

THIS BOX TO BE COMPLETED BY THE HIGHWAY SAFETY OFFICE	
PROJECT NAME:	
PROJECT #:	GRANT PERIOD
FUNDS ALLOCATED: \$	CFDA No.:
From:	
To:	
FUNDING SOURCE: <input type="checkbox"/> NHTSA-FUNDED TRAFFIC SAFETY PROGRAM <input type="checkbox"/> OJJ-FUNDED YOUTH ALCOHOL PROGRAM	REPORTING SCHEDULE: <input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY

## HIGHWAY SAFETY PROJECT APPLICATION

Utah Department of Public Safety  
 Highway Safety Office  
 3888 West 5400 South  
 Salt Lake City, Utah 84118  
 (801) 957-8570 / FAX (801) 957-8588

This Project Application shall constitute an agreement between the Highway Safety Office (HSO) and the agency or organization (subgrantee) applying for federal grant funds. The intent of the agreement is to fund projects and activities that will contribute to the reduction of traffic fatalities, injuries and crashes, or reduce underage alcohol usage, within Utah.

SUBGRANTEE AGENCY:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE:	FAX:

### PROJECT INFORMATION SECTION

**Project Purpose:**

Use this area to provide a one or two sentence statement of your project's purpose.

*[Example: This project will provide bicycle safety training and information to children and young adults to reduce bicyclist injuries and deaths.]*

**Project Description:**

Use this area to provide a one or two paragraph description of your project details.

*[Example: The Anywhere Utah Fire Department will offer bicycle rodeos each Saturday in April, May, June and September to children ages 1 to 14. The rodeo will provide the opportunity for our firefighters to interact with the community (parental participation will be encouraged), offer fun activities and demonstrations to attract the young community members to the rodeos, provide real world participation-oriented experiences to enhance bicyclist safety, offer bicycle condition inspections, provide loaner bicycles to those without one so they may participate, and offer low or no-cost bicycle helmets to participants and community members.]*

**Project Objectives or Goals:**

Use this area to state the objectives or goals of your project.

*[Example: Our goals are to hold 16 bicycle rodeos, attract participation by at least 320 children and young adults, and make available 50 low or no-cost bicycle helmets.]*

**Project Timelines:**

Use this area to state a general timeline for your project and activities.

*[Example: We will offer a bicycle rodeo each Saturday in April, May, June and September, weather permitting.]*

**Project Evaluation:**

Please use this area to express how you will measure the success of your project. Both active and passive measures are encouraged.

*[Example: We will evaluate the success of this project by determining if at least 12 of the 16 planned rodeos (passive measure) were conducted, and there were at least 320 participants (passive measure) in the target age range. Also, we will conduct a before and after survey (active measure) of the schools within this fire district to measure any increases in bicycle helmet use, and analyze data on bicycle crashes within the district to determine if the injury severity level is reduced.]*

**Local Political Subdivision Support:**

The HSO must report back to the federal funding agency what portion of project monies are awarded to, or support, local political subdivisions of the state. If your agency is a state government agency or a private sector entity, please include a letter from your local or county government agency inviting you to administer the program in their area, if possible. If your agency is a county or city government agency, an Indian tribe, or a school or university, you may disregard this letter.

**FISCAL, MANAGEMENT AND AUDIT SECTION**

**Project Budget:**

Summarize your project’s budget here.

BUDGET SUMMARY	FEDERAL FUNDS SHARE	SUBGRANTEE CONTRIBUTION	TOTAL PROJECT COST
PERSONNEL	\$	\$	\$
CONTRACTUAL SERVICES	\$	\$	\$
EQUIPMENT	\$	\$	\$
TRAVEL	\$	\$	\$
SUPPLIES AND OPERATING	\$	\$	\$
TOTAL	\$	\$	\$
FUNDING PERCENTAGE	%	%	100%

**Funding:**

The right to incur costs to be paid with federal funds awarded as part of this agreement is in effect on the first day of the approved project period, and expires on the ending or termination date of the subgrant period, and obligations outstanding as of the termination date shall be liquidated within 45 days. The subgrantee shall only use the funds provided herein to supplement, not supplant, state or local funds otherwise available for these purposes. Funds are to be expended only for the purposes and activities approved in this agreement. Reimbursement will be made monthly or quarterly by the HSO for its share, based on a monthly or quarterly expenditure report submitted to this office. The subgrantee will expend the agreed-upon matching amounts from non-federal sources no later than 45 days following the completion of the project.

**Purchases:**

Property, supplies, or services must be purchased in compliance with state or local regulations, and capital equipment (defined as over \$5,000 in purchase price, and more than one year of useful life) purchases require prior authorization from the HSO. After the end or termination of the agreement, capital equipment shall continue to be used for purposes similar to the project's scope, or may be disposed of with the written permission of the HSO. The subgrantee will maintain an inventory of capital equipment to include descriptions, serial numbers, location, original cost, and estimated life, and also agrees to respond to all future inquiries from the HSO regarding capital equipment status.

**Buy America Act:**

Subgrantees are encouraged to comply with the provisions of the Buy America Act (23 USC 101) when expending federal funds.

**Income:**

Any income received by the subgrantee with respect to the conduct of this project (sale of publications, registration fees, sale or lease of materials, service charges, etc.) shall be accounted for and this income applied to project purposes or to the reduction of project costs.

**Grant Management and Cost Principles:**

The management of this subgrant and allowability of costs shall be in accordance with the Office of Management and Budget (OMB) Circulars A-87 and A-102 for state and local agencies, OMB Circulars A-21 and A-110 for educational institutions, OMB Circulars A-122 and A-110 for nonprofit entities, and 49CFR 18. OJJ-funded projects shall also comply with 28CFR 66 and 70, as appropriate.

**Audits:**

State and local government agencies, and non-profit organizations, are subject to OMB Circular A-133 which requires a single audit of all federally funded programs where the total of all federal funding to a single agency exceeds \$300,000. These audits will be arranged for by the subgrantee, and reported to the HSO.

**SUBGRANTEE BEHAVIOR SECTION****Non-discrimination:**

No person shall be excluded from participation or benefit of this subgrant on the basis of race, color, sex, age, disability, religion, or national origin.

**Meaningful Access:**

You agree to provide meaningful access by Limited English Proficient Persons to your federally assisted programs and activities. The US Department of Transportation provides guidance you can download at <http://edocket.access.gpo.gov/2005/pdf/05-23972.pdf> and review.

**Political Activity:**

No funds, materials, property, or services provided as a result of this agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

**Federal Lobbying:**

No federal funds will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, grant, loan, or agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or agreement.

**State and Local Lobbying:**

No funds under this subgrant may be used to pay a lobbyist, donate to a political candidate, oppose a political candidate, or produce materials aimed solely at influencing legislation. A direct request from a legislator or local official for factual information may be answered.

**SUBGRANTEE POLICY SECTION**

**Drug -Free Workplace:**

The subgrantee certifies that it will provide a drug-free workplace through published statements for employees and providing ongoing awareness information of drug dangers and consequences.

**Seat Belt Policy:**

The subgrantee shall have a policy stating that its employees or agents, when driving or riding in a vehicle on official business, shall properly use a safety restraint.

**Pursuit Policy:**

Law enforcement-related subgrantees are encouraged to follow the most current vehicular pursuit guidelines established and issued by the International Association of Chiefs of Police (IACP).

**REPORTING AND PROJECT RECORDS SECTION**

**Reports:**

The subgrantee shall submit monthly or quarterly expenditure and progress reports, as indicated above, and a final report no later than 90 days after the end of the project period. The reports shall be in a format provided by the HSO. Note: Reimbursement of project costs may be denied for non-submission of progress and final reports.

**Project Records:**

A complete record of this project must be retained by the subgrantee for three (3) full years after the end of the project period. If any audit is in progress at the three (3) year mark, the record shall be retained until completion of the audit. This record must include accounting records of all costs incurred on this project, including supplies, services, travel, personnel, and capital equipment (defined as costing more than \$5,000 and a life of more than one year), time records for personnel working on this project, copies of reports submitted to the HSO, and all project applications and adjustments.

**BUDGET DETAIL AND SIGNATURE PAGE**

The last two pages of this agreement consist of an itemized budget page and a signature page. The budget detail must list all anticipated expenses for the project. The signature page contains all approval signatures from the subgrantee agency, as well as the Utah Highway Safety Office.

When signed by all concerned parties, this Project Application and all attachments shall constitute a contractual agreement by and between the subgrantee and the HSO to perform in accordance with the terms of this application and attachments, taken as a whole.

Two copies of this agreement, including any attachments, must be provided to the Utah Highway Safety Office for approval. Both copies must have original signatures.

**BUDGET DETAIL**

ITEMIZED EXPENDITURE CATEGORIES	FEDERAL SHARE	STATE/LOCAL SHARE	TOTAL AMOUNT
<b>PERSONNEL &amp; BENEFITS:</b> [Include Position Title / Rate / % Time on Project]			
<b>Subtotal – Personnel &amp; Benefits</b>	\$	\$	\$
<b>CONTRACTUAL SERVICES:</b> [Describe services to be performed]			
<b>Subtotal – Contractual Services</b>	\$	\$	\$
<b>EQUIPMENT:</b> [Items costing more than \$5,000 each]			
<b>Subtotal - Equipment</b>	\$	\$	\$
<b>TRAVEL:</b> [Include expenses for in-state and out-of-state travel]			
<b>Subtotal - Travel</b>	\$	\$	\$
<b>SUPPLIES &amp; OPERATING:</b> [All other materials necessary for conducting the project]			
<b>Subtotal – Supplies &amp; Operating</b>	\$	\$	\$
<b>TOTAL PROJECT BUDGET:</b>	\$	\$	\$

**SUBGRANTEE SIGNATURES**

<b>PROJECT DIRECTOR:</b>	
TITLE:	
TELEPHONE:	
SIGNATURE:	
DATE:	

<b>AUTHORIZING OFFICER:</b>	
TITLE:	
TELEPHONE:	
SIGNATURE:	
DATE:	

<b>FISCAL OFFICER:</b>	
TITLE:	
TELEPHONE:	
SIGNATURE:	
DATE:	

**HIGHWAY SAFETY OFFICE APPROVAL**

<b>HSO PROGRAM COORDINATOR:</b>	
SIGNATURE:	
DATE:	

<b>HSO DIRECTOR/GR's DESIGNEE:</b>	
SIGNATURE:	
DATE:	