



Grant Management Manual

Contact Information

Governor's Highway Safety Program
750 N. Greenfield Parkway
Garner, NC 27529

919-814-3650

[GHSP WEBSITE](#)

Table Of Contents

Chapter 1 – Introduction	3
Section 1.01: Purpose	3
Section 1.02: Grant Program Funding Overview	3
Chapter 2 – Triennial Highway Safety Plan	3
Section 2.01: Overview	3
Section 2.02: Traffic Safety Problem Identification and Program Areas	3
Chapter 3 – Grant Application	4
Section 3.01: Overview	4
Section 3.02: Grant Management System	5
Section 3.03: Special Application Considerations	6
Section 3.04: Grant Application	7
Chapter 4 – Grant Agreement	13
Section 4.01: Overview	13
Section 4.02: Grantee Orientation Training	13
Chapter 5 – Grant Administration	13
Section 5.01: Establish Procedures	13
Section 5.02: Claims for Reimbursement - General	13
Section 5.02: Claims for Reimbursement – Law Enforcement	14
Section 5.03: Overtime Grants	15
Section 5.04: Progress Reports	16
Section 5.05: Monthly Enforcement Data Reports	17
Section 5.06: Final Accomplishment Reports	17
Section 5.07: Grant Revisions	17
Section 5.08: Project Management Reviews	18
Section 5.09: Non-Expendable Property	19
Section 5.10: Out of State Travel Requests	20
Section 5.11: Grantee Appeals	21
Chapter 6 – Certifications and Assurances	21
Section 6.01: Certifications and Assurances List	21
Chapter 7 – Definitions and Acronyms	22
Section 7.01: Acronym Table	22
Section 7.02: Definitions	23
Section 7.03: Revisions	27
Section 7.04: Appendices	27

Chapter 1 – Introduction

Section 1.01: Purpose

The North Carolina Governor’s Highway Safety Program ([GHSP](#)) is tasked with developing and implementing a highway safety program that addresses roadway traffic safety human behaviors. The purpose of this Grant Management Manual (GMM) is to provide consistent guidance in the administration of GHSP grant projects, so that grantees comply with state and federal regulations. The GMM contains a written record of approved administrative and financial procedures, which all GHSP grantees must follow. This GMM does not address all regulations and making occasional reference to other North Carolina state government manuals and policies may be necessary.

Section 1.02: Grant Program Funding Overview

GHSP funding, which is awarded to the state by the National Highway Traffic Safety Administration ([NHTSA](#)), includes the State and Community Highway Safety Program ([Section 402](#)) and the National Priority Safety Program ([Section 405](#)). **The GHSP highway safety program is a reimbursement program whereby a grantee will expend their funds to perform the work and then will be reimbursed by GHSP upon submission of the necessary documentation in accordance with the grant agreement.**

GHSP can directly fund political subdivisions such as state, regional, county, and local agencies and 501(c)(3) nonprofit organizations. For-profit organizations, companies, or consultants are only eligible for funding through a subcontract agreement with a grantee.

Chapter 2 – Triennial Highway Safety Plan

Section 2.01: Overview

The goal of the behavioral highway safety program is to ensure all roadway users arrive at their destination safely. To accomplish this, GHSP develops a [Triennial Highway Safety Plan \(3HSP\)](#) every three years, along with an [Annual Grant Application \(AGA\)](#), and submits both documents to NHTSA. These documents outline and implement a data-driven highway safety program that uses proven [countermeasures that work](#) to help address unsafe behaviors such as speeding, impaired and distracted driving and not using seat belts.

Section 2.02: Traffic Safety Problem Identification and Program Areas

Identification of roadway traffic safety problems is conducted on a statewide basis for each program area. Problem identification is the process of gathering and analyzing data and information from a variety of sources and using what is learned to prioritize limited resources for the implementation of proven and innovative countermeasures that will help prevent crashes on North Carolina’s roads. Gathering pertinent information and data, along with [*conducting meaningful public participation and engagement*](#), are the strategic approaches GHSP uses to guide the problem identification process. Numerous data resources are used to determine and prioritize the state’s traffic safety problems. This approach ensures GHSP understands the extent of the traffic crash problem and identifies the geographic areas where crashes are occurring.

The 3HSP describes what will be done to address these problem areas, along with setting goals and performance measures to gauge progress. Program goals and performance measures are selected based

on trends, external forces such as economic factors, equity, and the effectiveness of available countermeasures. North Carolina is a [Vision Zero](#) state—the ultimate goal is zero traffic-related fatalities.

Public Participation and Engagement

Highway safety problem identification not only involves data collection and analysis, but also meaningful public participation and engagement (PP&E) from communities affected by traffic crashes that result in death and serious injury. PP&E is a meaningful process that proactively seeks full representation from communities, considers public comments and feedback, and incorporates that feedback into a project, program or plan.

Chapter 3 – Grant Application

Section 3.01: Overview

Many types of agencies are eligible to apply for funding from GHSP, including but not limited to, state, county, regional, and municipal political subdivisions, such as law enforcement agencies, colleges and universities, and non-profit organizations. For-profit organizations are not eligible to apply for funding directly from GHSP. When determining whether to apply for a grant with GHSP, the applicant should consider how their agency plans to use grant funds to further [North Carolina's Vision Zero](#) goal of zero traffic fatalities. GHSP can only award funding for projects designed to address highway safety. The applicant must be prepared to document and fully explain how they plan to address a particular highway safety concern.

Grants are awarded through a competitive process on an annual basis and GHSP management and staff determine through a comprehensive review of all applications which ones will be selected for funding. The application process is data-driven, meaning projects addressing highway safety concerns in counties ranked in the top twenty-five for traffic fatalities are generally more likely to receive funding. GHSP staff consider the past performance of agencies who have had previous grants. GHSP considers the size of the agency and that agency's ability to sustain the traffic safety efforts GHSP is funding.

GHSP must determine if the agency or organization applying for a federal highway safety grant is eligible and has the appropriate expertise, leadership and authority to properly implement and manage the proposed project. Each project considered by a local agency must address an identified emphasis area, be data-driven and utilize proven and/or promising countermeasures that will help GHSP achieve its performance targets. Grant applications are reviewed for completeness, potential impact on improving safety, reasonableness of the budget request, and the applicant's past performance.

GHSP operates based on the federal fiscal year that begins October 1st and ends on September 30th of the following year. All expenditures related to the grant must take place during the fiscal year for which the funds were awarded.

Prior to completing the application, the applicant needs to review the [Agreement of Conditions](#) (AOC). The AOC creates a contract between the applicant's agency and GHSP defining the requirements and expectations for receiving grant funds.

If awarded a grant, the applicant must comply with two primary sections of the Code of Federal Regulations (CFR) that govern the operation of state highway safety programs. These are:

- [23 CFR Part 1300](#) – Uniform Procedures for State Highway Safety Grant Programs.

- [2 CFR Part 200](#) – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards or the “Uniform Guidance”.

The annual grant cycle is summarized in this table:

MONTH	ACTIVITY
December	GHSP announces upcoming grant application period.
January	GHSP begins the grant application process for the ensuing federal fiscal year. Deadline to submit grant applications is January 31st. THIS DATE IS FIRM.
February – May	GHSP reviews and evaluates grant applications. Grantees may be asked to make changes to their grant applications.
June	GHSP notifies applicants of grant application status.
July – September	GHSP sends grant agreements to applicants for review and signature. Grantees must also provide additional required paperwork, such as the Agreement of Conditions. Municipal agencies must also provide a Resolution in support of the grant agreement.
September	September 30th is the end of the federal fiscal year. Signed grant agreements are due to GHSP from applicants. Once signed, applicants are referred to as grantees.
October	October 1st is the start of the federal fiscal year. Grantees must attend GHSP orientation trainings and then begin work on their projects.

Section 3.02: Grant Management System

The GHSP grant application is created and submitted through the grants management system online portal, which is a state government software platform called Electronic Business Services ([EBS](#)).

Access to [EBS](#) is required to complete a grant application. If the applicant does not currently have a grant with GHSP, the applicant will need to complete the process for gaining access to EBS in December prior to the onset of the application process that begins in January. If a grant is awarded, then EBS is used to manage the grant, including the submission of claims for reimbursement and requests to make changes to the grant and/or budget.

Grantees may request access to EBS by completing the [Grants Management Access Authorization Form](#) and sending it to GHSPSecurity@ncdot.gov. Please save a copy of this completed form for your records in case you forget any important information, such as your PIN, which is required in order to submit applications, claims, and change requests in EBS. Each grantee may have up to three individuals with edit-level access in EBS. Additional staff may request view-only access.

When encountering issues with using the EBS system, grantees should contact their grant specialist. If the grant specialist cannot resolve the issue, contact EBSSupport@ncdot.gov for help. Keep your grant specialist informed regarding the issue, especially if it will impact your ability to meet deadlines.

Section 3.03: Special Application Considerations

Law Enforcement Grants

Law enforcement agencies generally submit applications to fund traffic safety personnel and/or Driving While Intoxicated (DWI) enforcement personnel. The percentage of funding provided by GHSP depends on the specific focus of the enforcement personnel:

Highway Safety Projects with Traffic Safety Personnel		
<i>Year</i>	<i>Federal Share</i>	<i>State/Local Share</i>
1	85%	15%
2	70%	30%
3	50%	50%

Highway Safety Projects with DWI Enforcement Personnel (including Traffic Safety Educators)		
<i>Year</i>	<i>Federal Share</i>	<i>State/Local Share</i>
1	100%	0%
2	85%	15%
3	70%	30%
4	50%	50%

GHSP will only fund activity hours for approved law enforcement personnel, meaning agencies can only be reimbursed for time spent conducting traffic enforcement, attending court, educational efforts, and training, all related to traffic safety.

Agencies will not be reimbursed for activities not related to traffic enforcement (examples: crash investigations or dispatched calls for service) or training not related to traffic safety (examples: required in-service training, firearms training, interdiction training). In addition to timesheets and salary information that is required for reimbursement, each month agencies will be required to submit a [Claim Reconciliation Report](#) (GHSP-23) for each grant funded position. Agencies may also be asked to provide Computer Automated Dispatch (CAD) reports at any time for funded positions. Your GHSP Grants Specialist will be able to answer any questions regarding claims for reimbursement or reimbursable costs.

Equipment Grants:

GHSP cannot fund equipment only grants; that is, grant projects that only include costs for equipment and do not include complementary initiatives to educate, train, or change behavior to increase safety. Additionally, GHSP cannot fund roadway or other types of infrastructure. This type of funding is available from other agencies in North Carolina, such as the NC Department of Transportation's Division of Highways. Contact your [Regional Division](#) office with questions and concerns about infrastructure.

GHSP typically provides funding for select equipment for funded law enforcement positions.

Select Equipment for Law Enforcement		
<i>Equipment Type</i>	<i>Including</i>	<i>Maximum Amount Funded</i>

Patrol Car	Emergency lighting, siren, radio, console, striping, installation, shipping.	\$50,000
Motorcycles	Emergency lighting, siren, radio, console, striping, installation, shipping.	\$35,000
Mobile Data Terminal	Hardware, software, modem, data package, installation, shipping.	\$4,000
In-Car Video System	Installation and shipping	\$7,000
Radar	Installation and shipping	\$3,500
LIDAR	Shipping	\$4,000

GHSP will not reimburse any costs exceeding the amounts listed for any of the approved line items. GHSP periodically assesses and adjusts these limits based on market prices.

There are also limitations on equipment or items GHSP will not fund. GHSP cannot provide funding for:

- Body cameras
- Flashlights
- Firearms
- Spike strips
- Uniforms
- Hand-held radios
- Infrastructure

If during the application process you have specific questions regarding funding, please contact GHSP. Law enforcement agencies with equipment needs that cannot be approved for funding with a grant through GHSP are encouraged to participate in the [Statewide Traffic Enforcement Program](#) (STEP).

Section 3.04: Grant Application

The grant application is divided into four sections. These are:

1. Section A – General Information
2. Section B – Description of Project (Includes Statement of Problem, Proposed Solution, Budget Justification, Travel Justification, County Fatality Rankings, Citation Data, Goals and Objectives)
3. Section C – Budget Detail
4. Section D – Schedule of Tasks

Section A – General Information

This section includes pertinent information related to the agency completing an application, the contact person or Program Director who will be managing the grant requirements for the applying agency, and the requested funding amount and applicable percentages.

Section B – Description of Project

This section defines the problem the project will address and how it will be addressed. It will also include a budget narrative, information for law enforcement grants, and the proposed goals and objectives for the project.

1. Statement of the Problem

Provide detailed information about the highway safety issues or problems that will be specifically addressed through this project. Use statewide or countywide crash data or any other relevant information to validate statements made and cite your sources as succinctly as possible. GHSP typically provides this data in a spreadsheet on our [grant information webpage](#). Include pertinent information related to the agency such as the demographics of the target area.

Loss of revenue or budget reductions are not justification for funding; this is a common problem and not the purpose of GHSP's funding. GHSP is data-driven in determining how and when projects will be funded. Example goals and objective statements can be found in the Appendix.

Additional crash and/or fatality data for specific municipalities is strongly encouraged, if relevant to your project. Applicants may elect to discuss highway or roadway features, new roadways or highways within the project area, coordination with other agencies or organizations, seat belt usage rates, etc.

Once a traffic safety problem is identified and necessary background information has been provided, indicate how your agency intends to address the stated problem with funds provided through GHSP. Law enforcement agencies will most likely be funding traffic safety or DWI enforcement personnel. State agencies and nonprofit organizations should identify the target population they want to impact and how that population will be affected. Research institutions should address the nature and process of any proposed study and the population it will affect.

2. Proposed Solution

Begin this section with a one-sentence summary of the project before providing a detailed description of how the project will address the problem identified in the "Statement of Problem" section. You should describe, in detail, the strategies you propose to use to address the problem you identified. If applicable, cite specific countermeasures from the [Countermeasures That Work Guide](#). Provide details regarding how your agency will effectively evaluate its progress. Finally, indicate the agency's plan for continuation once GHSP grant funding ends.

3. Budget Justification

Provide a detailed explanation of the costs associated with the proposed project. This budget narrative should make it clear how you will spend the grant money to accomplish the project you described in the proposed solution. You can use "Section C – Budget Detail" as a guide for the order in which you should describe your costs. For personnel costs, use titles and not the names of specific individuals. You should also indicate the percentage of time or number of hours that will be included for each position.

4. Travel Justification

If the grant proposal includes funding for travel or training, include detailed justification for associated expenses. Include all anticipated or potential travel and training. Address out-of-state travel and in-state travel in separate paragraphs. Provide specific information detailing the type of training, and how the training is related to highway safety and its benefit to the grant project.

Next, law enforcement agencies ONLY must provide the following information:

LAW ENFORCEMENT

1. All law enforcement agencies must provide statistics regarding the number of sworn personnel within their agency, whether they currently have a dedicated traffic or DWI unit, and if so, how many officers are assigned to those units.
2. All local agencies requesting an enforcement or overtime grant must provide county crash rankings, which can be obtained from the data spreadsheet located on our [grant information webpage](#).
3. Law enforcement agencies will also be required to include enforcement data for the previous three years for speed, DWI, and seatbelt violations. GHSP may also request data related to motorcycle, youth, and pedestrian enforcement activities.

GOALS AND OBJECTIVES

Applicants must include at least one goal and may include up to three goals. Each goal may have one or more objectives.

Goals and objectives are required to be S.M.A.R.T.:

- Specific - Who will take the action? Where and when will it be taken?
- Measurable – What will you measure to show progress? What is your baseline?
- Action-Oriented – What specific actions will be taken?
- Realistic – The action must be possible and achievable.
- Time Specific – The action must be completed by the end of the fiscal year.

Law enforcement agencies are encouraged to use crash data specific to their jurisdiction. City agencies should use city crash data as provided by their municipality. County agencies should use the county crash data available on the GHSP website. Regardless of the origin of the data, specify within the goal or objective whether the data included is city or county statistics.

Goals and objectives are required to be measurable and need to be associated with GHSP's five-year goals included within the grant application. In addition, GHSP operates on a fiscal year that covers October 1st through September 30th of the following year. As such, crash data and if applicable, enforcement data utilized for goals and objectives will need to cover the same fiscal time frame. Please contact GHSP staff any time during the application process if assistance is needed composing the goals and objectives.

The final part of this section requires a checkmark for each of the GHSP five-year goals the project addresses. *The first GHSP goal related to overall traffic-related fatalities is required to be selected on all grant applications.*

Section C – Budget Detail

The budget detail of the grant application requires specific personnel costs (separated by salary and fringe costs), contractual services, other direct costs, and indirect costs. The commodities line is not used for GHSP grants.

PERSONNEL COSTS - Personnel costs are separated into personnel position costs (salary) and personnel fringe costs. Each position, whether fully funded or partially funded by the GHSP grant, should be

included individually in the appropriate budget detail section. For example, a law enforcement agency requesting a traffic unit comprised of a sergeant and three officers would list the sergeant and their salary and each officer and their individual salary. Law enforcement agencies can only be reimbursed for specific activity hours related to traffic safety. Therefore, law enforcement agencies should include activity hours for each requested position. If the position is to be partially funded by GHSP, include the percentage of the salary or number of hours that will be funded. Fringe costs can be combined. *The agency is encouraged to combine all fringe costs into a single line item for all requested positions.*

CONTRACTUAL SERVICES - If the agency is contracting with another individual, business, or entity using grant funds, include this information. Be only as specific as necessary for this line item. Detail specific contractual information within the narrative but generalize within the budget detail section. Specifying a company or individual in the budget detail section will limit with whom the agency can contract pursuant to the grant and will necessitate a grant revision to make changes. In addition, agreements with any business, individual, or entity with whom the agency contracts using grant funds will be required to include Federal Provisions, including the Certifications and Assurances. These provisions are also located within the [Agreement of Conditions](#). GHSP recommends having the contractor sign the Federal Provisions BEFORE you sign any contracts or pay any invoices. If you pay a contractor that refuses to sign the Federal Provisions, GHSP will not be able to reimburse the grantee for the expense. Claims are reviewed and approved by GHSP staff prior to reimbursement for any contractual services. Contracts and signed Federal Provisions will be attached to the grant in the grant management system.

DIRECT COSTS - Direct Costs are separated into equipment, other items, and travel. Items costing more than \$10,000 per item should be listed as equipment. For law enforcement equipment, the grantee must use the drop-down boxes with pre-populated costs on the application form, even for some expenses below \$10,000, such as LIDAR and radar. The cost amounts for these items represent the maximum amount GHSP will reimburse for a given item. Items costing less than \$10,000 and items not listed under the drop-down menu should be included in the “other items and equipment” direct costs section. Travel costs are separated into in-state and out-of-state costs. If you include any travel costs in the budget detail section, explain the need for these funds at the end of the narrative section of the application.

The funding amounts for equipment included in the application will be treated as maximum estimated funds. These estimations are based on research to find the best possible price for the items included. Equipment may only be purchased in the amount specified on your application, regardless of whether additional funds remain in the budget line. Equipment purchased in excess of the approved amount will not be reimbursed by GHSP. To purchase additional equipment, a grant revision/change request must be submitted in the grant management system. All funding is on a reimbursement basis only. GHSP will not prepay or provide advance funds.

Section D – Schedule of Tasks by Quarter

In each of the four quarters of the grant year, grantees must include a list of tasks that will be accomplished during the quarter. These should include:

- A list of conditions for law enforcement projects ONLY. Law enforcement agencies seeking enforcement or task force grants (not overtime grants!) are required to perform each of these six conditions in each of the four quarters and these conditions must be included as tasks for each quarter.
- List requested travel in each quarter.

- At the end of each quarter, you will be required to complete a quarterly report with updates on the status of each task. An explanation is required if a task is not completed.
- Tip: It is recommended that tasks be numbered within each quarter.

Once the application is completed, it is ready to be submitted to GHSP. Write down the ten-digit application # from page 1 of your application before submitting. Confirmation that the application was successfully submitted may be obtained by logging off of the grant management system and logging on again. Under *Grants Processes*, select *Review Application*. Under *Search Criteria*, go to *Application ID* and type an asterisk and the last five digits of the application number. The saved application will appear in the results list. Click on the appropriate application number and scroll down to the application details. If successfully submitted, the status will say “submitted”. If the status says, “In process by SR”, then the application was not submitted.

GHSP reviews grant applications during February, March, and April. GHSP will review the application and may return the application for revisions following the initial review. This does not indicate approval of the grant; however, the agency should make required revisions and return the grant application to GHSP *as quickly as possible or by the date designated by GHSP*.

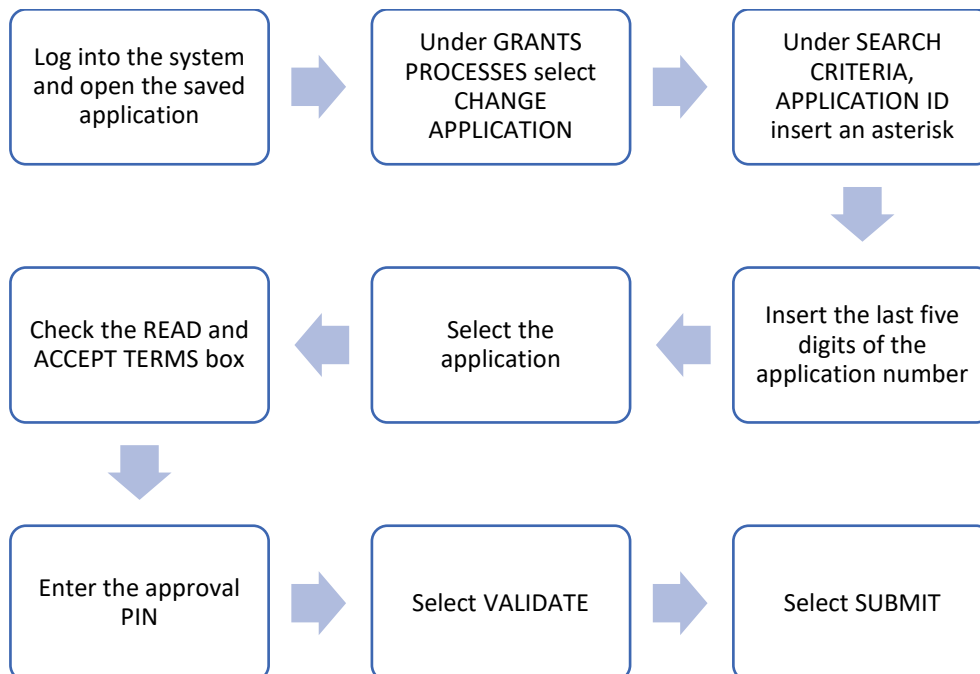
In May or June, GHSP will begin notifying applicants regarding application approval. If the project application is not approved, the agency will receive a rejection letter by email. If the project application is approved, an approval letter will be sent by email. *Although the application has been approved, this does not guarantee grant funding.*

GHSP provides all projects with approved applications to NHTSA for their review and approval. The final approval of funding will not be made until late September when the grant agreement is finalized. ***No costs incurred prior to the program start date of October 1st will be reimbursed by GHSP.***

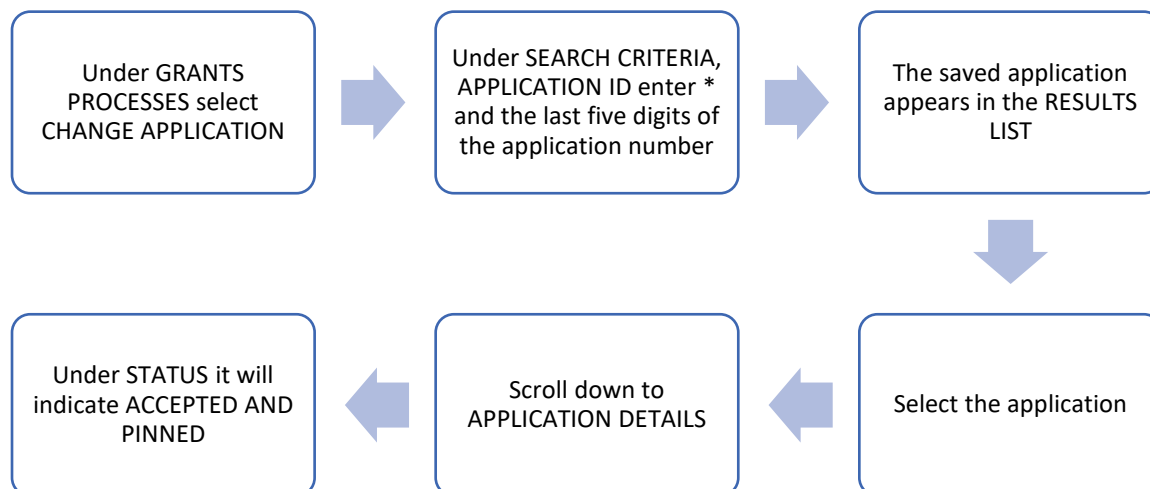
The agency will be required to review and sign the [Agreement of Conditions](#). In addition, local municipal and county governments receiving funding are required to submit proof that their respective local governing boards (i.e. city councils and county commissions) approved the grant by completing the [Local Resolution Form](#). These files should be emailed to your grant specialist as soon as possible once GHSP has requested that the agency provide them.

PIN PROCESS

The PIN process begins once the application approval letter is received. This process is:



Verification that the application was successfully submitted is made by logging out of GMS and logging back in. Once logged back in to the grants management system, proceed as follows:



RISK ASSESSMENT

Prior to awarding a grant agreement, GHSP must evaluate and document the risk for each applicant selected for federal grant funding. GHSP will assess the applicant's risk of noncompliance with federal statutes, regulations and the terms and conditions of the grant as well as the applicant's financial stability, quality of management systems, history of past performance, and prior audit findings, if applicable. If the applicant does pose a risk, but the application has merit, GHSP may, as a condition of awarding grant funds, conduct a pre-funding assessment meeting with the applicant and/or impose specific terms or conditions. This information will be used to determine the appropriate level of monitoring if a grant is awarded.

GRANTS ISSUED TO NON-PROFIT ORGANIZATIONS

Non-Profit organizations will be required to submit a copy of their Conflict of Interest policy and certify that they have no taxes overdue. GHSP staff assigned to manage the grant will assist with submitting these documents. Refer to the appendix for a copy of the No Overdue Tax Debts certification form.

Chapter 4 – Grant Agreement

Section 4.01: Overview

The process from grant application to fully executed grant agreement can take several months. Following GHSP review and approval by NHTSA, GHSP will notify the successful agency by email. Successful applications are converted into a grant agreement and assigned an agreement number and a project number. The grant agreement serves as the official contract between GHSP and the grantee. It also serves as the official project file to which all other relevant grant documents are attached, such as quarterly reports, project management reviews, approved travel requests, materials review forms, etc.

Section 4.02: Grantee Orientation Training

GHSP organizes annual mandatory orientation sessions which all grantees, both new and continuing, must attend. GHSP offers multiple sessions and encourages multiple staff members involved with the grant project to attend the training, including fiscal agents, program directors, and those responsible for implementing project activities. The training provides an overview of grant project requirements, including operational and fiscal procedures and required reporting. Attendance is documented and the training presentation is then made available to all grantees following the training.

Chapter 5 – Grant Administration

Section 5.01: Establish Procedures

The agency receiving grant funds is responsible for establishing and maintaining procedures to ensure effective administration of the grant, including the timely completion of the grant goals, objectives, and tasks. A GHSP grant specialist is assigned to oversee each grant and ensure that all grantees receive training at the start of each fiscal year.

Section 5.02: Claims for Reimbursement - General

Payments are made on a reimbursement basis only. Advance payments will not be made. Only allowable costs are eligible for reimbursement. Consult with GHSP if questions arise regarding the appropriateness of a purchase prior to making the actual purchase. Claims for reimbursement must be made a minimum of quarterly and no more than once a month via the grants management system. Grantees submitting claims less frequently than once per month may be required to submit monthly claims at the discretion of your assigned grant specialist. The claim form (GHSP-08) must be supported by documentation of costs, including backup documentation, which should be attached to the claim as a single PDF file. Back-up documentation must be accompanied by a [Claim Coversheet](#). Reimbursements will not be processed if other required reports, such as quarterly progress reports, are incomplete or have not been submitted. Failure to submit complete reports by the required deadline may result in denial of reimbursement. The GHSP grant specialist assigned to your grant will respond to any problems, concerns, or issues related to the submission of claims for reimbursement.

Reimbursement Approval

GHSP and the North Carolina Department of Transportation's (NCDOT) Fiscal Section will approve the itemized invoice prior to payment. Once GHSP staff has reviewed and approved the claim, the request for reimbursement is forwarded to NCDOT's contract management section. Contract management usually approves claims within two business days after receiving them. Once approved by NCDOT contract management, payment is remitted to the grantee in a couple of business days if by direct deposit and seven to ten business days if by check.

Unapproved Costs

Any rejected or unaccepted costs shall be borne by the agency. The agency agrees that in the event NCDOT and GHSP determines that, due to federal or state regulations that grant funds must be refunded, the agency will reimburse NCDOT and GHSP a sum of money equal to the amount of federal and state participation in the rejected costs. Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.

General Information and Tips for Claims

- Make sure backup documentation aligns with the same order the budget line items are listed on the claim form.
- Provide an explanation or justification on the backup for any costs that do not total the amount of reimbursement. Handwritten or typed notes are acceptable.
- Any food purchased with GHSP funds requires an agenda and a sign-in sheet of attendees in the backup documentation.
- Include line-item names in the description field of the claim form to identify the line item to which the expense is being charged. Ensure that the backup documentation is legible.
- All timesheets must be signed either electronically or on the timesheet. Use of a signature style font is not an acceptable electronic signature.
- Overtime pay is not reimbursed at time and a half for grants that are not specific overtime grants. Overtime hours may be reimbursed but only at the normal hourly rate.
- Make every effort to be responsive to GHSP staff requests to amend and/or revise claims. The sooner the claim is correctly processed and forwarded to NCDOT Contract Management, the sooner funds are reimbursed.
- Claim Coversheet:
 - All information included on the claim cover sheet should be consistent with the information listed on the grant application and the claim form.
 - The vendor information listed at the top of the page and at the bottom of the page of the claim cover sheet must be the same and must match the remittance address in EBS.
 - The date on the claim cover sheet must match the date on the claim form.
 - The invoice number listed on the claim coversheet must match the claim number listed on the claim form. Any discrepancy will result in a delay in reimbursement.

Section 5.02: Claims for Reimbursement – Law Enforcement

Personnel Grants

Traffic Enforcement and DWI Enforcement projects with activity hours for personnel will require a [Claim Reconciliation Report](#) (GHSP-23). This report is based on data from time sheets and financial payroll reports included in backup documents.

To complete the Claim Reconciliation Report:

1. Fill in Agency, Project Number and Project Name fields. This information should be retrieved from the approved submitted application.
2. Fill in Employee Name and Period Start fields. Period start date should match the internal payroll calendar and match submitted time sheet dates.
 - a. The first claim period of a GHSP grant project must start on or after October 1st.
 - b. Once the period start date is entered, dates will auto-populate on the date line.
3. Fill in salary and fringe data first.
 - a. The payroll amounts should come directly from the internal finance/payroll general ledger.
 - b. Reimbursable funds include gross pay and employer paid fringe.
 - c. Sickness and vacation time are unallowable.
 - d. Holiday time worked is allowable, but holiday leave is unallowable.
4. Fill in total time reported fields for each day.
 - a. Total time reported must come directly from provided time sheets included in backup documents and must match exactly.
 - b. Time entered in total time reported fields will automatically calculate as unallowable until the time worked is itemized as High Visibility Enforcement, Highway Traffic Safety Training, Traffic Court, or Outreach/Education.
 - i. HV Enforcement (High Visibility Enforcement) – Enforcement activities to include vehicle stops, checkpoints, and saturation patrols.
 - ii. HTS Training (Highway Traffic Safety Training) – Training such as certification and recertification for breath testing, speed detection, field sobriety testing, and driving training.
 - iii. Traffic Court – Court attendance to appear to testify for the successful prosecution of traffic offenses.
 - iv. Outreach/Education – Includes GHSP campaign kickoff events, participation in Safety City at the State Fair, highway traffic safety presentations, and educational training provided to high school students.
 - c. Time that is not itemizable is unallowable and not reimbursable.
5. Once all fields are complete, the form will calculate a percentage of effort on the project.
6. Reimbursable amount will be proportionate to percentage of effort on the project.
 - a. This amount will auto-populate in the Claim Form (GHSP-08) fields.
 - b. Transfer this information directly to the grant system claim form.
7. Use the notes section to list dates and description of highway traffic safety training and education/outreach claimed.
8. Sign form prior to submission.

Section 5.03: Overtime Grants

GHSP provides funding for high visibility overtime enforcement focusing on speeding and seat belt violations. This creates opportunities for agencies to participate in a highly effective traffic safety countermeasure when committing resources for a full-time position might not seem feasible. Grants for overtime require an agency to schedule officers during off-duty time to conduct high-visibility enforcement at locations and during times when crashes frequently occur.

Officers working GHSP funded assignments must be compensated at a rate equal to one and a half times the officers' regular, hourly rate of pay. Agencies cannot compensate officers at any other rate of pay. Agencies are encouraged to create a monthly schedule of four-to-six-hour shifts that allows for use of the overtime funds over the course of the grant year. It is recommended that agencies try to complete about 40 hours of overtime enforcement per month. Claims for reimbursement will include the monthly overtime enforcement schedule, the monthly on-duty schedule of participating officers, copies of CAD reports coinciding with each officer's overtime shift, copies of citations issued during the overtime enforcement, and enforcement data.

Claims should be submitted monthly. All back-up documentation related to the reimbursement claim should be submitted in the following order:

- Claim Cover Sheet
- Overtime Calendar/Schedule and Officers' Schedules
- General Ledger or Payroll Report
- Pay Stubs for Participating Officers
- CAD Reports and Citations, organized by officer and workday in sequential order

The documentation required for reimbursement of overtime grants tends to be quite voluminous. It is highly important for grantees to submit the back-up documentation in the order listed above to better facilitate an efficient review of the reimbursement claim.

Section 5.04: Progress Reports

Quarterly Progress Reports (QPR) are required to be submitted to GHSP on a quarterly basis for every grant. These progress reports are intended to reflect the status of project implementation and attainment of project tasks. Each QPR shall describe the project status by quarter and shall be submitted to GHSP *no later than fifteen days after the end of each quarter*. If the agency fails to submit a QPR or submits an incomplete QPR, the agency will be subject to having claims for reimbursement withheld. Once a QPR substantiating adequate progress is received, cost reimbursement requests may be processed or denied at the discretion of GHSP.

Complete the "REPORT FOR THREE MONTH PERIOD ENDING" within the dates below for each corresponding QPR.

- 1st Quarter- DUE DATE: January 15 (Covers program activity from October 1 - December 31)
- 2nd Quarter- DUE DATE: April 15 (Covers program activity from January 1 – March 31)
- 3rd Quarter- DUE DATE: July 15 (Covers program activity from April 1 – June 30)
- 4th Quarter- DUE DATE: October 15 (Covers program activity from July 1 – September 30)

General Information and Tips

- From the approved project application, copy all of the reporting quarter tasks that were completed and enter those tasks under "4. Work Completed this Quarter by Task." Provide an update on all the activities completed.
- If there are any tasks that were not completed, enter them under "5. Work Scheduled for this Quarter but not Completed."
- For each task(s) entered into the "5. Work Scheduled for this Quarter but not Completed", please provide circumstances or problems that prevented you from completing the task(s).

- Common errors include a failure to completely address all quarter tasks included in the approved application listed in the “4. Work completed this quarter by Task” or “5. Work Scheduled for this Quarter but not Completed”.
- Dollar amounts should be listed as whole dollars when reporting projected expenditures for this 90-day interval and actual project expenditures for this 90-day interval.
- Ensure the report is signed. Common errors include failure to sign the forms.
- The Quarterly Progress Report ([Form GHSP-09](#)) is available on the GHSP grant information webpage.

Section 5.05: Monthly Enforcement Data Reports

Law Enforcement agencies with personnel and/or overtime enforcement grants are required to submit Monthly Enforcement Data (MED) reports detailing the enforcement activities of personnel funded with a GHSP grant. The report is due no later than fifteen days after the end of each month. Once an MED report substantiating adequate progress is received, cost reimbursement requests will be processed. If the agency fails to submit an MED report or submits an incomplete MED report, the agency will be subject to having cost reimbursements withheld.

The project director must sign the form. It is necessary to complete an MED each month for each officer funded through the grant. Your GHSP grant specialist will review each MED to ensure the agency is complying with the conditions set forth in the Agreement of Conditions. GHSP records and tracks enforcement totals related to DWI charges, occupant restraint charges, speed charges, total traffic stops, and the number of hours worked on the project for each officer each month. Poor performance may result in denial of reimbursement of expenses incurred. The MED report ([Form GHSP-11](#)) is available on the GHSP website.

Section 5.06: Final Accomplishment Reports

A Final Accomplishments Report (FAR) must be submitted to GHSP within 30 days of completion of the project, which is October 30th, unless the project ended prior to September 30th. If the agency fails to submit a FAR or submits an incomplete FAR, the agency may have claims for reimbursement withheld. Once a FAR substantiating adequate progress is received, claims for reimbursement may be processed or denied at the discretion of GHSP. Refer to Section B of the approved project application and address each goal and objective for the entirety of the project year (October 1 – September 30). Be sure to address every goal and objective. Failing to address every goal and objective will result in the report being returned for correction. When completing the FAR, remember that GHSP must provide this information to NHTSA regarding whether or not GHSP’s grantees achieved their goals and objectives. The FAR template ([Form GHSP-10](#)) is available on the GHSP website.

Section 5.07: Grant Revisions

If it becomes necessary to make any changes to the grant project or budget during the program year (i.e. create a new budget line item, switch funds within a budget line item or add a program activity not previously in your approved application) the request must be submitted online through the grants management system by June 30th. The request will be reviewed by GHSP staff and some revisions will require further review and approval by NHTSA before they can be approved. **Grantees should NOT proceed with any expenses affected by the change request until they receive approval.** For example, if you are moving funds into your printing budget line, which is currently entirely spent down, you may not incur additional printing costs until your change request has been approved. If you include expenses on

a claim that were allowed by a change request and the purchase date is prior to the date the change request was approved, the expenses will be denied by GHSP.

The change request form in EBS has several sections. The top section requires grantees to enter numeric changes to the budget only if money is being added to the project budget or moved between the major cost categories (Personnel, Contractual Services, Other Direct Costs, and Indirect Costs). If you are moving money between major cost categories, then you must enter a positive number in the category to which you are adding funds and a negative number in the category from which you are subtracting funds. If you are moving funds between two budget lines which are both under the same cost category, then you can leave this section blank.

The second section asks grantees to explain “detailed changes to the project”. You should succinctly describe how much money you want to move and specify the budget lines involved, as well as the new budget line totals. For example, “Reduce Supplies budget line by \$500, from \$2,000 to \$1,500. Increase Printing budget line by \$500, from \$500 to \$1,000.”

The third section allows grantees to describe the “justification for the requested budget/program revision”. In this section, provide a narrative explanation for why the change is needed and if applicable, how it will affect the program.

Time Extension

Time extensions for grants are generally not approved.

General Information and Tips

- Be concise and specific in describing the changes and justification
- Do not include expenses or activities that are not being changed
- Retain a copy of your approved change request and keep it with your approved application. Your application will not change, but what is allowable will be modified by the change request and the change request becomes part of the grant agreement.
- Grantees will not receive an email when a change request is approved. You can check the status of the request in the grant management system or ask your grant specialist.
- Plan ahead and do not wait until the last minute to submit change requests!

Section 5.08: Project Management Reviews

GHSP staff are required to conduct Project Management Reviews (PMR) for each grant funded project. Prior to the onset of the fiscal year, GHSP staff will conduct a risk assessment of the agency to determine the level of oversight required during the grant year. Depending on the grant, GHSP staff may be required to conduct one or two on-site monitoring visits or conduct a remote review with a Program Director (a.k.a. desk review). Typically, grants which fund personnel and equipment require a higher level of oversight and require more on-site visits. At the time of the review, GHSP will discuss with the Program Director the extent to which the agency is meeting goals and objectives, submitting claims and other required documents to GHSP by required deadlines, and any other items deemed necessary by GHSP or the agency. GHSP staff will also inspect property and equipment purchased with grant funds. GHSP will coordinate with Program Directors to select dates and times for the on-site visits. GHSP will complete the Project Management Review Form (Form GHSP-15) and provide it to the grantee for review and signature.

Section 5.09: Non-Expendable Property

Federal and State Requirements and Thresholds

For equipment with a useful life of more than one year and an acquisition cost of \$10,000 or more, grantees must manage and dispose of equipment acquired with federal grant funds in accordance with NHTSA requirements, and state laws and procedures.

Property Management Systems

Grantees must establish and administer a management system to procure, control, protect, preserve, use, and maintain property and equipment. This includes property and equipment furnished directly by GHSP or purchased by the grantee through a grant, subgrant or other agreement in accordance with the grantee's property management procedures, provided the grantee procedures are not in conflict with the standards contained in federal property management procedures. Any property purchased using federal funds, regardless of the unit cost, must be specifically authorized in the grant agreement. Equipment and other property acquired under a grant agreement for use in highway safety projects must be used and kept in operation for highway safety purposes only. All equipment should be returned to GHSP for disposal at the end of its useful life. The grantee is required to notify GHSP prior to discarding equipment that is determined to be beyond its useful life and must submit a non-expendable property disposition request form for approval. The non-expendable property disposition request ([Form GHSP-13](#)) is available on the GHSP website.

Property Records Requirements

The property management record requirements include, but are not limited to, the following:

- A description of the property
- Manufacturer's serial, model, federal or national stock or other identification number
- Inventory number
- Property funding source, including the Federal Award Identification Number (FAIN) or grant agreement number
- Location where the title is held (generally with the grantee)
- Acquisition date
- Percentage of federal share
- Location, use and condition of the property and the date the information was reported.
- Unit acquisition cost (total cost from all funding sources)
- Ultimate disposition date, including date of disposal and sales price or the method used to determine current fair market value.

Inventory Control

Grantees must maintain a property inventory control system to ensure adequate safeguards to prevent loss, damage or theft. Grantees must establish adequate maintenance procedures to keep the property in good condition.

GHSP uses an inventory control system to identify and track all grant-funded equipment or other property classified as controlled property and lists all essential information required by the applicable property management guidelines. GHSP, as part of its oversight responsibility, systematically monitors all grantees with grant-funded equipment and/or property meeting the state-defined criteria of controlled property to ensure they comply with state and federal property management requirements. This oversight continues until final disposition of the equipment, including after the grant is closed.

GHSP may physically verify the existence and use of each item. This verification is typically completed during onsite monitoring visits. GHSP may conduct an annual physical inventory and issue a report. Federal regulations require that a physical inventory be conducted, and the results reconciled with the property records at least once every two years.

Disposition

Equipment must be used by the grantee in the program or project for which it was acquired, including after the project or program is no longer supported by federal funds. GHSP requests prior written approval from the NHTSA Regional Office for the disposition of equipment with a useful life of one year or more and a value of \$10,000 or more unless the equipment has exceeded its useful life as determined under state law and procedures.

Upon completion or termination of a highway safety grant, or if it is determined by GHSP that equipment is no longer needed for the purpose for which it was acquired, the equipment will become the property of GHSP. Once the equipment has been turned over, GHSP will take appropriate disposition actions including but not limited to:

- Transfer from federal inventory to state inventory.
- Obtaining a declaration stating that the equipment is damaged beyond repair or salvage.

NHTSA may authorize the transfer of the equipment title to the federal government or to a third party that meets eligibility requirements. NHTSA may also authorize the sale of the equipment but may also require a portion of the proceeds to be returned to NHTSA.

GHSP is required to maintain a detailed inventory of all equipment purchased with grant funds that exceeds a \$10,000 purchase price. GHSP will inspect this equipment annually but recognizes that most equipment has a finite useful life and will eventually require replacement. The grantee is required to notify GHSP prior to discarding equipment that is determined to be beyond its useful life and must submit a non-expendable property disposition request form for approval. The non-expendable property disposition request ([Form GHSP-13](#)) is available on the GHSP website.

Section 5.10: Out of State Travel Requests

Out-of-State travel requires prior written approval from GHSP. Out-of-State travel requests received by GHSP less than 30 days prior to departure may be denied and out-of-state travel without approval will be denied. When explaining the travel purpose, be sure to include a detailed explanation of how this out-of-state travel will benefit the project or enhance the attainment of the stated goals in the contract. If possible, provide information as to how the travel will directly benefit a specific goal or objective listed in your approved application. **Travel expenses in excess of the amounts approved for each budget line on your Out-of-State Travel form will not be reimbursed by GHSP.**

General Information and Tips

- Multiple staff attending the same training may be combined on one travel request form.
- Ensure that your project number is correct.
- If an individual is arriving or leaving more than one day before/after the conference/training ends, please explain the reasons in the “Purpose of Travel” section.
- If an individual is arriving early or extending travel for personal reasons, please state that the cost will be covered by the individual traveling in the “Purpose of Travel” section.

- If only a certain part of travel is requested to be funded by GHSP because the travel isn't entirely related to highway safety, please include that in the "Purpose of Travel" section.
- If another source of funds is paying for part of the travel costs, please provide this information with the "Purpose of Travel" section.
- The training or conference agenda must be provided when submitting an out-of-state travel request.
- When appropriate, indicate specific sessions to be attended so the travel/training request can be effectively vetted by GHSP staff.
- Rental cars are generally not allowed.
- Ensure the form is signed.
- The Out-of-State Travel Request ([Form GHSP-07](#)) is available on the GHSP website.

Section 5.11: Grantee Appeals

An applicant/grantee may appeal the following GHSP decisions:

- Denial of a project proposal/application
- Withholding payment of a claim
- Requiring a refund of grant money
- Suspension or cancellation of all or part of a grant

Within 15 days following receipt of notification of the decision, the applicant/grantee must send a written request to meet with the assigned GHSP grant specialist and other appropriate staff to address their appeal and present supporting documentation. Following the meeting, written notice of GHSP's decision will be sent to the applicant or grantee within 15 business days.

If the applicant or grantee wishes to appeal the GHSP grant specialist's decision, it must submit, within 15 business days after receipt of notification of that decision, a written request to meet with the GHSP Director to present supporting documentation. Written notice of the decision of the GHSP Director will be sent to the applicant or grantee within 15 business days of the decision.

If the applicant or grantee wishes to appeal the GHSP Director's decision, it must submit, within 15 business days after receipt of notification of that decision, a written request for appeal to the NCDOT Division Director. The request must contain the reasons for the appeal, citing the specific application or grant for which the appeal is being made.

The NCDOT Division Director will review the request for appeal and, within 15 business days after receipt of the request, advise the applicant or grantee if the appeal is accepted or rejected. If the appeal is rejected as having no merit, the NCDOT Division Director will inform the applicant in writing of the reason for the rejection. If the appeal is accepted, the NCDOT Division Director will either find that the appeal has merit and remedy the problem by whatever means within their authority or request the appointment of an officer to hear the appeal as provided by State of North Carolina procedures.

Chapter 6 – Certifications and Assurances

Section 6.01: Certifications and Assurances List

Certifications and assurances are part of the grant agreement and apply to all grantees. They provide the terms and conditions governing the grant and certify that a grantee will comply with the applicable

regulations, policies, guidelines, and requirements as they relate to acceptance and use of federal or state funds for the project.

By signing the grant agreement, the grantee agrees to comply with the following Certifications and Assurances:

- Non-Discrimination
- Drug-Free Workplace Act
- Political Activity (Hatch Act)
- Certification Regarding Federal Lobbying
- Restriction on State Lobbying
- Certification Regarding Debarment and Suspension
- Buy America Act
- Certification on Conflict of Interest
- Prohibition on Using Grant Funds to Check for Helmet Usage
- Policy on Seat Belt Use
- Policy on Banning Text Messaging While Driving

Chapter 7 –Acronyms, Definitions, Revisions, and Appendices

Section 7.01: Acronym Table

This table is organized alphabetically by acronym.

3HSP	Triennial Highway Safety Plan
AOC	Agreement of Conditions
AGA	Annual Grant Application
AR	Annual Report
CAD	Computer Aided Dispatch
CFDR	Catalogue of Federal Domestic Assistance
CFR	Code of Federal Regulations
CTW	Countermeasures That Work
DWI	Driving While Impaired
EBS	Electronic Business Services (North Carolina's grant management system)
FAR	Final Accomplishments Report
FARS	Fatal Analysis Reporting System
FFATA	Federal Funding Accountability and Transparency Act
 FHWA	Federal Highways Administration

GMS	Grants Management System
GHSA	Governor's Highway Safety Association
GHSP	Governor's Highway Safety Program
HSIP	Highway Safety Improvement Program
LEL	Law Enforcement Liaison
MED	Monthly Enforcement Data
NCDOT	North Carolina Department of Transportation
NHTSA	National Highway Traffic Safety Administration
OMB	Office of Management & Budget
PMR	Project Management Review
PSA	Public Service Announcement
SHSO	State Highway Safety Office
SHSP	Strategic Highway Safety Plan
QPR	Quarterly Progress Report

Section 7.02: Definitions

This table is organized alphabetically by term.

Accrued Expenditures	Costs incurred by grantees for goods and other tangible property received, as well as services performed by employees, contractors, consultants, and others.
Accrued Income	The sum of earnings for services performed by the grantee or the delivery of goods and other tangible property delivered to others.
Acquisition Cost	The net invoice unit price of purchased equipment including the cost of modifications, attachments, accessories, shipping, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired.
Administrative Requirements	Administrative functions common to all grants such as financial management, kinds and frequency of reports, and retention of records.
Annual Grant Application (AGA)	An annual application made to NHTSA providing project level information on the GHSP highway safety programs. The AGA must align with the 3HSP.
Annual Report (AR)	Describes the accomplishments and challenges GHSP encountered in the prior federal fiscal year. It addresses progress made in achieving the performance measures, targets and strategies identified in the most recent Triennial Highway Safety Plan (3HSP) as well as how grant funding was expended.

Audit	A review of programmatic and financial records conducted by a certified public accountant, which is the basis of an organization's legally required audit report.
Authorizing Official	The grantee agency individual that has legislative authority to enter into an agreement with GHSP.
Buy America Act	Prohibits the use of highway safety grant funds to purchase products, unless they are manufactured in the U.S. This prohibition applies to steel, iron and all manufactured products, unless the Secretary of the USDOT determines it is appropriate to waive the Buy America Act requirement. For compliance purposes, American-made is defined as any product that is manufactured or assembled in the U.S.
Catalogue of Federal Domestic Assistance (CFDA)	A listing of all federal programs available to state and local governments; federally recognized Tribal governments; U.S. territories and possessions; domestic public, quasi-public and private profit and nonprofit organizations and institutions; specialized groups; and individuals. The CFDA number is required on all grant award letters.
Change Request/Project Revision	A change to the project agreement that occurs when the budget, scope and/or activities are modified.
Code of Federal Regulations (CFR)	A listing of general and permanent rules published in the Federal Register by the Executive Branch of the U.S. government.
Countermeasures That Work (CTW)	PA compendium of research evaluating behavioral traffic safety interventions. NHTSA compiles this document, which GHSP references to select effective, evidence-based countermeasures to address traffic safety problems.
Distracted Driving Program	A program to enforce a statute prohibiting distracted driving.
Equipment	Non-expendable, tangible property having a useful life of more than one year and an acquisition cost of \$10,000 or more used only for traffic safety purposes.
Equipment Tracking System	The grantee's systematic record of all equipment purchases over \$10,000.
Expenditures	Charges made to the project or program, which may be reported on a cash or accrual basis.
Fatal Analysis Reporting System (FARS)	The nationwide database providing NHTSA with yearly traffic safety data regarding fatal injuries suffered in motor vehicle traffic crashes. One of the databases GHSP uses to help determine progress, goals, etc.
Federal Funding Accountability and Transparency Act (FFATA)	A federal database where prime grant award and prime contract recipients report sub-award activity and executive compensation.

Federal Highway Administration (FHWA)	The USDOT agency responsible for administering highway infrastructure programs and projects funded by federal legislation.
Final Accomplishments Report (FAR)	Submitted to GHSP by the grantee following completion of the grant period, it details the effectiveness of the highway safety project based on the grantee's goals and objectives.
Governors Highway Safety Association (GHSA)	The nonprofit association representing state and territorial highway safety offices. GHSA works with and for its members to improve traffic safety, influence national policy, enhance program management, and promote best practices for highway safety offices.
Governor's Highway Safety Program (GHSP)	The State Highway Safety Office (SHSO) in North Carolina, which is responsible for the implementation and management of the state's behavioral highway safety program.
Grantee	The local or state government agency, nonprofit or entity which receives a federal highway safety grant from GHSP.
Grant Agreement	A binding contract between two or more parties detailing the conditions and terms for the project scope of work and financing. May include interagency agreements.
Grant Specialist	The GHSP staff member assigned to manage all aspects of the grant agreement including contract monitoring and programmatic and financial activities.
Highway Safety Improvement Program (HSIP)	Core FHWA program to reduce traffic fatalities and serious injuries on all public roads, including roads on Tribal land. The HSIP requires a data-driven, strategic approach with a focus on performance.
Impaired Driving Program	A program to address alcohol and/or drug-impaired driving.
Law Enforcement Liaison (LEL)	Individuals responsible for promoting North Carolina law enforcement agencies' involvement in the 3HSP through education and equitable enforcement of traffic safety laws.
Local Government	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments or any other regional or interstate government entity, agency or instrument of a local government.
Motorcycle Safety Program	A program to reduce traffic crashes involving motorcyclists.
Nonmotorized Safety Program	A program that seeks to decrease pedestrian and bicyclist fatalities and injuries resulting from crashes involving motor vehicles.
Occupant Protection Program	A program that promotes proper and lawful use of child safety seats and seat belts to reduce unrestrained motor vehicle occupant deaths and serious injuries.

Office of Management & Budget (OMB)	A Division of the Executive Branch of the U.S. Government that assists the President in meeting policy, budget, management, and regulatory objectives that fulfill statutory responsibilities.
Project	Activities proposed or implemented by GHSP to address highway safety problems within one or more program areas.
Project Director	The individual designated by the grantee's authorizing official as the point of contact with GHSP.
Project Management Review (PMR)	Required meetings between GHSP and grantees in which progress towards goals and objectives will be discussed, as well as any issues or problems, and equipment will be checked.
Public Service Announcement (PSA)	A message, in the public interest, disseminated at no cost by the media to raise awareness and change public attitudes and behavior about a social issue.
Quarterly Progress Reports (QPRs)	Submitted by the grantee each quarter outlining the activities that took place to support the grant agreement.
Reimbursement Claim	Details the reimbursable expenditures the grantee incurred in support of approved grant activities undertaken to accomplish grant objectives.
State Highway Safety Office (SHSO)	The agency charged with implementing the state's behavioral safety efforts. In North Carolina, GHSP is the state SHSO.
Strategic Highway Safety Plan (SHSP)	A safety plan coordinated every five years with NCDOT Mobility & Safety Division that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads. Includes both structural and behavioral goals and interventions.
Single Audit	Rigorous, organization-wide examination of an agency that expends federal funds in the amount of \$750,000 or more of all federal funds received annually.
Supporting Documentation	Reports, invoices, timesheets and other documents a grantee submits to GHSP to support a claim for reimbursement.
Triennial Highway Safety Plan (3HSP)	A required plan that GHSP submits to NHTSA outlining the state's behavioral traffic safety planned activities during a three-year period. The 3HSP must be data-driven in establishing performance targets and selecting countermeasure strategies for programming funds that meet the performance targets.

Section 7.03: Revisions

This table records substantive updates made to the Grant Management Manual by GHSP staff so grantees can easily find important changes.

Date	Policy/Procedure	PPM Section	Summary of Update	Document Revision Number
4/17/2025	Special Application Considerations	Section 3.03	Amended table in section 3.03 to specify that funding percentage breakdowns include funding for traffic safety educators.	2025.01
4/21/2025	Updated Cap Amounts for Select Equipment for Law Enforcement	Section 3.03	Updated dollar amount caps for equipment based on funding decisions for FY26.	2025.01
5/2/2025	Added Section 7.03 to track Revisions to Manual	Section 7.03	Added new section & table to track document revisions.	2025.01
5/2/2025	Updated links for 3 appendices that were missing links and renamed Appendix to Section 7.04.	Section 7.04	Updated links for 3 documents that were previously not available online. Renamed Appendices to Section 7.04 so it would show up on Table of Contents.	2025.01

Section 7.04: Appendices

Appendix A - [Agreement of Conditions](#)

Appendix B - [Buy America Act Certification Form](#)

Appendix C - [Claim Cover Sheet](#)

Appendix D - [Federal Provisions](#)

Appendix E - [Grants Management Access Authorization Form](#)

Appendix F - [Local Government Resolution Form](#)

Appendix G - [No Overdue Tax Debts Certification Form](#)

Appendix H - [Step-by-Step Application Instructions for Grants Management System](#)

Appendix I - (Form GHSP-07) [Out-of-State Travel Request](#)

Appendix J - (Form GHSP-09) [Quarterly Progress Report](#)

Appendix K - (Form GHSP-10) [Final Accomplishments Report](#)

Appendix L - (Form GHSP-11) [Monthly Enforcement Data Report](#)

Appendix M - (Form GHSP-13) [Non-Expendable Property Disposition Request](#)

Appendix N - (Form GHSP-21) [Materials Review Approval](#)

Appendix O - (Form GHSP-23) [Claim Reconciliation Form](#)