



**MISSISSIPPI
Office of Highway Safety**

September 16, 2021

Karl Banks, President
Madison County Board Of Supervisors
Madison County Sheriff's Department
2941 Highway 51
Canton, MS 39046

Project Number: **M5X-2022-MD-14-51**
Funding Source and Title: **405D Alcohol and Drug Impaired Driving**

Dear Karl Banks:

The MS Office of Highway Safety (MOHS) is pleased to announce your agency is approved for a grant for the period of **October 1, 2021 through September 30, 2022**. Program activities must remain within the scope of the funding source shown above and must be implemented in accordance with the National Highway Traffic Safety Administration (NHTSA) Guidelines specific to this funding source.

These guidelines are found in the "Highway Safety Grant Funding Guidance" located on the web at the following address: nhtsa.gov/highway-safety-grants-program/resources-guide. We encourage you to review these guidelines to ensure compliance.

Enclosed is a signed agreement obligating federal funds as outlined above. Your attention is directed to the Agreement of Understanding, which governs the grant. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations and guidelines.

Please contact your Program Manager, Lakisha Williams, 601-977-3719, lrwilliams@dps.ms.gov if you have any questions concerning your project. You may contact Division Director, Princella Henry, 601-977-3728, phenry@dps.ms.gov, if you are unable to reach your Program Manager.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Porter".

Helen Porter, Office Director
Mississippi Office of Highway Safety
Mississippi Department of Public Safety Planning

FY22 MOHS GRANT AGREEMENT

MS Office of Highway Safety

1025 Northpark Drive

Ridgeland, MS 39157

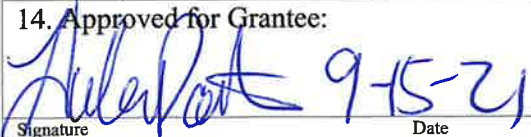
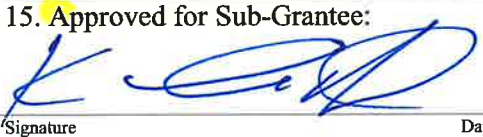
Phone: (601) 977-3700; Fax: (601) 977-3701

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HIGHWAY SAFETY

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1. Sub-grantee's Name & Mailing Address: Madison County Board Of Supervisors Madison County Sheriff's Department 2941 Highway 51 Canton, MS 39046 Telephone Number: (601) 855-0725 E-Mail: mark.sandridge@madison-co.com		2. Effective Date of Grant: October 1, 2021 3. Subgrant Number: M5X-2022-MD-14-51 4. Grant Identifier (Funding Source & Year): 405D Alcohol and Drug Impaired Driving FY22 5. Beginning and Ending Dates: October 1, 2021 – September 30, 2022 6. Subgrant Payment Method: <input checked="" type="checkbox"/> Cost Reimbursement Method			
7. CFDA # - 20.616	8. DUNS # - 884388737 UEI # -	9. Congressional District: 3			
10. A: FAIN #: 69A3752030000405DMSM 69A3752130000405DMSM	11. A: Initial Federal Award Date: 2/3/2020 11/10/2020	11. C: Additional Federal Award Date:			
10. B. Federal Awarding Agency: NHTSA	11. B: Secondary Federal Award Date:	12. Research and Development Grant: ___ Yes <input checked="" type="checkbox"/> No Continuation Grant: <input checked="" type="checkbox"/> Yes ___ No			
13. The following funds are obligated:					
A. COST CATEGORY		B. SOURCE OF FUNDS		C. MATCH	D. RATIO%
(1) Personal Services-Salary	\$63,060.00	(1) Federal	\$63,060.00		
(2) Personal Services-Fringe	\$0.00	(2) State			
(3) Contractual Services	\$0.00	(3) Local			
(4) Travel	\$0.00	(4) Other			
(5) Equipment	\$0.00	Total:	\$63,060.00		
(6) Commodities	\$0.00	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:			
(7) Indirect Costs	\$0.00	Number of Grants: 1	405D		
TOTAL	\$63,060.00	TOTAL:	\$63,060.00		
The Sub-Grantee agrees to operate the program outlined in this Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes: Sub-Grantee Signature Sheet; Sub-Grantee Targets, Performance Measures and Strategies; Task by Quarter; Cost Summary Support Sheet; Agreement of Understanding and Compliances, Designation of Secondary Official (If Applicable)					
All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Grantee, are also incorporated into this agreement, and Sub-Grantee agrees to fully comply therewith.					
14. Approved for Grantee:  Signature _____ Date <u>9-15-21</u>			15. Approved for Sub-Grantee:  Signature _____ Date <u>8/16/21</u>		
Name: Helen Porter Title: Office Director, MS Office of Highway Safety			Name: Karl Banks Title: President, Board of Supervisors		

FY22 Sub-Grantee Project Description (Law Enforcement):

MOHS Law Enforcement grant programs are provided with Federal grant funds to local police departments, sheriff's and state agencies for enforcement in jurisdictions all across Mississippi. All jurisdictions will provide enforcement, for hours that are specified in each agency Agreement, in support of the Impaired program. These enforcement grants will be coordinated with the national campaigns, along with any state blitz campaigns that the MOHS develops for FY22.

All law enforcement agencies participating in the MOHS Law Enforcement grant program will utilize data to target the need and deploy resources based on problem identification and traffic trends in the agency locale and make adjustments to the program as needed.

Law Enforcement agencies use the funding for salaries (part-time) that has been reviewed and approved by the MOHS. All information on budget can be found in the agency budget. The agency will generate at least (1) earned media campaign during the blitz campaigns.

FY22 Sub-Grantee-Target(s), Performance Measures and Strategies

Agency Name: Madison County Board of Supervisors / Madison County Sheriff's Department

List the target(s) that the Sub-Grantee will accomplish during the FY22 grant year. Performance measures should be set to help the Sub-Grantee accomplish the target(s) for the grant year. Strategies must be listed to show how the strategies will be implemented to meet the performance measures and to accomplish the target(s) set by the agency.

Target(s):

The jurisdiction/agency of Madison County Sheriff's Department will reduce the number of alcohol related fatalities from 4 in 2019 to 3 by the end of 2022.

The jurisdiction/agency of Madison County Sheriff's Department will reduce the number of alcohol related injuries from 22 in 2019 to 20 by the end of 2022.

The jurisdiction/agency of Madison County Sheriff's Department will maintain the number of drug impaired related fatalities from 0 in 2019 to 0 by the end of 2022.

The jurisdiction/agency of Madison County Sheriff's Department will reduce the number of drug impaired related injuries from 6 in 2019 to 5 by the end of 2022.

Performance Measures:

Increase the number of grant funded DUI Arrest from 21 in FY20 to 32 in FY22.

Increase the number of grant funded DUI Other (Drug) Arrest from 29 in FY20 to 44 in FY22.

Strategies:

Overtime Enforcement

12 Checkpoints

52 Saturation Patrols

Generate Earned Media

Publicize patrol activities results (after occurrence)

Attend Troop LEL Network Meeting

Participate in the National blitz campaigns with enhanced DUI enforcement:

Drive Sober or Get Pulled Over – Christmas/ New Year's

Drive Sober or Get Pulled Over – Labor Day

Participate in the State blitz campaigns with enhanced DUI enforcement: Super Bowl, Memorial Day,
4th of July

FY22 MOHS TASKS BY QUARTERS

AGENCY NAME: Madison County Board of Supervisors / Madison County Sheriff's Department

PROJECTION TASKS BY QUARTERS:

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

1st QUARTER (OCTOBER, NOVEMBER & DECEMBER)

Conduct not less than 3 checkpoints during quarter.

Conduct not less than 13 saturation patrols during quarter.

Issue a minimum of 8 DUI Arrest citations during quarter, to reach a goal of 32 for FY2022.

Issue a minimum of 11 DUI Other (Drug) citations during quarter, to reach a goal of 44 for FY2022.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

Additional Tasks:

Participate in the Drive Sober or Get Pulled Over national Christmas/New Year's blitz campaign with enhanced DUI enforcement and earned media with at least one (1) newspaper, television, social media or radio presentations.

Projected Expenditures for 1st Quarter: \$15,765.00

FY22 MOHS TASK BY QUARTERS

AGENCY NAME: Madison County Board of Supervisors / Madison County Sheriff's Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

2nd QUARTER (JANUARY, FEBRUARY & MARCH)

Conduct not less than 3 checkpoints during quarter.

Conduct not less than 13 saturation patrols during quarter.

Issue a minimum of 8 DUI Arrest citations during quarter, to reach a goal of 32 for FY2022.

Issue a minimum of 11 DUI Other (Drug) citations during quarter, to reach a goal of 44 for FY2022.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

Additional Tasks:

Participate in the Drive Sober or Get Pulled Over national Christmas/New Year's blitz campaign with enhanced DUI enforcement and earned media with at least one (1) newspaper, television, social media or radio presentations.

Projected Expenditures for 2nd Quarter: \$15,765.00

FY22 MOHS TASK BY QUARTERS

AGENCY NAME: Madison County Board of Supervisors / Madison County Sheriff's Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

3RD QUARTER (APRIL, MAY & JUNE)

Conduct not less than 3 checkpoints during quarter.

Conduct not less than 13 saturation patrols during quarter.

Issue a minimum of 8 DUI Arrest citations during quarter, to reach a goal of 32 for FY2022.

Issue a minimum of 11 DUI Other (Drug) citations during quarter, to reach a goal of 44 for FY2022.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

Additional Tasks:

Participate in the State Memorial Day blitz campaign with enhanced DUI enforcement and earned media with at least one (1) newspaper, television, social media or radio presentations.

Projected Expenditures for 3rd Quarter: \$15,765.00

FY22 MOHS TASK BY QUARTERS

AGENCY NAME: Madison County Board of Supervisors / Madison County Sheriff's Department

PROJECTION TASK BY QUARTERS

SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

4TH QUARTER (JULY, AUGUST & SEPTEMBER)

Conduct not less than 3 checkpoints during quarter.

Conduct not less than 13 saturation patrols during quarter.

Issue a minimum of 8 DUI Arrest citations during quarter, to reach a goal of 32 for FY2022.

Issue a minimum of 11 DUI Other (Drug) citations during quarter, to reach a goal of 44 for FY2022.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

Additional Tasks:

Participate in the State 4th of July and Drive Sober or Get Pulled Over national Labor Day blitz campaign with enhanced DUI enforcement and earned media with at least one (1) newspaper, television, social media or radio presentations.

Projected Expenditures for 4th Quarter: \$15,765.00

FY22 Mississippi Office of Highway Safety-Cost Summary Support Sheet

1. Applicant Agency: Madison County Board of Supervisors / Madison County Sheriff's Department				
2. Subgrant Number: MSX-2022-MD-14-51	3. Grant ID: 405D Alcohol and Drug Impaired Driving	4. Beginning: October 1, 2021	5. Ending: September 30, 2022	
6. Activity: Alcohol and Drug Impaired Driving Enforcement				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Personal Services-Salary	Officers over-time or regular time above and beyond normal work hours @ approx. \$35.04 X @ approx. 1800 hours = \$63,072.00 not to exceed \$63,060.00	\$63,060.00		\$63,060.00
Total Salaries = \$63,060.00				
TOTALS		\$63,060.00		\$63,060.00

Mississippi Office of Highway Safety

FY22 Agreement of Understanding and Compliance

This Agreement made and entered into by and between the State of Mississippi by and through the MS Office of Highway Safety, hereinafter referred to as State, and the Governmental Unit or agency named in this application, hereinafter referred to as Sub-Grantee.

WHEREAS, the National Highway Traffic Safety Act of 1966, as amended, provides Federal funds to the State for approved highway safety projects for the purpose of reducing injuries and fatalities as result of motor vehicle crashes, and

WHEREAS, the State may make said funds available to state, county, and municipal agencies and/or government or political subdivisions and/or non-profit entities upon application and approval by State and the National Highway Traffic Safety Administration (NHTSA) if applicable, and

WHEREAS, the Sub-Grantee must comply with the requirements listed herein, to be eligible for Federal funds in approved highway safety projects, and

WHEREAS, the State is obligated to reimburse NHTSA out of its funds for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received, and

WHEREAS, the Sub-Grantee has submitted an application for Federal funds for highway safety projects:

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

I. REIMBURSEMENT OF ELIGIBLE EXPENSES

- A. It is mutually agreed that upon written application by Sub-Grantee and approval by State and NHTSA (if applicable), State will obligate Federal funds to Sub-Grantee account for reimbursement of eligible expenditures as set forth in the application.
- B. It is understood that the State has the right to monitor and pre-audit any and all claims presented for reimbursement. Arrangements have been made for the financial and compliance audit required by 2CFR Subpart F, which is to be conducted within the prescribed audit reporting cycle (failure to furnish an acceptable audit, as determined by the cognizant Federal agency, may result in denial or require return of Federal funds). It is mutually agreed and promised that Sub-Grantee reimburse State for any ineligible or unauthorized expenditure for which Federal funds have been claimed and payment received as determined by a State or Federal audit.
- C. It is also understood, pursuant to 2 CFR 200.337, the awarding agency and the Comptroller General of the United States, or any of their authorized representatives (such as National Highway Traffic Administration otherwise known as NHTSA), shall have the right of access to any pertinent books, documents, papers, or other records of grantees and Sub-Grantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.
- D. It is further agreed that where reimbursement is made to Sub-Grantee in installments, State shall have the right to withhold any installments to make up reimbursement(s) received for any ineligible or unauthorized expenditure until such time as the ineligible claim is made up or corrected by Sub-Grantee.

- E. Unless otherwise directed, Sub-Grantees must submit monthly reimbursement, activity reports and back up documentation, by the **10th working day** of the following month to receive reimbursement for project activities. Reports reflect the status of project implementation and progress toward reaching goals. Each activity report shall describe the project status and shall be submitted to the State, no later than the 10th working day following the end of the month.
- F. Final Closeout Report and Reimbursement Claim with all required documentation must be received to MS Office of Highway Safety within forty-five (45) days of completion of the project (**Close of Business (COB) November 15th**). Appropriate forms will be provided to the Project Director. All required due dates for MOHS documents are provided in the Project Director's Guide.

Any Sub-Grantee delinquent in submitting monthly reimbursement, monthly activity, and/or final accomplishment reports, or incomplete progress reports that lack sufficient detail of progress during the period in question, may be subject to having submitted reimbursement requests delayed, pending additional justification. Once completed reports are received, reimbursement requests will be processed.

II. ON-SITE MONITORING AND EVALUATION

Pursuant to Federal guidelines, the State has developed a plan for evaluating all projects. Each Sub-Grantee will be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems and reimbursements of the project. The State evaluates all sub recipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purposes of determining the appropriate level of sub recipient monitoring.

III. PROPERTY AGREEMENT

- Facilities and equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the MS Office of Highway Safety; or the State, by formal agreement with appropriate officials of a political subdivision, State agency, or non-profit entities.
- It is mutually agreed and promised that the Sub-Grantee shall immediately notify the MS Office of Highway Safety, if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such event, Sub-Grantee further agrees to transfer or otherwise dispose of such equipment, as directed by the MS Office of Highway Safety.
- It is mutually agreed and promised by the Sub-Grantee that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the MS Office of Highway Safety.
- It is mutually agreed and promised that the Sub-Grantee shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project.
- Each Sub-Grantee of federal grant funds has a financial management system that complies with the minimum requirements of 2 CFR Part 200 (Super Circular).
- All equipment awarded in this project agreement must be ordered within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this being accomplished, the MS Office of Highway Safety must be notified as to the reason for the delay and projected purchase date of the equipment.
- Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, cost of the property, percentage of Federal participation in the cost of the property, the location use and condition of the property and any ultimate disposition data including the data of disposal and sale price of the property.

- A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years for the useful life of the property.
- A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.
- Adequate maintenance procedures must be developed to keep the property in good and working condition.
- If the Sub-Grantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. Sale of items must be approved by the MOHS.
- Costs for equipment items are allowable only as part of a comprehensive program effort. All approved equipment must be included on the Federal Conformation Product List (CPL), where applicable. Approved equipment purchased with federal funds, must be in compliance of the Buy America Act (23 U.S.C. 313).
- Approved equipment with a purchase price of \$5,000.00, must be approved in writing from the National Highway Traffic Safety Administration, before the purchase of approved equipment purchased with federal funds.

IV. STAFFING

Positions covered by this project that are funded 100% or 2080 enforcement hours must be new positions. If staff of the Sub-Grantee agency is transferred to work on this project, the agency must replace the vacant position with a new hire. Salaries in this project are for the purpose of remuneration for personal services over and above the present manpower level of the agency. All positions require detailed activity documentation, as directed by MS Office of Highway Safety.

The Individual Officer(s) on this project is defined as an officer working enforcement at approximately 2080 hours at an approximate rate of pay per hour.

V. GENERAL PROJECT REQUIREMENTS

- A. Any change to out-of-state travel approved in the Grant Application, must have prior written approval by the MS Office of Highway Safety for changes. Requests for change should be submitted to the MS Office of Highway Safety not less than two (2) weeks before the intended date of travel on Agency letterhead.
 - Out of State Travel - All federal funded **out of state travel** requires expenses incurred to be placed on the authorized travel voucher. All cost must be based on current state and federal policies.
 - In State Travel - All federal funded **in state travel** requires itemized receipts for expenses incurred, as well as the authorized travel voucher. All cost must be based on current state and federal policies.
 - In State Travel - Meals can only be claimed with an overnight hotel stay.
- B. The Mississippi Office of Highway Safety can only reimburse sub-grantees for grant funded activity. If a sub-grantee is on non-grant related activities for more than 15 minutes; after such time, they should revert to their own agency funding.
- C. No budget modification requests will be accepted by the MS Office of Highway Safety after **July 31st**. Any proposed changes in this Agreement that would result in changes in the scope, character, or complexity of the agreement, require a Letter and Budget Modification Request to the MS Office of Highway Safety. Changes to the Agreement will not be effective, until both parties have executed the modification.
- D. Sub-Grantee must submit any proposed agreements for contractual services to the MS Office of Highway Safety. Contractual Services must be submitted forty-five (45) days prior to acceptance, due to the fact that contracts **must have** review and approval by DPS and NHTSA.
- E. Any program income earned by projects financed in whole or in part with Federal funds must be documented and accounted for. Program income earned during the project period shall be retained by the

Sub-Grantee and used for project related expenses or to offset eligible expenses, with the approval of the MS Office of Highway Safety.

- F. Sub-Grantee **must complete** the Authorized Official or Local Government Resolution included within this Agreement, to accept on behalf of the agency that is represented in this Agreement for federal funding to defray the costs of the project described in the award. **Grant Agreements are not effective until both parties (MOHS and the Sub-Grantee) have fully executed (signed and dated) the Grant Agreement.**
- G. Sub-Grantee **must maintain** in the Agency grant file, the most current copy of the following policies with the Application for funding. If Agency does not have a current policy, please inform the MS Office of Highway Safety of the un-availability of the policy.
- Seat belt policy (Must Retain a Copy);
 - Warning citation policy (If Applicable);
 - Pursuit policy (Must Retain a Copy);
 - Checkpoint policy (If Applicable);
 - Saturation patrol policy (If Applicable); and
 - DUI enforcement policy (If Applicable)
 - Agency seat belt survey procedures must be provided if usage rate is identified as a performance measure within agreement (If Applicable)
- H. Sub-Grantee **must submit** to the MS Office of Highway Safety a copy of the following policy(s):
- Agency Payroll Schedule- Payroll period begin and payroll end dates & check date);
 - Agency Leave policy (personal, vacation, sick, holiday, and military); and
 - Agency Overtime Policy
 - Fiscal Control and Fund Accounting Procedures
 - Pursuit Policy (Law Enforcement Only)
 - In-Direct Cost Agreement (If Applicable)
- I. All training received under federal funded programs must be program related and the Sub-Grantee **must** maintain a copy of the certificate of completion and **must** be available for inspection in the Sub-Grantee grant file. A copy of the certificate of completion **must** be submitted to the MOHS for reimbursement of training expenses.
- J. A Property Inventory form **must** be completed for all equipment. All equipment cost exceeding \$1,000.00 and/or all computer equipment, will be tagged with a Department of Public Safety inventory control number. All equipment will be maintained on the MOHS inventory data base. All equipment purchased with grant funds must be available for inspection. A copy of the most current Property Inventory form must be available in the Agency's grant file.
- K. Implementation of Agreement: All Sub-Grantees **are required** to attend a mandatory grant implementation meeting. Failure to attend one (1) of the available mandatory grant implementation meetings will result in rescinding of the grant funds allocated for the project.
- L. Termination of Agreement:
- In the event of Sub-Grantee noncompliance with any of the provisions of this agreement, the MS Office of Highway Safety may terminate this Agreement by giving the Sub-Grantee a thirty (30) day notice. Before issuing notice of termination of this Agreement, the MS Office of Highway Safety, shall allow the Sub-Grantee a reasonable opportunity to correct noncompliance issues. For noncompliance with the

nondiscrimination section of this agreement or with any of the said rules, regulations or orders, this agreement may be canceled, terminated, or suspended in whole or in part.

- The Sub-Grantee may terminate its participation in this agreement by notifying and submitting the required closeout documentation to the MS Office of Highway Safety, thirty (30) days in advance of the termination date.
- Agreements: Unless otherwise authorized in writing by the MS Office of Highway Safety, the Sub-Grantee shall not assign any portion of the work to be performed under this Agreement, or execute any Agreement, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this Agreement without the prior written concurrence of the MS Office of Highway Safety. Any subcontract under this Agreement must include all required and/or applicable clauses and provisions of this agreement.
- Sub-Grantee failure to meet all reporting, attendance at meeting(s), scheduled events and timely submission of reimbursement requests set forth in the Agreement by the MS Office of Highway Safety, may result in the withholding of reimbursement payments.

VI. UNALLOWABLE COST

Limitations and Conditions: The provisions stated in the following section are not intended to deny flexibility in supporting potential accident and injury reduction activities; however, the conditions do serve as a guide in describing costs that are not allowable for highway safety funding. See NHTSA Highway Safety Grant Funding Guidance.

The following are unallowable:

A. Unallowable Costs for Facilities and Construction:

- Highway construction, maintenance, or design other than design of safety features of highways incorporated into Roadway Safety guidelines
- Construction or reconstruction of permanent facilities, such as paving, driving ranges, towers and non-portable skid pads
- Highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaire supports, and utility poles (FHWA safety construction Federal-aid funds are available)
- Construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures;

Examples of office furnishings and fixtures

- | | | |
|-------------|------------------|--------------------------|
| • Chair | • Bookcase | • Portable Partition |
| • Table | • Filing Cabinet | • Picture, Wall Clock |
| • Shelving | • Floor Covering | • Draperies and Hardware |
| • Coat Rack | • Office Planter | • Fixed Lighting/Lamp |

- Land (except for SAFETEA-LU Section 2010 and MAP-21 Section 405(f) motorcycle safety grant funds used to purchase a facility which includes the purchase of land upon which the facilities sit.)

B. Unallowable Equipment Costs:

- Fixed and portable truck scales (Motor Carrier safety program funds are available for truck scales)
- Traffic signal preemption systems (FHWA Federal-aid highway program funds are available for traffic signal preemption systems)
- Automated traffic enforcement systems may not be purchased, operated, or maintained with Section 402 funds (including MAP-21 Section 405(b) High Seat Belt Use Rate funds, 405(d) Ignition Interlock

funds, 405(e) Distracted Driving funds, and 405(g) GDL funds, in which a State has been approved to use for any eligible project or activity under 23 USC 402). (23 CFR Part 1300.13(c)).

- Radars or other speed measuring devices using MAP-21 Section 405-Impaired Driving Countermeasures and SAFETEA-LU Section 410 Alcohol Impaired Driving Countermeasures grant funds.

C. Unallowable Training Costs:

- Training of employees of Federal civilian and Federal military agencies. Note: Training for Department of the Interior personnel who are assigned Section 402 responsibilities is covered under the 5 percent administrative allowance.
- An individual's salary while pursuing training (except when the individual's salary is already supported with highway safety funds under an approved project).
- Overtime for police officers attending drug recognition expert training.

D. Program Administration:

- General costs of government. For States, local governments and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475 Travel. Reference 2 CFR § 200.444 and 2 CFR § 200.475).
- NHTSA highway safety grant funds used to defray expenses incurred or sought to be incurred for activities of Federal civilian or military agencies or employees. For Department of the Interior, personnel expenditures for the Section 402 program are covered under the five percent administrative allowance.
- Alcoholic beverages for any consumption purposes or techniques for determining driver impairment are not allowable (See Part III, D.3.). Reference 2 CFR § 200.423.
- Drug impaired activities, equipment and drug impaired training is not allowable using Sections 154/164 funds.

E. Lobbying:

- Federal - the cost of influencing the U.S. Congress and Federal agency officials for activities associated with obtaining grants, contracts, cooperative agreements or loans.
- State and Local-No Federal funds may be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., grassroots) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds to engage in direct contact with State or local legislative officials, in accordance with customary State practice, even if it urges legislative officials to favor or oppose the adoption of a specific pending legislative proposal. (23 CFR Part 1300)

F. Additional Items Unallowable:

- Cell phones and guns are ***not*** allowable for purchase with these funds under any circumstances.
- Costs for equipment purchases exceeding \$5,000.00, must have prior approval from NHTSA. The MS Office of Highway Safety will obtain the approval letter and provide a copy to the Sub-Grantee.
- Where major multi-purpose equipment is to be purchased, costs shall be factored, based on utilization for highway safety purposes.
- Costs for the following equipment items are allowable only if a part of a comprehensive program effort. All allowable equipment must be included on the Federal Conformation Product List (CPL):
 - (1) Police traffic radar and other speed measuring devices used by the police (devices must meet the recommended federal guidelines);
 - (2) Alcohol testing; and

(3) Mobile video systems.

- The cost of training is allowable using DOT/NHTSA developed, equivalent, or endorsed curriculum. Documentation must be provided in order to receive reimbursement for a Individual Officer's salary for training. MOHS will reimburse an officer's salary, as long as the proper documentation is submitted such as a Certificate of Completion or Certificate of Attendance.
- Development costs of new training curriculum and materials are allowable, if they will not duplicate materials already developed for similar purposes by DOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.
- Costs are ***not*** allowable to pay for an employee's salary while pursuing training, nor to pay the salary of the employee's replacement except where the employee's salary is supported 100% under an approved project.
- All training ***must be*** included within the grant Agreement. Only DUI (Alcohol) training is allowed under alcohol funding. Occupant protection training is allowed under occupant protection funding.
- Supplanting, includes: (a) replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or (b) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally-recognized Indian tribal governments.
- The MOHS ***will not reimburse*** for the assistance of providing training to law enforcement officers through specialized training activities, unless approved in the MOHS Agreement. Any training or training assistance that is claimed and not listed in the approved MOHS Agreement will not be reimbursed.
- Cost to purchase program advertising space in the mass communication media is ***not*** allowable for Sub-Grantees.

CERTIFICATIONS AND ASSURANCES
FEDERAL CERTIFICATIONS AND ASSURANCES

NONDISCRIMINATION

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

The Sub-Grantee will comply with all Federal statutes and implementing regulations relating to Nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- FEDERAL-AID HIGHWAY ACT OF 1973, (23 U.S.C. 324 *et seq.*), AND TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- SECTION 504 OF THE REHABILITATION ACT OF 1973, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- THE AGE DISCRIMINATION ACT OF 1975, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- THE CIVIL RIGHTS RESTORATION ACT OF 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

- TITLES II AND III OF THE AMERICANS WITH DISABILITIES ACT (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY POPULATIONS AND LOW-INCOME POPULATIONS (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- EXECUTIVE ORDER 13166, IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The Sub-Grantee—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its sub recipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require any of its sub recipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
 - “During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
 - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
 - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and

e. To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

The Sub-Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any

State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

Instructions for Primary Certification (Sub-Grantees)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to check the System for Award Management Exclusions website (<https://www.sam.gov>)
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Tier Covered Transactions

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal

government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department of agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

The Sub-Grantee and each sub recipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the Sub-Grantee must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

The Sub-Grantee and each sub recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

MS OFFICE OF HIGHWAY SAFETY CERTIFICATIONS AND ASSURANCES

Alcohol/Impaired Driving/Occupant Protection/Police Traffic Services/ Law Enforcement Liaison (LEL) Coordination and High Visibility Enforcement (HVE) Participation Compliance **(Applies only to Law Enforcement Sub-Grantees)**

Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of LEL Coordination and HVE Enforcement Participation must comply with the following:

1. Sub-Grantee with a LEL Network Coordinator Grant **must hold** a LEL Troop Network meeting to promote State/County/Local networking for the national blitz campaigns, blitz reporting, and PI&E efforts. **(LEL Coordination Sub-Grantees Only)**
2. Sub-Grantee with a LEL Network Coordinator Grant **must allow** the LEL network coordinators to assist the MS Office of Highway Safety in promoting and gathering statistics from the NHTSA national blitz campaigns. **(LEL Coordination Sub-Grantees Only)**
3. Sub-Grantee **must engage** in three (3) sustained enforcement blitz periods during the national campaigns for Christmas/New Year's, Memorial Day, and the Labor Day Holiday by conducting checkpoints and/or saturation patrols.

4. Sub-Grantee **must** engage in two (2) sustained enforcement blitz periods during Super Bowl Sunday, 4th of July Holiday Period, and any additional sustained enforcement periods coordinated by the MOHS by conducting checkpoints and/or saturation patrols during the state campaigns.
5. For each of the national blitz campaigns, Sub-Grantee **must maintain** relevant statistics and **submit** a mobilization form reporting the total number of checkpoints, saturation patrols, arrests and other citations/relevant statistics by the MOHS required deadline. Failure to comply with this requirement may result in delay of reimbursement payments.
6. Sub-Grantee **is required** to generate earned media (example: press conference, TV, radio, social media or print news articles) before, during, or after High Visibility Enforcement (HVE) state and national campaign events and must submit documentation with each activity report.
7. Law Enforcement Sub-Grantees **will use** the following criteria to help identify locations in each city/county for intensified enforcement including checkpoints and saturation patrols.
 - Unusual incidents of alcohol/ drug related crashes/fatalities;
 - Alcohol/ drug impaired driving violations;
 - Unusual number of nighttime single vehicle crashes/fatalities (Impaired, Unbelted and Speed);
 - Any other documented alcohol/ drug related vehicular incidents;
 - Citation data related to restrained and unrestrained occupants;
 - Unusual incidents of unbelted crashes/fatalities
 - Seatbelt/Child restraint violations;
 - Unusual incidents of teen crashes/fatalities; and
 - Unusual incidents of speed crashes/fatalities.

DUI/Impaired Enforcement Compliance

(Applies only to Sub-Grantees funded with Impaired Driving (405d), Alcohol (154) funds, and/or any Police Traffic Service (402) funds used for Impaired Driving and/or Alcohol enforcement)

Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of DUI/Impaired Enforcement must comply with the following:

1. Sub-Grantee **agrees and commits** to have the Individual Officer(s) (if applicable) and/or other officers assigned to work DUI/Impaired overtime to engage their efforts during peak hours when most impaired drivers are likely driving under the influence.
 - Individual DUI/Impaired Officer(s) shift hours **will include 4:00 p.m. and no later than 7:00 a.m. and will include Thursday, Friday, Saturday and Sunday.**
 - Overtime hours for DUI/Impaired Enforcement **will include 4:00 p.m. and no later than 7:00 a.m. and will include Thursday, Friday, Saturday, and Sunday.**

If proper justification can be made regarding **other dates or time periods** within the jurisdiction for needed enforcement, a written request can be made to MOHS for consideration and approval. However, written approval **must** be given by MOHS prior to implementing hours and day of week outside the above shifts.

2. Specific DUI/Impaired activities in which the DUI/Impaired officer(s) (if applicable) and/or other officers working overtime **will include** checkpoints, saturation patrols and other impaired driving enforcement activities as designated.
3. The Sub-Grantee **will engage** in national campaigns endorsed by the National Highway Traffic Safety Administration.
4. The Sub-Grantee **will engage** in **all** activities as described in the High Visibility Enforcement (HVE) Participation Compliance.
5. The Sub-Grantee **will engage** in sustained enforcement blitz periods during Super Bowl Sunday, 4th of July Holiday Period, and any additional sustained enforcement periods coordinated by the MOHS by conducting checkpoints and/or saturation patrols during the state campaigns.
6. The Sub-Grantee **will generate** earned media (example: press conference, TV, social media, radio or print news articles) either before, during, or after High Visibility Enforcement (HVE) national campaign events and must submit documentation with each quarterly report.

Occupant Protection/Police Traffic Services
High Visibility Enforcement (HVE)

Applies only to Sub-Grantee funded with 402 (OP), 402(PTS) or 405(B)

Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of Occupant Protection/Police Traffic Service Enforcement must comply with the following:

1. Sub-Grantee funded under a 402/405(b) Occupant Protection/Police Traffic Services Federal grant funds **must participate** in the National Click It or Ticket Campaign Mobilization and Child Passenger Safety week.
2. Sub-Grantee **will submit** forms containing the number of child restraint/safety belt citations, etc. and **submit** by the reporting deadline set forth by the MS Office of Highway Safety for the National Click It or Ticket Campaign. Failure to comply with this requirement may result in the delay of reimbursement payments.
3. Sub-Grantee **will generate** earned media (example: press conference, TV, social media, radio or print news articles) either before, during, or after High Visibility Enforcement (HVE) national campaign events and must submit documentation with each activity report.

Audit Requirements:

Law enforcement, state, local, non-profit agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of grant activity must comply with the following (2 CFR§200.501):

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Sub-recipients and Contractors.* An auditee may simultaneously be a recipient, a sub recipient, and a contractor. Federal awards expended as a recipient or a sub recipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.331 Sub recipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit sub recipient.* Since this part does not apply to for-profit sub recipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit sub recipients. The

agreement with the for-profit sub recipient must describe applicable compliance requirements and the for-profit sub recipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit sub recipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.332 Requirements for pass-through entities.

Sub-Grantees are required to provide a copy of the jurisdiction/agency(s) most recent financial audit with the submission of the Grant Application. If the agency receives an updated audit during the grant year, the agency is required to provide a copy of the audit to the MOHS.

STATE CERTIFICATION AND ASSURANCE

**CERTIFICATION AND STANDARD ASSURANCE REQUIREMENT FOR:
(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)**

CONCERNING: STATE, COUNTY AND LOCAL EMERGENCY RESPONSE AND VEHICULAR PURSUIT POLICIES

When truly applicable and in full cooperation with the MS Office of Highway Safety, all grant and/or Sub-Grantee recipients (regardless of the type of entity or the amount awarded) must show substantial compliance with the following statutory requirement: On or after January 1, 2005, each state, county and local law enforcement agency that conducts emergency response and vehicular pursuits shall adopt written policies and training procedures that set forth the manner in which these operations shall be conducted. Each law enforcement agency may create its own policies or adopt an existing model. All pursuit policies created or adopted by any law enforcement agency must address situations in which police pursuits cross over into other jurisdictions. Law enforcement agencies which do not comply with the requirements of this provision are subject to the withholding of any state funding or state administered federal funding.

MS Code Annotated § 45-1-43, effective from and after July 1, 2004.


The obligation of a Sub-Grantee is to formulate, implement, and maintain certain written pursuit policies and training procedures which specifically set forth how these operations shall be conducted in accordance with State law. Note that "recipient" means any state, county or local law enforcement agency that conducts emergency response and vehicular pursuits and which may also receive any state funding or state administered federal funding.

A true copy of the law enforcement agency's emergency response and vehicular pursuit policy with pertinent training procedures must be retained in the agency grant file and be available for review. However, when otherwise allowed to submit an alternative for the required documentary confirmation, recipient must specifically identify and acknowledge the use of viable pertinent policies and training procedures, as these factors may be especially expressed through an appropriate letter or timely memorandum of understanding. All relevant information submitted or received by the MOHS, becomes an actual documented part of the grant documentation and thus will be placed within the MOHS master file for grants.

During any occurrence or time period for application, selection, award, implementation or close out of a grant or an award, if the grantee, Sub-Grantee, or recipient does not show compliance with the statute emphasized above, the grantee, Sub-Grantee or recipient is subject to the withholding of any state funding or state administered federal funding. Failure of grantee, Sub-Grantee or recipient to communicate the relevant policy that is required by statute may lead to adverse cost adjustment, disallowance of costs and/or recovery of

pertinent project funds. Such recovery may be accomplished on the basis of offset levied against any and all advanced funding, requests for reimbursements, or award of funds.

As the Authorized Official for, Madison County Board of Supervisors (Sub-Grantee Name), I certify by my signature below, that I have fully read and I am cognizant of our duties and responsibilities under the emergency response and vehicular pursuit policies statute. Therefore, I hereby comply with this Certification and Standard Assurance requirement by retaining true copy of the applicable state, county or local emergency response and vehicular pursuit policies with training procedures which are pertinent to this organization. A copy of the vehicular pursuit policy must be maintained in the Sub-Grantee agency grant file.

 08/16/2021
Authorizing Official's Signature Date
(Mayor, Board President, Commissioner, Director)

Karl Banks president, Madison County Board of Supervisors
Print Authorizing Official's Name Authorizing Official's Title


ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-GRANTEES:

This original signed form (blue ink only) must be returned to the MS Office of Highway Safety, within forty-five (45) days of receiving the attached grant award letter.

As the Authorized Official for, Madison County Board of Supervisors (Sub-Grantee Name), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement is not effective until both parties (MOHS and Authorized Official) have signed, dated and fully executed the Grant Agreement.

As the Authorized Official, my signature below assures that Federal funds will not be used to supplant State or local funds and that Federal funds will be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.

Therefore, the Agency, I represent agrees to comply and adhere to all Federal, State and MS Office of Highway Safety Certifications and Assurances and their conditions.

 08/16/2021
Authorizing Official's Signature Date
(Mayor, Board President, Commissioner, Director)

Karl Banks president, Madison County Board of Supervisors
Print Authorizing Official's Name Authorizing Official's Title

LOCAL GOVERNMENTAL RESOLUTION AGREEMENT AND AUTHORIZATION TO PROCEED

WHEREAS, the Madison County Board of Supervisors
(Governing Body of Unit of Government)

Herein called the "SUB-GRANTEE" has thoroughly considered the problem addressed in the application (Program Source) 405D ALCOHOL AND DRUG IMPAIRED DRIVING and has reviewed the project described in the agreement; and

WHEREAS, under the terms of Public Law 89-564 as amended, the United States of America has authorized the Department of Transportation, through the Mississippi Office of Highway Safety to make federal contracts to assist local governments in the improvement of highway safety,

NOW THEREFORE BE IT RESOLVED BY THE Madison County Board of Supervisors
(Governing Body of Unit of Government)

IN THE JURISDICTION Canton MISSISSIPPI, THIS 16th Day of August, 20 21 AS

FOLLOWS:

1. That the project above is in the best interest of the Sub-Grantee and the general public.
2. K. Paul, president is authorized to accept, on behalf of the
(Name and Title of Representative)
Sub-Grantee, an award in the form prescribed by the MS Office of Highway Safety for federal funding in the amount of \$ 63,060.00 to be made to the Sub-Grantee defraying the cost
(Federal Dollar Requested)
of the project described in the award.
3. One original or certified copy of this resolution must be included as part of the award referenced above.
4. That this resolution shall take effect immediately upon its adoption.

(If Applicable)

DONE AND ORDERED IN OPEN MEETING BY [Signature]
(Chairman of Board/Mayor)

Alderman/Councilperson Sheila Jones
Karl Barks offered the foregoing resolution and moved its adoption, which was seconded by Alderman/Councilperson Gerald Steen and, was duly adopted.

Date: 8/16/21

Attest: [Signature]

By: Cynthia Parker
(Blue Ink)



**Mississippi Office of Highway Safety
Designation of Secondary Signatory Official**

Pursuant to the MS Department of Public Safety's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as monthly financial cost reporting worksheets, the (agency/department name) Madison County Board of Supervisors has authorized and approved (print designated secondary signatory official name) Sheriff Randall Tucker to sign any/all forms related to this contract.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official.

Name:  Title: Madison County
president of Board of Supervisors
(Designated Secondary Signatory Official)

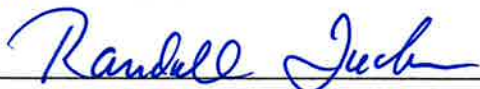
Organization Name: Madison County Sheriff's Department

Mailing Address: 2941 Highway 51


City: Canton Zip Code: 39046

Telephone Number: (601) 855-0770 Cellular Number: () _____

Email Address: rtucker@madison-co.com

Signature of Designated Secondary Signatory Official: 

Appointed by Authorizing Official: Karl Banks Date: 08/16/2021
(Mayor, Board President, Commissioner, Director) (Print Name)

Signature:  Title: Madison County
president- Board of Supervisors
(Authorizing Official)

**Mississippi Office of Highway Safety
Fiscal Control and Fund Accounting Procedures**

Federal regulations prohibit the commingling of Federal grant funds with funds from other sources and require grant recipients to maintain separate accounting over grant funds to ensure the funds are used for authorized purposes only. Federal grant funds cannot be commingled with general operating funds.

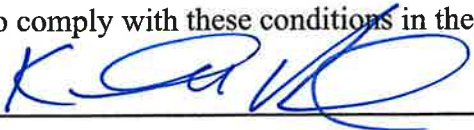
The Mississippi Office of Highway Safety has established the following criteria that must be met by all agencies receiving MOHS funds:

All recipients of MOHS funds are required to follow the federal regulations prohibiting the commingling of federal funds and maintain appropriate financial records that fully disclose the amount and disposition of MOHS funds received. Adequate record keeping includes financial documentation for disbursements.

All recipients of MOHS funds will follow the requirement above, establish and maintain both fiscal and program controls and funds accounting procedures acceptable to the Mississippi Office of Highway Safety, to assure the proper expenditure and disbursement of all funds and for program management and execution. Books and records will be kept and maintained until audited by the MOHS, federal granting agency, Office of the Inspector General, or any other agency requesting records, who shall have the right to access to any pertinent books, documents, papers, or other records of the sub-grantee, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The rights to access are limited to the required retention period, but last as long as the records are retained (Reference 2CFR 200.337). Records must be maintained for a period of at least three years. Before destruction of any record, written approval must be obtained from the Mississippi Office of Highway Safety. These records include, but are not limited to:

- Financial report covering expenditures of the grant
- General ledger, cash receipts journals, cash disbursements journals, and other subsidiary records
- Approved budget and subsequent modifications
- Indirect cost allocation plans
- All invoices, billings, and reporting worksheets
- All personnel records of individuals paid with grant funds, including time sheets,
- wage authorization, tax withholdings forms, employment applications and other relevant data
- Inventory records for all property purchased with grant funds showing acquisition data, cost of property, identification number, bid information, and the use of the property
- Bank statements and reconciliations;
- Internal and external audit reports and project evaluation

We have read and understand all Fiscal Control and Fund Accounting Procedures as shown above and agree to comply with these conditions in the operation of the grant.



**Authorizing Official's Signature
(Mayor, Board President, Commissioner, Director)**

08/16/2021

Date

Karl Banks

Print Authorizing Official's Name

President, Madison County

Authorizing Official's Title

Board of Supervisors

Mississippi Office Of Highway Safety



2022 Project Director's Guide

Mississippi Department of Public Safety
Division of Public Safety Planning

v.2 (Effective October 1, 2021)

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Purpose of the Project Director’s Guide:

The purpose of the Project Director’s Guide is to establish consistent program and project management procedures for the sub-grantees of the Mississippi Office of Highway Safety (MOHS) administration traffic safety to guide in compliance with U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA) and State regulations. This Guide contains information and approved administrative and financial procedures. It serves as a guide to assist staff and administrators in performing their assigned functions.

This Project Director’s Guide does not, however, specifically address all regulations which must be followed. References to other Federal and State manuals and policies will be included, if applicable. This Guide is intended for use by MOHS personnel, Department employees, State and local government officials and anyone interested in the procedures which are followed by the MOHS.

This Project Director’s Guide has been developed to provide Highway Safety Programs with a comprehensive listing of Mississippi and Federal regulations governing the administration of approved highway safety projects. If questions arises which are not covered by this Project Director’s Guide, the questions should be directed to the Mississippi Office of Highway Safety (MOHS).

This Guide is intended as a program guide for use by sub-grantees, contractors, researchers, and any others interested in procedures in support of the federal grant program administered through the MOHS. This Guide should serve as a day-to-day management tool for the sub-grantee to administer grant programs funded through the MOHS.

Updating the Project Director’s Guide:

The MOHS will review this Project Director’s Guide every grant fiscal year to ensure that procedures remain current and accurate. MOHS sub-grantees will be notified of any updates made to the Project Director’s Guide.

Availability of Project Director's Guide:

A hard copy will be provided at Implementation and an electronic copy will be emailed to each agency after Implementation. For more information, contact the MOHS office at 601-977-3700 and at mohs@dps.ms.gov.



Laws and Regulations: **Federal Laws and Regulations**

Pursuant to 23 CFR, Part 1251.2, in order for a State to receive funds under the Highway Safety Act, the Governor must establish a Highway Safety Agency that has adequate powers and is suitably equipped and organized to carry out the highway safety programs to the satisfaction of the U.S. Secretary of Transportation.

Federal Act of 1966: The State traffic safety program operates under the provisions of the Federal Highway Safety Act of 1966, [23 USC 402, et seq., specifically 402\(b\)\(1\)](#)

In response to the Highway Safety Act of 1966 and subsequent legislative revisions, the Governor's Highway Safety Program (now the Mississippi Office of Highway Safety) in Mississippi was formally established by Executive Order of the Governor in 1971.

Super Circular: 2CFR Part 200 and 1201: The Super Circular super-cedes 49 CFR Parts 18 and 19 (Common Rule). The Super Circular was adopted by the Department of Transportation on December 26, 2014. All FY2022 grants will follow the requirements in 2 CFR Parts 200 and 1201 in addition to all NHTSA-specific grant rules, including 23 CFR Part 1200 and 23 CFR Part 1300.

Grants administered by the MOHS are governed by the following regulations that can be found in the NHTSA Highway Safety Grant Funding Guidance, which can be found at: https://one.nhtsa.gov/About-NHTSA/Highway-Safety-Grant-Programs/HSGrantFunding_Guidance.

Uniform Procedures for State Highway Traffic Safety Programs: In addition to all NHTSA-specific grant rules, including 23 CFR Part 1200 (MAP-21) and 23 CFR Part 1300 (FAST Act). MAP-21 went into effect July 6, 2012, and was re-structured in the FAST Act on December 4, 2015, which super-cedes all previous regulation. States must follow all regulation set forth in the FAST Act, as of fiscal year 2019.

Internal Management Controls: The Mississippi Office of Highway Safety uses Federal, State and local funds. Federal traffic safety funds are primarily administered and distributed to the states from the National Highway Traffic Safety Administration, through the MOHS.

State Laws and Regulations

The laws and regulations of the State of Mississippi Department of Public Safety policy also govern the Mississippi Office of Highway Safety (MOHS). The Department of Public Safety was enacted and created by Mississippi statutes, MCA, Section 45-1-2, et seq. Within that statute, the Division of Public Safety Planning was created (MCA section 45-1-2(2) (a).

The MOHS Program was established by Executive Orders No. 29, 88, 294, 335 and 381, which gave the MOHS the authority to monitor and evaluate programs; promote and coordinate traffic safety activities; assist in the reduction of deaths, injuries and property damage resulting from traffic crashes; provide financial contributions to local governments for planning and administration of highway safety programs.

Organization: The MOHS is located within the Mississippi Department of Public Safety, in the Division of Public Safety Planning. Highway Safety Program areas are assigned to MOHS personnel, and various State programs as necessary, and as may be required by State statute.

Governor's Highway Safety Representative: The Federal Highway Safety Act of 1966 makes the Governor of Mississippi responsible for preparing and administering a statewide Traffic Safety Program designed to reduce traffic crashes and the resulting fatalities, injuries and property damage. The Governor of Mississippi names a Governor's Representative (GR) for Highway Safety to act as his or her representative for the State's traffic safety program.

The Commissioner of the Department of Public Safety makes recommendations to the Governor regarding a selection for the Governor's Representative for Highway Safety.

“What we are forced to count is the senseless loss of life and injury due to crashes. We also count the phenomenal loss of quality of life we all face when crashes affect our lives. As long as we have to count these tragedies, we are going to count those actions that we know will prevent these tragedies.”

Planning-Core Performance Measures:

Performance measures (and corresponding performance targets) are required to be developed for each program area that receives funding by the MOHS. If the MOHS intends to fund programs outside the Core measures, for each of these other programs, performance measures are required as well as: (i) documentation of current safety levels; (ii) quantifiable annual performance targets, and; (iii) justification for each performance target that explains why the target is appropriate and data driven.

Highway Safety Plan 2022 Mississippi Traffic Safety Performance Target and Trends, 2015– 2019

Measure	2015	2016	2017	2018	2019	Average
C1. Core Outcomes Measure—Fatalities (FARS)	677	687	685	663	643	671
C2. Core Outcome Measure—Number of Serious Injuries (State Data)	596	723	627	546	1577	812
C3. Core Outcome Measure—Fatalities/100 MVMT	1.70	1.69	1.68	1.63	1.56	1.65
C4. Core Outcome Measure—Number of unrestrained passenger vehicle occupant fatalities, all seating positions	309	296	310	281	275	294
C5. Core Outcome Measure—Number of fatalities involving driver or motorcycle fatalities involving driver or motorcycle operator with .08 BAC or above	171	134	153	163	170	158
C6. Core Outcome Measure—Number of speeding-related fatalities	96	81	59	48	120	81
C7. Core Outcome Measure—Number of motorcyclist fatalities	37	50	39	41	40	41
C8. Core Outcome Measure—Number of un-helmeted motorcyclist fatalities	8	7	7	6	5	7
C9. Core Outcome Measure—Number of drivers aged 20 or younger involved in fatal crashes	105	89	101	75	73	90
C10. Core Outcome Measure—Number of pedestrian fatalities	63	58	71	89	65	69
C11. Core Outcome Measure—Number of bicycle fatalities	5	5	6	6	8	6
Core Behavioral Measure:	2016	2017	2018	2019	2020	Average
B-1. Percent observed belt use for passenger vehicles	77.9%	78.8%	80.2%	80.5%	79.4%	79.36%
Core Achievement Measures:	2016	2017	2018	2019	2020	Average
Seat Belt Citations Issued During Grant Funded Activities ¹	27,996	18,932	15,351	13,776	10,315	17,274
Impaired Driving Arrests During Grant Funded Activities ¹	12,851	8,015	6,314	5,552	5,292	7,605
Speeding Citations Issued During Grant Funded Activities ¹	34,589	13,762	12,371	11,323	20,802	18,569

Grant Management and Administration

General Project Requirements:

Project Commencement

Grant activity may begin on the date listed on the Grant Agreement and after receipt of the executed Grant Agreement with all authorizing signatures. Work performed before the effective date or before all executed documents with authorizing signatures are received, will not be eligible for reimbursement.

Unless otherwise indicated within the grant agreement, sub-grantee program activity will begin within (30) days of the approved start date, after signed approval of the grant agreement by the MOHS Director. If program activity does not begin within this time period, the program may be subject to cancellation and funds may be reallocated.

- A. Any change to out-of-state travel approved in the Grant Application, must have prior written approval by the MS Office of Highway Safety for changes. Requests for change should be submitted to the MS Office of Highway Safety not less than two (2) weeks before the intended date of travel on Agency letterhead.
- Out of State Travel - All federal funded **out of state travel** requires expenses incurred to be placed on the authorized travel voucher. All cost must be based on current state and federal policies.
 - In State Travel - All federal funded **in state travel** requires itemized receipts for expenses incurred, as well as the authorized travel voucher. All cost must be based on current state and federal policies.
 - In State Travel - Meals can only be claimed with an overnight hotel stay.
- B. The Mississippi Office of Highway Safety can only reimburse sub-grantees for grant funded activity. If a sub-grantee is on non-grant related activities for more than 15 minutes; after such time, they should revert to their own agency funding.
- C. No budget modification requests will be accepted by the MS Office of Highway Safety after **July 31st**. Any proposed changes in this Agreement that would result in changes in the scope, character, or complexity of the agreement, require a Letter and Budget Modification Request to the MS Office of Highway Safety. Changes to the Agreement will not be effective, until both parties have executed the modification.
- D. Sub-Grantee must submit any proposed agreements for contractual services to the MS Office of Highway Safety. Contractual Services must be submitted sixty (60) days prior to acceptance, due to the fact that contracts **must have** review and approval by DPS and NHTSA.
- E. Any program income earned by projects financed in whole or in part with Federal funds must be documented and accounted for. Program income earned during the project period shall be retained by the Sub-Grantee and used for project related expenses or to offset eligible expenses, with the approval of the MS Office of Highway Safety.
- F. All training received under federal funded programs must be program related and the Sub-Grantee **must** maintain a copy of the certificate of completion and **must** be available for inspection in the Sub-Grantee grant file. A copy of the certificate of completion **must** be submitted to the MOHS for reimbursement of training expenses.
- G. Termination of Agreement:
- In the event of Sub-Grantee noncompliance with any of the provisions of this agreement, the MS Office of Highway Safety may terminate this Agreement by giving the Sub-Grantee a thirty (30) day notice. Before issuing notice of termination of this Agreement, the MS Office of Highway Safety, shall allow the Sub-Grantee a reasonable opportunity to correct noncompliance issues. For noncompliance with the nondiscrimination section of this agreement or with any of the said rules, regulations or orders, this agreement may be canceled, terminated, or suspended in whole or in part.
 - The Sub-Grantee may terminate its participation in this agreement by notifying and submitting the required closeout documentation to the MS Office of Highway Safety, thirty (30) days in advance of the termination date.
 - Agreements: Unless otherwise authorized in writing by the MS Office of Highway Safety, the Sub-Grantee shall not assign any portion of the work to be performed under this Agreement, or execute any Agreement, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this Agreement without the prior written concurrence of the MS Office of Highway Safety. Any subcontract under this Agreement must include all required and/or applicable clauses and provisions of this agreement.

- Sub-Grantee failure to meet all reporting, attendance at meeting(s), scheduled events and timely submission of reimbursement requests set forth in the Agreement by the MS Office of Highway Safety, may result in the withholding of reimbursement payments.
- Project Commencement: Unless otherwise indicated within the grant agreement, sub-grantee program activity will begin within (30) days of the approved start date, after signed approval of the grant agreement by the MOHS Director. If program activity does not begin within this time period, the program may be subject to cancellation and funds may be reallocated.

Fiscal Control and Fund Accounting Procedures:

Federal regulations prohibit the commingling of Federal grant funds with funds from other sources, and require grant recipients to maintain separate accounting over grant funds to ensure the funds are used for authorized purposes only. Federal grant funds cannot be commingled with general operating funds.

The Mississippi Office of Highway Safety has established the following criteria that must be met by all agencies receiving MOHS funds:

All recipients of MOHS funds are required to follow the federal regulations prohibiting the commingling of federal funds and maintain appropriate financial records that fully disclose the amount and disposition of MOHS funds received. Adequate record keeping includes financial documentation for disbursements.

All recipients of MOHS funds will follow the requirement above, establish and maintain both fiscal and program controls and funds accounting procedures acceptable to the Mississippi Office of Highway Safety, to assure the proper expenditure and disbursement of all funds and for program management and execution. Books and records will be kept and maintained until audited by the MOHS, federal granting agency, Office of the Inspector General, or any other agency requesting records, who shall have the right to access to any pertinent books, documents, papers or other records of the sub-grantee, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The right to access is limited to the required retention period, but last as long as the records are retained (Reference 2CFR 200.337). Records must be maintained for a period of at least three years. Before destruction of any record, written approval must be obtained from the Mississippi Office of Highway Safety. These records include, but are not limited to:

- Financial report covering expenditures of the grant
- General ledger, cash receipts journals, cash disbursements journals, and other subsidiary records
- Approved budget and subsequent modifications
- Indirect cost allocation plans
- All invoices, billings, and reporting worksheets
- All personnel records of individuals paid with grant funds, including time sheets,
- wage authorization, tax withholdings forms, employment applications and other relevant data
- Inventory records for all property purchased with grant funds showing acquisition data, cost of property, identification number, bid information, and the use of the property
- Bank statements and reconciliations;
- Internal and external audit reports and project evaluation

Project Director's Responsibilities

The agency staff member responsible for the day-to-day oversight of a grant is the Sub-Grantee Project Director. The Project Director is responsible for tasks associated with project management, correspondence, grant reimbursements and providing all documentation to support project. Failure to perform these tasks correctly can result in significant grant management and payment problems.

Final negotiations on grant contracts should occur prior to the October 1st start date and awards presented at the Project Post-Approval Conference/Implementation Meeting. All expenses incurred for the project must be within the specified contract period.

- Costs incurred before October 1st or after September 30th of the fiscal year are not eligible for reimbursement.

The Sub-Grantee Project Director will expedite the Breakdown of Monthly Expenditure Form and the Monthly Citation Report processing without unnecessary delays.

The Project Director will:

- Ensure the agency establish or use an accounting system that conforms to generally accepted accounting principles, and ensure that source documents are developed which will reliably account for the funds expended.
- Sign up for the MS Department of Finance and Administration PAY-MODE system as recommended by the MOHS (See Program Manager for more information).
- Maintain copies of job descriptions and resumes of persons hired for all project-related positions which are grant funded.
- Maintain records showing actual hours utilized in project-related activity by all grant-funded personnel and by all other staff personnel or volunteers.
- Ensure any proposed changes in the project objectives, key project personnel, time period, budget or mailing address be requested in writing and receive approval from MOHS.
- Maintain records, files and equipment purchased for all activities for the MOHS
- Submit a claim for reimbursement no later than the 10th working day of the following month, in which expenses were incurred, using the form provided by MOHS as follows:
 - Copies of invoices and/or receipts for all specified items must be submitted upon request with the claim for reimbursement;
 - Claims must be submitted monthly, even if activity did not occur.
 - Claims must be signed by the signatory official or designated secondary official.
 - Submit a Month Report with the claim, even if activity did not occur.

The Project Director will *not*:

- Impose any task or permit any substitute activity not specifically provided for in the project agreement.
- Approve expenses for activities that do not meet project performance specifications contained in the project agreement.
- Authorize expenditure of funds except in accordance with the specific terms of the project agreement.
- Offer advice that may adversely affect project performance, compromise MOHS's rights, or provide the basis of a claim against MOHS that may affect any pending or future determination of fault or negligence.
- Authorize or agree to any change in the project agreement, standard provisions, certifications, project period, delivery schedule, maximum amount eligible for reimbursement, or other terms and conditions of the project agreement, unless such change is specifically authorized in the project agreement; or
- Promise or infer that a future agreement or extension of an agreement for another year is approved prior to MOHS approval.

Grant Management and Administration

DUI/Impaired Enforcement Compliance

(Applies only to Sub-Grantees funded with Impaired Driving (405d), Alcohol (154) funds, and/or any Police Traffic Service (402) funds used for Impaired Driving and/or Alcohol enforcement)

Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of DUI/Impaired Enforcement must comply with the following:

1. Sub-Grantee **agrees and commits** to have the Individual Officer(s) (if applicable) and/or other officers assigned to work DUI/Impaired overtime to engage their efforts during peak hours when most impaired drivers are likely driving under the influence.
 - Individual DUI/Impaired Officer(s) shift hours **will include** 4:00 p.m. and no later than 7:00 a.m. and will include Thursday, Friday, Saturday and Sunday.
 - Overtime hours for DUI/Impaired Enforcement **will include** 4:00 p.m. and no later than 7:00 a.m. and will include Thursday, Friday, Saturday and Sunday.

If proper justification can be made regarding **other dates or time periods** within the jurisdiction for needed enforcement, a written request can be made to MOHS for consideration and approval. However, written approval **must** be given by MOHS prior to implementing hours and day of week outside the above shifts.

2. Specific DUI/Impaired activities in which the DUI/Impaired officer(s) (if applicable) and/or other officers working overtime **will include** checkpoints, saturation patrols and other impaired driving enforcement activities as designated.
3. The Sub-Grantee **will engage** in national campaigns endorsed by the National Highway Traffic Safety Administration.
4. The Sub-Grantee **will engage** in **all** activities as described in the High Visibility Enforcement (HVE) Participation Compliance.
5. The Sub-Grantee **will engage** in sustained enforcement blitz periods during Super Bowl Sunday, 4th of July Holiday Period, and any additional sustained enforcement periods coordinated by the MOHS by conducting checkpoints and/or saturation patrols during the state campaigns.
6. The Sub-Grantee **will generate** earned media (example: press conference, TV, social media, radio or print news articles) either before, during, or after High Visibility Enforcement (HVE) national campaign events and must submit documentation with each quarterly report.

Occupant Protection/Police Traffic Services

High Visibility Enforcement (HVE)

Applies only to Sub-Grantee funded with 402 (OP), 402(PTS) or 405(B)

Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of Occupant Protection/Police Traffic Service Enforcement must comply with the following:

1. Sub-Grantee funded under a 402/405(b) Occupant Protection/Police Traffic Services Federal grant funds **must participate** in the National Click It or Ticket Campaign Mobilization and Child Passenger Safety week.
2. Sub-Grantee **will submit** forms containing the number of child restraint/safety belt citations, etc. and **submit** by the reporting deadline set forth by the MS Office of Highway Safety for the National Click It or Ticket Campaign. Failure to comply with this requirement may result in the delay of reimbursement payments.

3. Sub-Grantee **will generate** earned media (example: press conference, TV, social media, radio or print news articles) either before, during, or after High Visibility Enforcement (HVE) national campaign events and must submit documentation with each activity report.

FY22 Individual Officer Criteria

The Individual Officer(s) on this project is defined as an officer working enforcement at approximately 2080 hours at an approximate rate of pay per hour. The MS Office of Highway Safety provides funding for continuation projects with an Individual DUI Officer. In order to maintain funding for an individual officer, an agency must meet 60% of the following criteria:

- At least (1) FY20 DUI Fatal; Certified Data for the State of MS
- At least (1) FY20 DUI Injury; Certified Data for the State of MS
- FY21 Grant Funded Arrests of 52 or higher;
- Top 30 Alcohol or Drug Fatality County; Certified Data for the State of MS
- Met FY21 Performance Measures agreed upon by agency

Individual Officer's Responsibilities (DUI/Impaired)

The Grant Funded Individual Officer will:

- All newly hired grant funded individual officers must be a new hire for the department. If officer is promoted to the position of the grant funded individual officer, the agency must hire a replacement for the position vacated from the officer. (See Supplanting)
- Be SFST certified for DUI/Impaired enforcement. If individual officer is not certified, the sub-grantees is required to have officer certified within six (6) months of placement of position.
- Documentation must be provided in order to receive reimbursement for an Individual Officer's salary for training. MOHS will reimburse an officer's salary as long as the proper documentation is submitted such as a Certificate of Completion or Certificate of Attendance.
- Reimbursement for enforcement and activities will only be paid for funding source related enforcement and Activities (See Non-Activity).
- MOHS will reimburse individual officers salary for leave (personal, holiday, sick, military, vacation, extended medical leave), as long as the leave policy is on file with the MOHS.

Property Management

Purchasing:

All purchases regardless of cost must meet all state purchasing laws and regulations and be in accordance to Section 7-7-23, Miss. Code Ann. (1972), state in part: "Purchases of equipment, supplies, materials or services of whatever kind of nature for a department, officer, institutions, or other agency of the state, the cost of which is to be paid from funds in the State Treasury on State Fiscal Officer disbursement warrants, may be made only by written purchase orders duly signed by the official authorized so to do, on forms prescribed by the State Fiscal Officer. Purchases of such equipment, supplies, materials, or services, as specified herein, made without the issuance of such purchase orders shall not be deemed to be obligations of the state unless the State Fiscal Officer, by general rule or special order, permits certain purchases to be made without the same."

Required documentation:

- Commodities & Non-Computer Equipment
 - 0-\$5,000 requires one quote;
 - Over \$5,000 to \$50,000 requires two quotes
 - Over \$50,000 requires sealed bids (contact procurement)
 - Purchases over \$50,000.00 requires DFA approval
 - Over \$500,000 requires PPRB Approval
 - Exception: purchases using DFA/OPT State Contract are exempt from bidding. However, if the cost is over \$500,000, it will require PPRB approval

- Contractual Services
 - 0-\$50,000 requires one quote;
 - Over \$50,000 to \$75,000 requires three quotes
 - Over \$75,000 requires sealed bids (contact procurement)
 - Over \$75,000 requires PPRB Approval
 - Exception: purchases using DFA/OPSCR pre-approved vendor list are exempt from bidding. However, if the cost is over \$75,000, it will require PPRB approval
- Computer Equipment
 - Require IT Director Approval
 - 0-\$5,000 requires one quote;
 - Over \$5,000 to \$50,000 requires two quotes
 - Over \$50,000 are required to go through a bid process handled by ITS

Property Management Equipment:

Equipment is eligible for reimbursement as a direct expense chargeable to a specific project agreement, provided the equipment is needed to perform that project. NHTSA’s grant rules impose the additional requirement that the project for which the equipment is needed must be based on identification of a specific safety problem in the State (often referred to as “problem ID”). If that project requires the use of equipment for its performance, the cost of that equipment may be reimbursed under the grant. **No project may be created solely to purchase equipment.**

Equipment must be used, managed, and disposed of in accordance with applicable Federal requirements. Although NHTSA’s grant rules impose a requirement for advance approval of equipment only at a threshold of \$5,000 and when the useful life exceeds one year, all equipment must meet the requirements stated here, and all expenditures to purchase equipment are submit to audit. (See **23 CFR 1300.31**)

The **DFA Financial Processes Manual** defines major equipment as “...each item *over \$1,000.00*” purchased with MOHS funds (Please refer to MS DFA website for more detailed information regarding policy and procedures at <http://www.dfa.state.ms.us/Purchasing/ProcurementManual/ProcurementManual.pdf>)

Other terms for “major equipment” used in this manual include “nonexpendable personal property,” “capital equipment,” and “no consumable property.” These terms are interchangeable.

A major equipment purchase (Over \$5,000.00) may occur only if:

- Such purchases are specifically authorized in the project agreement; *and*
- MOHS and NHTSA (if necessary) have approved the purchase, determining it to be in the best interest of the program.

When equipment is purchased, the MOHS “Property Inventory Control Form” is completed by the sub-grantee. The form is supplied in the Implementation packet. The form must be returned to the MOHS, and when received, it is included in the file of record for the sub-grantee, a database entry is generated, and a copy is sent to the sub-grantee. The Program Manager tags all equipment purchases with a DPS inventory tag for all items valued at \$1,000.00 or above. All computers regardless of value will be tagged with a DPS inventory tag.

For the state property inventory manual and capital asset reporting, sub-section 23.10.30 (useful lives), see <http://www.dfa.state.ms.us/Purchasing/ProcurementManual/ProcurementManual.pdf>

Property Disposition: Below please find the process on selling/disposing of equipment purchased with grant funds.

- Sub-grantees are required to submit a letter to the MOHS requesting disposition or approval to remove equipment purchased from its inventory records.
- Letter must state the piece(s) of equipment, serial number(s) and the grant award number that the equipment was purchased under.
- State why the equipment is being sold or disposed.

Once letter is received from sub-grantee, the MOHS will provide written guidance and direction to the sub-grantee. For equipment with a purchase price of \$5,000 or more, MOHS must send a letter to the NHTSA Regional Office requesting approval and disposition instructions.

If any material or equipment ceases to be used in project activities, the sub-grantee agrees to promptly notify the MOHS. In such event, the MOHS may direct the sub-grantee to transfer, return, keep, or otherwise dispose of the equipment.

Reporting Use of Equipment: Sub-grantees are required to submit equipment/property reports as follows:

- Equipment purchased for a project funded by MOHS must be used for the intended project/program purpose (i.e. AL, OP, PTS, etc.) If used otherwise the jurisdiction must cover all cost incurred.
- Funds generated through the use of the equipment purchased for specific programs must be reported as program income and must be expended on the specific program activities in which the funds were generated.
- Sub-grantees are required to submit equipment reports on the equipment purchased with federal funds for the extent of the useful life of the equipment, even if the sub-grantee is no longer active in the grant program.
- Equipment can and will be monitored during the useful life of the equipment purchased with federal funds, even if the sub-grantee is no longer active in the grant program.
- Equipment can be retrieved from a sub-grantee at any time, if the equipment is not being used for the intent of the program, proper use within the agreement requirement, being used improperly or any other reason that equipment is not being used in accordance with the grant agreement.

Useful Life Schedule: The MOHS/Sub-grantee property and equipment purchased in whole or in part with federal funds will be monitored for its useful life according to the following schedule. The MOHS uses the Internal Revenue Service Useful Life Guidance, along with information provided by equipment vendors.

Equipment	Equipment and Property Cost Range	Useful Life Schedule
Mainframe Computer System	No Threshold	7 Years
Server	No Threshold	7 Years
Laptop/Desktop Computer	No Threshold	3 Years
Printer	No Threshold	7 Years
Computer Monitor	No Threshold	7 Years
Computer Server	No Threshold	7 Years
External Hard Drive	No Threshold	7 Years
Portable Computer	No Threshold	4 Years
Portable Printer	No Threshold	7 Years
Telecommunication Equipment	No Threshold	7 Years
Computer Scanners	No Threshold	7 Years
Projectors	No Threshold	6 Years
Projection Screen	No Threshold	10 Years
Laboratory Spectrometer	No Threshold	10 Years
Vehicles	No Threshold	>5 Years
Trailers	No Threshold	10 Years
PBT	No Threshold	3 Years
In Car Camera	No Threshold	5 Years
Digital Camera	No Threshold	5 Years
Generator	No Threshold	10 Years
Radar Gun	No Threshold	15 Years
Portable Sign Machine	No Threshold	20 Years

Equipment that has been purchased and is past the useful life of the item, please contact the MOHS to take the steps of property disposition. For any additional questions on Useful Life or Items that are on the MOHS Property Inventory, please contact your Program Manager. *See Property Disposition above.*

Conforming Products List: All equipment must be approved by MOHS and/or NHTSA and be included on the Conforming Product List (CPL) and must be used specifically for the purposes for which is purchased. CPL list can be found at:

- Alcohol Screening Devices:

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14582.pdf>

- Breath Alcohol Measurement Devices:
<http://www.gpo.gov/fdsys/pkg/FR-2012-06-14/pdf/2012-14581.pdf>
- Calibrating Units for Breath Alcohol Testers
http://www.dot.gov/sites/dot.dev/files/docs/20121022_CPL_Calibrating_Units.pdf
- Radar Speed –Measuring Devices
<http://www.theiacp.org/portals/0/documents/pdfs/Combined-CPL.pdf>
- Lidar Speed-Measuring Devices
<http://www.theiacp.org/portals/0/documents/pdfs/Combined-CPL.pdf>

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

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

Any equipment that is purchased over the amount of \$5,000.00 or if a motorized vehicle is purchased with federal funds, then the agency will be required to follow the Buy America Act as state above.

Ownership:

Intellectual Property (Patents/Copyright/Trademarks/Tangible Research Property (2CFR 200.315)): The MOHS reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal and state government purposes the following:

- The Intellectual Property in any work developed under a grant, sub-grant, or contract under a grant or sub-grant;
- Any rights of Intellectual Property to which grantee, sub-grantee or a contractor purchases ownership with grant funds.

All records, reports, documents or other material related to this sub-grant and or obtained or prepared by sub-grantee in connection with performance of the services contracted for herein shall become the property of MOHS, and shall upon request, be returned by MOHS to sub-grantee, at sub-grantees expense at termination or expiration of the sub-grant.

Materials, Discoveries, Inventions and Results Developed, Produced or Discovered: All records, reports, documents and other material delivered or transmitted to sub-grantee by the MOHS shall remain the property of the MOHS, and shall be returned by sub-grantee to MOHS at the sub-grantee's expense, at termination or expiration of the sub-grant.

All records, reports, documents or other material related to this sub-grant and or obtained or prepared by sub-grantee in connection with performance of the services contracted for herein shall become the property of MOHS, and shall upon request, be returned by MOHS to sub-grantee, at sub-grantees expense at termination or expiration of the sub-grant.

All brochures; course, workshop and conference announcements; and other materials that are developed and/or printed using grant funds must include a statement crediting the MOHS. The NHTSA logo should not be used unless prior approval is received from the MOHS.

Reports, Studies or Material Developed for Publication: Reports, studies or other materials approved for publication or printing is to be regarded as information in the public domain and its further use does not require approval. The sub-grantee agrees that the published versions of reports, studies or other materials shall not be copyrighted nor contain any restriction which prohibits distribution and reproduction. The sub-grantee will not sell copies of such reports or other materials prepared under the terms of this sub-grant.

Monitoring:

Traffic safety grant project monitoring provides a method of tracking progress and achievement of grant objectives and performance goals. Since the process is ongoing throughout the duration of the project, it serves as a management tool for project control. Project monitoring also presents a good opportunity for sharing information and assistance. Project monitoring includes a set of procedures and forms for project review and documentation.

Monitoring and reporting program performance are both a State and Federal requirement of the Uniform Grant Management Standards and the Federal Title 49, Part 18; Subpart C – Post Award Requirements (18.40). Monitoring is required in order to:

- Assure compliance with state and federal requirements;
- Assure that objectives and performance goals are being achieved;
- Detecting and preventing problems;
- Helping identify changes needed;
- Identifying training or assistance needed; and
- Providing data necessary for daily operations, planning, and evaluation.

Types of Monitoring: Monitoring is formal and informal, financial and operational. MOHS will utilize the following types of monitoring:

- Ongoing contact with the sub-grantee through phone calls, meetings, and written/verbal correspondence;
- On-site monitoring reviews of project operations, management, and financial systems;
- Review and approval of Monthly claims;
- Desk monitoring of grant files;
- Compliance monitoring of statewide traffic safety activities and grant oversight;

On-site Monitoring and Evaluation: Pursuant to Federal guidelines, the State has developed a plan for evaluating all projects. Each sub-grantee will be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems and reimbursements of the project. The State evaluates all sub-grantees risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purposes of determining the appropriate level of sub-grantee monitoring. **(2CFR 200.303 & 2CFR 200.339)**

Monitoring Procedures:

Project Monitoring Policy: It is the responsibility of the MOHS to maintain oversight for all federally funded grants that are awarded to their sub-grantees. The MOHS will provide technical assistance as needed to assist the sub-grantee with fulfilling their project targets and performance measures. MOHS will ensure that the contract provisions are in compliance. **(2CFR 200.329)**

Depending on the monitoring criteria and policy as stated above, each highway safety grant will be reviewed either by on-site monitoring, desk reviews, via telephone calls, monthly reimbursement processing, staff meetings, conference calls, and other correspondence, as appropriate. As a measure of quality assurance Mississippi Office Highway Safety must perform an on-site monitoring visit.

Corrective Action Plan (CAP): If a corrective action plan is warranted after a monitoring visit, the Program Manager should note possible necessary solutions to the problems with an addendum to the monitoring report. The Program Manager will supply a copy of the monitoring report and the CAP to the agency for their files.

Desk Monitoring:

Desk monitoring occurs every time a Program Manager holds a discussion or communicates with a sub-grantee project director.

Desk monitoring can occur daily, weekly, or monthly. Weekly phone calls may be appropriate if there are problems. Monthly status meetings might be needed for complex projects. If problems are identified, the project could require quarterly review meetings between the sub-grantee and the Program Manager. This is left at the discretion of the Program Manager and any additional monitoring requirements will be documented in the official file. The Program Manager will rely on regular correspondence and the annual on-site visit to handle routine project issues.

On-Site Monitoring:

The following documents must be provided at the beginning of the monitoring visit:

1. General Financial Documents

- a) Financial statements (Balance Sheet, Income Statement, Changes in Fund Balance, Cash Flow Statement);
- b) Chart of accounts;
- c) General ledger;
- d) Reconciliation of subsidiary ledgers to general ledger;
- e) List of authorized check signers; and
- f) Payroll register

2. Grant Specific Financial (monitoring period only)

- a) Grant Application;
- b) Modifications, extension approvals;
- c) Original timesheets: functional timesheets/time logs/cards/attendance reports along with the applicable time study allocation plan;
- d) Vouchers supporting all claimed operating expenses, including the following: purchase orders, receiving reports and vendor invoices;
- e) Canceled checks, check stubs, and/or cash receipts (ensure secondary signature, if applicable);
- f) Contracts: Services/Consultant contracts and lease agreements, sole source or open bid process documentation and rate of pay;
- g) If applicable, Project Income (PI): all source documents describing the type of PI earned, when PI was earned, how much was earned and how it was expended;
- h) Equipment Inventory list for grant funded purchases to include: equipment description, identification number, source, title holder, acquisition date, cost, percentage of federal funds used in the cost, location, use, condition, and disposition date;
- i) Vouchers supporting all claimed equipment expenses, including the following: purchase orders, receiving reports and vendor invoices; and
- j) Indirect cost rate agreement (if applicable)

3. Program Related Source Documentation

- a) Reports: Project Agreement, Project Modifications, Sub-grantee Monthly Report;
- b) Required certifications for activity, training certification reimbursed by the MOHS and/or additional certifications required by MOHS;
- c) Contracts: signed written contract(s);
- d) Documentation to support services provided by contractor including activities performed and evaluation services; and
- e) Equipment purchased with MOHS funds available for monitoring visit (current and past)

4. Citation Document

- a) STEP (Overtime) Form;
- b) Individual Officer Report Form;
- c) Grant funded citations; and
- d) Agency citations

5. Other

1. Job description for grant funded positions: As it relates to overtime; and
2. A copy of the Governing Board of Resolution /Approval Authority Body

Please be advised the monitor may request additional documentation as necessary at the time of the visit.

Additional Documents Reviewed During Monitoring:

Policies: Sub-grantee must maintain in the agency grant file the most current copy of the following policies with the application for funding.

If agency does not have a current policy, please inform the MS Office of Highway Safety of the un-availability of the policy.

- Seat belt policy (Must Retain a Copy);
- Warning citation policy (If Applicable);
- Pursuit policy (Must Retain a Copy);
- Overtime (STEP) policy (Must Retain a Copy);
- Checkpoint policy (If Applicable);
- Saturation patrol policy (If Applicable); and
- DUI enforcement policy (If Applicable)
- Agency seat belt survey procedures must be provided if usage rate is identified as a performance measure within
- Agreement (If Applicable)

Sub-grantee must submit to the MS Office of Highway Safety a copy of the following policy(s).

- Payroll policy to include:
 - Overtime Policy
 - Payroll schedule(Includes payroll period begin/end dates & check date)
- Leave policy (vacation, sick, personal, holiday, & military)
- Pursuit Policy (Enforcement grants only)

A-133 Audit: Sub-grantee must maintain a current copy of the A-133 Audit, so that it can be verified and reviewed.

Sub-Contracts within the Grant Agreement:

If the MOHS has approved grant funds from a sub-contractor within your agreement for services outside the grant agreement, all contracts for the sub-contractor(s), must be submitted to the MOHS for approval. Sub-contracts can include, but not limited to contracts, MOU's, personal services contracts, service agreements, conference facility requests, professional service agreements, etc.

All contracts and sub-contracts must be approved by the Mississippi Department of Public Safety and NHTSA. Once submitted to the MOHS, the MOHS staff will forward it to the Mississippi Department of Public Safety and NHTSA for review and decision.

Submission of Sub-Contract:

Submit sub-contract(s) a minimum of (60) sixty days before the event or service is provided, so that ample time is allowed for the contract process to be completed through the Mississippi Department of Public Safety and NHTSA. Submission of the contract must include justification of the contract, memo explaining the need for the contract and how the contract will be funded. Submit all invoices, quotes and any information that may be needed for review of the sub-contract.

Approval/Disapproval:

If sub-contract is approved, the MOHS will notify the sub-grantee of the approval as soon as the decision has been made. If sub-contract is disapproved, the MOHS will notify the sub-grantee of the decline as soon as the decision has been made. Any services that are performed without the approval of the MOHS, Mississippi Department of Public Safety and/or NHTSA will not be eligible for reimbursement.

Single Audit Requirements:

The State of Mississippi requires a sub-recipient expending \$750,000.00 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2CFR200, Sub-Part F (previously OMB Circular A-133). The sub-grantee will permit the State of Mississippi project officials, program officials and auditors to have access to the sub-grantee's and third-party contractor's records and financial statements as necessary for the State of Mississippi to comply with the 2CFR200, Sub-Part F. Copies of the audit and any audit findings must be submitted to the MOHS within 30 days of the implementation of the grant agreements.

Single Audit Findings

Sub-grantee should develop and issue corrective actions for findings within six months after receipt of the sub-recipient's audit report and ensure that the sub-recipient takes appropriate and timely corrective action. **Reference 2CFR 200.521(d)**

Records Keeping Requirements:

Grant financial, programmatic and administrative records shall be maintained for a period of three years following the date of the closure of the grant award, or audit if required. Property and equipment records shall be maintained for a period of three (3) years following the final disposition replacement or transfer of property and equipment. **Reference 2CFR 200.334**

Sub-grantees are expected to keep records of difference federal fiscal periods separately identified and maintained so that information can be readily located. Sub-grantees are also obligated to protect records adequately against fire and damage.

Access to sub-grantees records must include the MOHS, federal granting agency, Office of the Inspector General, or any of agency requesting records, who shall have the right to access to any pertinent books, documents, papers or other records of the sub-grantee, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The right to access must not be limited to the required retention period, but shall last as long as the records are retained. **Reference 2CFR 200.337**

Conditional Grant Requirements:

Conditional grants deemed for additional monitoring, assistance and oversight. Conditional grants can be placed on conditional status for several reasons, which can include not meeting performance measures, lack of documentation and paperwork for grant activities, pattern of financial inconsistencies, late submission of monthly reimbursements, audit report findings, etc. Agencies will be informed of conditional status and conditions.

Conditional grants will be monitored by MOHS to determine if grant requirements are being met and performed according to the grant agreement. After the 1st Quarter, failure to meet grant requirements set forth in the grant agreement will result in notification to signatory authority official and stating, that the grant requirements have not been met. After the 2nd Quarter of failure to meet grant requirement, the conditional grant will be in penalty of non-compliance. (See Penalty for Non-Compliance section).

Suspension of Personnel:

If the agency suspends grant personnel or an Individual officer, the MOHS must immediately be notified. Any grant funded position suspended shall not be paid with MOHS grant funds, until individual returns to active duty.

Penalty for Non-Compliance:

For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modification maybe withheld. **Reference 2CFR 200.339**

The MOHS may institute the following, but is not limited to withholding authority to proceed to the next phase of the project, requiring additional or more detailed reports, additional project monitoring, and/or establishing additional prior approvals.

The MOHS shall notify the sub-grantee of its decisions in writing stating the nature and reason for imposing the conditions, the corrective action required and timeline to remove the conditions and the method of requesting a reconsideration of the imposed conditions. The sub-grantee must respond within five (5) days of receipt of notification of the reasons listed below.

- Unwillingness or inability to attain project goals, performance measures or strategies;
- Unwillingness or inability to adhere to the conditions of the grant agreement;
- Failure or inability to adhere to grant guidelines and federal compliance requirements;
- Improper procedures regarding agreements, contracts and procurements;
- Inability to submit reliable, documented and/or timely reports; and
- Management systems do not meet State or federal required management standards.

Contract Authority: The statutory language that authorizes NHTSA to incur an obligation without the need for a prior appropriation or further action from Congress and which, when exercised, creates a binding obligation on the United States for which Congress must make subsequent liquidating appropriations. In the event that authorizations exist but no applicable appropriation act has been enacted by October 1 of a fiscal year, the NHTSA Administrator shall distribute to the States a part of the funds authorized under Section 402 contract authority to ensure program continuity. **Reference 2 CFR Part 1200.15(b)**

Termination of Agreement:

The MS Office of Highway Safety in the event of Sub-grantee noncompliance with any of the provisions of this agreement may terminate this agreement by giving the Sub-grantee a thirty (30) day notice. The MS Office of Highway Safety, before issuing notice of termination of this agreement, shall allow the Sub-grantee a reasonable opportunity to correct noncompliance issues. For noncompliance with the nondiscrimination section of this agreement or with any of the said rules, regulations or orders, this agreement may be canceled, terminated, or suspended in whole or in part.

The Sub-grantee may terminate its participation in this agreement by notifying and submitting the required closeout documentation to the MS Office of Highway Safety, thirty (30) days in advance of the termination date.

Agreement Changes: Any proposed changes to the agreement that would result in changes in the scope, character, or complexity of the agreement, must be submitted with Budget Modification Letter to the MS Office of Highway Safety, and shall require an approved Budget Modification prior to change being implemented.

Agreements: Unless otherwise authorized in writing by the MS Office of Highway Safety, the Sub-grantee shall not assign any portion of the work to be performed under this agreement, or execute any agreement, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this agreement without the prior written concurrence of the MS Office of Highway Safety. Any subcontract under this agreement must include all required and/or applicable clauses and provisions of this agreement.

Sub-grantee failure to meet all reporting, attendance at meeting(s), scheduled events and timely submission of reimbursement requests set forth in the agreement by the MS Office of Highway Safety, will result in the withholding of reimbursement payments. **Reference 2CFR 200.339 and 2CFR 200.340**

Budget:

This section explains the requirements involved in administering the Grant Agreement budget.

Actual Cost: Actual cost agreements authorize MOHS to reimburse the Sub-grantee for all costs incurred under the project, subject to cost principles included in 2 CFR Part 225, 'Cost Principles for State, Local and Indian Tribal Governments'. Traffic Safety grants are limited to amounts and items authorized in the project budget.

Fixed Cost: The grant may authorize payment of an agreed upon fixed amount not subject to modification. Payments are made periodically at agreed upon intervals, or once - upon completion of the project. If this method is used, there must be a detailed and thorough cost analysis made during the negotiation process. **Reference 2CFR 200.201 and 2 CFR 200.333**

Maximum Amount Eligible for Reimbursement: MOHS policy requires all agreements include a 'maximum amount eligible for reimbursement. This maximum amount is the grant reimbursable amount and is MOHS's share of the estimated project cost. The budget specifies each line item and cannot exceed the specified line-item amount for reimbursement. A line item in the budget is the authorization for funds to be expended on the item.

Increased Costs: If costs exceed the awarded amount in the contract, reimbursement will not be authorized. The MOHS will send a letter notifying the Sub-grantee. All Grant Agreement budgets must contain at a minimum, the following information:

Personal Services:

Salaries & Wages--The agreed amount to be paid by federal share and amount to be paid as state or local match. The personnel section lists each position by title, showing the yearly salary and the percentage of time to be utilized for the project. All time reported to conduct program activities must be specifically for the funded project and must be program activities only for reimbursement of salary. Documentation must be provided for any amount claimed.

Regular/Overtime Rate: The majority of projects involving increased enforcement of traffic laws rely on the payment of overtime hours for patrol officers, which are over and beyond normal shift hours. The overtime pay rate for officers is based on actual cost per employee (including straight time hours, if personnel does not qualify for overtime rate) in accordance with the sub-grantee's policy for payroll and salary rate.

When an Enforcement State agency includes overtime salary or wages, traffic safety funds can pay for the additional cost of fringe benefits (social security and retirement only, unless a Non-Enforcement State agencies, University or Non-Profit) directly associated with the overtime hours not covered by the employee's basic benefit package.

Individual/Overtime Hours: The MOHS will reimburse straight time, straight and/or overtime hours for any time claimed for reimbursement reported on the MOHS Individual Officer's Report (IOR), Special Traffic Enforcement Program Detail Report (STEP) or Time and Activity Sheet. Required support documentation and proof of payment for the person(s) working the project.

Proof of Payment: Proof of Payment can include: Time Sheets, Monthly Time Activity Reports, payroll registry, account ledger, copy of payroll checks/cancelled checks, bank statement, direct deposit statement. ***Note- (If applicable) All time sheets should be signed by the authorized agency official.**

Court Time: Allowable only for individual officer assigned to contract and must be related to project activities. Agency must provide appropriate documentation, such as a subpoena or other court documentation to qualify for reimbursement. This will cover only time for trial to testify and not waiting on other cases or preparations.

This is Not Overtime as it is straight time for the officer's duty as a fulltime officer to testify on the case. You can flex the time for the week for this court time or be paid at the straight time rate if allowable in your grant. For further information on this contact your grant program manager. Any hours will require written documentation verifying hours and must be submitted with reimbursement request.

Please have the Officer(s) and Supervisor review and sign this Individual Officer Report form before submission for reimbursement. Failure to report time expenditures using this form may disqualify an agency for reimbursement. Support documentation of agency time sheets, copy of check or payroll registry for the officer working the detail is also required for proof of payment per Federal Regulations.

MAHSL Meetings: The MOHS will not reimburse Individual Officers, Law Enforcement Liaisons and other grant funded personnel for the attendance of MAHSL. Effective October 1, 2018, MAHSL attendance is no longer a requirement of the MOHS and the grant agreement.

Sick/Medical Leave: The MOHS will reimburse the individual officer/employee for up to seven (7) days per grant year of the grant. If additional time is needed, a written request on letterhead must be provided to MOHS for review and approval.

Extended Medical Leave/FMLA: The MOHS will allow for the replacement of the individual officer /employee that is placed on extended medical leave/FMLA. A written request and documentation must be provided to the MOHS.

Holiday Leave: The MOHS will reimburse the individual officer /employee for holiday leave hours, according to the agency policy.

Vacation/Personal Leave: The MOHS will reimburse the individual officer /employee for vacation/personal leave hours claimed, according to the agency policy.

Military Leave: MOHS will reimburse the individual officer for military hours claimed, in accordance with the agency policy. Military leave must be "required" service and not volunteer service.

If an individual officer is required to be on extended military leave (more than one (1) weekend a month and two (2) weeks during the year), the agency must select a replacement for the officer on military duty, so that the agency remains in compliance with any and all requirements of the grant agreement. Any and all grant performance measures set in the grant agreement will be required to be met in accordance to the grant agreement.

Grant Related Training for Individual Officer: The MOHS will reimburse any grant funded individual officer for allowable training related to the grant funding source. Any requested training that is not listed in grant agreement will require approval by the MOHS. Documentation must be provided in order to receive reimbursement for an Individual Officer's salary for training. MOHS will reimburse an officer's salary as long as the proper documentation is submitted such as a Certificate of Completion or Certificate of Attendance.

Law Enforcement Training: The MOHS will not reimburse for the assistance of providing training to law enforcement officers through specialized training activities, unless approved in the MOHS agreement. Any training or training assistance that is claimed and not listed in the approved MOHS agreement will not be reimbursed.

Not Allowable: The MOHS will not reimburse for comp time, flex time and/or on call hours.

Travel:

Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of officers and employees of the State of Mississippi, and of any department, institution, board or commission thereof. The MOHS follows guidelines from the Department of Finance and Administration, Department of Public Safety and in house guidelines for all travel. Documentation must be provided for any amount claimed.

The agreed amount to be paid by federal share of expected expenditures and balance is to be paid as state or local match. Travel section must include estimated cost associated with each travel identified and must include all cost associated with the travel. Travel cost must be specific to program area and needed to carry out project activities. Travel cost must coincide with all MOHS, state, and federal guidelines/policies/rates.

Travel Voucher: All expenses to be reimbursed must be reported on an approved MOHS travel voucher for reimbursement. A copy of the travel voucher can be found: <http://www.dfa.ms.gov/Purchasing/Travel/TravelForms.html>.

- Travel Vouchers should be typed or completed in ink and signed by the employee. The signature is a certification by the traveler that reimbursement is being requested for actual expenses that are valid allowable business expenses.
- One state employee should not claim expenses for another state employee. (Note: IHL's may set written policies and procedures pertaining to claiming expenses for team/group travel.)
- Hotel/motel receipts must be itemized in order to be reimbursed.
- Express check-out receipts which do not provide an itemized hotel bill are not acceptable.
- The hotel bill submitted shall be the original form the hotel provides when the bill is paid.
- Necessary travel expenses do not include personal expense items such as entertainment and trip insurance.

Meal Reimbursement - Officers and employees of the state and political subdivisions shall be reimbursed the actual cost of meals incident to official travel, not to exceed the daily maximums for the specific location of assignment; except on travel days when / of the meal reimbursement is authorized.

The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall be at the discretion of the governing authority or the department head, provided that the total does not exceed the maximum state reimbursement rate listed below. Meal reimbursements are not allowed within the official duty station. Alcoholic beverages are not reimbursable. Meals can only be claimed with an overnight hotel stay.

A list of the maximum state reimbursement rates for meals in high cost areas has been pre-calculated for your convenience and is available on the OPTFM Travel Information website at:

<http://www.dfa.state.ms.us/Purchasing/Travel/convertedrates.pdf>. If you cannot find the city you are looking for, locate the county and use the amount listed. If neither the city nor county is listed, the maximum state reimbursement rate is \$41.00/day. The DPS policy for meal reimbursements for all sub-grantees and employees of the MOHS is as follows: Travel cost must coincide with all MOHS, state and federal guidelines/policies/rates.

Meal Tips-Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by the Department of Finance and Administration. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement claimed.

Travel Receipts- All travel in-state must include itemized receipts for meal, lodging and mileage reimbursement.

Itemized receipts should be received with all meal reimbursements for in-state travel. Itemized receipts are not required for out of state travel.

MOHS will not reimburse any in-state travel reimbursement which includes rental vehicle expenditures.

In order to receive reimbursement for claims that include meals please remember the following:

1. All meal receipts must be itemized.
2. All meal receipts must be legible.
3. Itemized meal receipts should reflect only meals for (1) individual.
4. If purchasing a meal to consume for another meal time later that day (and allowed under travel guidelines), purchases should be reflected on a separate itemized receipt.
5. The purchase of alcohol should not be included on itemized meal receipts.

Mileage Reimbursement - The rate set forth per Section 25-3-41, Mississippi Code of 1972, which mandates that state officers and employees traveling on official state business in their private vehicle be reimbursed at the same rate federal employees are for official federal business in private vehicle. The current reimbursement rate is set forth in the Mileage Reimbursement Rate memo (<http://www.dfa.ms.gov/Purchasing/Travel/MileageRate.pdf>).

The PSP/MOHS policy for mileage reimbursements for all sub-grantees and employees of the MOHS is as follows:

Proof of mileage should be received with all mileage reimbursement. Travel cost must coincide with all MOHS, state and federal guidelines/policies/rates. {Ex. MapQuest} Grant approved surveyors may utilize vehicle odometer mileage readings (trip beginning and ending mileage readings).

When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed.

Local/Municipal-Owned Vehicle- Actual operating expenses incurred in the use of agency-owned vehicles for grant related travel will not be reimbursed by MOHS.

Taxi Fares-Fares for taxis or airport transportation services to and from a hotel require a receipt which must be attached to the Travel Voucher to receive reimbursement for that item. The MOHS policy for transportation reimbursements for all sub-grantees and employees of the MOHS is as follows: Transportation reimbursements will not be reimbursed for travel to/from personal entertainment during travel. Travel is only reimbursable for approved program related travel. Travel cost must coincide with all MOHS, state and federal guidelines/policies/rates.

Hotel/Airport Parking- Itemized Receipts must be attached to the Travel Voucher.

Baggage Allowance- Charges for baggage at check-in may vary per airline. Baggage fees are reimbursable expenses according to grant agreement; however, they may not be paid for with the Travel Card. A receipt is required for charges.

Lodging - If a member(s) of the grant funded employee's family travels with the grant funded employee, the employee shall claim reimbursement at the single hotel/motel room rate only. Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

Official Duty Station- The city, town, or other location where the employee's regular place of work is located, or the city, town or location where the employee's primary work is performed on a permanent basis. If the employee regularly works in two or more areas, his official duty station shall be where the regular place of work is located. The regular place of work should be determined by the entity head or authorized designee based on total time ordinarily spent working in each area and the degree of business activity in each area.

Contractual Services:

Communication & Freight--The actual cost of communication expenses, such as telephone service, internet service, postage expense, and freight expense for shipping equipment will be reimbursed, if applicable. A copy of the cost allocation must be submitted to the MOHS. Documentation must be provided for any amount claimed.

Printing – The actual cost of printing will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Fees, Professional & Other -- The actual cost of outside contractual services, if applicable. Any consultant contracts must follow the bid procedures required by the state, or local ordinance if more restrictive, and must follow federal guidelines. The duties and qualifications of the consultant should be detailed in a narrative along with itemized budget detail outlining cost for service and included with the subcontract agreement. Agreements and sub-contracts must have prior approval from MOHS and NHTSA. See Project Agreement/Contract Development above.

Installation cost – associated with equipment installation such as in-car camera, etc.

Commodities:

Office Supplies--The actual cost of office supplies (pencils, pens, paper, paper clips, etc.) and training materials will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Equipment:

The actual cost for equipment necessary for the successful implementation of the project/program. Itemize each type of equipment and show cost per item. Provide information on why the equipment purchase is needed and how it will enhance the successful operation of the project activities. Documentation must be provided for any amount claimed.

Compliance with state laws regarding bidding and procurement is required. Equipment over \$1,000.00 must be maintained on MOHS property inventory. All equipment over \$5,000.00 must have prior approval from MOHS and NHTSA. For further explanation of inventory items, please see State Property manual at <http://www.dfa.state.ms.us/Purchasing/PurchasingGuidelinesQuickReference.pdf>

Indirect Cost:

Approved cost allocation plans can charge an approved percentage of salaries and fringe benefits for administrative services received. A copy of the cost allocation for indirect costs must on file at MOHS. Office of Management and Budget (OMB) 2 CFR Part 225, “Cost Principles for State, Local, and Indian Tribal Governments”, describes indirect costs as those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives. Documentation must be provided for any amount claimed.

If an agency does not have a set indirect cost rate, the sub-grantee may elect to charge a 10% de minimis rate of the modified total direct cost which may be used indefinitely. **Reference 2 CFR 200.414(f)**

Educational Institutions:

OMB Circular A-21, “Cost Principles for Institutions of Higher Education” requires that educational institutions provide a “Certificate of Facilities and Administrative Costs” (F&A) for federally funded projects. In addition, OMB Circular A-21 requires the following: To assure that expenditures for sponsored agreements are proper and in accordance with the agreement documents and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements will include a certification, signed by an authorized official of the university, which reads essentially as follows:

“I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the application and award documents.” General details on these two requirements are contained in OMB Circular A-21.

Program Matching:

Any project support can be in the form of cash or in-kind contributions, which generally consist of the value of services, supplies, and nonexpendable personal property. Documentation must be provided for any amount claimed.

Criteria for determining the acceptability of cash and in-kind contributions are established in 49CFR 18.24, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” These criteria require the in-kind match to be:

- Verifiable from the sub-grantee’s records;
- Not to include any contributions for any other federally-assisted program;
- Necessary and reasonable for proper and efficient accomplishment of program objectives.
- Other criteria for the in-kind match require the local match to be:
- Charges that would be allowable under 2 CFR Part 225;
- Not paid by the federal government under another assistance agreement, unless authorized under the other agreement and the laws and regulations it is subject to;
- Provided for in the approved budget when required by the federal agency.

Non-Reimbursable/Unallowable Expenses:

Limitations and Conditions: The provisions stated in the following section are not intended to deny flexibility in supporting potential accident and injury reduction activities; however, the conditions do serve as a guide in describing costs that are **not allowable** for highway safety funding. See NHTSA Highway Safety Grant Funding Guidance.

https://one.nhtsa.gov/About-NHTSA/Highway-Safety-Grant-Programs/HSGGrantFunding_Guidance

Unallowable Costs for Facilities and Construction

- Highway construction, maintenance, or design other than design of safety features of highways incorporated into Roadway Safety guidelines.
- Construction or reconstruction of permanent facilities, such as paving, driving ranges, towers and non-portable skid pads.
- Highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaire supports, and utility poles (FHWA safety construction Federal-aid funds are available).
- Construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures;

Examples of office furnishings and fixtures

- Chair
 - Table
 - Shelving
 - Coat Rack
 - Bookcase
 - Filing Cabinet
 - Floor Covering
 - Office Planter
 - Portable Partition
 - Picture, Wall Clock
 - Draperies and Hardware
 - Fixed Lighting/Lamp
- Land (except for SAFETEA-LU Section 2010 and MAP-21 Section 405(f) motorcycle safety grant funds used to purchase a facility which includes the purchase of land upon which the facilities sit.)

Unallowable Equipment Costs:

- Fixed and portable truck scales (Motor Carrier safety program funds are available for truck scales)
- Traffic signal preemption systems (FHWA Federal-aid highway program funds are available for traffic signal preemption systems)
- Automated traffic enforcement systems may not be purchased, operated, or maintained with Section 402 funds (including MAP-21 Section 405(b) High Seat Belt Use Rate funds, 405(d) Ignition Interlock funds, 405(e) Distracted Driving funds, and 405(g) GDL funds, in which a State has been approved to use for any eligible project or activity under 23 USC 402). (23 CFR Part 1200.13(b)).

- Radars or other speed measuring devices using MAP-21 Section 405-Impaired Driving Countermeasures and SAFETEA-LU Section 410 Alcohol Impaired Driving Countermeasures grant funds.
- Cell phones, guns and office furniture are **not** allowable for purchase with these funds under any circumstances.
- Costs for equipment purchases exceeding \$5,000.00 must have prior approval from NHTSA. The MS Office of Highway Safety will obtain the approval letter and provide a copy to the Sub-grantee.
- Where major multi-purpose equipment is to be purchased, costs shall be factored, based on utilization for highway safety purposes.
- Costs for the following equipment items are allowable only if a part of a comprehensive program effort. All allowable equipment must be included on the Federal Conformation Product List (CPL):
 - (1) Police traffic radar and other speed measuring devices used by the police (devices must meet the recommended federal guidelines);
 - (2) Alcohol testing; and
 - (3) Mobile video systems.
- The cost of training is allowable using DOT/NHTSA developed, equivalent, or endorsed curriculum. Training must be approved in advance.
- Development costs of new training curriculum and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.
- Costs are **not** allowable to pay for an employee's salary while pursuing training, or to pay the salary of the employee's replacement except where the employee's salary is supported 100% with 402 funds under an approved project.
- Proposed training must be included with the grant application. Only DUI/alcohol training is allowed under alcohol funding. Occupant protection training is allowed under occupant protection funding.
- Cost to purchase program advertising space in the mass communication media is **not** allowable for sub-grantees.

Unallowable Training Costs:

- Training of employees of Federal civilian and Federal military agencies. Note: Training for Department of the Interior personnel who are assigned Section 402 responsibilities is covered under the 5 percent administrative allowance.
- Training for overtime/STEP law enforcement officers.
- An individual's salary while pursuing training (except when the individual's salary is already supported with highway safety funds under an approved project).
- Overtime for police officers attending drug recognition expert training.

Unallowable Promotional Items:

The cost of promotional items and memorabilia, including models, gifts and souvenirs are unallowable advertising and public relations costs. (2 CFR Part 200.421(e) (3). Promotional items that are unallowable can include t-shirts, hats, key chains, bumper stickers, etc.

Unallowable Program Administration:

- General costs of government. For States, local governments and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475 Travel. Reference 2 CFR § 200.444 and 2 CFR § 200.475.
- NHTSA highway safety grant funds used to defray expenses incurred or sought to be incurred for activities of Federal civilian or military agencies or employees. For Department of the Interior, personnel expenditures for the Section 402 program are covered under the five percent administrative allowance.
- Alcoholic beverages for any consumption purposes or techniques for determining driver impairment are not allowable (See Part III, D.3.). (2 CFR Part 225 Appendix B 3)
- Entertainment costs, including amusement and social activities and expenses directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). (2 CFR Part 225 Appendix B 14)
- NHTSA highway safety grants funds for commercial drivers' compliance with specific Federal Motor Carrier Safety Regulations.
- Drug impaired activities, equipment and drug impaired training is not allowable with Sections 154/164 funds.

Unallowable Educational Presentations:

- The MOHS is no longer requiring overtime enforcement grants to perform educational presentations to be part of

scheduled grant activities. Overtime enforcement grants should focus on high visibility enforcement efforts to reduce fatalities, crashes and injuries. Educational presentations are unallowable for overtime/STEP enforcement grants (all funding sources).

- Educational presentations are unallowable for all 402 and 405(d) enforcement grant funds. This includes Individual and Part-Time officers.

Lobbying: Federal - the cost of influencing the U.S. Congress and Federal agency officials for activities associated with obtaining grants, contracts, cooperative agreements or loans.

State and Local - No Federal funds may be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., grassroots) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds to engage in direct contact with State or local legislative officials, in accordance with customary State practice, even if it urges legislative officials to favor or oppose the adoption of a specific pending legislative proposal. (23 CFR Part 1300)

Supplanting/Cost of Government: Supplanting/Cost of Government is the act of replacing existing funds with federal funds. Specifically, funding that is established for the payment of personnel or operations required in the normal and usual conduct of business may not be replaced using federal funds awarded via the grant.

Supplanting/Cost of Government, including: (a) replacing routine and/or existing State or local expenditures with Federal grant funds and/or (b) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally recognized Indian tribal governments.

Sub-grantees shall identify if an employee required for a particular grant funded project will be a new hire and is needed specifically for the performance of the project, including an explanation of the requirement to work outside normal working hours such as overtime.

- Individual Grant Funded Officer (New Hire) - A newly hired grant funded officer must be a new position within the agency.
- Individual Grant Funded Officer (Promotion or Replacement)- If promoting or replacing the individual grant funded officer position with an existing officer, the agency is required to fill with a new hire and/or replace that vacant position.

Lack of Activity for Individual and STEP Enforcement Officers:

Individual Officers (IOR) Funding Source: 154/405(d): According to MOHS and NHTSA Requirements, all activity must be related to the funding source (i.e. 154-DUI Arrests; 405(d) DUI and DUI Other Arrests) for all hours worked and claimed for reimbursement with federal funds. The lack of grant related activity and/or zero activity may result in the request of additional justification for hours being requested for reimbursement. Lack of activity will impact future funding.

Special Traffic Enforcement Program (STEP) Funding Source: 154 /405(d)/402OP/PTS: According to MOHS and NHTSA Requirements, there must be enforcement activity related to the funding source (i.e. 154-DUI Arrests; 405(d)-DUI and DUI Other Arrests; 402OP-Seat Belts and Child Restraints, 402PTS-Seatbelts, Child Restraints and Speed) for all hours worked and claimed for reimbursement with federal funds. The lack of grant related activity and/or zero activity may result in the request of additional justification for hours being requested for reimbursement. Lack of activity will impact future funding.

Changes/Modification of Grants:

During the active period of a project, changing conditions may require that the original project agreement be modified. If both parties consent to altering the project in some way, then a modification request (either activity or budget or both) must be completed. **All budget modification requests must be accompanied by an official letter on agency letterhead, signed and dated by the signatory official.**

Change in Personnel: The sub-grantee agrees to notify in writing, the MOHS of any change and the reason for the request of change in personnel, no later than the submission of the next claim of reimbursement.

Modification Request of the Grant: Some reasons for modifying the project agreement or contract might include:

- adding or deleting a performance goal
- increasing or decreasing the budgeted amount
- adding, deleting, or changing performance measures

Modifications are also executed to authorize a material change in other terms and conditions.

NOTE: Requests for modifications should be submitted for approval *before* the revision is implemented.

The sub-grantee will submit a copy of the Sub-grantee Budget Modification Request to the MOHS for review and approval. If the cost, complexity, or scope of work authorized in the grant must be revised after the project agreement is signed, then a written amendment must be executed to authorize the change.

The Program Manager will prepare the modification to the agreement and forward to the sub-grantee for signatures. If additional tasks or costs are authorized in the amendment, the sub-grantee must not begin work on the additional tasks or incur the additional costs until the amendment is fully executed and approved.

The sub-grantee must return the modification to the MOHS physical mailing address at: 1025 Northpark Drive Ridgeland, MS 39157. Effective date will not be issued until both parties have executed the modification.

When an amendment is needed, sufficient time should be allowed for proper review and execution. With sufficient advance planning and ongoing monitoring, Sub-grantees should have any amendments to a grant or Contract executed 60 days prior to the end of the grant. When a simple budget modification is needed, sufficient time (a minimum of two weeks) should be allowed for proper review and execution. Modifications must be signed by the parties who signed the original project agreement unless approval authority has been specifically retained or delegated to someone else in accordance with MOHS policy.

Modification Processing: A modification will follow the same approval processing procedures as the original agreement. The same signature authority that applies for the original agreement also applies for any modification to that agreement (see Appendix C, Signature Authority). As with the original project agreement, the modification becomes effective only when all signatures have been obtained. Sub-grantee is allowed two (2) modifications per year and if any modifications are submitted for processing, then the last modification (#2) should be processed through the MOHS office no later than July 31st. If any modifications are sent to be processed, the modification must be approved by the GR/Director of MOHS.

Note: MOHS Sub-Grantees are allowed (2) two budget modifications during the grant year. Budget Modifications will not be accepted until the 2nd quarter, unless approved by the MOHS Director.



Instructions to Complete

FY22

Sub-Grantee Forms



Sub-grantee Monthly Claim Submission:

Sub-grantees and performing agencies use a Breakdown of Enforcement Monthly Expenditures or Breakdown of PI& E/State Agency Monthly Expenditures to bill the MOHS for costs incurred under the terms of Project Agreements and Contracts. This section explains the requirements and procedures associated with the submission of each Breakdown of Expenditures (BOE). Submission of all breakdown of expenditure forms, monthly reports and supporting documentation should be emailed to:

Monthly Forms are due no later than the 10th working day of the following month.

Any Sub-grantee delinquent in submitting monthly reports, or incomplete progress reports that lack sufficient detail of progress during the period in question, will be subject to having submitted reimbursement requests delayed. Once completed reports are received, reimbursement requests will be processed.

Reimbursement Conditions: Reimbursement of costs under a MOHS grant is **contingent** upon the following conditions:

- The availability of appropriated funds.
- Actual costs having been incurred (that is, services provided, hours worked, etc.) in accordance with the approved grant agreement and associated budget.
- Compliance with applicable cost principles referenced in the Grant Agreement.

Documentation: The MOHS requires the Sub-grantee to submit complete documentation for claims with each BOE submitted. Source documents include time sheets, invoices and other records of costs incurred. The BOE must be completed in its entirety.

Advances Prohibited: Payment will **not** be made before costs are incurred. All grant funds are reimbursed funds.

Submission: Sub-grantee's claim reimbursement shall be submitted using a BOE each month. BOE must be accompanied by a sub-grantee monthly report as specified in the Grant Agreement.

Obtaining Claim Forms: All other required reporting forms, i.e. Individual Officers Report, STEP form, sub-grantee monthly reports, etc. are included in the implementation packet distributed.

Missing or insufficient Documentation: Reimbursement claims submitted to the MOHS with missing or insufficient documentation will be returned to the sub-grantee notifying agency of missing or inaccurate information.

The sub-grantee and all authorized persons listed for the sub-grant will be notified, via email, that the reimbursement claim has missing and/or insufficient documentation to rework and resubmit to MOHS email. If any adjustments are made to the BOE a copy of the adjusted will be sent to the sub-grantee reflecting the changes.

Undocumented items removed from a BOE will be eligible for payment throughout the grant period pending resubmission with proper documentation.

Authorized Signatures: The following individuals are authorized to sign:

- Breakdown of Sub-grantee Monthly Expenditure – Mayor, Board President, Commissioner, Secondary Signatory Official (must be on file prior to processing reimbursement)
- Breakdown of Sub-grantee Public Information and Education Monthly Expenditure- Director, CEO, Secondary Signatory Official (must be on file prior to processing reimbursement)
- Individual Officer Report (IOR) – Direct Supervisor of the Individual Officer or designee.
- Special Traffic Enforcement Program (STEP): Supervisor of officer over detail. If Supervisor worked detail, their supervisor must sign the STEP detail. (Cannot sign as supervisor of own hours.) If Chief or Sheriff worked detail, the STEP form must be signed by Mayor, Board President or the Secondary Signatory Official Appointed to sign the Chief or Sheriff's STEP form.

Checklist for submitting the FY22 Monthly Reimbursements:

- ___ **(1) Salaries**
 - A. Breakdown of Enforcement Monthly Expenditures
 - OR**
 - B. Breakdown of Public Information and Education/State Agency Monthly Expenditures (If Applicable)
 - C. Check Register or Payroll Checks
 - D. Time Sheets

- ___ **(2) Activity**
 - A. Monthly Grant Funded Activity Form
 - B. Agency-Wide Traffic Safety Statistics Form
 - C. Individual Officer Report
 - D. STEP Report (Overtime Enforcement Officer)
 - E. Monthly Report Summary (PI&E only)
 - F. Time and Attendance Activity Report (PI&E only)

- ___ **(3) Contractual Services:** Any Documentation Needed to Justify Purchases

- ___ **(4) Travel**
 - A. Travel Voucher
 - B. Any Documentation Needed to Justify Purchases

- ___ **(5) Equipment**
 - A. Property Inventory Control List
 - B. Any Documentation Needed to Justify Purchases

- ___ **(6) Commodities:** Any Documentation Needed to Justify Purchases

- ___ **(7) Indirect Costs:** All Numbers verified.

- ___ **(8) Check all forms for Signature:**
 - A. Breakdown of Enforcement Monthly Expenditures
 - B. Breakdown of Public Information and Education/State Agency Monthly Expenditures (If Applicable)
 - C. Individual Officer Report
 - D. STEP Report
 - E. Time and Attendance Activity Report (PI&E only)
 - F. Travel Voucher
 - G. Time Sheets

****Always refer to your Agreement for each claim submitted for reimbursement to verify that the claim for reimbursement is allowable. Also, check for activity/stats when processing salary/wages.**

FY22 Breakdown of Enforcement Sub-Grantee Monthly Expenditures-Step by Step

This form must be filled out completely and signed in the designated place by the Authorized Signatory Official or Designated Secondary Signatory Official. All cells that are in **BLUE** contain a formula.

Chart 1. MS OFFICE OF HIGHWAY SAFETY

FY22 Breakdown of Enforcement Sub-Grantee Monthly Expenditures

Agency Name:	1		
Sub-Grantee #:	2		
Month/Year of Claim:	3	Is this the Final Claim?	4
Name/Telephone/Email of Person Reporting	5		

	A	B	C	D	E
Chart 2	6. Grant Award Amount	7. Cumulative Expenditures Thru Last Report	8. Reimb. Amount Requested	9. Match Amount	10. Cumulative To Date
	(same each month)	(E of previous month)		(required if applicable)	(B + C + D)
Salaries	6.A		\$0.00		\$0.00
Contractual Services	6.B				\$0.00
Travel	6.C				\$0.00
Equipment	6.D				\$0.00
Commodities:	6.E				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Chart 3. Personnel Services - Salaries 11.

Individual Officer	Officer's Name	Regular Rate of Pay	# of Hours	Total Amount of Pay	
11A		11B	11C	11D	
		\$0.00	0	\$0.00	Total Full-Time
				\$0.00	11E

Over Time	Officer's Name	Regular Rate of Pay	Rate of Pay to Reimburse	# of Hours	Total Amount of Pay
Chart 4. 12A		12B	12C	12D	12E
		\$0.00	\$0.00	0	\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

				\$0.00
				\$0.00
13				\$0.00

Total Amount of Overtime **12 F**

Chart 5

Total Amount of All Salaries

12.G

Contractual Services 14

Description	Quantity	Cost	Total
14A	14B	14C	14D
			\$0.00
			\$0.00

Chart 6

Total Amount of Contractual Serv.

14E

Travel 15.

Name of Employee	Activity	Amount	Total
15A	15B	15C	15D
			\$0.00
			\$0.00

Chart 7

Total Amount of Travel

15E

Equipment 16.

Description	Quantity	Cost	Total
16A	16B	16C	16D
			\$0.00
			\$0.00

Chart 8

Total Amount of Equipment

16E

Commodities 17

Description	Quantity	Cost	Total
17A	17B	17C	17D
			\$0.00
			\$0.00

Total Amount of Commodities

17E

I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

18. Auth. Signatory
Official: _____

19. Date: _____

Breakdown of Enforcement Sub-Grantee Monthly Expenditures-Step by Step

Chart 1

- | | |
|--|--|
| 1 Agency Name: | The Name of the Agency |
| 2 Sub-Grantee # : | Agencies Sub-grantee number on Grant Agreement |
| 3 Month/Year/of Claim: | The month and year of the claim |
| 4 Is this the Final Claim: | If this is your final claim “Yes” or “No” |
| 5 Name/Telephone/Email:
of Person Reporting | Name, telephone number and email address of person filling out this form |

Chart 2

The last row of this chart (Total) is **BLUE with a Formula**. The row is the total for each of the Columns A – E and total will be calculated as information input into the charts below.

- | | |
|---|---|
| 6 Column A
Grant Award Amount | This is the total amount of each line on the Grant Agreement. This amount will be the same each month (Unless a Budget Modification). If no amount is allocated for a particular line, just leave that cell blank

a. Total Amount of Salaries on the Grant Agreement
b. Total Amount of Contractual Services on the Grant Agreement
c. Total Amount of Travel on the Grant Agreement
d. Total Amount of Equipment on the Grant Agreement
e. Total Amount of Commodities on the Grant Agreement |
| 7 Column B
Cumulative Expenditures
Thru Last Report | Cumulative Amount Reimbursed To-Date. Amount will be \$0.00 for the October worksheet and for all other months this amount will be the “Cumulative To Date” from the previous month (Column E from the previous worksheet) |
| 8 Column C
Reimb. Amount Requested | Column is in <u>BLUE with a Formula</u> . This is the Federal Amount that is being requested to be reimbursed for each line item. |
| 9 Column D
Match Amount | Any match claimed for this month will need to be inserted into column on the appropriate row. Do not input any of the Match Amounts into the charts below. All Match should be entered into this column ONLY. |
| 10 Column E
Cumulative To Date | Column is in <u>BLUE with a Formula</u> . Cumulative Amount Requested To-Date. These amounts will calculate from Columns B, C and D. |

Chart 3

- | | | |
|-------------|------------------------|--|
| 11 Salaries | a. Officer’s Name | Individual Officer requesting reimbursement. Name should match the name on check stub and/or pay Register. |
| | b. Regular Rate of Pay | Regular rate of pay to reimburse. Pay rate is what the agency pays the individual officer. |
| | c. # of Hours | Number of Hours to be reimbursed at Regular Pay Rate |
| | d. Total Amount of Pay | Column is in <u>BLUE with a Formula</u> . Total amount being requested for each Officer. Amounts will |

calculate from the Rate of Pay and # of Hours entered.

e. Total Individual Column is in **BLUE with a Formula**. Total for all Individual Officers. Calculated amount from Total Amount of Pay.

Chart 4

12 Over Time

- a. Officer's Name Name of Officer requesting reimbursement. Name should match the name on the check stub and/or pay register.
- b. Regular Rate of Pay Regular rate of pay for this Officer. This box is a requirement.
- c. Rate of Pay to Reimburse Rate of pay requested for time worked. Either the regular rate or the overtime rate should be entered.
- d. # of Hours Number of Hours to be reimbursed at Rate of Pay.
- e. Total Amount of Pay Column is in **BLUE with a Formula**. Total amount being requested for each Officer. Amounts will calculate from Rate of Pay and # of Hours entered.
- f. Total Over-Time Column is in **BLUE with a Formula**. Total for all Over-Time Officers. Calculated amount from Total Amount of Pay
- g. Total Amount of All Salaries Column is in **BLUE with a Formula**. Total for all salaries requested. Calculated amount from previous Total column.

13 Last line of Officer Names If more Officers working overtime than there are lines, fill out the Over Time Continuation Form. Fill out the same as Over Time:

Overtime: Officers Name	Regular Rate of Pay	Rate of Pay to Reimburse	# of Hours	Total Amount of Pay
	\$0.00	\$0.00	0	\$0.00

This figure should be included in the Total Amount of Overtime (12 F). Print out the Over Time Continuation form and attach to the Breakdown of Enforcement Sub-Grantee Monthly Expenditures form to send in for reimbursement.

Chart 5

14 Contractual Services

- a. Description Description of service for reimbursement.
- b. Quantity Number of services for reimbursement.
- c. Cost Price per service.
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each Contractual Service. Calculated amount from Quantity and Cost
- e. Total Amount of Contractual Serv. Column is in **BLUE with a Formula**. Total for all Contractual Services. Calculated amount from previous Total column.

Chart 6

15 Travel

- a. Name of Employee Name of employee requesting reimbursement
- b. Activity Description of activity for reimbursement (conference, training, presentation, etc.)

- c. Amount Total of Travel Reimbursement Form submitted for this Activity
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each Travel Form.
- e. Total Amount of Travel Column is in **BLUE with a Formula**. Total for all Travel. Calculated amount from previous Total column.

Chart 7

16 Equipment

- a. Description Name of equipment.
- b. Quantity How many pieces of equipment is requested for reimbursement.
- c. Cost Price per piece of equipment
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each line of equipment. Calculated amount from Quantity and Cost.
- e. Total Amount of Equipment Column is in **BLUE with a Formula**. Total for all Equipment. Calculated amount from previous Total column .

Chart 8

17 Commodities

- a. Description Name of commodities.
- b. Quantity How many pieces of commodities is requested for reimbursement.
- c. Cost Price per Commodity
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each Commodity. Calculated amount from Quantity and Cost.
- e. Total Amount of Commodities Column is in **BLUE with a Formula**. Total for all Commodities. Calculated amount from previous Total column.

18 Auth. Signatory Official

Must be signed by the Signatory Official or Secondary Signatory Official. Secondary Signatory Official Forms **must** be on file.

19 Date

Date signatory official or secondary signatory official signed.

FY22 Breakdown of PI&E/State Agencies Sub-Grantee Monthly Expenditures Step by Step

This form must be filled out completely and signed in the designated place by the Authorized Signatory Official or Designated Secondary Signatory Official. All cells that are in **BLUE** contain a formula

Chart 1. MS OFFICE OF HIGHWAY SAFETY

FY22 Breakdown of PI&E/State Agencies Sub-Grantee Monthly Expenditures

Agency Name:	1		
Sub-Grantee #:	2		
Month/Year of Claim:	3	Is this the Final Claim?	4
Name/Telephone/Email of Person Reporting	5		

	A	B	C	D	E
Chart 2	6. Grant Award Amount	7. Cumulative Expenditures Thru Last Report	8. Reimb. Amount Requested	9. Match Amount	10. Cumulative To Date
	(same each month)	(E of previous month)		(required if applicable)	(B + C + D)
Salaries	6.A	\$0.00	\$0.00		\$0.00
Fringe	6.B	\$0.00	\$0.00		\$0.00
Contractual Services	6.C	\$0.00	\$0.00		\$0.00
Travel	6.D	\$0.00	\$0.00		\$0.00
Equipment	6.E	\$0.00	\$0.00		\$0.00
Commodities:	6.F	\$0.00	\$0.00		\$0.00
Indirect Cost	6.G.	\$0.00	\$0.00		\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Chart 3. Personnel Services - Salaries 11.

	Employee Name	Salary Amount	% of Salary to Reimburse	Total Amount of Pay
Salaries	11A	11B	11C	11D
	2			\$0.00
	3			\$0.00
	4			\$0.00
	5			\$0.00
	6			\$0.00

7			\$0.00
8			\$0.00
9			\$0.00
10			\$0.00

Chart 4

Hourly

Employee Name	Hourly / Site Amount	# of Hours / Sites	Total Amount of Pay
12A	12B	12C	12D
2	\$0.00	0.00	\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00

Total Amount of Salaries to Reimb

12E

Fringe

Salary

Chart 5

Employee Name (insert correct %)	FICA	Retirement	Workman's Comp
	7.65%	15.75%	0.00%
13A	13B	13C	13D
2	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Chart 6

Employee Name (insert correct %)	Unemployment 0.00%	(base rate or salary rate)	Health Insurance 0.00	Life Insurance 0.00
14A	14B		14C	14D
2	\$0.00		\$0.00	\$0.00
3	\$0.00		\$0.00	\$0.00
4	\$0.00		\$0.00	\$0.00
5	\$0.00		\$0.00	\$0.00
6	\$0.00		\$0.00	\$0.00
7	\$0.00		\$0.00	\$0.00
8	\$0.00		\$0.00	\$0.00
9	\$0.00		\$0.00	\$0.00
10	\$0.00		\$0.00	\$0.00
	\$0.00		\$0.00	\$0.00
		Total Salary Fringe		\$0.00

Hourly Chart 7

Employee Name (insert correct %)	FICA 7.65%	Retirement 15.75%	Workman's Comp 0.00%
15A	15B	15C	15D
2	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Chart 8

Employee Name (insert correct %)	Unemployment 0.00%	(base rate or salary rate)	Health Insurance \$0.00	Life Insurance \$0.00
			0.00%	0.00%

			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	18E

Total Amount of Travel

Equipment

Chart 11

Description	Quantity	Cost	Total	
19A	19B	19C	19D	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	

Total Amount of Equipment

19E

Commodities

Chart 12

Description	Quantity	Cost	Total	
20A	20B	20C	20D	
			\$0.00	
			\$0.00	
	0	\$0.00	\$0.00	
	0	\$0.00	\$0.00	
			\$0.00	

Total Amount of Commodities

20E

**Indirect
Cost
Chart 13**

Description	Amount	Total	Indirect Cost %	Total Amount of Indirect Cost
Salaries	21A			
Fringe				
Contractual Services				
Travel				
Equipment				
Commodities				
Any Amount Subtracted(neg amt)		21B	21C	21D

I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

Auth.SignatoryOfficial: **22**

Date:**23**_____

Breakdown of PI&E/State Agencies Sub-Grantee Monthly Expenditures Step by Step

Chart 1

- 1 Agency Name: The Name of the Agency
- 2 Sub-Grantee #: Agencies Sub-grantee number on Grant Agreement
- 3 Month/Year/of Claim: The month and year of the claim
- 4 Is this the Final Claim: If this is your final claim “Yes” or “No”
- 5 Name/Telephone/Email: Name, telephone number and email address of person filling out this form of Person Reporting

The last row of this chart (Total) is **BLUE with a Formula**. The row is the total for each of the Columns A – E and total will be calculated as information in input into the charts below.

- 6 Column A Grant Award Amount This is the total amount of each line on the Grant Agreement. This amount will be the same each month (Unless a Budget Modification). If no amount is allocated for a particular line, just leave that cell blank
 - a. Total Amount of Salaries on the Grant Agreement
 - b. Total Amount of Fringe on the Grant Agreement
 - c. Total Amount of Contractual Services on the Grant Agreement
 - d. Total Amount of Travel on the Grant Agreement
 - e. Total Amount of Equipment on the Grant Agreement
 - f. Total Amount of Commodities on the Grant Agreement
 - g. Total Amount of Indirect Cost on the Grant Agreement
- 7 Column B Cumulative Expenditures Thru Last Report Cumulative Amount Reimbursed To-Date. Amount will be \$0.00 for the October worksheet and for all other months, the amount will be the “Cumulative To Date” from the previous month (Column E from the previous worksheet).

- 8 Column C Reimb. Amount Requested Column is in **BLUE with a Formula**. This is the Federal Amount that is being requested to be reimbursed for each line item.
- 9 Column D Match Amount Match claimed for the month will be inserted into the column on the appropriate row. Do not input any of the Match Amounts into the charts below. All Match should be entered into this column Only.
- 10 Column E Cumulative To Date Column is in **BLUE with a Formula**. Cumulative Amount Requested To-Date. Amounts will be calculated from Columns B, C and D.

Chart 3

11 Salaries

- a. Employee Name Employee requesting reimbursement. Name should match the name on the check stub and/or pay register.
- b. Salary Amount Salary amount for the Employee.
- c. % of Salary to Reimburse Percentage (%) requested for reimbursement.
- d. Total Amount of Pay Column is in **BLUE with a Formula**. The line will automatically total. Total amount being requested for each Employee. Amounts will calculate from the Salary and % of Salary entered

Chart 4

12 Hourly

- a. Employee Name Employee requesting reimbursement Name should match the name on the check stub and/or pay register.
- b. Hourly / Site Pay Regular rate of pay for the Employee.
- c. # of Hours / Sites Number of Hours to be reimbursed.
- d. Total Amount of Pay Column is in **BLUE with a Formula**. Line will automatically total. Total amount being requested for each Employee. Amounts will calculate from the Hourly/Site Amount and # of Hours/Sites entered.
- e. Total of Salaries Column is in **BLUE with a Formula**. Column will automatically total. Total for all Salary and Hourly Employees. Line will be the calculated total of all Total Amount of Pay.

Chart 5

13 Fringe (Salary)

- a. Employee Name Column is in **BLUE with a Formula**. Employee names will be pulled from the Salary Employee Name list above.
- b. FICA
- i. Enter the % of your FICA approved in agreement.
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Column will automatically total for you. 7.65 % has been entered. If the % is any

- different, change the cell. Amount will be calculated from Total Amount of Pay.
- c. Retirement/Med
 - i. Enter the % of the Retirement/Med
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Column will automatically total. 17.40% has been entered. If % is any different, change this cell. Amount will be calculated from Total Amount
 - d. Workman's Comp
 - i. Enter the % of Workman's Comp.
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Amount will be calculated from Total Amount of Pay.

Chart 6

14 Fringe (Salary)

- a. Employee Name Column is in **BLUE with a Formula**. Employee names will be pulled from the Salary Employee Name list above.
- b. Unemployment
 - i. Enter the % of Unemployment
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Column will automatically total. The amount will be calculated from Total Amount of Pay.
- c. Health Insurance
 - i. Enter the Base Rate or Salary Amount that Insurance is calculated from.
 - ii. Enter the % of Insurance that is paid by Employer
 - iii. Column is in **BLUE with a Formula** except for the box for the % to be entered. The amount will be calculated from Total Amount of Pay.
- d. Life Insurance
 - i. Enter the Base Rate or Salary Amount for Insurance.
 - ii. Enter the % of Insurance that is paid by Employer
 - iii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Amount will be calculated from Total Amount of Pay

Chart 7

15 Fringe (Hourly)

- a. Employee Name Column is in **BLUE with a Formula**. Employee names will be pulled from the Salary Employee Name list above.
- b. FICA
 - i. Enter the % of your FICA approved in agreement.
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Column will automatically total for you.

- 7.65 % has been entered. If the % is any different, change the cell. Amount will be calculated from Total Amount of Pay.
- c. Retirement/Med
 - i. Enter the % of the Retirement/Med
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Column will automatically total. 17.40% has been entered. If % is any different, change this cell. Amount will be calculated from Total Amount
 - d. Workman's Comp
 - i. Enter the % of Workman's Comp.
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Amount will be calculated from Total Amount of Pay.

Chart 8

16 Fringe (Hourly)

- a. Employee Name Column is in **BLUE with a Formula**. Employee names will be pulled from the Salary Employee Name list above.
- b. Unemployment
 - i. Enter the % of Unemployment
 - ii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Column will automatically total. The amount will be calculated from Total Amount of Pay.
- c. Health Insurance
 - i. Enter the Base Rate or Salary Amount that Insurance is calculated from.
 - ii. Enter the % of Insurance that is paid by Employer
 - iii. Column is in **BLUE with a Formula** except for the box for the % to be entered. The amount will be calculated from Total Amount of Pay.
- d. Life Insurance
 - i. Enter the Base Rate or Salary Amount for Insurance.
 - ii. Enter the % of Insurance that is paid by Employer
 - iii. Column is in **BLUE with a Formula** except for the box for the % to be entered. Amount will be calculated from Total Amount of Pay

Chart 9

17 Contractual Services

- a. Description Description of service for reimbursement.
- b. Quantity Number of services for reimbursement.
- c. Cost Price per service.
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each Contractual Service. Calculated amount from Quantity and Cost

e. Total Amount of Contractual Serv. Column is in **BLUE with a Formula**. Total for all Contractual Services. Calculated amount from previous Total column.

Chart 10

18 Travel

- a. Name of Employee Name of employee requesting reimbursement.
- b. Activity Description of activity for reimbursement (conference, training, presentation, etc.)
- c. Amount Total of Travel Reimbursement Form submitted for this Activity.
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each Travel Form.
- e. Total Amount of Travel Column is in **BLUE with a Formula**. Total for all Travel. Calculated amount from previous Total column.

Chart 11

19 Equipment

- a. Description Name of equipment.
- b. Quantity How many pieces of equipment is requested for reimbursement.
- c. Cost Price per piece of equipment
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each line of equipment. Calculated amount from Quantity and Cost.
- e. Total Amount of Equipment Column is in **BLUE with a Formula**. Total for all Equipment. Calculated amount from previous Total column .

Chart 12

20 Commodities

- a. Description Name of commodities.
- b. Quantity How many pieces of commodities is requested for reimbursement.
- c. Cost Price per Commodity
- d. Total Column is in **BLUE with a Formula**. Total amount being requested for each Commodity. Calculated amount from Quantity and Cost.
- e. Total Amount of Commodities Column is in **BLUE with a Formula**. Total for all Commodities. Calculated amount from previous Total column.

Chart 13

21 Indirect Cost

- a. Amount Amount of each budget category that the Indirect Cost will be calculated.
- b. Total Total for all budget categories for Indirect Cost. Column is in **BLUE with a Formula**. Column is totaled and amount will be calculated from previous column
- c. Indirect Cost % Insert agencies approved Indirect Cost % percentage.
- d. Total Amount of Total of Indirect Cost to be reimbursed. Column is in **BLUE with a Formula**. Column is totaled and amount will be calculated by multiplying the Total * Indirect Cost Rate

- 22 Auth. Signatory Official Must be signed by the Signatory Official or Secondary Signatory Official. Secondary Signatory Official Forms **must** be on file.
- 23 Date Date signatory official or secondary signatory official signed.

FY22 Monthly Federal Funds Enforcement Activity Sheet-154/405(d)/402-OP/PTS Grants

To be completed for citations written utilizing federal funds only, not to include departmental citations paid with agency funds. Information can be compiled using the Individual Officer Report (IOR) and your STEP reporting form claimed for reimbursement. The Activity sheet should be completed and submitted with the monthly cost reporting worksheets. A total for each month should be documented and should be included with the Monthly Report. Document should be based on citations written utilizing federal funds only.

All forms should be reviewed for completion and signature of supervisors. (If Applicable)

MS Office of Highway Safety

FY22 Monthly Grant Funds Enforcement Activity (Grant Funded Only)

Reporting Agency: **1** _____

Grant Number: **2**

	October	November	December	January	February	March	April	May	June	July	August	Sept.	TOTAL
# Hours Worked at Checkpoints	3												0
# Hours Worked Full Time													0
# Hours Worked Overtime													0
# of Vehicles Stopped													0
# of Checkpoints													0
# of Saturation Patrols													0
DUI Arrest (Alcohol)													0
DUI Other (Drugs)													0
# DRE Evaluations by Certified DRE													0
DUI Assist to Others													0
Minor in Possession													0
Child Endangerment-DUI													0
Seatbelt Citations													0
Child Restraint Citations													0
Speeding													0
No Insurance													0
No Driver's License													0
Suspended D.L.													0

FY22 Agency Wide Traffic Safety Statistics Report-154/405(d)/402-OP/PTS Grants

The statistics report is used to record the total citations and activity for the Entire Department using both local and federal funds for the month. This sheet should be completed and submitted with your monthly report. All forms should be reviewed for completion.

MS Office of Highway Safety

FY22 Monthly Agency-Wide Traffic Safety Statistics

Reporting Agency: 1 _____

Grant Number: 2 _____

Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Federal funds should be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.

Please List ALL citations/activity from your Entire Department. Both Grant Funded and Non Grant Funded.

	October	November	December	January	February	March	April	May	June	July	August	Sept.	TOTAL
DUI Arrest (Alcohol)	3												4
DUI Other (Drugs)													0
Seatbelt Citations													0
Child Restraint Citations													0
Speeding													0
													0
													0
													0
													0
													0
													0
													0
													0
													0

This Report is required each month for reimbursement of Federal Funds.

Agency Wide Traffic Safety Statistics Report Step by Step-154/405(d)/402-OP/PTS Grants

1. Enter Name of Reporting Agency.
2. Enter Grant Number
3. For each reporting month, indicate citations/activities for the entire agency including grant funds and non-grant funds.
4. Please note once monthly numbers are entered, totals will populate.

FY22 Individual Officer's Report Step by Step

This form must be filled out completely and signed in the designated place by the Individual Officer and the Individual Officer's Supervisor. Cells that are in BLUE contain a formula. Activity on this report should be related to the project source and only numbers that were written during grant funded time.

FY22 MOHS Individual Officer's Report (Officer working enforcement at approximately 2080 hours)

Agency Name: **1** Officer Name **2**

Pay Period Start: **3**

Pay Period End: **4** Grant Number: **5**

6 Day	7 Date	Time	Hours Worked	# of Vehicles Stopped	Checkpoint	Saturation Patrol	DUI Arrests (Alcohol)	DUI Other (Drugs)	DRE Evaluation	DUI Assist to others	Minor In Possession	Child Endangerment	Seatbelt	Child Restraint	Speeding	No Insurance	No D.L.	Suspended D.L.	Reckless/Careless Driving	Drug Arrest	Felony Arrest	Fugitives Apprehended	Written Warnings	
		IN 8																						OUT 9
			10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Please provide a detailed, written narrative of any time claimed on the IOR not specifically spent towards enforcement activities such as DUI and grant reimbursement paperwork.																								
32 TOTAL FOR DETAIL			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

Individual Officer's Signature: **33** _____ Supervisor Signature: **34** _____

Directions: For any time claimed for reimbursement using NHTSA Federal Funds this activity report must be filled out by the requesting agency. This compliance is mandated by the MS Office of Highway Safety and the National Highway Traffic Safety Administration. Failure to report time expenditures using this form may disqualify an agency for reimbursement. Support documentation of copy of check or payroll registry of the officer working the detail is also required. **Activity must be related to program source (i.e. 154 Alcohol, 405D Alcohol and Drug, 402 Occupant Protection, 402 Police Traffic Services).**

Individual Officer's Report Step by Step

- | | |
|---------------------|--|
| 1. Agency Name | Name of the Agency |
| 2. Officer's Name | Name of Officer requesting reimbursement. Name should match the name on the check stub and/or pay register |
| 3. Pay Period Start | Start date of payroll covering the timeframe of grant funded activity |
| 4. Pay Period End | End date of payroll covering the timeframe of grant funded activity |
| 5. Grant # | Sub-grantee number on the Grant Agreement |

6. Day	Day of week (one shift per row)
7. Date	Date (one shift per row)
8. Time IN	Time the shift started for grant funded activity
9. Time OUT	Time the shift ended for grant funded activity
10. Hours Worked	Number of hours requesting reimbursement
11. # of Vehicles Stopped	Number of Vehicles stopped
12. Checkpoints	Check this box if worked on checkpoints during this shift
13. Saturation Patrol	Check this box if worked on saturation patrols during this shift
14. DUI Arrests (Alcohol)	Number of DUI Arrest (Alcohol) for this shift
15. DUI Other (Drugs)	Number of DUI Other (Drugs) for this shift
16. DRE Evaluations	Number of DRE Evaluations for this shift
17. DUI Assist to Others	Number of DUI Assist to Others for this shift
18. Minor in Possession	Number of Minor in Possession arrest for this shift
19. Child Endangerment	Number of Child Endangerment charges for this shift
20. Seatbelt	Number of Seatbelt citations for this shift
21. Child Restraint	Number of Child Restraint citations for this shift
22. Speeding	Number of Speeding citations for this shift
23. No Insurance	Number of No Insurance citations for this shift
24. No D.L.	Number of No Driver's License citations for this shift
25. Suspended D.L.	Number of Suspended Driver's License citations for this shift
26. Reckless/Careless Driving	Number of Reckless/Careless Driving citations for this shift
27. Drug Arrest	Number of Drug Arrest for this shift
28. Felony Arrest	Number of Drug Arrest for this shift
29. Fugitives Apprehended	Number of Fugitives Apprehended for this shift
30. Written Warnings	Number of Written Warnings written for this shift
31. Narrative	Detailed narrative of any time claimed not toward enforcement activity such as grant related paperwork for reimbursement or court.
32. Total for Detail	This line is BLUE and will calculate automatically.
33. Individual Officer's Signature	Individual Officer Signature
34. Supervisor's Signature	Individual Officer Supervisor's Signature

FY22 Special Traffic Enforcement Program (STEP) Detail Report Step by Step

This form must be filled out completely and signed in the designated place by the Officer and the Officer's Supervisor. All cells that are in BLUE contain a formula. All activity on this report should be related to the project source and only numbers that were written during grant funded time.

Grant activity conducted by a Chief or Sheriff on a STEP form must be signed by the Mayor or Board President as the supervisor. The Mayor or Board President may designate a secondary official to sign the STEP form in their absence and/or behalf of the signatory official.

FY22 Special Traffic Enforcement Program (STEP) Detail Report (for claiming overtime)
(Officer working Overtime Enforcement Only)

Agency Name: **1**

Grant Number:

2 Checkpoint

3 Saturation Patrol

Date of Overtime: **4** _____

Pay Period Start: **5** _____

Pay Period End: **6** _____

Name of Law Enforcement	TIME		Hours Worked	# of Vehicles Stopped	DUI Arrests (Alcohol)	DUI Other (Drug)	DRE Evaluations	DUI Assist to Others	Minor in Possession	Child Endangerment	Seatbelt	Child Restraint	Speeding	No Insurance	No D.L.	Suspended D.L.	Reckless / Careless	Drug Arrests	Felony Arrests	Fugitives Apprehended	Written Warnings
	IN	OUT																			
Name		8																			
Signature	9		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Name																					
Signature																					
Name																					
Signature																					
Name																					
Signature																					
Name																					
Signature																					
TOTAL FOR DETAIL	29		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

Supervisor Signature: **30** _____

Directions: For overtime claimed for reimbursement using NHTSA Federal Funds, must be filled out by the requesting agency. This compliance is mandated by the MS Office of Highway Safety and the National Highway Traffic Safety Administration. Failure to report overtime expenditures using this form may disqualify an agency for reimbursement. Required support documentation, must include copy of check or payroll registry for the officer(s) working the project detail. **Activity must be related to Program Source (i.e. 154 Alcohol, 405D Alcohol and Drug, 402 Occupant Protection, 402 Police Traffic Services).**

Special Traffic Enforcement Program (STEP) Detail Report Step by Step

- | | |
|----------------------------|---|
| 1. Agency Name | Name of the Agency and Grant Number (Sub-grantee number on the Grant Agreement) |
| 2. Checkpoint | Check box if checkpoints were worked during this shift |
| 3. Saturation Patrols | Check box if Saturation Patrols were worked during this shift |
| 4. Date of Overtime | Date of Shift |
| 5. Payroll Period Start | Start date of payroll covering the timeframe of grant funded activity |
| 6. Payroll Period End | End date of payroll covering the timeframe of grant funded activity |
| 7. Name of Law Enforcement | Name and signature of Officer requesting reimbursement. Name should match the name on the check stub and/or pay register. |
| 8. Time IN | Time shift started for grant funded activity |
| 9. Time OUT | Time shift ended for grant funded activity |
| 10. Hours Worked | Number of hours requesting reimbursement |
| 11. # of Vehicles Stopped | Number of Vehicles stopped |
| 12. DUI Arrests (Alcohol) | Number of DUI Arrest (Alcohol) for this shift |

- | | |
|-------------------------------|---|
| 13. DUI Other (Drugs) | Number of DUI Other (Drugs) for this shift |
| 14. DRE Evaluations | Number of DRE Evaluations for this shift |
| 15. DUI Assist to Others | Number of DUI Assist to Others for this shift |
| 16. Minor in Possession | Number of Minor in Possession arrest for this shift |
| 17. Child Endangerment | Number of Child Endangerment charges for this shift |
| 18. Seatbelt | Number of Seatbelt citations for this shift |
| 19. Child Restraint | Number of Child Restraint citations for this shift |
| 20. Speeding | Number of Speeding citations for this shift |
| 21. No Insurance | Number of No Insurance citations for this shift |
| 22. No D.L. | Number of No Driver's License citations for this shift |
| 23. Suspended D.L. | Number of Suspended Driver's License citations for this shift |
| 24. Reckless/Careless Driving | Number of Reckless/Careless Driving citations for this shift |
| 25. Drug Arrest | Number of Drug Arrest for this shift |
| 26. Felony Arrest | Number of Drug Arrest for this shift |
| 27. Fugitives Apprehended | Number of Fugitives Apprehended for this shift |
| 28. Written Warnings | Number of Written Warnings written for this shift |
| 29. Total for Detail | This line is BLUE and will calculate automatically |
| 30. Supervisor's Signature | Officer's Supervisor's Signature |

FY22 Public Information and Education Monthly Report Step by Step
(Grant Funded Activity Only)

This form must be filled out **completely.**

Sub-Grantee Name:	1
Sub-Grantee Number:	2

Grant Amount:	3
----------------------	----------

Monthly Expenditures	October	4
	November	4
	December	4
	January	4
	February	4
	March	4
	April	4
	May	4
	June	4
	July	4
August	4	
September	4	

Unobligated October:	\$0.00
Unobligated November:	\$0.00
Unobligated December:	\$0.00
Unobligated January:	\$0.00
Unobligated February:	\$0.00
Unobligated March:	\$0.00
Unobligated April:	\$0.00
Unobligated May:	\$0.00
Unobligated June:	\$0.00
Unobligated July:	\$0.00
Unobligated August:	\$0.00
Unobligated September:	\$0.00

Total	\$0.00
--------------	---------------

Total Unobligated	\$0.00
--------------------------	---------------

5 Performance Measures: Please describe Performance Measures and if Reached?

Overall Performance Measure #1:

Grant Performance Measure:

6 1st Quarter	
October	
November	
December	
Total	0

6 2nd Quarter	
January	
February	
March	
Total	0

6 3rd Quarter	
April	
May	
June	
Total	0

6 4th Quarter	
July	
August	
September	
Total	0

Grand Total:	0
---------------------	---

7 Overall Performance Measure #2

Grant Performance Measure:

8 1st Quarter	
October	
November	
December	
Total	0

8 2nd Quarter	
January	
February	
March	
Total	0

8 3rd Quarter	
April	
May	
June	

8 4th Quarter	
July	
August	
September	

Total	0
--------------	---

Total	0
--------------	---

Grand Total:	0
---------------------	---

9 Overall Performance Measure #3:

Grant Performance Measure:

10 1st Quarter	
October	
November	
December	
Total	0

10 2nd Quarter	
January	
February	
March	
Total	0

10 3rd Quarter	
April	
May	
June	
Total	0

10 4th Quarter	
July	
August	
September	
Total	0

Grand Total:	0
---------------------	---

Please describe any other related grant funded activities: 11

If Measures Not Met, Please Explain Why? 12

Public Information and Education Monthly Report Step by Step

1. Sub-Grantee Name:
2. Sub-Grantee Number:
3. Grant Amount:
4. Monthly Expenditure: Amount of each month agency has claimed.
5. Overall Performance Measure #1: Performance measure listed in the Agency Agreement
6. Grant Performance Measure: List each month total of achieved performance measure.
7. Overall Performance Measure #2: Performance measure listed in the Agency Agreement
8. Grant Performance Measure: List each month total of achieved performance measure.
9. Overall Performance Measure #3: Performance measure listed in the Agency Agreement
10. Grant Performance Measure: List each month total of achieved performance measure.
11. Description of grant funded activities for month
12. Description of any performance measures not met and why?

**FY22 Monthly Time/Activity Report for Project Support Staff Step by Step
(IOR Law Enforcement Activity Only)**

Name:	1	Month: 3	
Agency:	2		
Time In	Total Hours	Day	Principal Activities: Please provide a detailed description of grant funded activities.
Time Out		Date	
4	5	Monday	7
		6	
		Tuesday	
		Wednesday	
		Thursday	
	Friday		
	Saturday		
	Sunday		
Total Week:	0		
		Monday	
		Tuesday	

		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Total Week:	0		
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Total Week:	0		
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Total Week:	0		
Total Month Hours	0		

I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

Employee
Signature:

8

Supervisor
Signature:

9

Monthly Time/Activity Report for Project Support Staff Step by Step (IOR Law Enforcement Activity Only)

1. Enter officer name.
2. Enter agency name.
3. Enter month and year of activity.
4. Enter the time in and time out.
5. Enter the total hours worked. This should coincide with the time in and time out.
6. Enter exact date (month, day and year) of activities.
7. List principal grant related activities. All activities should be detailed explanations and descriptions.
8. Employee should sign (in blue ink) at the bottom of the form.
9. Supervisor should sign (in blue ink) at the bottom of the form.

FY22 Monthly Time/Activity Report for Project Support Staff Step by Step (Public Information and Education/State Agency)

Name:	1		Month: 3
Agency:	2		Funding Source: 4
Time In	Total Hours	Day	Principal Activities: Please provide a "daily" detailed description of grant funded activities.
Time Out		Date	
5	6	Monday	8
		7	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
	Sunday		
Total Week:	0		

		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Total Week:	0		
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Total Week:	0		
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	

		Sunday	
Total Week:	0		
Total Month Hours	0		

I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

Employee
Signature:

9

Supervisor
Signature:

10

Monthly Time/Activity Report for Project Support Staff Step by Step (Public Information and Education/State Agency)

1. Enter support staff name.
2. Enter agency name.
3. Enter month and year of activity.
4. Enter Funding Source.
5. Enter the time in and time out.
6. Enter the total hours worked. This should coincide with the time in and time out.
7. Enter exact date (month, day and year) of activities.
8. List principal grant related activities. All activities should be detailed explanations and descriptions.
9. Employee should sign (in blue ink) at the bottom of the form.
10. Supervisor should sign (in blue ink) at the bottom of the form.

FY22 MOHS Sub-Grantee Closeout Step by Step

Sub-Grantee: **1** _____ Sub-Grant No: **2** _____
 Grant Funding Source: **3** _____

In compliance with the requirements of MOHS Subgrantee Closeout Procedures and the terms and conditions of the Sub-grantee agreement, the following Closeout Authorization will serve as the closeout. Please attach a copy of the last/final worksheet to the Sub-Grantee Closeout form. **All grant reimbursements have been submitted to the MOHS for payment and no further costs will be requested after the date of this closeout.**

CLOSEOUT AUTHORIZATION

a Federal Amount

b Match Amount

Grant Award **4 & 5**

Authorized Expenditures **6 & 7**

Unexpended Balance **8 & 9**

This is to certify and authorize decreasing the obligation by the amount of the unexpended balance as shown.

Explanation/ Comments:

10 _____

GENERAL STATE OF COMPLIANCE

The Sub-Grantee further certifies that all other terms and conditions of said Sub-Grant agreement have been met.

IN WITNESS THEREOF, this certification of Sub-Grant Agreement Closeout has been executed this the **11A** day of **11B** 2022.

MOHS USE ONLY:

Administrative Closeout Date: _____

Program Manager: _____

DD/Director: _____

Reason Closed: _____

12 _____
Sub-Grantee Program Director

13 _____
Signatory Official

MOHS Sub-Grantee Closeout Step by Step

- 1. Sub-grantee
- 2. Sub-grantee Number
- 3. Grant Funding Source

Name of Sub-grantee
 Sub-grantee number on the Grant Agreement
 What is the funding source of this grant? (exp. 402 OP, 154 AL 405(b) OP, 405(d) ID, etc.)

CLOSEOUT AUTHORIZATION

- a. Federal Amount
- 4. Grant Award – total amount of grant award of federal funds
- 6. Authorized Expenditures – total amount of all federal expenditures
- 8. Unexpended Balance – total amount of unexpended federal funds
- b. Match Amount (If applicable)

- 5. Grant Award – total amount of grant award of match funds
- 7. Authorized Expenditures – total amount of all match expenditures
- 9. Unexpended Balance – total of unexpended match funds
Any comments on expended or unexpended funds
- 10. Explanation/Comments
- 11. GENERAL STATEMENT OF COMPLIANCE
 - a. ___ Date of the Month
 - b. ___ Month of Year
- 12. Sub-grant Program Director
Signature of Program Director
- 13. Signatory Official
Signature of Signatory Official; not secondary signatory official

FY22 MOHS

Additional

Forms



**Mississippi Office of Highway Safety
Designation of Secondary Signatory Official**

Pursuant to the MS Department of Public Safety's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as monthly financial cost reporting worksheets, the (agency/department name) 1. _____ has authorized and approved (print designated secondary signatory official name) 2. _____ to sign any/all forms related to this contract.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official.

Name: 3. _____ Title: 4. _____
(Designated Secondary Signatory Official)

Organization Name: 5. _____

Mailing Address: 6. _____

City: 7. _____ Zip Code: 8. _____

Telephone Number: () 9. _____ Cellular Number: () 10. _____

Email Address: 11. _____

Signature of Designated Secondary Signatory Official: 12. _____

Appointed by Authorizing Official: 13. _____ Date: 14. _____
(Mayor, Board President, Commissioner, Director) (Print Name)

Signature: 15. _____ Title: 16. _____
(Authorizing Official)

This form must be filled out completely and signed in the designated place by the Signatory Official.

- | | |
|--|--|
| 1. Name | Name of Agency/Dept. |
| 2. Name of Secondary | The Name of the Designated Secondary Official |
| 3. Name | Name of Designated Secondary Signatory Official |
| 4. Title | Title of the Designated Secondary Official |
| 5. Organization Name | Name of the Organization |
| 6. Mailing Address | Street Address |
| 7. City | City Name |
| 8. Zip Code | Zip Code of mailing address |
| 9. Telephone Number | Office telephone number |
| 10. Cellular Number | Cell phone number if you can be reached this way |
| 11. Email Address | Email Address, list all that apply |
| 12. Signature of Secondary | Signature of new Designated Secondary Signatory Official |
| 13. Appointed by Authorizing Official (Mayor, Board President, Commissioner, Director) | Printed name of Authorizing Signatory Official |
| 14. Date | Date of Signature |
| 15. Signature | Signature of Authorizing Official |
| 16. Title | Title of Authorizing Official |

FY22 SALARY OFFICERS EXPLANATION

Agency: 1. _____

Officer: 2. _____

Annual Salary: 3.

Basis: _____ Hour Work Week @ _____ weeks per year.

$$\frac{\text{_____}}{\text{(Hr. Work Week)}} \times \frac{\text{_____}}{\text{(#weeks/year)}} = \frac{\text{_____}}{\text{(total number of hours)}}$$

Annual Salary divided by total number hours = Regular Rate of Pay per Hour 4.

$$\frac{\text{_____}}{\text{(Annual Salary)}} / \frac{\text{_____}}{\text{(Total Number of hours)}} = \frac{\text{_____}}{\text{(Regular Rate of Pay Per Hour)}}$$

Pay Schedule: _____ = _____ 5.
(Bi-Monthly, Monthly) (Pay Checks per year)

NOTES: (Any additional information) 6.

***Please include time sheets as support documentation.**

Salary Officers Explanation Step by Step

1. Agency Name
2. Officer Name
3. Annual Salary for Officer
4. Annual Salary for Officer
5. Pay Schedule for Officer
6. Notes of additional information explaining salary for officer.

Travel Voucher

Travel Voucher Step by Step

(This form consists of three pages)

Form 13.20.10 Revised 01/2020	TRAVEL VOUCHER					Check One:	
	State of Mississippi: 1					Employee	<input type="checkbox"/>
	(Agency or Institution)					Contract Worker	<input type="checkbox"/>
	Employee SSN (Last 4):			PIN/WIN:		Board Member	<input type="checkbox"/>
	Please Note: Employee SSN is optional. Only utilize if requested by agency.					Trip Optimizer Attached	
	Name: 2			PID#:		Yes	<input type="checkbox"/>
	Address: 3					No	<input type="checkbox"/>
						Reason Why Trip Optimizer <i>is not</i> Attached	
	I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from						
	4		to 4		. The itemized statement follows.		
5	Check Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request	Per Diem in Lieu of Subsistence	7
	Prior to Trip Expenses (PTE) Request:					Taxable Meals	
	Lodging	Do Not Fill				Non-Taxable Meals	
	Public Carrier	Do Not Fill				Lodging	
	Registration	Do Not Fill				Registration	
	Payment Information (Traveler complete, if known)					Total Rental Cost	
	Trip #	Do Not Fill				Travel in Private Vehicle	
	Travel Voucher #	Do Not Fill				Travel in Rented Vehicle	
	SAAS Ag #	Do Not Fill				Travel in Public Carrier	
	SPAHRS Ag #	Do Not Fill				Other:	
	Fund #	Do Not Fill				Sub Total	
	Activity / Location	Do Not Fill				Less: Travel Advance	
	Org / Sub Org	Do Not Fill				Less: PTE Lodging	
	Rpt Category	Do Not Fill				Less: PTE Public Carrier	
6	Project / Sub Proj					Less: PTE Registration	
						Net Payment (Overpayment)	
Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.							
Traveler:					Title:		
	8					9	
Approved by:					Title:		
	8					9	
Verified by:					Title:		
	8					9	

Page 1

1. Enter agency name.
2. Enter employee name
3. Enter agency address.
4. Enter date travel began and date travel ended.
5. Indicate whether travel is in-state or out-of-state in the appropriate box.
6. Project Name (Grant Number)
7. Items listed in the column on the right side of the page will populate from the itemized statement of travel expense form on page 2.
8. Form should be signed by the person traveling. Enter title of traveler and date.
9. Form should be signed by supervisor. Enter title of supervisor and date.
10. Form should be signed by authorized agency official. Enter title and date.

Travel Voucher Step by Step

(This form consists of three pages)

Form 13.20.10											
Itemized Statement of Travel Expense			SPAHRs Ag #: Do Not Fill			Name: 1			PID#: Do Not Fill		
Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses	
										Item	Amount
Non-Taxable Meals											
2	3	4	5	6	6	6	7	8	9	10	
Total			11	11	11	11	11	11	11	11	
Taxable Meals											
Total											
Overall Total Miles Calculated											
Mileage Reimbursement Rate			0.575	(\$0.575 if no state vehicle available and less than 100 miles per day are to be traveled; \$0.17 if state vehicle is available)							
Total Mileage Dollar Amount-Non Taxable											

Page 2: Itemized Statement of Travel Expense

1. Enter employee name.
2. Enter date of travel.
3. Enter purpose of travel.
4. Enter points of travel (departure and return locations).
5. Enter exact miles, if applicable. Do not round any numbers.
6. Enter actual breakfast, lunch and/or dinner costs, if applicable.
7. Daily max (the total cost of meals; this amount should populate).
8. Enter allowable cost of daily meals. (Refer to travel line item in approved grant agreement.)
9. Enter hotel cost. (Refer to travel line item in approved grant agreement.)
10. Enter other authorized expenses; i.e. item: gratuity and the amount.
11. Total should populate with information.

This page should populate totals. If not, totals should be manually entered and transferred to page 1 in appropriate boxes.

Travel Voucher Step by Step
(This form consists of three pages)

Other Authorized Expenses Detail

Date	Expense	Amount
1	Public Carrier - Airfare	
2	Registration Fees	
3	Rental Vehicle	
4	Other Public Carrier (Bus, Taxi, Shuttle)	
5	Fuel for Rental Vehicle Only	
6	Tolls	
7	Parking	
8	Business Related Internet and Fax Services	
9	Tips (Total of ALL tips)	
10	Baggage Fees	
11	Business Related Postage	
12	Other (Hotel, Meals, Mileage)	
13	Total	\$0.00

Travel Card Expenses (PTE Expenses)

Date	Expense	Amount
Do Not Fill Out	Public Carrier - Airfare	
Do Not Fill Out	Baggage Fees	
Do Not Fill Out	Registration Fees	
Do Not Fill Out	Lodging (room only, no incidental expenses allowed)	
Do Not Fill Out	Rental Vehicle	
Do Not Fill Out	Other Public Carrier (Bus, Taxi, Shuttle)	
Do Not Fill Out	Fuel for Rental Vehicle Only	
Do Not Fill Out	Tolls	
Do Not Fill Out	Parking	
Do Not Fill Out	Business Related Internet and Fax Services	
Do Not Fill Out	Total	\$0.00

Enter date and any expense amounts for the following:

1. Public Carrier-airfare
2. Registration Fees
3. Rental Vehicle
4. Other Public Carrier
5. Fuel for Rental Vehicle Only
6. Tolls
7. Parking
8. Business Related Internet and Fax Services
9. Tips (total of All Tips)
10. Baggage Fees
11. Business Related Postage
12. Other (Hotel, Meals, Mileage)
13. Total

FY22 Sub-Grantee Budget Modification Request Step by Step

This form must be filled out **completely** and signed in the designated place by Signatory Official. This form CANNOT be signed by the Secondary Signatory Official

During the active period of a project, changing conditions may require that the original project agreement be modified. If both parties consent to altering the project in some way, then a modification request (either activity or budget or both) must be completed. **All budget modification requests must be accompanied by an official letter on agency letterhead, signed and dated by the signatory official.**

<p>MS OFFICE OF HIGHWAY SAFETY FY22 SUB-GRANTEE BUDGET MODIFICATION REQUEST SIGNATURE SHEET</p>
--

<p>1. Sub-grantee's Name</p> <p>Mailing Address:</p> <p>Telephone Number:</p> <p>FAX:</p> <p>E-Mail:</p>	<p>2. Requested Effective Date:</p> <hr/> <p>3. Sub-grant Number:</p> <hr/> <p>4. Modification Number:</p> <hr/> <p>5. Grant Identifier: (Funding Source and Year)</p> <hr/> <p>6. Beginning & Ending:</p>
---	---

7. The above sub-grant is hereby modified as follows:

Budget Category	Current Budget	Change		New Budget
		Federal	State/Local	
Personal Services-Salary				
Personal Services-Fringe				
Contractual Services				
Travel				
Equipment				
Commodities				
Indirect Costs				
TOTAL				

8. Except as hereby modified, all terms and conditions of the sub-grant remain unchanged.

SUB-GRANTEE ACCEPTANCE

9. Typed Name & Title of Authorized Sub-grantee Official: (Mayor/Board President)

10. Signature of Authorized Sub-grantee Official & Date:

Budget Modification Request Signatory Sheet – Numbers coincide with the numbers on the form

1. Sub-grantee's Name, Address & Phone No The Name of the Agency
Agencies mailing address, Phone number, Fax and Email
2. Requested Effective Date This needs to be the date that the agency is requesting that the Budget Modification takes effect
3. Sub-grant Number Agencies Sub-grantee number on the Grant Agreement
4. Modification Number What number modification is this? #1 or #2?
5. Grant Identifier (Funding Source and Year) What is the funding source of this grant? (exp. 402 OP, 154 AL 405(b) OP, 405(d) ID, etc.). What year? FY22
6. Beginning & Ending Date this grant began (Oct 1, 2021) and ends (Sept. 30, 2022)
7. The above Sub-grantee is hereby modified as follows:
 - Current Budget – Budget amounts of the current sub-grantee agreement.
List each Budget Amount for each line in the appropriate place
 - Change Federal –Additional or reduction amount that is being requesting for the Federal Amount of the Budget in each appropriate line, with the last line the total
Exp: to increase a line amount, it would be entered as a positive amount like +\$100.00
to decrease a line amount, it would be entered as a negative amount like -\$100.00)
 - Change State/Local –Additional or deduction amount that is being requesting for the Match Amount of the Budget in each appropriate line, with the last line the total
Exp: to increase a line amount, it would be entered as a positive amount like +\$100.00
to decrease a line amount, it would be entered as a negative amount like -\$100.00)
 - New Budget – Requested New Budget Amount being for each appropriate line, with the last line the total
This will be the Current Budget plus (+) or minus (-) the Change Amount
8. Except as hereby modified, all terms and conditions of the sub-grant remain unchanged No action needed
9. Typed Name and Title Of Authorized Sub-Grantee Official Type in the name and title of the Authorized Signatory Official
10. Signature of Authorized Sub-grantee Official Signature of Authorized Signatory Official
Date Signatory Official signed

FY22 Modification Request Cost Summary Support Sheet Step by Step

MS OFFICE OF HIGHWAY SAFETY FY22 MODIFICATION REQUEST COST SUMMARY SUPPORT SHEET

1. Applicant Agency:				Page 1A __ of __	
2. Sub-grant Number:		3. Grant ID:		4. Grant Beginning:	
5. Grant Ending:		6. Activity:			
7. Requested Modification Effective Date:					
8. Category		10. Description of item and/or Basis for Valuation		11. Budget	
9. Line Item				Federal	All Other
				Total	
Salary & Wages: Original Grant Amount Revised Grant Amount					
Fringe: (If Applicable) Original Grant Amount Revised Grant Amount					
Contractual Services: Original Grant Amount Revised Grant Amount					
Travel: Original Grant Amount Revised Grant Amount					
Equipment: Original Grant Amount Revised Grant Amount					
Commodities: Original Grant Amount Revised Grant Amount					
Indirect Costs: Original Grant Amount Revised Grant Amount					

13	Sub-grantee	TOTALS	12		
-----------	-------------	---------------	-----------	--	--

Acceptance:

_____ (Initial)

Modification Request Cost Summary Support Sheet –

- | | |
|---|---|
| 1. Applicant Agency | The Name of the Agency |
| 1a. Page __ of __ | Enter the page # of how many pages |
| 2. Sub-grant Number | Agencies Sub-grantee number on the Grant Agreement |
| 3. Grant ID | Grant Identifier from previous page |
| 4. Beginning | Date this grant began (Oct 1, 2021) |
| 5. Ending | Date this grant ends (Sept. 30, 2022) |
| 6. Activity | Funding Activity |
| 7. Modification Effective Date | This needs to be the date that the agency is requesting that the Budget Modification take effect |
| 8. Category | No action required (info already entered) |
| 9. Line Item | Input amount for Original Grant Amount/Revised Grant Amount
Current Expended Amount to Date: |
| 10. Description of item and/or
Bases for Valuation | Revised Budget Line for each amount requested on the grant
Use the current grant wording for each line with changes to the numbers as needed for modification request. |
| 11. Budget | -Federal – Revised Federal Line Amount of request
-All Other – Revised Match Line Amount of request
-Total – Revised Total Line Amount of request |
| 12. Totals | -Revised Total of all Federal lines
-Revised Total of all Match lines
-Revised Total of all Line Amounts |
| 13. Sub-grantee Acceptance | Initials of Authorized Signatory Official |

Mississippi Office of Highway Safety
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MOHS Traffic Safety Resource Prosecutor

The Traffic Safety Resource Prosecutor Program is a grant funded initiative by the Mississippi Office of Highway Safety, created to provide local law enforcement and prosecutors with a veteran prosecutor, specializing in traffic safety issues with an emphasis in impaired driving, who supports their efforts through training, education, legal research and technical assistance. The goals of the TSRP Program are to develop strategies and tactics aimed at reducing alcohol & drugged driving injuries and deaths, and to improve the quality of impaired driving investigations and prosecutions around the state.

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Traffic Safety Resource Prosecutor
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Jackson State University Youth Highway Safety Programs

Impaired Driving: Jackson State University will be the state's primary teen impaired driving awareness program. The program will focus on the top counties of the State with the most teen alcohol impaired fatalities.

Jackson State University- Youth Highway Safety Programs will increase the awareness and work statewide to provide public information on the consequences of impaired driving for young drivers aged 16-20 years old. Jackson State University- Youth Highway Safety Programs will develop and distribute relevant youth impaired driving PI&E; conduct educational outreach activities, participate in safety fairs, and community events. This year Jackson State University –Youth Program will reach teens in the State while working in schools, safety fairs, conferences and meetings.

The program will also work with local law enforcement and local schools across the State to bring the message of the consequences of impaired driving. The program measures the effectiveness of the program with pre- and post-evaluations after each program.

Driver's Education: Jackson State University will be the state's primary teen safety awareness program. The program will focus on the top counties of the State with the teen fatalities and injuries.

Jackson State University- Youth Highway Safety Programs will increase the awareness and work statewide to provide public information on safe driving for young drivers aged 16-20 years old. Jackson State University- Youth Highway Safety Programs will conduct educational outreach activities and participate in safety fairs, and community events. This year Jackson State University –Youth Program will reach teens in the State while working in schools, safety fairs, conferences and meetings.

The program will also work with local law enforcement and local schools across the State to bring the message of the consequences of seatbelt usage, speed control, distracted driving and more highway safety issues. The program measures the effectiveness of the program with pre- and post-evaluations after each program.

Jackson State University Youth Highway Safety Programs
1400 J. R. Lynch Street
Jackson, Mississippi 39217
Contact: Earnestine McNeal 601-979-2276
Earnestine.mcneal@jsums.edu

Jackson State University / Metro Jackson Community Coalition

The Metro Jackson Community Prevention Coalition will be the state's primary adult impaired driving awareness program. The program will focus on the top 30 counties of the State with the most alcohol related fatalities.

The program will coordinate with law enforcement agencies to promote impaired driving prevention; provide impaired driving prevention education/information to support and enhance law enforcement efforts during (4) National Blitz campaigns: July 4th, Labor Day, Christmas/New Years and the Super Bowl.

Jackson State University
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JSU Box 17037
Jackson, Mississippi 39217
Contact: Angela Wright 601-979-1079
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Mississippi State Department of Health

The Department of Health is responsible for child passenger training for the entire state of Mississippi. The Department of Health will conduct child safety seat checkpoints at local health departments, daycares, or preschools. Will conduct publicized community child safety seat checkpoints at community events, shopping centers, or health and safety fairs to promote correct usage statewide and distribute 1,850 child passenger restraints. The Department of Health will collaborate with Safe Kids Mississippi, Mississippi Department of Education, and other local partners to conduct school-based occupant protection activities (e.g., presentations, safety fairs, workshops, countdown to drive program) for children ages 0-15 years. Collaborate with Safe Kids Mississippi and Public Health District Educators to conduct child passenger safety presentations on regulations and recommendations at schools and community/public events in all nine Health Districts. Schedule CPST courses to increase the number of Child Passenger Safety Technicians throughout the state. Conduct child safety seat checkpoints and publicized community child safety seat checkpoints. Distribute child restraints, increase knowledge about proper usage, and ensure they are being utilized and distribute fact sheets and child passenger safety brochures that target children, ages 0-15 years that come into local health clinics. The Department of Health will use funding for the purchase of child restraints for the Child Restraint Seat Program.

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The Oxford Police Department Law Enforcement Training Coordination is a statewide program to provide Alcohol and Drug Impaired Driving training to all law enforcement officers. The program will expand training of the state and local law enforcement officers in Mississippi. The program proposes to provide technical assistance and training to law enforcement agencies throughout the state, which will assist in the increase in DUI Alcohol and Drug arrest.

Training is FREE to Law Enforcement Officers. Funding provided by the Mississippi Office of Highway Safety.

Mississippi Law Enforcement Liaison Coordination Program

A Law Enforcement Liaison (LEL) serves as a vital link and conduit between a State Highway Safety Office (SHSO) and that state's law enforcement community. LELs help promote and enhance state and national highway safety programs, initiatives and campaigns and perform a myriad of functions, including planning, organizing, networking, promoting, recruiting, implementing, reporting and evaluating law enforcement's role in traffic safety projects, activities, and achievements.

LELs are sworn and retired law enforcement officials who may perform their duties on a contractual basis, as part of their police activities or under a grant from the SHSO. One of their most important tasks is to recruit and encourage state and local law enforcement participation in the national and state traffic safety mobilizations, but they continuously work toward a culture of sustained and effective traffic enforcement programs. The involvement of LELs has increased the number of law enforcement agencies participating in traffic safety activities, and this contributes to crash reductions.