



# **GOVERNOR'S HIGHWAY SAFETY PROGRAM**

Program Director's Guide

Grant Program Directors are encouraged to utilize this guide as a resource to properly and effectively apply for and manage a grant through GHSP

Revised 10/2021

**Introduction to the Governor’s Highway Safety Program Grant Process:**

To apply for a grant through the Governor’s Highway Safety Program (GHSP), you will need to have access to the GHSP’s grant management system. To gain access to the grant management system, you must first complete the *Grants Management Access Authorization* form available on the GHSP website: <https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>

<b><u>Grants Management Access Authorization Form</u></b>	
<p>The new Grant Management System requires a User ID and Password for access in the system. Complete Section 1 for a User ID and Password only, which will allow you to view, but not submit any information connected to a Grant. If you are going to perform work within the Grants System (i.e. submit an application, submit a claim, or make changes to an agreement), you must complete Section 1 and 2 for a PIN. No more than three (3) PIN’s will be issued per agency. A separate form will be required for each User ID and PIN issuance. Fax 919-733-0604 or email the form to the GHSP Security Coordinator at <a href="mailto:GHSPSecurity@ncdot.gov">GHSPSecurity@ncdot.gov</a></p>	
<b><u>Section 1 - User ID Information</u></b>	
First: _____	Last: _____
Agency: _____	
Agency Address: _____	
Title: _____	
Telephone: _____	Fax: _____
Email: _____	
Secure 8 digit number: _____	
<i>If you forget your password, you will need this 8 digit # to retrieve your information. It is suggested to use the last 4 digits of your SSN &amp; birthday (MMDD). After your application has received security clearance, you will be emailed your personal User ID and temporary password to access the system. You must create a new password prior to logging into the Grants System for the first time.</i>	
<b><u>Section 2 - PIN Request Information</u></b>	
<p>Final approval of Application, Claims for Reimbursement and Change Request forms will require the use of a PIN. A PIN represents an electronic signature and is unique to a specific person. In order for GHSP to issue a PIN, you must be an active employee of the department and the person responsible for the role. The following roles require the use of a PIN, please check which application you will be responsible for pining (signing).</p>	
<input type="checkbox"/> Submit Final Application	
<input type="checkbox"/> Create/Submit Claims for Reimbursement	
<input type="checkbox"/> Create/ Submit Change Request	
Choose a PIN with a minimum of 4 characters. PIN Number: _____	
I certify information above is accurate and I am the authorized person to perform the duties listed.	
Print Name: _____	
Signature: _____	
Agency Head Signature*: _____	
<i>*As agency head, I understand that allowing someone to request a pin permits them to sign documents for this agency.</i>	

Access to our *Grants Management System* is required to complete a grant application and if awarded a grant, manage the grant and complete all required paperwork. Access to the grants management system can be gained via a link on the GHSP website. [HERE](#) If you do not currently have a grant with GHSP, it is recommended you complete the process for gaining access to the grant system in December prior to the onset of the application process that begins in January. A Step-by Step Quick Guide is available for review on GHSP's website. [HERE](#)

Completing Section 1 for a User ID and Password provide access to the grant system that will allow "VIEW ONLY" status. Completing Sections 1 and 2 for User ID, Password, and PIN will allow you to perform work within the grant system, i.e. creating applications, submitting claims for reimbursement and budget revisions, etc. If you have any problems or issues during this process, GHSP staff can provide assistance or connect you with IT support, if needed.

Prior to completing the application, please take the time to review the *Agreement of Conditions (AOC)* available on the GHSP website. The AOC essentially creates a contract between your agency and GHSP defining the requirements and expectations related to your agency receiving grant funds.

The Agency shall comply with the following statutes and implementing regulations as applicable:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2CFR Part 200](#)) and all other relevant Federal regulations covering the Highway Safety Program;
- Uniform Procedures for State Highway Safety Grant Programs ([23 CFR part 1300](#))
- Additional NHTSA Resources: [Highway Safety Grants Program Resources Guide](#)

GHSP operates on a federal fiscal year that begins October 1<sup>st</sup> and proceeds to September 30<sup>th</sup> of the following year. All expenditures related to your grant will have to take place during the fiscal year for which the funds were awarded.

### **Grant Funding**

GHSP has fostered several partnerships with a number of different agencies over the years. These partnerships include law enforcement agencies, college and university research organizations, state agencies, nonprofit organizations, and others. When determining whether you desire to apply for a grant with GHSP, please consider how your agency plans to use grant funds to further the VISION ZERO goal of 0 traffic fatalities. GHSP can only award funding for projects designed to address highway safety. Be prepared in the application process to document and fully explain how you plan to address a highway safety concern.

Grants are awarded by GHSP through a competitive process. GHSP management and staff determine through a comprehensive review of all applications which ones will be selected for funding. A number of different considerations are evaluated. We are 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 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 staff takes into consideration the requesting agency's current level of participation, if applicable.

**SPECIAL CONSIDERATIONS:**

**Law Enforcement and Equipment Grants:**

Law enforcement agencies generally submit applications for consideration for traffic safety personnel and/or DWI enforcement personnel. The percentage of funding provided by GHSP depends on the specific focus of the enforcement personnel:

<b>Highway Safety Projects with Traffic Safety Personnel</b>		
<b>YEAR</b>	<b>FEDERAL SHARE</b>	<b>STATE/LOCAL SHARE</b>
1	85%	15%
2	70%	30%
3	50%	50%

<b>Highway Safety Projects with DWI Enforcement Personnel</b>		
<b>YEAR</b>	<b>FEDERAL SHARE</b>	<b>FEDERAL SHARE</b>
1	100%	0%
2	85%	15%
3	70%	30%
4	50%	50%

\*Any additional funding percentages may be considered and approved at the discretion of the Director.

Pursuant to guidelines established by NHTSA beginning in FY2020, changes were made regarding how GHSP could fund personnel grants. Instead of funding the entire salaried position, GHSP can only fund activity hours for approved personnel. GHSP can only reimburse funded positions for hours spent conducting traffic enforcement, attending court proceedings related to traffic enforcement, educational efforts related to traffic safety, and training related to traffic safety. As a result of these new guidelines, agencies cannot 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 (pay stubs, general ledger entries, etc.) required for reimbursement, agencies will be required to submit a GHSP-22 Project Activity Report for each grant funded position each month. This form is available on the GHSP website: [HERE](#) Furthermore, your assigned Grants Specialist will be able to answer any questions regarding reimbursable costs.

There are also limitations on equipment or items GHSP cannot or will not fund:

- GHSP cannot provide funding solely for equipment.
- GHSP cannot provide funding for body cameras.

- GHSP cannot provide funding for flashlights.
- GHSP cannot provide funding for firearms of any type.
- GHSP cannot provide funding for spike strips.
- GHSP cannot provide funding for uniforms.
- GHSP cannot provide funding for hand-held radios.

If during the application process you have questions regarding funding specifics, please contact GHSP. Staff can provide guidance regarding funding provisions.

Law enforcement agencies with equipment needs that cannot be approved for funding with a grant through GHSP are encouraged to participate in our Statewide Traffic Enforcement Program. Please refer to the following link or contact GHSP staff for additional information: [HERE](#)

**APPLICATION PROCESS:**

GHSP begins the application process each January for the ensuing federal fiscal year. Thus, for the fiscal year 2023 operating from October 1, 2022 through September 30, 2023, GHSP ‘opens’ the grant management system on January 1, 2022. The application process ends January 31, 2022.

**COMPLETING THE APPLICATION:**

When completing the application, you can SAVE your work and come back to the application at a later time. Once you save the application, a ten-digit number will appear. Record this number. It is the best way to retrieve your saved application. To open your saved application, log back into the grant system. Under *Grant Processes*, select *Change Application*. Under *Search Criteria-Application ID*, insert an asterisk (\*) AND the last four digits of the ten-digit application number you recorded when you saved your application. Your saved application will appear in the results list. Select your application number and continue your application.

The application itself is divided into the four sections:

**SECTION A:** General information

Section A 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. Considerations on SECTION A:

- A first year grant is considered a NEW grant. Please check the appropriate space.
- Second and subsequent years are considered CONTINUATION grants. Again, please check the appropriate space and the number of years you have had the grant through GHSP.
- Include a Project Title.
- Include how the funding will be allocated. Some law enforcement grants are funded as a percentage. Designate the appropriate federal percentage. The state/local percentage should then populate automatically.
- Budget amounts are automatically populated.
- You must indicate how the non-federal share will be provided. For example, if your agency is in the third year of a grant for which GHSP is providing 50% funding and your local agency is

providing 50% funding, indicate who is responsible for providing your half of the funding. You may write, "To be provided through \_\_\_\_\_'s general fund."

- Include in in-kind match.

You may contact GHSP staff any time during the application process if you have any questions, concerns, or issues.

**SECTION B:** Description of Project

**DESCRIPTION OF PROJECT:** Section B includes a narrative wherein the applying agency identifies the traffic safety issue they intend on addressing with the grant funds for which they are applying.

It is recommended you begin with a PROBLEM STATEMENT, which should be one or two paragraphs stating the problem including any county fatality rankings as listed on the GHSP website. Include pertinent information related to your agency, area demographics, etc. DO NOT indicate you require funding because of strained budgets or lost funding. Again, GHSP is data driven in determining how and when projects will be funded.

Examples:

*Mayberry County has a large number of alcohol-related fatalities and unrestrained occupant fatalities compared to other counties. Mayberry County had 101 alcohol-related fatalities and 76 unrestrained fatalities during the five-year period of 2016-2020 averaging 20 alcohol-related and 15 unrestrained fatalities a year. Compared to all North Carolina counties, Mayberry County ranked first in the number of alcohol-related fatalities and fourth in the number of unrestrained fatalities during the five-year period of 2016-2020.*

*The Town of Barney is the second largest municipality in Mayberry County. Barney is located in the piedmont area of the state is 78.6 square miles in size and contains 212 miles of state and local roads. The 2013 population estimate is 200 thousand people.*

*The Barney Police Department has 33 sworn officers with 18 assigned to general patrol. The department does not have a dedicated traffic unit. Calls for service have steadily increased by an average ten percent each of the past five years with no increase in staffing. Patrol officers are required to conduct a minimum of 30 minutes dedicated enforcement each shift unless waived by a supervisor due to excessive call volume.*

Additional crash and/or fatality data for specific municipalities is strongly encouraged. 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 you have identified a traffic safety problem and provided the necessary background information, indicate how you intend to address the stated problem with funds provided through GHSP. Law enforcement agencies will most likely be adding traffic safety or DWI enforcement personnel. State agencies and nonprofit organizations should identify the area of population they intend on affecting and how it will be affected. Research institutions should address the nature and process of any proposed study and the population it will affect. If you are requesting funds for travel and training, provide

specific information detailing the type of training, the location of the training, and how the training is related to highway safety and its benefit to the agency. Provide details regarding how your agency will effectively evaluate its progress. Finally, indicate your agency's plan for continuation once GHSP funding ends.

Any applicants who have had previous grants with GHSP should indicate within the problem statement the years said grant was funded and the type of program funded. Law enforcement agencies with previously funded personnel grants need to indicate whether those previously funded personnel or positions are still dedicated solely to traffic enforcement.

**FOR LAW ENFORCEMENT AGENCIES:** All law enforcement agencies need to 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. 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.

**RANKINGS:** All agencies seeking funds to address a traffic safety problem in a specific county need to provide fatality rankings. These rankings can be found on the GHSP website.

**GOALS and OBJECTIVES:**

Goals and objectives are required to be S-M-A-R-T: Specific, Measurable, Action-Oriented, Realistic, and Time Specific. 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.

Regardless of the type of agency applying for a grant, we all share a common goal of reducing traffic fatalities. It is recommended all applicants formulate goals with this in mind. Examples may include but are certainly not limited to:

- Increase the seatbelt usage rate from \_\_\_% to \_\_\_% in \_\_\_\_\_ County during the fiscal year October 1, 2022 to September 30, 2023.
- Decrease traffic fatalities in North Carolina (or in an agency's county) by \_\_\_% from the 2016-2020 average of \_\_\_ to \_\_\_ during the fiscal year October 1, 2022 to September 30, 2023.
- Decrease alcohol related traffic fatalities in \_\_\_\_\_ County by \_\_\_% from the 2016-2020 average of \_\_\_ to \_\_\_ during the fiscal year October 1, 2022 to September 30, 2023.
- Reduce young driver fatal crashes in \_\_\_\_\_ County by \_\_\_% from the 2016-2020 average of \_\_\_ to \_\_\_ during the fiscal year October 1, 2022 to September 30, 2023.

Include related objectives for goal. Examples may include but are certainly not limited to:

- Increase seatbelt citations by \_\_\_% from the 2021 total of \_\_\_ to \_\_\_ during the fiscal year October 1, 2022 to September 30, 2023.

(For law enforcement agencies, increasing applicable enforcement activities is an expected objective. For example, a DWI unit should include increasing DWI arrests as an objective. A traffic unit should include increasing speeding and seatbelt citations as an objective.)

- Participate and report in all GHSP and national highway safety campaigns. (Including, but not limited to Booze It & Lose It, Click It or Ticket, Child Passenger Safety, Distracted Driving Awareness, Motorcycle Awareness, etc.). Full campaign participation is accomplished through increased high visibility enforcement as appropriate.
- Train or retrain a specific number of employees in a discipline related to the goal.
- Conduct a certain number of training sessions to address a goal.

Goals and objectives are required to be measurable. Goals and objectives 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 1<sup>st</sup> through September 30<sup>th</sup> 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. It is important to remember you are encouraged to contact GHSP staff any time during the application process if you have any questions or require any assistance in composing your goals and objectives.

**Refer to APPENDIX for additional examples of goals and objectives.** Additional examples can be found in the document, *Guiding Document for Enforcement and Equipment Grants*, on the GHSP website: [HERE](#)

The final part of SECTION B requires you to check each of the GHSP five-year goals your 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 section of the grant application requires you to specify personnel costs (separated by salary and fringe costs), contractual services, commodities, other direct costs, and indirect costs.

**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 his/her salary and each officer and his/her individual salary. If the position is to be partially funded by GHSP, include the percentage of the salary that will be funded. You can combine fringe costs. In fact, you are encouraged to combine all fringe costs into a single line item for all requested positions.

**CONTRACTUAL SERVICES:** If your agency is contracting with another individual, business, or entity using grant funds, include this information here. Be only as specific as you need to be within 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 you can contract pursuant to the grant. In addition, agreements with any business, individual, or entity with whom you contract using grant funds will be required to include **FEDERAL PROVISIONS**. These



provisions can be located within the Agreement of Conditions. **Refer to Appendix for a copy of GHSP's Agreement of Conditions.** The Agreement of Conditions is updated each year and provided to grantees. Contracts will need to be reviewed and approved by GHSP staff prior reimbursement for any contractual services. Contracts will be attached to the grant in the grant system. GHSP staff can provide additional guidance and clarification, if required.

**COMMODITIES COSTS:** Commodities typically involve the purchase of perishable goods, i.e. office supplies and related materials.

**OTHER DIRECT COSTS:** Other Direct Costs are separated into Equipment, Other Items, and Travel. As a general rule, items costing more than \$5000.00 are to be listed as Equipment. In many instances related to law enforcement equipment, drop-down boxes with populated costs can be used. The cost amounts for these items represent the maximum amount GHSP will reimburse for a given item. Items costing less than \$5000.00 will 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, you should have explained the need for these funds at the end of the narrative section of the application. If your travel costs are deemed extraneous in any way, you may be required to provide a much more detailed explanation to justify the request.

The funding amounts for equipment included in the application will be treated as maximum estimated funds. These estimations should be based on research to find the best possible price for the items included. The quantity of a piece of equipment is the maximum number you may purchase. If you have the quantity of one (1) in your budget for a certain amount of money but find that piece of equipment for significantly less, you CANNOT purchase additional equipment with the remaining funds. You must submit a budget/program revision request.

All funding is on a reimbursement basis only. The GHSP cannot prepay or "front" funds. (See the claims section for more details on the reimbursement process)

**SECTION D:** Schedule of Tasks by Quarter

Include in each of the four quarters a list of tasks you intend on accomplishing during that quarter.

Considerations for SECTION D:

- A list of conditions for law enforcement projects is included in SECTION D. Law enforcement agencies are required to perform each of these six conditions each of the four quarters and these conditions need to be included as tasks for each quarter.
- Include requested travel in each quarter for which it is scheduled to take place.
- At the end of each quarter, you will be required to complete a quarterly report in which each of the tasks listed for that quarter will be addressed in terms of whether the task was performed or not. If a given task is not completed, the grantee will be required to provide an explanation as to why it was not completed.

Once you complete the application, you will submit it to GHSP. Mandatory fields are required to be completed. *Submit* the application. You can easily confirm the application was properly submitted. Log

off the system and log back on the system. Under *Grants Processes*, select *Review Application*. Under *Search Criteria-Application ID*, insert an asterisk (\*) AND the last four digits of your ten-digit application number. Your saved application will appear the results list. Click the appropriate application number. Scroll down to the *Application Details*. The status should indicate *Submitted*.

A member of the GHSP staff will be assigned to review the grant application and may return the grant application to you for revisions following an initial review. This does not indicate approval or GHSP's intention to approve the grant. You are encouraged to address the needed revisions and return the grant application to GHSP staff as quickly as possible or if applicable, any date designated by the staff member. GHSP staff review all grant applications during February, March, and April. In May or possibly June, GHSP will begin notifying applicants about whether their projects were approved or not approved. If your project was not approved, you or your organization will receive a rejection letter via e-mail. If your project is approved, you will receive an Application Accepted letter via e-mail. **ALTHOUGH YOUR APPLICATION HAS BEEN APPROVED, THIS DOES NOT GUARANTEE FUNDING.** The final approval of funding will not be made until late September when your Agreement is finalized. No costs incurred prior to the program start date of October 1<sup>st</sup> will be reimbursed by GHSP. If you have any questions or concerns regarding the appropriateness of a purchase, you are encouraged to consult with GHSP staff prior to making the purchase. Upon receiving your letter of acceptance, you will be required to PIN the grant application. In addition, your agency will be required to review and sign the North Carolina Governor's Highway Safety Program Agreement of Conditions. **Refer to Appendix for a copy of GHSP's Agreement of Conditions.** In addition, local municipal and county governments receiving funding are required to submit proof their respective local governing boards (i.e. city councils and county commissions) approved the grant. **Refer to Appendix for a copy of GHSP's Local Government Resolution form.**

- The Agreement of Conditions and the Local Government Resolution form are available on GHSP's website: [HERE](#)

#### **The PIN PROCESS:**

Once you receive an Application Accepted letter, you need to begin the final pin process:

- Log into the grant system and open your saved application.
- Under GRANTS PROCESSES, select CHANGE APPLICATION. Under SEARCH CRITERIA, APPLICATION ID, insert an asterisk (\*) AND the last four digits of your ten-digit application number. Your saved application will appear in the Results List. Select your application.
- Scroll to the bottom of the application. Check the box next to READ and ACCEPT TERMS of CONDITIONS.
- Enter the designated agency representative with application approval pin. The only person who can PIN the application must have logged into the system.
- Select VALIDATE, scroll down, and select SUBMIT.
- Scroll up to find "Request was Saved with Number".
- Attach a copy of the signed Agreement of Conditions and if necessary, the Local Government Resolution. Your application will not proceed unless the AOC and resolution

are attached. Once you have attached the documents, the message, “Documents successfully uploaded will appear to confirm uploaded documents”.

- You can verify your application was submitted successfully by logging out of the system and logging back into the system. Under GRANTS PROCESSES, select CHANGE APPLICATION. Under SEARCH CRITERIA, APPLICATION ID, enter the last four digits of your ten-digit application number. Your saved application will appear in the Results List. Select your application.
- Scroll down to APPLICATION DETAILS. Under STATUS, it should indicate ACCEPTED AND PINNED.

### **GRANTS ISSUED TO NON-PROFIT ORGANIZATIONS**

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

### **GRANT REQUIREMENTS:**

Once you have been awarded a grant and the fiscal year begins on October 1, you will be required to adhere to a number of responsibilities and requirements pursuant to both NHTSA and GHSP guidelines, to include submission of claims requesting reimbursement, quarterly progress reports, and monthly enforcement statistics (for Law Enforcement grants).

### **CLAIMS FOR REIMBURSEMENT:**

Payments are made on a reimbursement basis. There is no schedule of advance payments. Only actual allowable costs are eligible for reimbursement. Claims for reimbursement must be made a minimum of quarterly and no more than once a month via the Grants Management System. Occasionally, sub-grantees will be required to submit claims for reimbursement monthly. Claims for reimbursement not made within the three-month threshold are subject to denial. The itemized invoice shall be supported by documentation of costs as prescribed by the Department. You must provide backup documentation. Please attach the documentation to the claim in the attachment section. Reimbursements will not be processed if other required 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 Highway Safety Specialist assigned to manage your grant will work with you to respond to any problems, concerns, or issues related to the submission of claims for reimbursement. For additional assistance, refer to Step-by-Step Instructions for Grant Claim Process on GHSP’s website: [HERE](#)

**Approval:** The Governor’s Highway Safety Program and the Department’s Fiscal Section shall approve the itemized invoice prior to payment. Once GHSP staff has reviewed and approved the claim, the request for reimbursement is forwarded to DOT’s Contract Management section. Contract Management usually approves claims within two business days of receiving those claims. Once approved by Contract Management, payment is remitted in 2-3 business days if by direct deposit and 7-10 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 the Department determines that, due to Federal or State regulations that grant funds must be refunded, the Agency will reimburse the Department a sum of money equal to the amount of Federal and State participation in the rejected costs.

**Expending Funds Under This Contract:** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.

**Buy America Act:** Pursuant to federal guidelines, purchases with a per item cost in excess of \$5000.00 must adhere to the “Buy America Act”. Vehicles as defined by NHTSA are an exception. All vehicles purchased partially or wholly with grant funds must comply with the Buy America Act. You will be required to complete and submit the “Buy America Act” certification form. **Refer to Appendix to review copies of the Buy America Act and required certification form.**

**Out-of-State Travel:** All out of state travel must be pre-approved prior to incurring any costs associated with the travel. The approved out-of-state travel request must be included in the backup documentation.

**General Information and Tips:**

- Make sure backup documentation aligns with the same order the budget line items are listed on the claim form.
- Provide an explanation or justification for any costs that do not total the amount of reimbursement. For example, explain in writing why you may not be seeking full reimbursement for an allowable cost. This explanation can be included in the backup documentation in a Word document
- Any food purchased with GHSP funds needs to have an agenda indicating that it was a working meal and a sign in sheet of attendees in the backup documentation.
- Exact budget line items must be listed on the claim form which correspond to your approved application. (i.e. if you are claiming something as an in-state budget line item, the description within the claim in the second column needs to be listed as in-state travel) See *\*Appendix E* for an example.
- Ensure that the backup documentation is legible. Parking receipts are often hard to see.
- 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 can be requested to 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 your funds are reimbursed.

**QUARTERLY PROGRESS REPORTS (QPR's):**

Unless otherwise directed, the Agency must submit Quarterly Progress Reports to the GHSP. These progress reports are intended to reflect the status of project implementation and attainment of project tasks. **Refer to Appendix for the GHSP Quarterly Progress Report.** Each progress report shall describe the project status by quarter and shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter. If the Agency fails to submit a Quarterly Progress Report or submits an incomplete

Quarterly Progress Report, the Agency will be subject to having claims for reimbursement withheld. Once a Quarterly Progress Report substantiating adequate progress is received, cost reimbursement requests may be processed or denied at the discretion of GHSP. Please be sure to complete the “REPORT FOR THREE MONTH PERIOD ENDING” within the dates below for each corresponding quarterly report.

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

**General Information and Tips:**

- From your approved project application, copy all of the reporting quarter tasks that you 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 you did not complete, you must 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 either 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.
- Please 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 website: [HERE](#)

**OUT-OF-STATE TRAVEL REQUESTS:**

Out-of-State travel requires prior written approval from GHSP. Agencies must submit the Out-of-State Travel Request for approval. Out-of-State travel requests received by GHSP less than 30 days prior to departure may be denied. Claims for reimbursement for out-of-state travel without approval may be denied.

When explaining the purpose of your travel, please ensure that you include a detailed explanation of how this out-of-state travel will benefit your project or enhance the attainment of the stated goals in the contract. If possible, provide information as to how the travel benefits a specific goal or objective listed in your approved application.

**General Information and Tips:**

- Ensure that the form is signed.
- 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 you are requesting only a certain part of travel 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.
- Training/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 will not be allowed.
- Ensure that your project number is correct.
- The Out-of-State Travel Request, Form GHSP-07, is available on the GHSP website: [HERE](#)

### **MONTHLY ENFORCEMENT DATA (MED) REPORTS:**

Law Enforcement agencies with personnel/enforcement grants are required to submit Monthly Enforcement Data reports detailing the enforcement activities of personnel funded with a GHSP grant. The report is due no later than fifteen (15) days after the end of each month. If the Agency fails to submit a Monthly Enforcement Data Report or submits an incomplete Monthly Enforcement Data Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Monthly Enforcement Data Report substantiating adequate progress is received, cost reimbursement requests will be processed. The agency head must sign the form. However, the agency head may assign a designee to sign the form by providing written signature authority to the GHSP. From time to time, GHSP staff will request CAD reports from partnering law enforcement agencies.

It is necessary to complete an MED each month for **each** officer funded through the grant. Your GHSP Highway Safety Specialist will review each MED in an effort to ensure your agency is complying with the conditions set forth in the Agreement of Conditions. Highway Safety Specialists pay attention to 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.

- The Monthly Enforcement Data Report, Form GHSP-11, is available on the GHSP website: [HERE](#)

### **FINAL ACCOMPLISHMENT REPORTS (FAR):**

A Final Accomplishments Report must be submitted to the GHSP within fifteen (15) days of completion of the project (October 15, unless project ended prior to September 30) on forms provided by the GHSP, unless otherwise directed. If the Agency fails to submit a Final Accomplishments Report or submits an incomplete Final Accomplishments Report, the Agency will be subject to having claims for reimbursement withheld. Once a Final Accomplishments Report 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 contract and address each goal and objective for the entirety of your project year (October-September). Please be sure to address each goal and objective as noted on the report. Failing to address each goal and objective will result in the report being returned for

correction. When you are completing the FAR, please keep in mind that GHSP needs to provide information to NHTSA on whether GHSP's sub-grantees achieved their goals and accomplished each of their objectives.

- The Final Accomplishments Report, Form GHSP-10, is available on the GHSP website: [HERE](#)

### **BUDGET REVISIONS (CHANGE REQUESTS):**

If it becomes necessary to make any changes to your budget (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) during the program year, you must submit the request online through the Grants Management System (GMS) by June 30<sup>th</sup>. The Request for Traffic Safety Project Revision can be submitted online through the Grants Management System (GMS), at which time it will be reviewed by GHSP staff. **Program revision requests are not considered after June 30<sup>th</sup>.**

### **General Information and Tips:**

- If transferring money from one budget-line item to another in the "Detailed Changes in the Project" section on the form, please provide the new exact monetary amounts for both/all of the budget-line items that were changed.
- Provide detailed justification for the requested budget/program change, specifying why the change is necessary and the benefit the change will have on your project.
- For additional information, refer to Step-by-Step Instructions for Grant Change Request on the GHSP website: [HERE](#)

### **PROJECT MANAGEMENT REVIEWS:**

GHSP staff is required to conduct *Project Management Reviews* for each grant funded through GHSP. Prior to the onset of the fiscal year, GHSP staff will conduct a Risk Assessment review of your agency and the grant 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 visits or conduct a review with a Program Director over the telephone. Typically, grants funding 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, 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 coordinate dates and times for these on-site visits.

### **NON-EXPENDABLE PROPERTY:**

GHSP is required to maintain a detailed inventory of all equipment purchased with grant funds that exceeds a \$5000.00 purchase price. GHSP will inspect this equipment annually but recognizes most all equipment has a useful life and will eventually require replacement. Your agency is required to notify GHSP prior to discarding equipment fitting in this category. Your agency will submit to GHSP staff a Non-Expendable Property Disposition Request form for approval.

- The Non-Expendable Property Disposition Request, Form GHSP-13, is available on the GHSP website: [HERE](#)

## APPENDIX

- **Step-by-Step Quick Guide for the GHSP Application Process**
- **Examples of Highway Safety Goals & Objectives**
- **Guiding Document for Enforcement and Equipment Grants**
- ***Agreement of Conditions***
- ***Local Government Resolution Form***
- ***No Overdue Tax Debts Certification Form***
- **BUY AMERICA ACT**
- ***Buy America Act Certification Form***
- ***GHSP Form-09 Quarterly Progress Report***
- ***GHSP Form-07 Out-of-State Travel Request***
- ***GHSP Form-10 Final Accomplishment Report***
- ***GHSP Form-13 Non-Expendable Property Disposition Request***
- ***GHSP Form-21 Materials Review Approval***
- ***Monthly Enforcement Data Report***