safety Program is Organized

The Highway Safety Act gives the Governor of each state the responsibility for the administration of traffic safety. Each Governor has appointed a state officer, designated as the Governor's Representative for Highway Safety (GR), who is responsible to and represents the Governor in the conduct of the statewide traffic safety program. In South Dakota, the Secretary of the Department of Public Safety, Mr. Tom Dravland, has been appointed by Governor M. Michael Rounds to be the GR. James M. Carpenter has been appointed Director of the Office of Highway Safety.

South Dakota is required to submit to the National Highway Traffic Safety Administration (NHTSA) a planning document that sets short and long-term performance goals that are to be addressed through activities funded through the Highway Safety Program. South Dakota has incorporated this information in their annual Highway Safety Planning Document, which outlines the State's entire program of activities. It provides a basis for an integrated, comprehensively planned program. The planning document is also provided to NHTSA as a courtesy for their review. NHTSA notifies the State if anything included in the planning document appears to be in conflict with the regulations of the State and Community Highway Safety program.

Primary Goals of the South Dakota Office of Highway Safety (proposals must address one or more primary goals).

- Reduce crashes involving impaired drivers
- Increase safety belt and child restraint use
- Reduce traffic crashes caused by aggressive driving and speeding
- Reduce fatalities and injuries involving young drivers
- Reduce motorcycle crashes
- Reduce crashes involving pedestrians and bicyclists
- Improve traffic information systems
- Improve traffic safety through engineering
- Improve emergency response services

General Information

Grants available through the South Dakota Office of Highway Safety (SDOHS) are funded through federal grants provided by either NHTSA (National Highway Traffic Safety Administration), see <http://www.nhtsa.dot.gov/> or the U.S. Department of Justice, see <http://www.ojdp.ncjrs.gov/> . A brief description of these funds available through these sources is provided below.

1. State and Community (NHTSA Section 402): Each state receives 402 funding to support a basic highway safety program. The highway safety program must follow guidelines provided by NHTSA to reduce traffic accidents and deaths, injuries, and property damage. Activities supported by 402 funding will improve driver performance; speed management; occupant restraints such as safety belts and child safety seats; impaired driving; law enforcement services; emergency response systems; safe communities; engineering; and the collection and reporting of data on traffic-related deaths and injuries.
2. Traffic Safety Information System Improvement Grants (NHTSA Section 408): States that are approved for 408 funding must identify and improve data systems used to gather or evaluate the effectiveness of highway safety efforts. Support through 408 funding can be used to link the state data systems, including traffic records, with other data systems within the state, such as systems that contain medical, roadway, and economic data; rural addressing; reservation crash reporting; National Emergency Medical Services Information System (NEMSIS); and improve the operation of the data systems of the state with national data systems and data systems of other states.
3. Alcohol-Impaired Driving Prevention (NHTSA Section 410): States must meet specific criteria to be eligible for programmatic 410 grants which support effective programs to reduce traffic safety problems resulting from individuals driving while under the influence of alcohol. Programmatic 410 grants can support activities including: high visibility impaired driving enforcement (checkpoints, saturation patrols, and impaired driving campaigns), training for judges and prosecutors who work with impaired driving cases, blood alcohol content testing, prevention of underage drinking, public education, and training liquor retailers.

Funding is also available for the 10 states with the highest impaired driving related fatalities. This funding can be used for high visibility, statewide law enforcement campaigns in which law enforcement personnel monitor for impaired driving, either through the use of sobriety checkpoints or saturation patrols.

4. Hazard Elimination (NHTSA 164 funds): These are penalty funds diverted from the Highway Fund because South Dakota has not enacted or is not enforcing a repeat intoxicated driver law. These funds are used for alcohol impaired driving countermeasures. 87.5% of these funds go to the state Department of Transportation; the balance remains with the Office of Highway Safety for alcohol impaired driving programs.
5. Motorcycle Safety (NHTSA 2010 funds): States approved for funding through a Section 2010 grant must a.) have an effective motorcycle rider training course that is offered throughout the State and b.) the state must have an effective statewide program to enhance motorist awareness of the presence of motorcyclists on or near roadways and safe driving practices that avoid injuries to motorcyclists.
6. Enforcing Underage Drinking Laws (Department of Justice, EUDL): Each state receives a EUDL block grant to help states support activities to enforce state laws that prohibit the sale of alcohol to minors, underage alcohol prevention activities, and other innovative programs to reduce underage drinking.

More in-depth information on these grants is available at the websites described above; in addition, the NHTSA Grant Management Manual and Department of Justice online at: http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00_Manl_Contents1_01.html and Department of Justice, EUDL website at www.ojjdp.ncjrs.gov .

With the implementation of the Highway Safety Act of 1966, federal-aid funding has been made available to assist state and local governments to plan and implement comprehensive highway safety programs. As described above, these funds are commonly called Section 402 funds.

Section 402 funds are looked upon as “seed” money to encourage the adoption of new programs or the expansion of existing ones on a state and local level. By law, 40% of Section 402 funds must be spent by the local political subdivisions (counties, cities, tribal governments) in each State. It is the U.S. Department of Transportation’s policy that political subdivisions must play an active role in the initiation, development and implementation of safety activities so as to assure that the local participation in highway safety intended by Congress is achieved. Highway crashes occur at the local level. The success of a community’s response, and consequently the state and national response, depends ultimately on effective coordination of available local services and local programs.

Counties, cities, and tribal governments who wish to participate in this program may apply for funding through the South Dakota Office of Highway Safety. Proposals will be approved on a priority basis, with those communities having the most serious (in terms of traffic deaths and injuries) problems, receiving first consideration. Annual Highway Safety planning documents are based on properly identified state and local problems and on the most acceptable problem solution plans. Communities that have identified serious traffic safety problems, but have not identified suitable countermeasures to impact those problems, are not guaranteed funding through this program.

SECTION 2 PROJECT DIRECTOR RESPONSIBILITIES

2.1 Project Director Responsibilities

2.2 Overview of Implementation of Highway Safety Projects

2.2.1 Cyclic Work Flow Chart

SECTION 2 PROJECT DIRECTOR RESPONSIBILITIES

2.1 Highway Safety Project Director Responsibilities

Highway Safety Project Directors are responsible for understanding the content and requirements of the Highway Safety Program guidelines as outlined in the South Dakota Highway Safety Project Directors Manual. This responsibility is implied when a Project grant proposal is submitted and in effect at the time grant funds are obligated. The primary Project Director responsibilities can be classified as fiscal and programmatic in nature.

Fiscal responsibilities include proper fiscal/financial recordkeeping and reporting (documenting costs, submitting vouchers for reimbursement, etc.); following procedures for equipment purchases (bidding procedure and local inventory responsibility); and for contractual arrangements (bidding and contract format/provisions) and audit requirements.

Programmatic responsibilities include submitting timely and complete Progress Reports/Special Reports and cooperating with Highway Safety Office staff in completing monitoring and inventory requirements.

Law enforcement agencies supported through Alcohol-Impaired Driving Prevention (410 funds) or Hazard Elimination (164 funds) are required to:

- Participate in national impaired driving mobilizations by providing high visibility enforcement (checkpoints or saturation patrols) on at least four occasions during the national mobilizations and at least four additional high visibility enforcement events during the remainder of the year.

Additionally, they are responsible for keeping the authorizing officials informed on grant activities and for seeking continuing authorization as necessary. They should become aware of highway safety training that is available and applicable for appropriate project representatives. It would be appreciated if the funding source (SD Office of Highway Safety, NHTSA/DOT, and Department of Justice) is acknowledged when opportunities present themselves.

2.2 Overview of Implementation of Highway Safety Projects

The starting point is the identification of a highway safety problem. The problem could be an impact or crash problem where property damage, injury, or death is experienced, or a system support problem. A system support problem is a deficiency in the traffic safety system, the correction of which may not be directly related to a change in the crash picture, but would improve the highway safety system's competency in relation to accepted standards or operational programs (i.e. driver's licensing, registration, etc.) or the system's ability to identify and analyze crash information. Eligible problem areas include:

1. Accident reduction areas, such as traffic enforcement, speed limit violations, driving and alcohol (and other drugs) use, occupant restraint systems use, motorcycle operations, pedestrian/bicycle behavior, and roadside and roadway hazards.
2. System support areas, such as vehicle inspection, driver licensing and education, traffic courts and records, emergency response systems, debris and hazardous materials control and cleanup, and public education and information.

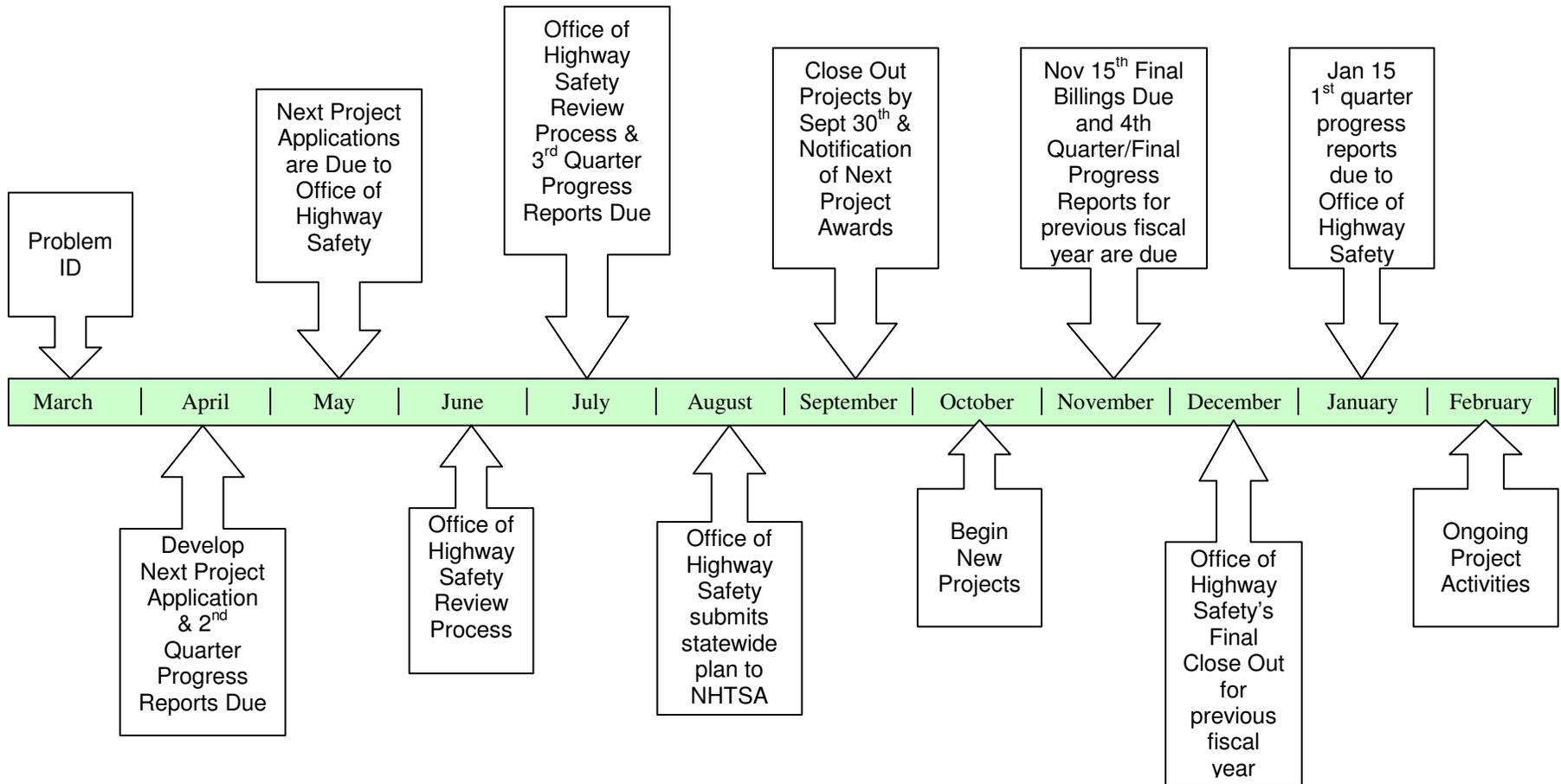
3. System development and improvement, such as problem analysis, cost effectiveness measures, evaluation methodology, management techniques, and citizen participation.

The problem is then analyzed further to identify the factors or characteristics contributing to the problem. The identification of the contributing factors along with consideration of the political and social realities of the situation leads to the selection of an appropriate solution to counter the problem (countermeasures).

The proposed program areas with cost estimates are submitted to the Office of Highway Safety through an application process for approval. The South Dakota Office of Highway Safety (SDOHS) reviews the completed application in accordance with the established review procedures. Questions, concerns, and recommended changes may be discussed and negotiated between SDOHS staff and the applicant. The final negotiated/approved highway safety grant is incorporated into the Highway Safety Planning Document by the SDOHS.

The Highway Safety Planning Document is forwarded to the Governor for review and final approval. The Annual Highway Safety Strategic Planning Document is then submitted to officials of the National Highway Traffic Safety Administration for their review. Upon Federal notification that all submissions are appropriate, and the availability of federal funding for the program, the grant activity will be initiated through the Project Agreement process.

2.2.1. Cyclic Work Flow Chart for Highway Safety Projects



SECTION 3 GRANT APPLICATION PROCEDURES

- 3.1 Introduction and New Components of the Application
 - 3.1.1. Earned Media
 - 3.1.2. Paid Media
 - 3.1.3. Resource Materials
 - 3.1.4. Law Enforcement Agencies: Participation in National Mobilizations
- 3.2 Instructions for Completion of Highway Safety Project Application
- 3.3 Highway Safety Application Parts 1-6
 - 3.3.1 Part 1 Applicant Contact Information
 - 3.3.2 Part 2 Description of Project
 - 3.3.3 Part 3 Budget – Detail Narrative and Summary Table
 - 3.3.4 Part 4 Certifications and Assurances
 - 3.3.5 Part 5 Reporting Requirements
 - 3.3.6 Part 6 Authorizing Official Signature
- 3.4 Application Review - Decision Making Process
- 3.5 Project Agreement (or Contract) and Implementation

SECTION 3: HIGHWAY SAFETY GRANT APPLICATION PROCEDURES

3.1 Introduction and New Components of the Application

This section provides directions to fill out the application, new components, and describes briefly what happens to the application after it has been submitted.

The following agencies are eligible for Office of Highway Safety grant funding:

- South Dakota State Agencies
- Federally recognized tribal governments
- City and County Agencies
- Non-profit entities with existing IRS 501 c (3) or (4) status – **a copy of tax-exempt status certification must be included with the application.**
- Public Schools (and private schools with non-profit status if a copy of tax-exempt status certification is included with the application)

Public education has been proven to enhance the effect of highway safety activities. **Grant applications must include either an earned, paid, or resource material public education activity.** The following policy explains the three types of public education; at least one type of public education activity must be included in your application (normally under the Activities section and, if an expense is involved, in the Budget section). If you have questions about the public education component of the application, please contact the Office of Highway Safety.

3.1.1. Earned Media

Applicants are strongly encouraged to use earned media to enhance their highway safety efforts. Earned media is free publicity gained through newspaper articles, TV news stories, news conferences, media advisories, web news, letters to the editor, and op-ed pieces (as opposed to paid media, which is publicity gained through advertising).

If you will be using earned media to enhance your highway safety activities, please include the following elements in your application Activities section:

- Goal – what grantee intends to accomplish with media component of action plan
- Target Audience – who, specifically, grantee is hoping to reach with media component
- Key message – what message, specifically, grantee is hoping to convey to target audience
- Strategy – how, specifically, grantee is hoping to reach target audience
- Timeline – when, specifically, the strategies will be implemented

The South Dakota Department of Public Safety, Public Information Officer, can provide technical assistance for the development of earned media pieces.

3.1.2. Paid Media

Applicants who wish to use paid media (radio, TV, print, billboards, internet, or other) to enhance their highway safety activities must include a media plan in the Activities section of the grant application and the expenses for the paid media must be described in the Budget section. Paid media is limited to 20% of the total grant award and must be pre-approved by the Office of Highway Safety; without approval, grantees will not be reimbursed.

The media plan should include, but is not limited to the following sections:

- Goal – what grantee intends to accomplish with media component of action plan
- Target Audience – who, specifically, grantee is hoping to reach with media component
- Key message – what message, specifically, grantee is hoping to convey to target audience
- Strategy – how, specifically, grantee is hoping to reach target audience (example: radio, TV, newspaper, billboard, etc.)
- Timeline – when, specifically, the strategies will be implemented
- Budget – how much will each media component cost. Paid media is limited to 20% of the total grant award.

All paid media will indicate it was paid for by the local grantee and the South Dakota Department of Public Safety.

3.1.3. Resource Materials

Resource materials such as brochures, posters, and incentives must have an appropriate highway safety message and include a “South Dakota Department of Public Safety” citation whenever possible. Resource materials must be described in the Activities and Budget sections of the application. Incentive items must be of nominal value and carry a highway safety message. Resource materials and incentives must be reviewed and approved prior to purchase or they may not be reimbursed. Please note: the Office of Highway Safety may need up to two weeks to review and approve items.

Resource materials available through the Office of Highway Safety include rackcard brochures on Seatbelts, Drinking and Driving, and Speeding. When additional materials become available through the Office of Highway Safety, grantees will be notified and offered the materials to enhance their activities.

3.1.4. Law Enforcement Agencies: Participation in National Mobilizations

There are three national mobilizations law enforcement agencies funded through the Office of Highway Safety will be required to participate in. This coordinated effort has a strong impact in South Dakota, dovetails with efforts in other states, and is required by our federal funding.

Impaired Driving Mobilizations (2):

There are two impaired driving mobilizations: one around the Labor Day holiday and one during the Holiday Season; dates vary slightly each year. For example, the 2008 Impaired Driving National Crackdown Mobilization in 2008 runs from August 13 – September 1, 2008. The Holiday Season Impaired Driving Mobilization runs from November 30 – December 31, 2008. Please note that the federal fiscal year 2009 runs from October 1, 2008 through September 30, 2009.

Law enforcement agencies supported with NHTSA funding are required to participate in national impaired driving mobilizations by providing high visibility enforcement (checkpoints or saturation patrols) on at least four occasions during the national mobilizations and at least four additional high visibility enforcement events during the remainder of the year (minimum total of eight events per year).

Seatbelt Mobilization (1):

The third mobilization is the National Seatbelt Mobilization scheduled around the Memorial Day holiday. For example, in calendar year 2008, the seatbelt mobilization will be May 12 – June 1,

2008. Law enforcement agencies are encouraged to support this mobilization by enforcing seatbelt use according to state law and provide public education activities as appropriate.

Please contact your Law Enforcement Liaison or the Office of Highway Safety if you have questions about these mobilizations. Each Office of Highway Safety funded law enforcement agency is required to report their planned mobilization activities to the Office of Highway Safety approximately 2-4 weeks before the mobilizations start.

3.2 Instructions for Completion of Highway Safety Project Application

The application form provided by the Office of Highway Safety funds is required to apply for grant funding; the following guidelines are presented to assist in its completion. The form is available electronically in Word format through the Office of Highway Safety.

3.3 Highway Safety Application Parts 1-6

3.3.1 Part I Applicant Contact Information

- A. Project Title and Date Submitted - include a short title descriptive of the project.
- B. Project Director - the individual with overall responsibility for the operation and management of the Project.
- C. Agency/Organization – the agency with fiscal and programmatic responsibility for the Project and address.
- D. Authorizing Official - the individual in the agency/organization who is authorized to commit the agency to proceed with the project; a signature is required at the end of the application.

3.3.2 Part 2 Description of Project

- 1. Problem Identification:

Describe the highway safety problem using local, state, or national data to document the problem. Include a citation for the source of the data.

You may use charts, tables, maps, or graphs to document what the existing conditions are. Other supporting evidence can be described by the agency's own experience and testimony of persons and organizations knowledgeable about the problem or need.

Describe a problem that you can deal with realistically and relates to the mission of your organization.

- 2. Objectives

Objectives are specific and measurable outcomes or results of your project. If your project will impact traffic crashes, fatalities, and injuries, describe the improvements your project will make in terms of numbers, percentages, or rates. If the Project concerns training, how many people will be trained and what knowledge they will gain that will impact highway safety.

Each objective should include a timeline. The timeline should take into account that projects funded through the Office of Highway Safety may start on October 1 and end on September 30 each year. (Sample Objectives are included in the appendix of this manual)

3. Activities

In logical sequence, describe the activities you will undertake to accomplish your objectives above. Activities are actions necessary to help resolve the problem you've identified above. (Sample Activities are included in the appendix of this manual)

As described above in 3.1.4. Law enforcement agencies supported through Alcohol-Impaired Driving Prevention (410 funds) or Hazard Elimination (164 funds) are required to participate in national impaired driving mobilizations by providing high visibility enforcement (checkpoints or saturation patrols) on at least four occasions during the national mobilizations and at least four additional high visibility enforcement events during the remainder of the year (minimum total of eight events per year). Please contact your Law Enforcement Liaison or the Office of Highway Safety if you have questions.

National impaired driving mobilizations are planned around the Labor Day holiday and during the Holiday Season; dates vary slightly each year. For example, the 2008 Impaired Driving National Crackdown Mobilization in 2008 runs from August 13 – September 1, 2008. The Holiday Season Impaired Driving Mobilization runs from November 30 – December 31, 2008. Please note that the federal fiscal year 2009 runs from October 1, 2008 through September 30, 2009.

4. Evaluation

Describe how you will measure the success of your project. If one of the objectives is increasing the number of speeding citations, describe the method to be used to gather this information. If an impact objective expected is a decrease of traffic crashes, describe how you will identify a baseline number of traffic crashes and how the decrease will be measured.

5. Equipment

Please describe any equipment needed to accomplish your objectives. Please note that federal funding restricts us from funding items previously purchased with federal funds.

6. Agency Qualifications

The following agencies are eligible for Office of Highway Safety grant funding:

- South Dakota State Agencies
- Federally recognized tribal governments
- City and County Agencies
- Non-profit entities with existing IRS 501 c (3) or (4) status
- Public Schools (and private schools with non-profit status)

Describe how your agency qualifies as well as any experience with highway safety projects.

3.3.3 Part 3 Budget Detail Narrative and Budget Summary Table

Complete the budget detail narrative and summary table providing information as requested and show the source of the funds, federal (South Dakota Office of Highway Safety) or Local Match. The application should include information to provide a full understanding of the expenditure.

Please review Section 4.5 “Object of Expense” in conjunction with budget preparation. Definitions of allowable costs, specific cost supporting documentation needs, and applicable state and federal rules and regulations are discussed by object of expense.

The budget presented with a proposal is an estimate of what the costs will be. You do have a degree of latitude in actually spending the funds (transfers between objects of expense (budget line items), NOT TO EXCEED 10% OF THE ORIGINAL AMOUNT OF THE OBJECT), as long as you do not exceed the total amount of the grant. Request only the dollar amount that you know you can reasonably expect to spend. Any line item changes over 10% must be approved by the Office of Highway Safety in writing; the response will become a formal, written “budget modification”. The degree to which you have adequately planned your budget reduces the number of changes that may be required, and establishes a degree of credibility for your agency.

Law enforcement agencies requesting overtime must include an overtime policy with the application; applications submitted without the overtime policy will not be processed until the policy is received.

Local Match

Documentation of local match is required for law enforcement equipment and grants \$50,000 and over. Match contributions must have the same supporting documentation as the costs for which you request reimbursement. Match is subject to the Code of Federal Regulations, Title 49: Transportation, Part 18.24 which can be viewed through the following link, [Electronic Code of Federal Regulations](#) .

Law enforcement equipment that may be reimbursed is listed below with maximum reimbursement amounts. Agencies must provide at least 20% match. SDOHS will reimburse up to 80% or the maximum dollar amount shown below, whichever is lower.

Maximum Reimbursement To Law Enforcement Agencies For Equipment FFY09	
Radar – standard	\$1,577
Radar – laser	\$2,396
Video Camera – standard	\$1,320
Video Camera – digital	\$3,741
PBT/FST	\$319
Other equipment may be approved on a case by case basis; 80% state/20% local match will be applied	

Agency’s applying for \$50,000 or more must provide documentation of 20% match (see definition of match below). In some cases, match may be waived depending on the funds drawn upon; please contact the Office of Highway Safety for more information.

Definitions of match: in your application, please specify the type of local contribution that will be provided.

- Hard (cash) match - cash contributions in support of new activities.
- Soft (in-kind) match - donations, volunteer efforts, and in-kind contributions to the project. The value of soft-match must be verifiable and documented subject to the federal Office of Management and Budget Circular A-133 which can be viewed at the following link: [Circular A-133](#).
- Project income - income earned by the agency from grant supported activities such as income from service fees, sale of commodities, usage or rental fees, and tuition and registration fees charged should, in general, be deducted from the federal award. For more information on project income, please refer to the Code of Federal Regulations, Title 49: Transportation, Part 18.25 which can be viewed through the following link, [Electronic Code of Federal Regulations](#) .

3.3.4 Part 4 Certifications and Assurances

The certifications and assurances shown in the application are required elements of the application and subsequent project agreement or contract. By signing the application, the Authorizing Official for the agency applying for funding agrees to these certifications and assurances.

3.3.5 Part 5 Reporting Requirements

By signing the application, the Authorizing Official for the agency applying for funding agrees to provide quarterly or special progress reports which will be specified in any subsequent project agreement or contract.

3.3.6 Part 6 Authorizing Official Signature

The person with contracting authority for the agency applying for funding must sign the application.

3.4 Application Review - Decision Making Process

Applications will be reviewed by a Department of Public Safety team for elements including:

1. Has a highway safety problem been identified using verifiable data? (for state and county traffic crash data, see <http://www.state.sd.us/dps/AccidentRecords/accident.htm>)
2. Does the project use proven strategies to address identified problems? (for information, see <http://www.nhtsa.dot.gov/people/injury/airbags/countermeasures/index.htm>) for *Countermeasures That Work*, NHTSA (2007).
3. Are the project goals measurable?
4. Is the budget reasonable and has local match been shown in the budget narrative and summary table?
5. If applicant has received funding previously, has performance been satisfactory?

Funding for subsequent years is based, in part, on whether quarterly progress reporting was satisfactory, were obligated funds expended as planned, and did the project evaluation show a successful outcome. In any case, there is no guarantee of continued funding from year to year.

3.5 Project Agreement (or Contract) and Implementation

If an application is approved for funding, a Project Agreement or Contract will be sent to the applicant for review and appropriate signatures; the agreement/contract must be returned to the Office of Highway Safety. One copy of the completed, signed agreement/contract will be returned to the applicant in either electronic or hardcopy format. No expenditure should be made under an agreement/contract until the applicant has received a final, signed agreement/contract.

All costs must be incurred within the grant period as indicated on the Project Agreement or Contract. All projects end September 30th. Therefore, any costs incurred after that date will not be reimbursed. Costs are incurred when goods or services are received. Requisitions and Purchase Orders are processes that do not incur costs.

SECTION 4 ACCOUNTING FOR PROJECT COSTS

- 4.1 Project Costs
- 4.2 Income Producing Projects
- 4.3 Advance Payments
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SECTION 4 ACCOUNTING FOR PROJECT COSTS

Each Project Director has the responsibility of maintaining an adequate accounting system for all highway safety projects under his/her jurisdiction. The primary requirement of the system is to provide good supporting documentation and accumulation of allowable costs when submitting claims for reimbursement. Local match must also be supported by documentation.

The Office of Highway Safety is to pay the agreed upon share of costs incurred in the project. Such payments can only be made if accurate records are maintained and such costs can be properly verified by audit.

Please refer to the Common Rule governing Office of Highway Safety, U.S. Department of Transportation, grants at the following: [Common Rule CFR Title 49 Part 18](#) for more information about allowable costs.

4.1 Project Costs

In order to receive the agreed upon share of the actual project costs, such costs must meet minimum requirements as outlined below:

1. Costs must be incurred on or after receipt of a signed Project Agreement and before the end of the grant period. The cutoff date for incurring costs is September 30th. Any costs incurred after this date are not allowable. Costs are incurred when goods or services are received.
2. To be eligible for the agreed upon percentage share of reimbursement, costs shall be identified and approved in the Project Agreement/Project Grant Application.
3. Costs must be permissible under state and local laws and consistent with established policies, regulations and practices.
4. Supplanting existing budgets; federal regulations prohibit supplanting of funds. Supplanting is using federal grant money to “replace” or “take the place of” existing local funding. Federal funds are intended to provide local entities with increased capabilities. Grant funds cannot be used to replace aged, local equipment. The funds are not to be used to replace items that are worn out/broken or for replacing (supplanting) routine local budget expenses. Funding may not be used to supplant on-going, routine public safety activities of state and local law enforcement, and may not be used to hire staff for operational activities or backfill.
5. Costs must be reasonable and necessary for efficient operation of the project.
6. Costs must not result in a profit to the state or local governmental units.
7. All costs incurred in a project must be reduced by any income produced from the activities of the project.
8. Credits to Project Costs: Applicable credits refer to those receipts or reduction of expenditure-type transactions which offset or reduce expense items allowable to grants as direct or indirect costs. Examples of such transactions are: purchase discounts, rebates, or allowances, recoveries or indemnities on losses, sale of publications,

equipment and scrap, income from personal or incidental services, and adjustment of overpayments or erroneous charges.

9. Proper source documents must be on file to cover all direct and indirect costs charged to the project and the costs so identified must be entered in the accounting records prior to submitting a claim for reimbursement.
10. All documents related to the grant program must be retained for a minimum of three years after final payment is made on the grant.
11. Progress reporting must be current with the Office of Highway Safety before any request for reimbursement will be processed.
12. The cutoff date for reimbursement of project costs is November 15th. All vouchers for reimbursement must be submitted to the Office of Highway Safety by this date.

4.2 Income Producing Projects

This section defines program income and provides guidance and procedures for reporting project income derived from activities with Federal grant assistance.

Program income means gross income earned by sub-grantees from federal grant-supported activities during the grant period. Such earnings include, but are not limited to, income from service fees, sale of commodities, and usage or rental fees.

Sub-grantees may be authorized to retain program income earned during the grant period in accordance with terms of the grant agreement to further program objectives.

Program income must be reported on the grantee and sub-grantee progress reports and final claims, stating whether the income is retained and put back into the administration of the projects or whether the income is credited as a reduction of the federal share in proportion to the federal participation in the project.

Grantee and sub-grantee accounting records must reflect the receipt and expenditure of program income and are subject to subsequent audit.

Proceeds from sale of property and equipment shall be handled in accordance with the Common Rule, Sections 18.31 and 18.332 pertaining to property management. Please see the following link for more information, [Common Rule CFR Title 49 Part 18](#) .

Program income generated by grant supported activities and which is not identified until the project is underway or completed shall be used to reduce the Federal agency contribution.

4.3 Advance Payments

Advance payments of Federal grant funds to project activities are **NOT** allowed under the Office of Highway Safety regulations.

4.4 Cost Supporting Documents

The cost supporting documents are those documents which will substantiate the expenditures on the project. All cost supporting documents must be retained in the files for audit purposes

for a period of at least three years after final payment is received on the project. Cost supporting documents would include purchase orders and invoices for materials, equipment and supplies purchased. Expenditures for personal services should be supported by employment records and time cards or time sheets. Individual employee payroll records and copies of original invoices for materials or services are required to be attached to the Reimbursement Voucher.

4.4.1 Vouchers

Following is a listing of the types of vouchers to be used for reimbursement of project costs. All vouchers must have copies of original invoices attached before payment can be made. All vouchers must also be signed by the Project Director or Authorizing Official before payment can be made.

- a. Reimbursement Voucher: This voucher is to be used by local or state agencies for reimbursement of costs related to the project. Supporting documentation, i.e., copies of payroll records, copies of original invoices, etc. must be attached. See Appendix for copy of form.
- b. Law Enforcement Overtime Reimbursement Form: This form is to be used by local law enforcement agencies for reimbursement of traffic enforcement overtime. Supporting documentation, i.e., copies of time sheets or time cards and payroll records, must be attached. Claims for overtime must include a Law Enforcement Overtime Activity report. See Appendix for copy of forms.
- c. Non-Cash Voucher: This voucher is to be used by State agencies for reimbursement of costs related to the project. One voucher may be submitted for all objects of expense with an invoice containing an itemized list of expenditures by object of expense.
- d. Travel Payment Detail: This voucher is to be used by individuals for reimbursement of travel expenses. Any applicable receipts must be attached and the Claimant portion of the form must be signed by the individual claiming reimbursement. See Appendix for copy of form.
- e. Requisition: This form is used by all state agencies for purchasing equipment. It will also be used by State agencies when the Office of Highway Safety is to pay the vendor directly.

4.5 Object of Expense

The following section is organized by object of expense. Definitions of allowable costs, specific cost supporting documentation needs, and applicable State and Federal rules and regulations are discussed by object of expense.

4.5.1 Personal Services

Compensation for personal services includes all payments for services rendered during the grant period including, but not limited to, wages or salaries, employer's contribution for social security, life and health insurance plans, pension plans, annual/sick leave, unemployment insurance, and workmen's compensation. The cost of such compensation is allowable to the extent that:

1. It is reasonable for services rendered. It will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of state and local government.

2. It conforms to the compensation plan applicable to the state or local governmental unit.
3. It is supported by appropriate payroll records and individual time sheets or time cards which show the actual time spent on the project. Amounts charged will be based on payrolls documented and approved in accordance with generally accepted practices of the state or local agency.

All payroll records and time sheets or time cards must be retained in the agency's file for a period of at least three years after final payment is made. Agencies must attach a copy of the payroll records and timesheet to the Law Enforcement Overtime Reimbursement Voucher for reimbursement. (Please see the Law Enforcement Overtime Reimbursement Voucher in the Appendix of this manual).

4.5.2 Travel and Subsistence

Charges for meals, lodging, air fare, and mileage for either in-state or out-of-state travel are allowable under this object of expense. All agencies must have prior written approval from the Office of Highway Safety for reimbursement of travel expenses. Travel Payment Detail forms must be prepared for all travel costs when reimbursement is made to the individual traveler.

If out-of-state travel is requested, a Travel Request form must be submitted; the Travel Request form should include a justification and have attached an agenda of the workshop, conference, etc. to be attended. If approved, the Travel Request form will be forwarded to the traveler and must be attached to the Travel Payment Detail for reimbursement.

4.5.2.1 Travel Regulations

A. Travel Payment Detail: All claims for reimbursement of traveling expenses shall be submitted on the Travel Payment Detail form and must be itemized and stated in accordance with these regulations.

Receipts of expenditures in excess of \$3.00, including lodging but excluding meals, and in excess of \$5.00 for taxi fares or limousine fares must be submitted in support of claim for reimbursement. Regulations do not allow claim for taxi fare of \$5.00 or less to be paid where no expense was incurred. This includes any charges for the operation of state vehicles and equipment, rentals, other charges including hotel/motel statements which are to accompany the Travel Payment Detail. Receipted statements for miscellaneous and lodging expenses that are machine prepared on printed billheads (name, address, telephone number, city and state) and marked "Paid" are acceptable.

All registration costs must be supported by a properly signed receipt. When registration fees include meals, these meals must be deducted from the daily meal allowance. All registration receipts must be attached to the Travel Payment Detail. The Travel Payment Detail must be noted indicating which meals are included. In the event there are no meals included in the registration cost, please place notation on the Travel Payment Detail stating "No meals included in the registration costs."

B. Special Preparation of Travel Payment Detail - Listed below are regulations and requirements made by the Office of Auditor General and State Auditor's Office which need to be observed in preparing Travel Payment Detail forms.

1. Required signatures must be actual signatures. Signatures may not be “stamped” or “initialed”.
2. Out-of-state travel using airline credit card. Cost of airline ticket must be listed on voucher. A copy of airline ticket must also be attached.
3. Every request for out-of-state travel must be supported by a Travel Request form, approved by the Director of Highway Safety. If the Travel Request has been filed or attached to a previous voucher, proper reference thereto shall be made.
4. Sales tax is payable for lodging if the individual traveler pays the lodging bill himself.
5. Travelers who are away from their home stations overnight or several nights must either have a lodging receipt or specify that lodging was obtained at no cost to the state. In the event an employee stays overnight at the home of a friend or relative, the per diem allowance will not apply. In order for an employee to be eligible for the per diem allowance, one must have a paid lodging receipt. At any time where there is no charge for lodging, only the meal allowance will be applicable.
6. Mileage in excess of map mileage from point to point must be explained and justified before it is allowable.
7. Purpose of travel must be documented in the space provided on the Travel Payment Detail.
8. No more than three meals may be claimed during any 24-hour period.
9. Travel claims must be neatly prepared and be legible. Claims prepared in the field by employees using pen or pencil especially need to observe neatness and legibility.

The State Auditor’s Office requires that all Travel Payment Detail forms which have reimbursements for attending a conference or convention include an official program schedule. The purpose of this schedule is to confirm conference dates and registration fees. If the registration fee is not indicated in the program, then receipt for registration will suffice. In all cases, attendance at a conference or convention requires a program and something on the registration. If there is no program available, a copy of the letter which was the original notification from the organization giving particulars on the conference is required. If numerous employees from a section attend the same type of meeting and copies of the program, with or without the indication of registration fees do not equal the number of employees, photo copies will suffice.

On numerous occasions when someone of the employee’s family attends the conference or meeting where a fee is charged, as well as hotel/motel charges, it is necessary that all receipts be properly marked showing only the cost that applies to the employee. In other words, lodging receipts should state the single rate as well as the rate for double occupancy and registration receipts should show a single registration.

- C. Time of Departure and Arrival** - The date and hour of departure from, and arrival at, the official station and stops at which temporary duty is performed must be shown on the Travel Payment Detail. Other stops visited shall be shown on the form, but the time of arrival and departure need not be shown. Time of arrival or departure from a place shall be considered as the hour at which the conveyance used by the traveler actually leaves or arrives at its regular terminal.

“Terminal” is defined as airport, railroad station or bus depot when related to common carriers and official or temporary duty station when private, pool, or other state-owned vehicles are used by the traveler. Transportation to airport for one round trip will be paid. Transportation costs to and from eating establishments are not allowable. Airport parking fees are allowable when accompanied by proper receipt.

D. Meal Allowance: Reimbursement will be made at current state rates for meals for both in-state and out-of-state travel as shown below. Receipts for meals are not needed.

Maximum Meal Allowable	IN-STATE	OUT-OF-STATE	WHEN LEAVING BEFORE	WHEN RETURNING AFTER
BREAKFAST	\$5.00	\$8.00	5:31 AM	7:59 AM
LUNCH	\$9.00	\$11.00	11:31 AM	12:59 PM
DINNER	\$12.00	\$17.00	5:31 PM	7:59 PM
TOTAL PER DAY	\$26.00	\$36.00		

E. Lodging: Receipts must be submitted with the travel reimbursement request

1. Out-of-State Travel

Reimbursement for lodging for out-of-state travel will be computed as follows: Meal allowance is shown above.

- a. Lodging at actual cost, but not to exceed one hundred-fifty dollars (\$150.00) plus tax per night.
- b. Written approval needed for additional lodging allowance, not to exceed fifty (\$50.00) additional dollars per night for lodging.
- c. Private Vehicle - Anyone wishing to drive their personal car on out-of-state trips will be allowed meals and lodging for a maximum of two days each way. Vehicle mileage cost is not to exceed the cost of the most economical commercial air fare available.

2. In-state Travel

Reimbursement for in-state travel will be computed as follows: Meal allowance is shown above.

Lodging at actual cost, but not to exceed current state rate (\$46.50 plus tax per night effective July 1, 2007).

Lodging claims must be supported by a properly executed receipt. Mileage to and from an in-state work site shall be allowable only to the extent that it does not exceed the allowable cost of meals and lodging that could be charged if the employee stayed at the work site.

Regularly scheduled rates for car rental services will be an allowable charge for transportation for state business when neither state nor privately owned vehicles

are available, providing proper receipts and a statement of justification accompany such claims.

3. Allowable Transportation Expenses

Transportation includes ground transportation and such expenses incidental to travel as baggage transfer, the usual taxicab and other fares from station or terminal to either place of residence or place of business and/or terminal.

F. Routing of Travel

Direct route will be by a usually traveled route by standard map miles. **Indirect route** will be considered to be points such as sites, project locations and other points of visitation not listed in standard map mileage. In case an employee, for his or her convenience, travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by said employee. Reimbursement for expenses shall be based on such charges as would have been incurred by a usually traveled route.

The date and hour of leaving travel status and the date and hour of return to travel status (with respective speedometer readings, if applicable) shall be shown. Return to duty status must be at the point which traveler left duty status or at some point equidistance or nearer the point of destination. When weather or plane cause interrupted flight, the expenses for the first twenty-four hours may be absorbed by the airlines; no meals or lodging allowance will be allowed for this period.

G. Use of Privately-Owned Vehicle

When authorized, employees shall be paid in lieu of actual expenses of transportation thirty-seven cents (\$.37) per mile for use of privately-owned automobiles and motorcycles when engaged in official business outside the city limits of their designated posts of duty or place of service. The mileage rate shall cover all expenses incidental to the operation of an automobile, including but not limited to gasoline, oil, tires, repairs, towing, insurance, and parking meters. However, if state travel commission vehicles are available but the employee desires to drive a personal vehicle, the employee shall be paid at the rate of twenty cents (\$.20) per mile.

When transportation is authorized or approved for travel by privately-owned automobiles, distances between points traveled shall be shown as determined in standard map mileage guides for direct travel, and by speedometer readings for indirect travel. Any deviation from distances shown in the standard highway maps shall be explained.

H. Weekend Layovers

When required to perform duties in a specific area for a period of time longer than one week, the weekend layover shall not exceed two days. In no event shall the cost of the layover exceed the cost of a round trip to his/her duty station and back.

4.5.2.2 Travel Reimbursements

All claims for reimbursement of traveling expenses while on state business shall be submitted on Travel Payment Detail forms available from the Office of Highway Safety and must be

itemized and stated in accordance with these rules. Complete the Travel Data form, sign the Travel Payment Detail and attach all lodging receipts and any other applicable receipts. If a meeting or a conference was attended, please attach a copy of the agenda. Additionally, for out-of-state travel, attach a Travel Request.

No mileage will be paid for a city or county vehicle. Reimbursement for mileage will be allowable only when authorized by Office of Highway Safety.

4.6 Contractual Services

Allowable costs under this object of expense would be contracts for professional services which include services performed by a consultant or other agency retained under contract to carry out specific phases of the project for the local subdivision or state agency.

Consultants may be used when the requirement is of a nature or length which cannot be fulfilled by the agency's staff, or when an independent viewpoint is required.

Positive efforts shall be made to utilize small businesses and minority business enterprises.

Contracts shall be awarded only to responsible grant recipients who possess the ability to perform successfully. Such matters as grant recipient integrity, compliance with public policy, record of past performance and financial and technical resources should be considered.

Request for proposals should contain a clear and accurate description of the technical requirements for services to be procured. They should also set forth all requirements which must be fulfilled and all other factors to be used in evaluating proposals.

All contracts shall be conducted in a manner which provides maximum open and free competition. They shall not restrict or eliminate competition.

All contracts must be approved by the Office of Highway Safety and all signatures must be obtained prior to the start of the contract.

The State Auditor will not allow payment on verbal (oral) contracts. All consultant contracts or letters of agreement must be in writing.

All contracts must be filed with the State Auditor's Office in Pierre within five days after the contracts are entered into. The State Auditor's Office will assign a Contract number, which must be included on the voucher for payment.

All sole source contracts must be fully justified in writing. This justification must be submitted to the Office of Highway Safety.

The CONSULTANT CONTRACT form contained in the Appendix must be used for all contracts. It may be modified to fit your situation, but all articles must be included. The IRS employee identification number or social security number must be included.

All agencies must complete a contract review at the completion of the contract period.

Payments for contractual services, including expenses, if expenses are to be paid, must be billed on a Reimbursement Voucher or invoice. Receipts for expenses must be attached if expenses are paid as a separate item.

Invoices should indicate whether the payment is the first payment, the second payment, the final payment, payment in full, etc. The invoice or an appropriate attachment should certify that the work (or the phase, in the case of a partial payment) has been completed.

Two (2) copies of the contract should be provided for distribution as follows: Office of Highway Safety and grant recipient.

No costs can be incurred until final signatures are acquired and a Highway Safety project has been approved for funding by NHTSA officials.

4.6.2 Contract Format

The contract format (See Appendix) must be used for all contracts.

4.7 Equipment

- A. Purchases of equipment must be processed through the State Procurement Office in Pierre if the Office of Highway Safety is to pay the vendor directly. The agency identifies the need for any new equipment and forwards this information to the Office of Highway Safety. If approved by the Office of Highway Safety, a Requisition is prepared and submitted to the Office of Highway Safety Fiscal Manager where an agency number is assigned. It is then sent to State Procurement where bids are let. After bids are received, the lowest bid is accepted and delivery will then be made to the agency requesting the equipment. Upon receipt of equipment, please notify the Office of Highway Safety so payment can be processed.

All purchase order requests must be submitted by July 1st. It takes approximately one month for processing of the request and one to two months for delivery of equipment. All equipment must be received by September 30th, the end of the grant period.

- B. Equipment may be purchased by the local agency without going through the State Purchasing Office if prior approval is given by the Office of Highway Safety. However, all local bidding requirements must be adhered to. If the local agency chooses this method of purchasing, then the local agency must pay for the equipment and submit a copy of the original invoice for the equipment to the Office of Highway Safety for reimbursement. All equipment must be received by September 30th as this is the end of the grant period.

All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Procurement procedures shall not restrict or eliminate competition.

4.7.1 Asset (Equipment) Accountability

1. Assets over \$5,000 purchased with Highway Safety funds will be accounted for and depreciated according to useful life expectancy being determined by use. Asset items purchased with Federal Highway Safety funds must be used only for highway safety purposes.
2. Federal regulations require that the Office of Highway Safety maintain property records for all asset items over \$5,000 purchased in whole or in part with Federal Highway Safety funds. The Equipment Record Summary form which contains all the information necessary will be completed for each asset item purchased.

No asset items purchased with Highway Safety funds are to be sold, disposed of, traded, scrapped, or relocated without prior approval of the Director of Highway Safety.

Two copies of the form will be completed when equipment is received. The original copy is to be retained in the Office of Highway Safety. The duplicate copy will be sent to the state or local agency receiving the equipment and must be retained in their files.

3. All equipment purchased by state or local agencies with Federal Highway Safety funds must be placed on city, county or state inventory listings indicating that the item was purchased with Federal funds.
4. A control system shall be in effect to insure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be reported promptly to the Office of Highway Safety and shall be investigated and fully documented.
5. Adequate maintenance procedures shall be implemented to keep the property in good condition.
6. If an asset item is not utilized for the agency's Highway Safety project throughout its useful life, then possession of the asset shall revert to the Office of Highway Safety. A determination of the action to be taken will be resolved between the Office of Highway Safety and the Regional NHTSA Office. Funding of any further Safety Program activity in the local or state agency will be determined, pending resolution of use of asset items.
7. In the event of disposition of asset items (three year minimum after payment of final voucher), they will be sold with NHTSA receiving the same percentage of the selling price as the Federal share amounted to in the project agreement.
8. Straight line method of depreciation will be used in depreciation of asset items with salvage or trade-in value being agreed to by the Office of Highway Safety and state or local agency.
9. Replacement of accountable asset items will be the responsibility of the state or local agency responsible for those items.
10. A physical inventory shall be taken and the results reconciled with the property records at least once every two years. The existence, utilization, condition and need for the property will be verified.

4.7.2 Life Expectancy

Breathalyzer/Intoxilyzer/PBT	4 years
Computer Hardware & Peripherals	6 years
CPR Training and Equipment	5 years
In-Car Video Cameras (digital)	3 years
Radar	4 years
Traffic Counters/Speed Monitoring Equipment	5 years

Other equipment items not listed will be assigned a life expectancy by the Office of Highway Safety.

4.8 Other Direct Costs

Any other allowable cost incurred specifically to carry out the grant program that does not fit under any of the above categories is included under this object of expense. Agencies must submit a Reimbursement Voucher along with supporting documentation, i.e., copies of invoices for reimbursement; state agencies must submit a Non-Cash Voucher.

4.9 Indirect Costs

Indirect costs are those costs incurred for a joint purpose benefiting more than one program and not readily assignable to one program.

An approved cost allocation plan will be required to support the distribution of any joint costs related to the grant program. All costs included in the plan will be supported by formal accounting records. In no case can the amount allowable exceed actual indirect costs. The cost allocation plan should contain the following information:

1. The nature and extent of services provided and their relevance to the federally-sponsored grant.
2. The items of expense to be included.
3. The methods to be used in distributing costs.

Indirect costs will be reviewed and approved on an individual Project basis by the Office of Highway Safety. The rate approved **will not exceed ten percent (10%)** of the total project costs.

A Reimbursement Voucher showing the rate must be submitted to the Office of Highway Safety for reimbursement.

4.10 Unallowable Costs

The selected items of cost listed below are examples of items which specifically **are not allowable to be charged to grants**. Failure to mention a particular item in the application budget is not intended to imply that it is either allowable or unallowable. Feel free to contact the Office of Highway Safety for further assistance in determining allowability of costs.

- Highway construction, maintenance, or design
- Construction or reconstruction of permanent facilities such as paving, driving ranges, towers, and non-portable skid pads.
- Costs for highway safety appurtenances including longitudinal barriers (guardrails), sign supports, luminary supports, and utility poles.
- Construction, rehabilitation, or remodeling of any buildings or structures or for purchase of office furnishings and fixtures (examples: desk, chair, table, storage cabinet, decorative items, etc.)
- Cost of land
- Truck scales
- Traffic signal preemption systems
- Salaries while pursuing training
- Training or expenses of federal and military employees

- Supplanting: replacing routine and/or existing state or local expenditures with the use of federal grant funds or using federal grant funds for costs of activities that constitute general expenses required to carry-out the overall responsibilities of state, local, or federally-recognized Indian tribal governments
- Research
- Alcoholic beverages
- Entertainment costs including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, food, lodging, rentals, transportation, and gratuities)
- Commercial drivers
- Lobbying
- Cost of international travel.
- Fines, penalties, bad debts, contributions, donations
- Salaries and expenses of the chief executive or legislative body of a political subdivision.
- Purchase of large scale computers.
- Purchase of replacement equipment.
- Purchase of police equipment, i.e., guns, ammunition, uniforms, etc.

The following items of cost may be allowable with specific approval.

- Development costs of new training curriculum and materials provided they will not duplicate materials already developed for similar purposes.
- Training using DOT/NHTSA developed or endorsed curriculum.
- Child Restraint devices must be in compliance with NHTSA performance Standard FMVSS 213.
- Radar units must be in compliance with NHTSA “Model Performance Specifications for Police Traffic Radar Devices”.

Please note, all equipment items must have prior approval.

4.11 Audit

According to federal grant regulations, non-federal entities that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year. Auditing is performed to protect local, state and federal funds from being misspent, and to assure that the funds are used for the purpose intended. Agencies which receive grant funds shall have an audit performed in accordance with OMB Circular A-128, the Single Audit Act which can be viewed at the following link: [Circular A-133 -- Audits of States, Local Governments, and Non-Profit Organizations](#) .

Audits should be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.

The audit should cover the entire operation of a state or local government, except where it is more economical to conduct individual project audits.

Auditors shall determine whether:

1. The financial statements present fairly its financial position and the results of its financial operation in accordance with generally accepted accounting principles.
2. The organization has internal accounting and other control systems to provide reasonable assurance that it is managing Federal financial assistance programs in compliance with applicable laws and regulations.
3. The organization has complied with laws and regulations that may have material effect on its financial statements and on each major Federal assistance program.

Audits should be performed annually unless the State or local government has a requirement for less frequent audits (not less than every two years).

Audit reports must be retained for a minimum of three years from the date of the audit report unless notified to extend the retention period. All audit findings shall be resolved within six months after receipt of the report.

Copies of audit reports must be provided to the Office of Highway Safety upon completion.

SECTION 5 PROGRESS REPORTING AND PROJECT MONITORING

5.1 Progress Reporting

5.2 Monitoring

SECTION 5 PROGRAM REPORTING AND MONITORING

5.1 Progress Reporting

Progress reporting is the responsibility of each Project Director and is part of the project agreement or contract. The project agreement/contract will specify reporting frequency. The format provided by the Office of Highway Safety must be used for all reports. If there is no current progress report on file at the Office of Highway Safety, no vouchers will be processed for reimbursement.

If there is no activity expected in a project for several months, progress reports are due describing why there is no activity and when activity will begin.

5.2 Monitoring

Federal grant management rules require the Office of Highway Safety to monitor project agreements and contracts to assure compliance with applicable federal requirements and cost principles. Project monitoring includes tracking the progress of projects in meeting objectives and performance measures, as well as compliance with procedures, laws, and regulations and sound operational practices to fulfill the monitoring and reporting requirements.

All projects administered by the South Dakota Office of Highway Safety (SDOHS) shall be subjected to monitoring, based on dollar amount, capabilities and experience of the project personnel, indications of problems, lack of performance, or change in project direction. Monitoring may be performed through on-site visits, by telephone, or as a desktop review.

APPENDIX

This appendix provides copies of the various Highway Safety forms that will be used in the management and operation of project grants.

- Highway Safety Grant Application Form
- Sample Objectives
- Sample Activities
- Sample Project Agreement
- Progress Report Form
- Reimbursement Voucher Form
- Monitoring Report
- Sample State Contract for Consultant Services
- Requisition for Equipment
- Equipment Record Summary
- Travel Data Form
- Travel Request Form (for out-of-state travel)
- Travel Payment Detail



**Federal Fiscal Year 2009
Highway Safety Grant Application Form
Department of Public Safety
Office of Highway Safety
118 W Capital Ave
Pierre, SD 57501**

Postmark Due Date: May 16, 2008

**PART 1
Applicant Contact Information**

Project Title: _____ **Date:** _____

Project Director: _____

Agency/Organization: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Email: _____

Authorizing official for the Agency/Organization (person with contracting authority):

Printed Name: _____

(Signature required at end of application)

Phone: _____ **Email:** _____

For information on completing this application:

This application (in Word format), instructions, and project information are available electronically through the South Dakota Office of Highway Safety (SDOHS) website www.state.sd.us/dps/hs, by phone 605 773-4949, or through email request to highwaysafetyinfo@state.sd.us.

PART 2 Description of Project

Describe the following topics in narrative form. The narrative for all topics may not exceed three single-sided, single spaced pages. Hand-written applications will not be accepted.

1) Problem Identification *Describe the problem; use available local, state or national data and demographic information. Include the source of the data.*

2) Objectives and Performance Measures *What are the objectives of the project and how will you measure performance, i.e., progress in meeting your objectives?*

3) Activities *In a logical sequence, describe planned activities that will accomplish your objectives; include at least one public education activity.*

4) Evaluation *Describe how you will measure what was accomplished by the project.*

5) Equipment *What equipment, if any, will be purchased to meet the needs of this project?*

**Note: items previously purchased with federal funds are not eligible for replacement with federal funds.*

6) Agency Qualifications *Eligible applicants are: South Dakota State Agencies, federally recognized tribal governments, county and city agencies, non-profit agencies with 501 c (3 or 4) IRS status, public schools, and private schools with non-profit status.*

- 4. Describe Federal Share Requested for Contractual Expenses and Local Match:** *(describe contractual agreements, purpose, start and end dates, and cost).*

- 5. Describe Federal Share Requested for Equipment and Local Match:** *(equipment needed directly related to project activities)*

- 6. Describe Federal Share Requested for Other Direct Costs and Local Match:** *(costs directly related to project activities that do not fit in the other categories such as paid media, resource materials, etc.).*

- 7. Describe Federal Share Requested for Indirect Costs and Local Match:** *(administrative costs limited to a maximum of 10%)*

- 8. Total Federal Requested and Local Match**

Budget Summary Table
(summarize Budget Detail above)

	Budget Category	Federal Share Requested	Local Match	Total Project Cost
1.	Personal Services			
2.	Travel			
3.	Operating			
4.	Contractual			
5.	Equipment			
6.	Other Direct Costs			
7.	Indirect			
8.	Total			

PART 4 Certifications and Assurances

The South Dakota Office of Highway Safety (SDOHS) has based the following certifications and assurances on regulations pertaining to the federal dollars that support highway safety programs in South Dakota. The signature below of an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met:

- 1) Reports – The grant recipient shall submit quarterly, final, and/or special reports as outlined in the Project Agreement or Contract.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the grant recipient may copyright such, but SDOHS reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The grant recipient may publish, at its own expense, the results of project activities without prior review by SDOHS, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and SDOHS. Any discovery or invention derived from work performed under this project shall be referred to SDOHS, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required protecting the public interest.
- 3) Termination – This project agreement may be terminated or fund payments discontinued or reduced by SDOHS at any time upon written notice to the grant recipient due to non-availability of funds, failure of the grant recipient to accomplish any of the terms herein, or from any change in the scope or timing of the project.
- 4) Fiscal Records – Complete and detailed accounting records will be maintained by the grant recipient of all costs incurred on this project, including documentation of all purchases of supplies, equipment, and services; travel expenses; payrolls; and time records of any person employed part-time on this project. Federal, state, or SDOHS auditors shall have access to any records of the grant recipient. These records shall be retained for three years after the final audit is completed or longer, if necessary, until all questions are resolved.
- 5) Funding – The grant recipient will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by SDOHS based on approved requests for reimbursement. If matching funds are required, the grant recipient will expend them from unencumbered nonfederal sources, which must be spent not later than 30 days following the completion of the project.
- 6) Cost Principles and Grant Management – The allowability of costs incurred and the management of this project shall be determined in accordance with the U.S. Office of Management and Budget (OMB); please refer to <http://www.whitehouse.gov/omb/> or Section 4 of the SD Highway Safety Project Director’s Manual for more information.
- 7) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
- 8) Changes – The grant recipient must obtain prior written approval from SDOHS for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, project budget or transfer of funds in accordance with Section 3.3.3 of the Manual. The period of performance of the project cannot be changed.
- 9) Program Income – The SDOHS encourages grant recipients to earn income to help defray program costs but there are federal regulations that must be followed. Program income is

defined as gross incomes received by the state and/or grant recipient directly generated by a grant supported activities, or earned only as a result of the grant agreement during the grant period. Income earned by the grant recipient with respect to the conduct of the project (sale of publications, registration fees, service charges, donations for child safety seats, etc.) must be accounted and income applied to project purposes, used to reduce project costs, or be used to meet cost agency matching requirements. The grant recipient is responsible for reporting all program income according to federal and state requirements.

- 10) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of SDOHS. The grant recipient shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to SDOHS.
- 11) Third Party Participants – No contracts or agreements may be entered into by the grant recipient related to this project, which are not incorporated into the project agreement and approved in advance by SDOHS. The grant recipient will retain ultimate control and responsibility for the project. SDOHS shall be provided with a copy of all contracts and agreements entered into by grant recipients. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to SDOHS.
- 12) Participation by Disadvantaged Business Enterprises – The grant recipient agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their grant recipients 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.
- 13) Non Discrimination – In the performance of this agreement the grant recipient, by its signature below, certifies and assures that it shall comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §791 et seq.), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) The American with Disabilities Act of 1990, as amended (42 U.S.C. §§12111-12213) which prohibits discrimination on the basis of disability (and 49 CFR Part 37); (e) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The grant recipient shall not discriminate on the basis of race, color, national origin, sex, religion, age, creed, Vietnam Era and Disabled Veterans status or sensory, mental or physical handicap in the provision of any terms and conditions of employment or the provision of service or benefits otherwise afforded and will take the affirmative action necessary to accomplish the objects of the above referenced laws.

- 14) Political Activities – No funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 15) Single Audit – State and local governments that receive federal assistance are subject to the audit requirements of the Office of Management and Budget (OMB) Circular A-128. An institution of higher education or a nonprofit entity must comply with audit requirements in OMB Circular A-133.
- 16) Safety Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 17) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), SDOHS has the responsibility to ensure that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employees, grantees, and/or sub-grantee of the grant recipient and/or any such activity is prohibited in the grant recipient’s workplace.
- 18) Debarment and Suspension - The applicant certifies, by signature below, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 19) Lobbying: None of the funds under this program shall 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.

PART 5
Reporting Requirements

The SD Office of Highway Safety project agreements and contracts will specify either:

1. Quarterly reports are due during the life of a project in the format provided by SDOHS. Quarterly reports are due to SDOHS within fifteen (15) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	October 1 – 30	December	Report due January 15
Second Quarter:	January 1 – 31	March	Report due April 15
Third Quarter:	April 1 – 30	June	Report due July 15
Fourth Quarter:	July 1 – 30	September	Report due October 15

2. Special reports: Law enforcement agencies, Department of Justice funded projects, and others may be required to submit special reports.

PART 6
Invoicing Requirements

Requests for reimbursement must be made on the Reimbursement Voucher with required documentation attached. Requests for reimbursement must be submitted at least quarterly (preferably, not more often than once a month). Requests for reimbursement for goods received or services performed between the agreement/contract effective date and September 30 **must be received by the Office of Highway Safety no later than November 15.** Requests for reimbursement received after the above cutoff date will not be reimbursed.

PART 7
Authorizing Official Signature

I declare under penalty of perjury in the second degree, and any of the applicable state or federal laws, that the statements made and contained under the title Certification and Assurances herein are true and complete to the best of my knowledge.

I attest that the information presented in this application is true. I have read and understand the above Reporting and Invoicing requirements and will comply with these requirements.

Authorized Official Signature

Date

Reminders:

- A copy of the agency's current overtime policy must be attached for law enforcement agencies requesting overtime.
- A copy of the 501 c 3 or 4 IRS tax exemption letter must be attached for non-profit agencies.
- Problem identification documentation must be attached if not otherwise described in the application narrative.

Sample Objectives

- A. Reduce crashes involving impaired drivers
 - 1. Reduce the number of people killed in alcohol involved traffic crashes in your community by X from X in base year 200X.
 - 2. reduce the number of underage (<21) alcohol involved traffic crashes in your community by X from X in base year 200X.
- B. Increase safety belt and child restraint use
 - 1. Increase seat belt usage in your community by X from X in base year 200X.
 - 2. Reduce the number of unrestrained persons killed in your community by X from X in base year 200X.
- C. Reduce traffic crashes caused by aggressive driving and speeding
 - 1. Reduce the total number of people killed in traffic crashes in your community by X from X in base year 200X.
 - 2. Reduce the number of people killed in speed related traffic crashes in your community by X from X in base year 200X.
- D. Reduce fatalities and injuries involving young drivers
 - 1. Provide a program of instruction to a minimum of XX% of students in your community.
 - 2. Increase involvement of youth in highway safety activities from XX to XX.
- E. Reduce motorcycle crashes
 - 1. Reduce motorcycle fatalities in your community by X from X in base year 200X.
 - 2. Increase the number of people provided motorcycle safety instruction from X from X in base year 200X.
 - 3. Conduct a motorcycle safety media campaign that reaches XX% of motor vehicle drivers during 200X.
- F. Reduce crashes involving pedestrians and bicyclists
 - 1. Reduce the number of killed or injured pedestrians or bicyclists from X in base year 200X to X in 200X.
 - 2. Increase the number of kids that use bike helmets from X in base year 200X to X in 200X.
- G. Improve traffic information systems
 - 1. Increase the number of crashes recorded electronically from X in base year 200X to X in 200X.
- H. Improve traffic safety through engineering
 - 1. Improve signage in your community or county from X in base year 200X to X in 200X.
- I. Improve emergency response services
 - 1. Increase response time to crashes in your community by X% from X minutes in base year 200X.
 - 2. Train X% of emergency responders in a specific area in 200X.

Sample Activities

- A. Reduce crashes involving impaired drivers
 - Conduct a minimum of XX checkpoints in your community during the grant period.
 - Increase the number of DUI arrests by XX% during the grant period.
 - Establish and implement a DUI Awareness Program in your community during the grant period.
 - Establish and implement a Designated Driver Program in your community during the grant period.
 - Provide comprehensive training in prosecuting DUI cases to at least XX prosecutors/judges by 200X.
- B. Increase safety belt and child restraint use
 - Coordinate seatbelt usage events at XX local schools by 200X.
 - Host a NHTSA technician training for XX individuals.
 - Increase total seatbelt/child seat citations.
 - Train XX local hospital medical staff on the proper use, installation, and instructions for child safety seats, booster seats, and special needs safety seats in your community during the grant period.
 - Conduct at least XX traffic safety presentations impacting XX people in civic and community groups by 200X.
 - Solicit XX multilingual volunteers for child safety seat presentations or fittings by 200X.
- C. Reduce traffic crashes caused by aggressive driving and speeding
 - Conduct XX highly publicized speed enforcement campaigns in your community during the grant period.
 - Set-up a speed board/trailer each week at a selected high crash location.
 - Conduct XX speed enforcement campaigns by 200X.
- D. Reduce fatalities and injuries involving young drivers
 - Develop and present traffic safety presentations for XX youth in 200X.
 - Develop and present a program on parental management of young drivers for XX parents in 200X.
 - Develop a traffic safety library for youth and community members.
- E. Reduce motorcycle crashes
 - Conduct XX special enforcement events focusing on impaired motorcycle riders in your community in 200X.
 - Disseminate information to XX riders on the procedures for obtaining motorcycle riding safety training and endorsements.
- F. Reduce crashes involving pedestrians and bicyclists
 - Educate motor vehicle drivers and pedestrians about pedestrian laws.
 - Educate school-age children and their caregivers in safe walking habits, routes, and best practices.
 - Form a partnership with local public transportation organizations to develop and implement a program to increase awareness of pedestrian safety issues by 200X.
 - Conduct a bicycle helmet use survey in your community during the grant period.
- G. Improve traffic information systems
 - Purchase hardware to use TraCS.
 - Purchase software and installation services to implement TraCS.
- H. Improve traffic safety through engineering
 - Using traffic counts, accident statistics, speed data, and roadway conditions, a traffic safety engineer will investigate and make recommendations for high crash locations.
 - Purchase and install improved signage recommended by a traffic safety engineer, compliant with national standards.
- I. Improve emergency response services
 - Conduct training for XX EMS/First Responders during the grant period.
 - Purchase equipment that will provide better access for volunteer emergency responders.

Worksheet for Application Development
Not required to be submitted with application

Problem Statement/Identification:		
Objective:		
<i>Performance Measure:</i>		
Strategy 1	Strategy 2	Strategy 3
Activity 1.1	Activity 2.1	Activity 3.1
<i>Performance Measure:</i>	<i>Performance Measure:</i>	<i>Performance Measure:</i>
Activity 1.2	Activity 2.2	Activity 3.2
<i>Performance Measure:</i>	<i>Performance Measure:</i>	<i>Performance Measure:</i>
Activity 1.3	Activity 2.3	Activity 3.3
<i>Performance Measure:</i>	<i>Performance Measure:</i>	<i>Performance Measure:</i>
Monitoring:		
Evaluation:		



Department of Public Safety
Office of Highway Safety/Accident Records
 118 W Capitol Ave
 Pierre, South Dakota 57501-2000
 605/773-4949 FAX: 605/773-6893

200X Highway Safety Project Agreement

Award [REDACTED]

Grant Recipient Address City, State, Zip	Office of Highway Safety Department of Public Safety 118 W Capitol Ave Pierre, SD 57501
Referred to as "Grantee"	Referred to as Office of Highway Safety or SDOHS

The Office of Highway Safety hereby enters into this agreement for services with the Grantee in consideration or and pursuant to the terms and conditions set forth herein.

Funding to assist with this project will be provided through federal Highway Safety and/or Office of Juvenile Justice funds. The South Dakota Department of Public Safety, Office of Highway Safety, has been designated by Governor Rounds as the State agency responsible for administration of these funds.

It is hereby agreed that:

1. This agreement will be effective from **October 1, 200X through September 30, 200X**.
2. A maximum of \$ [REDACTED] will be made available from the Office of Highway Safety to the Grantee for implementation of this project.
3. In order to be reimbursed, items not specified at the time of application for this grant such as educational materials, incentives, etc., *must be approved in writing* by the Office of Highway Safety prior to purchase.
4. The Office of Highway Safety will reimburse Grantee through the use of a voucher; reimbursement will only be made if required documentation has been submitted and is contingent upon receipt of current progress reports.
5. The Grantee agrees to:
 - a) Provide a plan of action for the project including specific objectives, activities, an evaluation component, and a timeframe for implementation. Reference "Appendix A".
 - b) Submit quarterly progress reports (or reports on a schedule approved by the Office of Highway Safety).
 - Alternately,** law enforcement may be permitted to submit data and progress reporting through the Monthly Traffic Reporting system.
 - c) Ensure compliance with all financial and administrative requirements set forth in the South Dakota Highway Safety Project Directors Manual issued March 2008.

- d) Grantee agrees, at its sole cost and expense, to maintain adequate commercial general liability, worker's compensation, and automobile liability insurance during the period of this agreement. Grantee shall furnish copies of insurance policies if requested by the SDOHS.
- e) Grantee agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require Grantee to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

Certifications and Assurances

The South Dakota Office of Highway Safety (SDOHS) has based the following certifications and assurances on regulations pertaining to the federal dollars that support highway safety programs in South Dakota. The signature below of an authorized representative of the applicant agency certifies and ensures that the terms of this agreement, including all of the following conditions will be met.

- 1) Reports – The grant recipient shall submit quarterly, final, and/or special reports as outlined in the Project Agreement or Contract.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the grant recipient may copyright such, but SDOHS reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The grant recipient may publish, at its own expense, the results of project activities without prior review by SDOHS, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and SDOHS. Any discovery or invention derived from work performed under this project shall be referred to SDOHS, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required protecting the public interest.
- 3) Termination – This project agreement may be terminated or fund payments discontinued or reduced by SDOHS at any time upon written notice to the grant recipient due to non-availability of funds, failure of the grant recipient to accomplish any of the terms herein, or from any change in the scope or timing of the project.
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- 6) Cost Principles and Grant Management – The allowability of costs incurred and the management of this project shall be determined in accordance with the U.S. Office of Management and Budget (OMB); please refer to <http://www.whitehouse.gov/omb/> or Section 4 of the SD Highway Safety Project Director's Manual for more information.
- 7) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
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or earned only as a result of the grant agreement during the grant period. Income earned by the grant recipient with respect to the conduct of the project (sale of publications, registration fees, service charges, donations for child safety seats, etc.) must be accounted and income applied to project purposes, used to reduce project costs, or be used to meet cost agency matching requirements. The grant recipient is responsible for reporting all program income according to federal and state requirements.

- 10) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of SDOHS. The grant recipient shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to SDOHS.
- 11) Third Party Participants – No contracts or agreements may be entered into by the grant recipient related to this project, which are not incorporated into the project agreement and approved in advance by SDOHS. The grant recipient will retain ultimate control and responsibility for the project. SDOHS shall be provided with a copy of all contracts and agreements entered into by grant recipients. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to SDOHS.
- 12) Participation by Disadvantaged Business Enterprises – The grant recipient agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their grant recipients 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.
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- 14) Political Activities – No funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 15) Single Audit – State and local governments that receive federal assistance are subject to the audit requirements of the Office of Management and Budget (OMB) Circular A-128. An institution of higher education or a nonprofit entity must comply with audit requirements in OMB Circular A-133.
- 16) Safety Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 17) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), SDOHS has the responsibility to ensure that unlawful manufacture,

Progress Report for Federal Fiscal Year _____

Program Title: _____

Grant # _____ Project Director: _____

This progress report is for: *check the appropriate box*

- October-December (*progress report due January 15th*)
- January-March (*progress report due April 15th*)
- April-June (*progress report due July 15th*)
- July-September (*progress report due Oct 15th*)
- Other time frame, please specify: _____

Section I: Progress on Objectives

list all objectives from your grant application and describe progress

A) Objective: (*insert objective from your grant application here*)

- 1st Quarter: (*describe progress here*)
- 2nd Quarter: (*describe progress here*)
- 3rd Quarter: (*describe progress here*)
- 4th Quarter/Final: (*describe progress here*)

B) Objective: (*insert objective from your grant application here*)

- 1st Quarter: (*describe progress here*)
- 2nd Quarter: (*describe progress here*)
- 3rd Quarter: (*describe progress here*)

- 4th Quarter/Final: *(describe progress here)*

C) Objective: *(insert objective from your grant application here)*

- 1st Quarter: *(describe progress here)*
- 2nd Quarter: *(describe progress here)*
- 3rd Quarter: *(describe progress here)*
- 4th Quarter/Final: *(describe progress here)*

*** Continue format as needed**

Section II: Project Management

Describe problems encountered, requests for assistance, etc.

Section III: Equipment and Educational Materials

Describe approved equipment and educational materials purchased during this reporting period, if applicable.

Equipment

Serial Number	Description	Equipment use

Educational Materials

Quantity	Description	Safety Message	How Utilized

Section IV: Expenditures

Object of Expense	Grant Award Total	Reimbursement Requests for Current Reporting Period	Expended Grant Award Year-to-Date	Grant Award Balance
Personal Services				
Travel				
Operating				
Contractual Services				
Equipment				
Other Direct Costs				
Indirect Costs				
TOTALS				

Progress Report submitted by:

Signature: _____ Date _____

Please submit to:

Email: june.snyder@state.sd.us

Mail: **Department of Public Safety
Office of Highway Safety
118 W Capitol
Pierre, SD 57501**

Fax: **605 773-6893**

South Dakota Office of Highway Safety
Reimbursement Voucher
 This form must be submitted with each request for reimbursement

Agency: _____

Project Title: _____ Grant Award ID: _____

Voucher is for the period _____ to _____

Complete the following table, attach applicable documentation (receipts, timesheets, payroll records, etc.), and return to:

Department of Public Safety
 Office of Highway Safety
 118 W Capital Ave
 Pierre, SD 57501

Object of Expense	Total Award		Reimbursement Request Claimed This Voucher		Reimbursement Claimed To Date (including this claim)	
	Federal Share	Local Match	Federal Share	Local Match	Federal Share	Local Match
Personal Services						
Travel						
Operating						
Contractual						
Equipment						
Other Direct Costs						
Indirect Costs						
TOTALS						

Project Director Signature _____ Date _____

Office of Highway Safety Approval Signature _____ Date _____

South Dakota Office of Highway Safety

Project Monitoring Report

Office of Highway Safety Use Only

Agency: _____

Project Title: _____ Grant Award ID: _____

Monitoring Period: _____ to _____

Desk Monitoring _____ Site Visit _____ Other (Identify) _____

Project Objectives:

Progress of Projects to Date:

Progress in meeting timelines and/or goals:

Problems encountered, changes needed, requests for assistance, etc.

Office of Highway Safety

Date

TEMPLATE

**STATE OF SOUTH DAKOTA
CONSULTING CONTRACT**

STATE

CONSULTANT

Department of Public Safety

Name of Agency

118 W Capitol Avenue

Address

Pierre, SD 57501

City, State, Zipcode

Name of Agency

Address

City, State, Zipcode

This contract is an agreement made and entered into this _____ day of _____, _____, by and between the _____ (State) and the _____ (Consultant).

The State hereby enters into this Agreement for services with Consultant in consideration of and pursuant to the terms and conditions set forth herein.

1. The Consultant will perform those services described in the Work Plan, attached hereto as Exhibit A and by this reference incorporated herein.
2. The Consultant's services under this Agreement shall commence on _____ and end on _____, unless sooner terminated pursuant to the terms hereof.
3. The Consultant will not use State equipment, supplies or facilities. The Consultant's Employer Identification Number is _____.
4. The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$_____. The State will not pay Consultant's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher.
5. While performing services hereunder, the Consultant is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
6. Consultant agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Consultant or the State to liability. Consultant shall report any such event to the State immediately upon discovery.

7. Consultant's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Consultant's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Consultant to report any event to law enforcement or other entities under the requirements of any applicable law.
8. This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Consultant breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Consultant at the time of termination may be adjusted to cover any additional costs to the State because of Consultant's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Consultant it is determined that Consultant was not at fault, then the Consultant shall be paid for eligible services rendered and expenses incurred up to the date of termination.
9. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
10. This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.
11. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
12. The Consultant will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
13. The Consultant may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Consultant will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Consultant will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

14. Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to _____ on behalf of the State, and by _____, on behalf of the Consultant, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
15. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
16. All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

In Witness Whereof, the parties signify their agreement effective the date above first written by the signatures affixed below.

STATE	CONSULTANT
Signature	Signature
Secretary	
Title	Title
Department of Public Safety	
Agency	Agency
Date	Date

- State Agency Coding (MSA Center) _____.
- State Agency MSA Company for which contract will be paid ____.
- Object/subobject MSA account to which voucher will be coded _____.
- Name and phone number of contact person in State Agency who can provide additional information regarding this contract _____.

EQUIPMENT RECORD SUMMARY

Make & Kind of Unit _____ OHS Inventory No. _____
 Model _____ Serial No. _____ State Inventory No. _____
 Receiving Voucher No. _____ State Project No. _____
 Purchased From _____ Federal Project No. _____
 Address _____
 Terms of Purchase _____ Located At _____
 Date of Delivery _____ Custodian _____
 Purchase Price \$ _____

DEPRECIATION SCHEDULE

Freight In \$ _____
 Additions \$ _____
 TOTAL COST \$ _____
 Federal Share _____

YEAR	COST AND ADDITIONS	ANNUAL DEPRECIATION	BOOK VALUE END OF YEAR
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -
19	\$ -	\$ -	\$ -

DISPOSAL DATA:
 Date of Disposal _____

1. Sold To: _____

 Sale Price \$ _____
 2. Traded In: _____
 To: _____

Total Cost _____
 Estimated Salvage or Trade-In Value \$ _____
 Total Estimated Depreciation \$ _____
 Estimated Life _____ Years
 Annual Depreciation \$ _____

I hereby certify that the equipment listed on the reverse side has been purchased in whole or in part with Highway Safety Funds and will be used exclusively for the purpose intended. I further agree to service and maintain this equipment in a reasonable manner, that it shall not be traded, exchanged or sold without prior approval of the State Highway Safety Program Director. In event of a change in custodian of equipment, the State Highway Safety Program Director must be notified. Asset items must be placed on State/Local Inventory System with the Federal participation indicated.

Custodian of Equipment

Date

The above certification noted and approved.

Highway Safety Program Director

Date

Highway Safety Accountant

Date

TRAVEL DATA FORM

Please complete this form, **sign** the Travel Payment Detail form, and submit both to the Office of Highway Safety for reimbursement of travel expenses.

- If applicable, airline ticket receipt **must** be attached.
- If applicable, paid motel receipts **must** be attached.

Traveler's Name: _____

Mailing Address: _____

Social security number: _____

Date left home: _____ Time: _____

Date returned home: _____ Time: _____

Purpose of trip: _____

Car license number: _____

Driver Name: _____

Passenger Names: _____

Do not fill in the Travel Payment Detail form. Sign the Travel Payment Detail Form in the "claimant" section and submit it to the Office of Highway Safety with the Travel Data Form.

More information about Travel Reimbursement is available in Section 4 of the Highway Safety Project Directors Manual.

SOUTH DAKOTA TRAVEL REQUEST BOA FLEET & TRAVEL MANAGEMENT SFN 01239-0002			Bureau or Department	Program
			Division	Circle One: In-State Out-of-State
Billing Center Code	(Last Two Digits Optional)	Method of Travel		Est. Miles (Personal Vehicle)
Traveler's Name (Last, First, MI)			Office Phone	Home Phone
Purpose of Travel			License Number	

JOURNEY INFORMATION

Journey Number	Origin	Odometer Reading	Departure Date	Departure Time	Circle One:
Segment	Destination				AM/PM
1.					AM / PM
2.					AM / PM
3.					AM / PM
4.					AM / PM
5.					AM / PM
6.					AM / PM
7.					AM / PM
8.					AM / PM
REQUIRED: Return to Origin		Final Odometer Reading	Return Date and Time		AM / PM

Comments/Vehicle Problems/Repairs

White - Fleet and Travel Management; Yellow - Agency

COST ESTIMATES FOR OUT OF STATE TRAVEL

Transportation \$	Meals \$	Lodging \$	Misc. Fees \$	Total \$
General Funds \$	Federal Funds \$	Other Funds \$	Non-State Funds \$	

SIGNATURES NOTE: Driver MUST sign to certify he/she holds a valid driver license

Traveler Signature	Date	Driver License Number	Expiration Date
Approving Officer	Date	Approving Officer	Date

AGENCY TRAVEL COORDINATOR USE

Coordinator Name	Date of Entry	Mode
Comments		
Ride Share Contact	Office Phone	Home Phone

FLEET AND TRAVEL MANAGEMENT USE - FOR HIGH MILEAGE REQUEST ONLY

Approval Signatures	Date	Comments
Authorization Number		

Addendum

This is an addendum to the South Dakota Highway Safety Project Director’s Manual, March 2008, page 19.

Changes shown are applicable for FFY10 applications for highway safety funding.

Local Match

The federal match rate for alcohol impaired driving projects (410 funding) has changed to 50:50 (dollar for dollar) for federal fiscal year 2010. Equipment and overtime for impaired driving enforcement activities will require a 50:50 match. For example, if you request \$5,000 for impaired driving overtime and/or equipment, you must provide \$5,000 in match. All equipment requires hard (cash) match; overtime match can be soft match.

Projects that qualify for base (402 funding) will continue to require an 80:20 match if the project total is over \$50,000 or the request is for equipment. Equipment requires a hard (cash) match; under 402, a 20% match is required of local agencies. For projects over \$50,000, expenses other than equipment can be matched at 20% with soft match.

Documentation of local match is required for all grants \$50,000 and over. Match contributions must have the same supporting documentation as the costs for which you request reimbursement. Match is subject to the Code of Federal Regulations, Title 49: Transportation, Part 18.24 which can be viewed through the following link, [Electronic Code of Federal Regulations](#) .

Law enforcement equipment that may be reimbursed is listed below with maximum reimbursement amounts. The SD Office of Highway Safety will reimburse up to percentage shown below or the maximum dollar amount shown, whichever is lower.

FFY10 Maximum Reimbursement To Law Enforcement Agencies For Equipment	
Radar – standard 80:20 cash match	\$1,670
Radar – laser 80:20 cash match	\$2,396
Video Camera – standard 50:50 cash match	\$1,458
Video Camera – digital 50:50 cash match	\$2,467
PBT/FST 50:50 cash match	\$200
Other equipment may be approved on a case by case basis; match will depend on source of funds.	

If a project qualifies for Department of Justice funding, match may be waived; please contact the Office of Highway Safety for more information.