

2007—2008  
**MINI-GRANT INSTRUCTIONS  
and APPLICATION**

*Seat Belts and Car Seats*

**Department of Public Safety  
Office of Traffic Safety**

555 Wright Way  
Carson City, Nevada 89711  
(775) 684-7470  
FAX (775) 684-7482  
EMAIL: [tsafety@dps.state.nv.us](mailto:tsafety@dps.state.nv.us)  
<http://ots.state.nv.us>

*Mission Statement:*

*“The Nevada Office of Traffic Safety provides funding and expertise, creates partnerships and promotes education to reduce deaths, injuries and property damage on Nevada roadways.”*



The Department of Public Safety's Office of Traffic Safety welcomes applications up to a maximum of \$2000 for innovative traffic safety educational projects. Please download an application form (<http://ots.state.nv.us>; click on 'Forms & Publications') or call (775-684-7470) to request a copy in Microsoft Word.

Application forms will be available on the DPS/OTS website by October 1, 2007

## OVERVIEW

Our nation suffers from an epidemic: motor vehicle crashes and subsequent deaths and injuries. In 2006 our country lost over 43,000 people from car crashes alone; about half of those were not wearing seat belts (or in car seats). Nevada also suffers from an unacceptable rate of motor vehicle fatalities and injuries: 427 in 2006, our highest number ever. Only 51% of Nevada's car passengers were buckled in last year. Half of those not buckled would have survived, if they'd only been wearing a seat belt: Seventy (70) people.

Conversely, Nevada has achieved the highest *observed* seat belt usage rate for a secondary law state, at 92% in 2007. This of course leads to the question: why do we need to continue our educational efforts with such a high observed usage rate? The answer lies in the demographics of those last ten percent not buckling up in Nevada: young males, night-time drivers, and impaired drivers. These three groups are disproportionately represented in our road fatalities, and are not getting the message that 'seat belts save lives.'

Nevada's child fatalities from crashes are relatively small, in the single digit numbers; but even one child's death is too many. There are far more children seen in our trauma centers for injuries resulting from not being in an appropriate car seat for their age, height and weight; the seat being installed incorrectly; or not being buckled in at all.

### Solution

Local community programs form a significant portion of any overall statewide program in promoting child passenger and seat belt safety. "Grass roots" is where it's at. Equipping families with not only appropriate car seats; but with the education needed to install and correctly use it is an absolute necessity in assuring our children are protected on Nevada's roadways.

The Occupant Protection (seat belts and car seats) Mini-Grant Program is designed to supplement the normal grant program in Nevada by providing funds, generally up to \$2,000.00 per project, to allow agencies or organizations to conduct short-term, high impact, seat belt and car seat educational projects. Monies can also be used to conduct or attend a workshop, conference, or training that promotes seat belts and/or car seat education and use in the community.

# MINI-GRANT APPLICATION INSTRUCTIONS

## A. Requirements

1. The outcomes should address one or more of the goals or strategies in Nevada's Strategic Highway Safety Plan (refer to pages 14, 20, 21, 32, and 33 for seat belt data):  
[http://www.nevadadot.com/reports\\_pubs/Safety\\_Plan/pdfs/HighwaySafetyPlan.pdf](http://www.nevadadot.com/reports_pubs/Safety_Plan/pdfs/HighwaySafetyPlan.pdf)

Basically:

- improve seat belt/car seat usage by motor vehicle occupants;
  - provide education to Nevada parents and caregivers on the proper installation and use of child safety seats;
  - provide education to agency staff/law enforcement/emergency medical service providers/health providers/Nevada educators/public on child passenger safety or seat belt usage issues in Nevada; correct use; Nevada law; etc.
  - ...to reduce injuries and fatalities resulting from motor vehicle crashes on Nevada roadways
2. The program is generally limited to one project per organization or individual.
  3. The project must include an evaluation plan to determine how well the project outcomes were met, i.e. it should determine the effectiveness of the project at achieving the defined objectives.
  4. The mini-grant projects *for child passenger safety* must have a currently certified Child Passenger Safety Technician (National Safe Kids certifying body) involved in the project. ***A mini-grant may be awarded to cover the costs for obtaining this national certification training for agency staff.***

This requirement ensures that the organization conducting the event has access to information on the causes of child passenger injuries and fatalities and recognized methods to minimize them. For a list of training opportunities, log on to <http://www.ots.state.nv.us/cps.shtml> or contact Traci Pearl at 775.684.7476 or at [tpearl@dps.state.nv.us](mailto:tpearl@dps.state.nv.us).

## PROPOSAL DEVELOPMENT

### B. Project Objectives and Activities

The objectives for the projects funded by this program must fall into the broad category of motor vehicle occupant protection (OP) or occupant protection for children (OPC). ***Examples of the types of objectives include, but are not limited to:***

1. Increase knowledge of and compliance with traffic laws by Nevada motorists.
2. Increase proper installation and use of child safety seats in motor vehicles.
3. Increase proper and consistent use of seat belts in motor vehicles.
4. Increase the availability of emergency medical information in the case of a crash.
5. Conduct or attend a workshop or conference on promoting the use of occupant restraints in motor vehicles.

The activities conducted in these projects can include but are not limited to:

- Community child seat checkpoints, seat checks, or establishment of a fitting station

- Community safety fair events promoting occupant restraints
- Workshops or training on increasing seat belt and/or child safety seat usage rates
- Club or community events promoting seat belts and/or child safety seat usage
- Attending occupant protection workshops, seminars, conferences and/or training events

## **APPLICATION PROCEDURES**

### **C. How to develop your proposal**

1. Discuss the project with the Department of Public Safety, Office of Traffic Safety staff to determine eligibility for program funds.
2. Prepare a brief (half page) description of your ideas for a project. Email the description to the Office of Traffic Safety for review. ([tsafety@dps.state.nv.us](mailto:tsafety@dps.state.nv.us))
3. After consulting with a DPS/OTS staff member, complete a full proposal (see Application beginning on page 9) and submit with the required documents within the allowed timeframe.

### **D. Contents of the Proposal**

Mini-grant applications are accepted beginning October 1, 2007 through June 15, 2008. Proposals can be submitted on paper or via email to [tsafety@dps.state.nv.us](mailto:tsafety@dps.state.nv.us). All monies must be expended by September 30, 2008.

#### Title Page

Please include the following: project title, contact information for project director (department, address, phone, and email), contact information for authorizing official (department, address, phone, and email), date submitted, and level of funding requested. *(If the organization is non-profit, please include a copy of your 501(c) 3 certification.)*

I. Introduction – In 50 words or less, describe the purpose and type of project.

#### II. Project Description

- A. **Problem Description:** What is wrong? What is the problem?
- B. **Project Description** – Describe your solution for the problem.
- C. **Project Goal** – The impact your project will have on the problem or need that is outlined.
- D. **Project Objectives** – The accomplishments necessary for the project to achieve its' goal.
  - i. Identify five or fewer objectives for your project
  - ii. Objectives should be measurable and addressed in your evaluation plan.
- E. **Project Activities/Method** – How do you propose to meet your objectives? What are your primary activities?
- F. **Budget** – Estimate the project's cost by providing a detailed analysis of expenditures associated with the project. (See Budget Guidelines, next page)
- G. **Financial Statement:** Your organization's most recent financial statement must be included in the mini-grant application. **\*\*Applications that do not include a financial statement will not be considered.**
- H. **Evaluation Plan** – How will you evaluate the effectiveness of the project? How will you know if it 'worked' or not?
  1. *Goals:* Based on the identified need, what are your goals for this project? What do you intend to accomplish? Goals should include participant outcomes (e.g. increased awareness of Nevada's car seat law?) For each goal, formulate questions to guide the evaluation.
  2. *Indicators:* What outcomes will indicate you've achieved the goals?
  3. *Benchmarks:* What standards will indicate you've achieved the goals?

4. *Evaluation Measures*: What data will be collected and how? Will you need to develop instruments? Will you need to collect baseline data? Do you need a comparison group?

#### Steps in Developing an Evaluation Plan



#### E. Budget Guidelines & Ineligible Costs:

Grant funds may be expended only for project purposes and activities and must contribute to the injury prevention and education objectives of the mini-grant. Commitment of grant funds must be incurred only during the grant period, which expires September 30, 2008.

1. **Subsistence and Travel** - Travel shall be reimbursed at state rates (currently \$.485/mile). No more than actual cost of working meals and lodging, per current state rates may be allowed for subsistence and travel costs.
2. **Capital Items** - The purchase of any capital item with grant funds is **not** allowed. Capital items would include land, buildings, automotive equipment, office equipment, etc.
3. **Amusement** - Costs incurred for amusement, social activities, entertainment, and any items relating thereto are not allowed. Alcoholic beverages, travel or rentals for entertainment, and meals, lodging, and gratuities beyond the "subsistence costs" noted above are not allowable.
4. **In-kind or Matching Contributions** are the dollar value of *services, goods* and *space* contributed to the project by your agency or other parties. For example, if a consultant waives his or her normal fee, the fee may be reflected as in-kind contribution, provided that the in-kind contribution is adequately documented.
5. **Budget Changes and Budget Revision requests** must be submitted to OTS staff **by letter or email** prior to submission of the Final Report in the following instances:
  - a) Conditions require changes in the budget that exceed 30% of any budget line item/category (OTS grant portion only).
  - b) Conditions require changes in the budget that eliminate categories of expenditures or open a new line of expense (OTS grant portion only).

#### F. Reporting on the Project

All grantees must report to DPS/OTS regarding the status of their project. If the project is completed within one calendar quarter then only a final report must be submitted prior to reimbursement of all expenses. If, however, your mini-grant extends beyond one fiscal quarter then a quarterly report for each quarter and a final report is required. *It is imperative* for the overall success of the project that a completed Final Report, which is used to evaluate your project, be submitted within one month of completion of the mini-grant activities. ***If the final report is not received by DPS-OTS by this date, you may be invoiced for a refund of your grant.*** Until your Final Report is received you will not be reimbursed, and no further applications from your organization will be accepted or approved.

1. Your report should include the following:
  - a) **Title page:** project title, project director, authorizing official, contact information, grant number and date of submission
  - b) Results and impact of the project (*In addition to a summary evaluation this section should include the number of participants in attendance, other agency or organization participation, any and all media coverage, innovative public information materials produced and distributed, etc.*)
  - c) Status of each objective. (*e.g. to train 15% of agency staff as CPS Technicians – Did your project yield the desired results?*)
  - d) Lessons learned – What would you change, repeat or remove from this project in the future?
  - e) Copies of any information, documents, press releases and print media coverage related to the grant.
  - f) An accounting of In-kind contributions (DPS-OTS can provide a sample format).
  - g) Any back-up documents required to reimburse funds expended. (*Utilize an OTS Project Claim Invoice form for reimbursement.*)
  - h) Sustainability plans (if applicable) – How do you plan to sustain this project in the future?

**G. After You Have Received an Authorization to Proceed (ATP):**

1. Within two weeks of receipt of the ATP, forward for approval to OTS a local press release describing, at a minimum, the goals and objectives of the grant and the source of the funding.
2. Also, begin to track, account for, and report all in-kind contributions pertaining to the project. (*Vehicle operations and maintenance, personnel salaries including benefits and donations to the project area may be used as in-kind contributions.*)
3. Contact the Department of Public Safety--Office of Traffic Safety for approval of all printed materials, giveaway items and public service announcements **prior** to publication.
  - a) Disclose on all printed materials, giveaway items and public service announcements: “Funded [in whole or in part] by a Grant from the Nevada Department of Public Safety -- Office of Traffic Safety”.
  - b) If television public service announcements are produced, they must include close captioning.
  - c) Acknowledge that all rights for materials, public service announcements, photographs and talent shall be retained by the Department of Public Safety, Office of Traffic Safety.

If this is a car seat check (or by appointment) event, please utilize the attached reporting form.

**REMEMBER:**

Expend **NO** funds prior to receipt of a written **Authorization to Proceed.**

**Child Safety Seat Checkpoint or Inspection Event(s)  
Summary Report  
Dated \_\_\_\_\_**

**Grant No:** \_\_\_\_\_ **Agency Name:** \_\_\_\_\_

<b>Event Date (MM/DD/YYYY)</b>					<b>Total</b>
<b># of cars inspected</b>					
<b># of seats inspected</b>					
<b># of seats installed correctly upon arrival</b>					
<b># of seats removed from service</b>					
<b># of seats replaced/issued</b>					
<b># of seats correctly installed upon leaving</b>					
<b># of seat inspectors (optional)</b>					
<b># of adults educated (optional)</b>					
<b>Dollar Amount of donations received</b>					

**Coalition Participation: Please list agency names and number of participants from each. Please also list name and certification number of Lead CPS Technician or Instructor for the event(s).**


\_\_\_\_\_  
**Agency Signature/Completed By**

**Date**

Submit form to: Office of Traffic Safety  
107 Jacobsen Way  
Carson City, Nevada 89711

Fax: (775) 684-7482

# SEAT BELTS & CAR SEATS MINI-GRANT APPLICATION

All claims for purchases made with this grant and the final report must be received

NO LATER THAN October 1, 2008

STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY,  
Office of Traffic Safety  
555 WRIGHT WAY  
CARSON CITY, NV 89711  
(775) 684-7470  
FAX (775) 684-7482  
EMAIL: [tsafety@dps.state.nv.us](mailto:tsafety@dps.state.nv.us)

## OTS USE ONLY

Project Number: \_\_\_\_\_

PROGRAM AREA: **Occupant Protection**

PROGRAM MANAGER: **Traci Pearl**

Amount: \_\_\_\_\_

Reviewed: \_\_\_\_\_

**TITLE OF PROJECT:**

**ORGANIZATION NAME:**

**FEDERAL IDENTIFICATION NUMBER:**

## IMPORTANT NOTICE

FOLLOWING REVIEW, IF YOUR APPLICATION IS APPROVED, AN AUTHORIZATION TO PROCEED WILL BE SENT TO YOU. ***DO NOT*** EXPEND ANY FUNDS UNTIL YOU HAVE RECEIVED THE AUTHORIZATION TO PROCEED FROM THE NEVADA OFFICE OF TRAFFIC SAFETY, CALL 775-684-7470 IF YOU HAVE QUESTIONS.

ACCEPTANCE - IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT A PROJECT RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS SOME OF WHICH ARE OUTLINED IN SCHEDULE C WHICH WILL BE ATTACHED TO THE FINAL GRANT AGREEMENT. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTNER IN ACCORDANCE WITH OTS POLICY. COPY OF SUCH POLICY MAY BE OBTAINED UPON REQUEST. SIGNATURES CERTIFY STATEMENTS MADE IN THIS APPLICATION. THIS AGREEMENT IS BOUND BY APPLICABLE PROVISIONS OF FEDERAL AND STATE LAW.

**PROJECT DIRECTOR**

**NAME (FIRST, M.I., LAST):**

**TITLE:**

**ADDRESS AND ZIP CODE:**

**EMAIL ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**SIGNATURE AND DATE**

**AUTHORIZING GOVERNMENTAL OFFICIAL**

**NAME (FIRST, M.I., LAST):**

**TITLE:**

**ADDRESS AND ZIP CODE:**

**EMAIL ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**SIGNATURE AND DATE:**

**FINANCIAL OFFICER**

**NAME (FIRST, M.I., LAST):**

**TITLE:**

**ADDRESS AND ZIP CODE:**

**EMAIL ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**SIGNATURE AND DATE:**

## SCHEDULE A: PROJECT OUTLINE

**1. PROBLEM Description & PROJECT Description:** (Background information — What is the need the project will address):

**2. GOAL:** (A one to two sentence statement of the impact your project will have on the need outlined above):

**3. OBJECTIVES:** (The accomplishments necessary in order achieve the project's goal.):

**4. ACTIVITIES:** (The method utilized in order to achieve the project's objectives.):

**5. EQUIPMENT JUSTIFICATION:** (How will the equipment you plan to purchase support the objectives and activities listed above. Give details on the equipment costs summarized below.):

**6. EVALUATION:** (How do you plan to measure the success of your project and communicate that success to OTS?):

## SCHEDULE B: BUDGET

### PROJECT EXPENSES

	CASH (OTS Funds)	IN-KIND	
<b>1. Personnel Costs:</b>			
a) Salaries			
b) Benefits			
<b>2. Travel:</b>			
a) In-state travel			
b) Out-of-state travel			
<b>3. Operating Costs:</b>			
<b>4. Contractual Services</b>			
<b>5. Equipment</b>			
<b>TOTAL CASH EXPENSES</b>			
<b>TOTAL IN-KIND EXPENSES</b>			
<b>TOTAL PROJECT EXPENSES</b>			

**Additional Budget Details:**

List each major item to be purchased, the unit cost and the quantity. Attach a spreadsheet if necessary to show how all funds will be expended. Include an explanation of any in-kind contributions being made by the agency requesting grant funding.

Item	Unit Cost	Quantity	Total	Remarks

**SCHEDULE C**  
**AGREEMENT OF UNDERSTANDING AND COMPLIANCE**

THIS AGREEMENT made and entered into by and between the STATE OF NEVADA by and through the Office of Traffic Safety, Department of Public Safety, hereinafter referred to as "STATE" and the Governmental unit or organization named in this application, hereinafter referred to as "APPLICANT."

WHEREAS, the NATIONAL HIGHWAY SAFETY ACT OF 1966 (Public Law 89-564) provides Federal funds to the State for approved traffic safety projects, and

WHEREAS, STATE may make said funds available to various state, county, or municipal agencies or governments or political sub-divisions upon application and approval by STATE and the United States Department of Transportation, and

WHEREAS, STATE is obligated to reimburse the United States Department of Transportation out of its funds for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received, and

WHEREAS, the APPLICANT must comply with the requirements listed herein, to be eligible for Federal funds in approved traffic safety projects, and

WHEREAS, the APPLICANT has submitted an application for Federal funds for traffic safety projects, and is aware that this agreement is dependent upon availability of funds as appropriated by Congress

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

**I. Reimbursement of Eligible Expenditures**

- A. It is mutually agreed and promised that upon written application by APPLICANT and approval by STATE and the United States Department of Transportation, STATE shall obligate said Federal funds to APPLICANT'S account for reimbursement of eligible expenditures as set forth in the application.
- B. It is mutually agreed and promised that APPLICANT shall reimburse STATE for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received as determined by a State or Federal audit.
- C. It is mutually agreed and promised that where reimbursement is made to APPLICANT in installments, STATE shall have the right to withhold any installments to make up reimbursement received for any ineligible or unauthorized expenditures until such time as the ineligible claim is made up or corrected by APPLICANT.
- D. It is further agreed that a clear audit trail must be established to determine costs charged against this agreement. Claims with documents to substantiate all costs will be submitted quarterly.

## **II. Property Agreement**

- A. Property purchased through this project which has an anticipated useful life extending beyond one year, is not consumed in use, is not attached permanently as a non-movable fixture and which costs more than \$1,000 will be recorded in the property management file of the agency in accordance with the State Administrative Manual. The Office of Traffic Safety retains the right to inspect and to reclaim custody of any or all of the property described above if, in the opinion of the Office of Traffic Safety, the property is not being used as intended; not being used to the capacity that it could be; or being used in a negligent manner.
- B. It is mutually agreed and promised by the APPLICANT that no property will be conveyed, sold, salvaged, transferred, etc. without the express written approval of the STATE.

## **III. Records**

It is mutually agreed and promised that records of the project, including substantiation for reimbursement, shall be maintained for a period of three years upon reimbursement of final voucher and shall be subject to audit during that period.

## **IV. Audit Responsibility**

All agencies that expend \$500,000 or more in Federal awards in a Federal fiscal year must have a single or program specific audit in compliance with the Single Audit Act of 1984 (Public Law 98-502). Therefore, funding from this traffic safety grant must be included when a Single Audit is performed. It is the responsibility of the applicant agency to insure an accepted copy of this audit is submitted to the Office of Traffic Safety.

## **V. Reports**

The APPLICANT shall submit quarterly reports on the progress of the grant, and shall submit all financial, performance, and other reports required, as a condition of the grant, to the OTS within 30 days after the date of completion of the contract. The final report of each fiscal year will include a narrative summary of the year including the successes and shortcomings, if any, of the project.

## **VI. Public Information Materials**

It is agreed by the APPLICANT prior to production of public information materials proofs, scripts or concept will be submitted for STATE approval. Public information materials includes, but not limited to, TV and radio public service announcements, billboards, pamphlets/brochures and posters, and other promotional materials.

## **VII. Copyrights and Patents**

Any copyrightable materials produced in the course of a project may be the property of the STATE and APPLICANT AGENCY; however, provisions should be made to obtain for the

United States Government, the State Government and its political subdivisions, a royalty-free, nonexclusive and irrevocable license to use in any manner such copyrightable material.

The ownership of all rights accruing from any patentable discoveries or inventions resulting from a project should be covered in the agreement. An irrevocable, non-exclusive, nontransferable, and royalty-free license to practice each discovery or invention in the manufacture, use, and disposition, according to law, of any article or material, and in the use of any method developed as a part of the work under the agreement should be obtained for the United States Government, the State Government and its political subdivisions.

### **VIII. Minority Business Enterprise Certification**

The APPLICANT agrees to ensure that the recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with Federal funds.

Recipient will notify the Office of Traffic Safety prior to the announcement or award of any third-party contract.

### **IX. Certification of Non-Duplication of Grant and Matching Fund Expenditures**

The APPLICANT hereby certifies, as a condition of receiving Federal funds under the above-numbered traffic safety project, that:

- A. There are no Federally funded projects currently active or anticipated that would duplicate expenditures for the work to be carried out and reimbursable under this agreement and that;
- B. The non-Federal funds used to match Federal funds obligated under this project are not being used to match any other Federal funds from any source, and that;
- C. Any such duplication of Federal fund expenditures subsequently determined by audit will be subject to recovery by the State of Nevada and the United States Government and that;

D. Any such duplication of non-Federal matching fund expenditures subsequently determined by audit will subject the Federal funds obligated under this project to recovery by the State of Nevada and the United States Government.

**X. Drug-free Workplace Act of 1988**

The APPLICANT will comply, and all its subcontractors will comply, with the applicable provisions of the Drug-free Workplace Act of 1988 (49CFR part 29 Sub-part F).

**XI. Lobbying**

No federally appropriated funds have been paid or will be paid, by or on behalf of the APPLICANT, 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. If such funds other than Federal appropriated funds have been paid or will be paid as above, the APPLICANT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**XII. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

**Instructions for Certification**

- A. By signing and submitting this Agreement, the APPLICANT is providing the certification set out below.
- B. The re-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 and/or debarment.
- C. The APPLICANT shall provide immediate written notice to the person to which this proposal is submitted if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D. The terms covered transaction, "debarred," "suspended," "ineligible," "lower tier-covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- E. The APPLICANT 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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

- F. The APPLICANT further agrees that it will include this clause titled "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. (See below)
- G. 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 debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
- H. 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.
- I. 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 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 and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS:**

- A. 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 this transaction by any Federal department or agency.
- B. 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.

**XIII Failure to Comply**

In addition, the APPLICANT agrees that if it fails or refuses to comply with these undertakings, the STATE may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or part;
- (b) Refrain from extending any further assistance to the APPLICANT under the program, until satisfactory assurance of future compliance has been received.

(c) Refer the case to the Attorney General for appropriate legal proceedings.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the APPLICANT by the Department of Transportation under the Highway Safety Programs and other participants in the Highway Safety Programs.

It is mutually agreed between the STATE and the APPLICANT that this AGREEMENT OF UNDERSTANDING AND COMPLIANCE shall become effective upon the STATE'S AGREEMENT and Authorization to Proceed.

**K:\groups\OTS\Shared\FORMS.OTS\Proj Agreement & Forms\SCHED-C-01-10-02.wpd**

# FINAL MINI- GRANT REPORT FORM CHECKLIST

Submit Original and \_\_\_\_\_ copies.

1. <b>Title Page</b> (Grantee Agency Information)	completed
2. <b>Project Narrative Report</b> , which briefly summarizes the project goals and objectives, accomplishments, audience, partners, promotion, access to the event, and community impact.	completed
3. <b>Program Statistics Report (if applicable)</b> . <i>Please note that project events need to be reported in the calendar year in which they occurred.</i>	completed
4. <b>Project Claim Invoice Form</b> (request for reimbursement)	completed
5. <b>Certification (Signed/Dated)</b>	completed
6. <b>Check List</b>	completed

## REQUIRED ATTACHMENTS -- Submit \_\_\_\_\_ copies

<b>Attachment 1</b> — Project Claim Itemization	completed
<b>Attachment 2</b> — Promotional Materials (sample)	completed
<b>Attachment 3</b> — Documentation	completed

*Please submit **TWO** copies of any materials arising out of grant activities—audio or video tapes, books, brochures, etc.—**ONE** copy of promotional materials, news clippings, and news releases.*

## MAIL YOUR MINIGRANT FINAL REPORT TO:

**Department of Public Safety**  
**Office of Traffic Safety**  
107 Jacobsen Way  
Carson City, Nevada 89711

**EMAIL:** [tsafety@dps.state.nv.us](mailto:tsafety@dps.state.nv.us) or [tpearl@dps.state.nv.us](mailto:tpearl@dps.state.nv.us)

**Keep a copy of your Final Report!**

## ATTACHMENT INSTRUCTIONS

### ATTACHMENT 1: PROJECT CLAIM ITEMIZATION (REQUIRED)

As **Attachment 1** provide a signed completed original copy of the Project Claim Invoice. Please provide invoice or interagency vouchers showing amount paid and zero balance. In addition copies of cancelled checks or endorsements are required; and, if educational items or equipment was purchased for the event, a packing slip verifying receipt of the items is necessary.

**PROPERTY ACQUISITION REPORT FORMS MUST BE COMPLETED AND SUBMITTED  
IF THE INDIVIDUAL COST OF THE ITEM IS \$1,000.00 OR MORE.**

### ATTACHMENT 2: PROMOTION/PROMOTIONAL MATERIALS (REQUIRED)

Copies of advertisements in newspapers or newsletters: flyers, posters, and/or any items showing the ways that your organization promoted this project should be included as Attachment 2—Promotion. Label each item with your organization's name and Minigrant Project Number in the upper right corner.

### ATTACHMENT 3: DOCUMENTATION (REQUIRED)

A representative sample of materials, documenting your project should be labeled and submitted as Attachment 3—Documentation. Items such as newspaper/magazine reports, programs, reviews, program evaluations etc., would be documentation of your project.

## CERTIFICATION

The grantee organization's Authorized Official must sign this Certification. This Certification must bear the original signature of an individual with legal authority to obligate the grantee organization.

The undersigned certifies that this report is an accurate accounting of the activity for which Minigrant funding was awarded.

\_\_\_\_\_  
*Authorized Official's typed name and title within the grantee organization*

\_\_\_\_\_  
*Signature of Authorizing Official*

\_\_\_\_\_  
*Date*