



WEST VIRGINIA GOVERNOR'S HIGHWAY SAFETY PROGRAM

ADMINISTRATIVE MANUAL

West Virginia Governor's Highway Safety Program

Administrative Manual

Revised 09/2023

PREFACE

The purpose of this Manual is to establish consistent program and project management procedures for the WVGHSP staff and Sub-Grantees and to guide the administration of West Virginia's traffic safety program in compliance with the U.S. Department of Transportation (U.S. DOT), National Highway Traffic Safety Administration (NHTSA) regulations. This Manual also serves as an instructional guide on how to apply for Highway Safety funds and the procedures to follow when expending them.

Topics covered may not be all-inclusive and may be revised at any time. This Manual may not specifically address all regulations which must be followed, and reference to other Federal and State manuals and policies may be necessary.

This Manual will be updated on an annual basis and reviewed quarterly. Updates may be made more frequently than annually depending on the necessity of the update.

Please take time to familiarize yourself with the contents of this manual. If you have further questions regarding the West Virginia Governor's Highway Safety Program (WVGHSP), please contact:

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MISSION

The mission of the WVGHSP is to reduce crashes, injuries and fatalities on West Virginia's roadways by encouraging, promoting and supporting highway safety throughout the state.

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PART I WEST VIRGINIA GOVERNOR'S HIGHWAY SAFETY PROGRAM PROCEDURES

(Revised 09/2023)

1.1 GENERAL INFORMATION

1.1.1 Background

The Highway Safety Act of 1966 was initiated through enactment of Public Law 89-564 and since that time has been extended by subsequent amendments and regulations. The intent of the federal legislation is to authorize federal financial assistance to state and local units of government to initiate a coordinated uniform national highway safety program.

1.1.2 National Highway Traffic Safety Administration (NHTSA)

This agency was created within the U.S. Department of Transportation for the purpose of administering a coordinated national program of leadership to the states and other public and private sector groups to accelerate highway safety programs. NHTSA is sometimes also referred to as the Grantor agency.

1.1.3 Highway Safety Program

This is a Federal/State grant program whereby the state receives federal assistance to use in accordance with federal requirements for highway safety programs issued by NHTSA.

1.1.4 West Virginia Governor's Highway Safety Program (WVGHSP)

The act requires the Governor to designate an agency and a Governor's Representative for Highway Safety to administer the state's highway safety program. The Governor has designated the WV Division of Motor Vehicles Commissioner as the Governor's Representative for Highway Safety and to administer the Highway Safety Program as the Grantee.

The Governor's Representative, and his/her staff, is responsible for administering the Highway Safety Program in West Virginia. Functions of this program include:

- 1) Develop a state highway safety problem-based plan through continuing program analysis and evaluation, and a structured programming process.
- 2) Assure that the programs in the Highway Safety Plan are carried out and properly managed.
- 3) Coordinate the state plan and programs with other federally and non-federally supported programs relating to, or having impact on, highway safety.
- 4) Provide technical and managerial assistance to other state agencies and to local units of government regarding their highway safety programs.
- 5) Provide accountability for all disbursements to Sub-Grantees during administration of each year's Highway Safety Plan.

The WVGHSP falls under the oversight of NHTSA Region 3, which is based out of Baltimore, and also includes: Delaware, District of Columbia, Kentucky, Maryland, North Carolina and Virginia.

1.1.5 Highway Safety Plan (HSP) and Annual Grant Application (AGA)

The WVGHSP is required by the U.S. DOT, NHTSA regulations to develop a triennial Highway Safety Plan (3HSP). Federal regulations outline the contents of the HSP, including the planning process, performance report, performance plan, program area problem identification, countermeasure strategies, and a Public Participation and Engagement (PPE) Plan. The 3HSP must be submitted to NHTSA by July 1 (every 3 years).

The Annual Grant Application (AGA) must be submitted to NHTSA by August 1 annually. The AGA is comprised of any updates needed to the 3HSP, proposed state and local projects and subrecipient information, Certifications and Assurances, and state applications for federal Section 405 and Section 1906 grants.

The 3HSP describes the processes used to identify the State's traffic safety problems, establish performance measures and propose the planned activities the State plans to implement to reach its performance targets. Performance measures for each target track progress from a baseline toward meeting the target by the specified date.

The State's 3HSP should coordinate with the State's Strategic Highway Safety Plan (SHSP) which is coordinated by the WV Division of Highways (WVDOT). The WVGHSP works closely with the WVDOT staff responsible for the development of the SHSP to maximize integration and utilization of data analysis resources, fully represent driver behavior issues and strategies, and utilize any statewide safety committees to obtain input from State and local traffic safety partners for the HSP. The WVGHSP shall ensure that the targets and objectives contained in the SHSP are considered in the annual development of the HSP and incorporated to the fullest extent possible. The HSP performance targets are required to be identical to the State WVDOT targets for the three common performance measures (fatalities, fatality rate and serious injuries) reported in the State Highway Safety Improvement Program (HSIP) annual report, as coordinated through the State's SHSP.

Once the WVGHSP has formally submitted its 3HSP to NHTSA, NHTSA must approve or disapprove the HSP within 60 days and may need to request additional information regarding the contents of the HSP to determine whether the statutory requirements have been met. To ensure that the HSP is approved or disapproved, the WVGHSP must respond promptly to any requests from NHTSA. NHTSA will issue a letter of approval/disapproval to the State's Governor's Representative (GR) and may specify conditions. If the HSP is disapproved, the reasons will be specified. The WVGHSP is then required to resubmit the HSP with necessary modifications. NHTSA will notify the WVGHSP within 30 days of receipt of the revised HSP, via a letter, whether the HSP is approved or disapproved.

Following the submission of the AGA, NHTSA notifies States in writing, and specifies any conditions or limitations, of the AGA qualification before the start of the fiscal year of the grant and notifies States of grant award amounts early in the fiscal year.

The 3HSP Development Process is a twelve-month process that includes:

- Debriefing of previous year's programs, data, priorities, etc.
- Setting performance targets
- Coordinating data and problem identification with the State's SHSP
- Reviewing program data and targets to determine funding distribution and overall direction of the program
- Developing revenue estimates and establishing a draft budget (reviewed internally)
- Drafting the 3HSP, submitting it to the WV Governor's Office for approval and then submitting it to NHTSA for approval
- Drafting the AGA, submitting it to the WV Governor's Office for approval and then submitting it to NHTSA for approval
- Implementation of the HSP and AGA
- Awarding grants, conducting risk assessments, developing final grant agreements
- Entering all grant information into the state grant system, in order to obtain final approval of grants through the WV Governor's Office
- Implementing grants and contracts
- Beginning work on the Annual Report
- Closeout of fiscal year and prepare final cost summary
- Submit Annual Report to NHTSA Regional Office

1.1.6 Annual Report (AR)

The WVGHSP is required to complete an Annual Report (AR) at the end of each fiscal year. The Annual Report must be submitted to the NHTSA Regional Office within 120 days after the end of each Federal Fiscal Year (January 31). The NHTSA Regional Office utilizes a standard checklist to review the AR and provides a formal review letter to the WVGHSP.

The AR includes:

- An assessment of the State's progress in achieving performance targets identified in the prior year HSP, and a description of how the State will adjust its *upcoming* HSP to better meet performance targets if a State has not met its performance targets
- A description of the projects and activities funded and implemented along with the amount of Federal funds obligated and expended under the *prior year* HSP
- A description of the State's evidence-based enforcement program activities
- Submission of information regarding mobilization participation which was previously required to be provided in the HSP
- An explanation of reasons for planned activities that were not implemented
- A description of how the projects funded under the *prior year* HSP contributed to meeting the State's highway safety targets
- A progress report based on subrecipient Final Reports, year-end statistics, fund expenditure reports and other pertinent information

1.1.7 WVGHSP Time Frames

As a state agency, the WVGHSP operates on the State Fiscal Year, which runs from July 1 through June 30 of the next year. The WVGHSP traffic safety grants operate on a Federal Fiscal Year, which runs from October 1 through September 30 of the next year.

The data used by the WVGHSP is generally based on either the Federal Fiscal Year, to show data during a specific grant year, or a standard calendar year (January 1 through December 31), as the state crash data is tracked.

1.2

THE GRANT APPLICATION AND AWARD PROCESS

1.2.1 General Information

West Virginia Highway Safety Grants are initiated by completing a grant application for Federal Highway Safety Funds. These applications are to be submitted annually to the West Virginia Governor's Highway Safety Program (WVGHSP). The WVGHSP will make an announcement as to the date the application is due. The grant application process runs from approximately May through October of each year.

Upon receiving the applications, the WVGHSP staff will:

- 1) Promptly acknowledge and review for completeness.
- 2) Assess the overall need and impact of the project.
- 3) Evaluate how the specific project will satisfy the goals and objectives established in the state's Highway Safety Plan (HSP).
- 4) The WVGHSP staff will review all grant applications and make recommendations of projects to be funded to the Director of the WVGHSP.

Criteria used for the evaluation of these projects may include, but are not limited to:

- 1) Compliance of the proposed project with the priority programs delineated in the state Highway Safety Plan.
- 2) Probability that the project will achieve its goal(s) and objective(s).
- 3) The project provides for adequate fiscal responsibility.
- 4) The project conforms with all pertinent rules and regulations.

The Director of the WVGHSP will then make one of the following recommendations:

- 1) Approve the project for recommendation to the Governor's Representative for Highway Safety.
- 2) Approve the project for recommendation to the Governor's Representative for Highway Safety with conditions and/or amendments to the application.
- 3) Return the project for revision. The required revision will be appended to the application.
- 4) Return the application as not conforming to the requirements of the Highway Safety Program or for lack of funds available.

The recommended grants will be forwarded to the Governor's Representative for his/her decision as to funding of the projects. Applicants should note that the authority to make grants is vested only by the Governor's Representative for Highway Safety (or the Governor).

1.2.2 Application Components

The application consists of multiple sections. There are two different versions of the grant application – one for regional programs and one for all other projects.

Regional Grant Application:

- Page 1: Cover sheet – includes contact information for the Authorized Official, Project Director and Financial Officer
- Page 2: Performance Goals
- Page 3: Required Activities (see Appendix D)
- Page 4: Fiscal Summary (Budget Sheets)
- Page 5-7: Conditions and Assurances (see Appendix D)
- Page 8: Special Conditions (when applicable) (see Appendix D)

Other Grant Project Application (non-regional):

- Page 1: Cover sheet, including contact information for the Authorized Official, Project Director and Financial Officer
- Page 2: Problem Identification
- Page 3: Project Objectives and Activities
- Page 4: Fiscal Summary (Budget Sheets)
- Page 5-7: Conditions and Assurances (see Appendix D)
- Page 8: Special Conditions (when applicable) (see Appendix D)

1.2.2.1 Conditions and Assurances

Conditions and Assurances (C&A) are a required part of the application, and within the C&A, there are specific items that must be included, word for word, in both the grant C&A and any Sub-Grantee contracts. Those mandatory items can be found in the C&A and the Sub-Grantee Contract in Appendix D as well as throughout this document. They include but are not limited to:

- Federal Grant Requirements and Contracts
- Federal Lobbying
- State Lobbying
- Discrimination Prohibited
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- Prohibition of Using Grant Funds to Check for Helmet Usage
- Other Federal and State conditions as identified

1.2.3 Resolutions

Units of local government must submit a resolution, passed by their governing board, authorizing the chief executive official to act on its behalf to make an application for highway safety funds and to enter into a contract with the WVGHSP to receive and administer grant funds. Without this resolution, the proposed Sub-Grantee is ineligible for funding.

If a Sub-Grantee is a state agency, a resolution is not required. The completed application signed by the agency head is sufficient.

1.2.4 Governor's Representative for Highway Safety Letter

The Governor's Representative for Highway Safety letter announcing the grant award is the official announcement of the project being approved.

1.2.5 Grant Contract

A standard grant contract will be used for all grants. The West Virginia Highway Safety Program will prepare a contract as soon as possible after the Governor's Representative letter announces the award. No reimbursement of funds will be considered until a valid (signed by the authorized official and the Governor's Representative for Highway Safety) grant contract and resolution (if applicable) is attached to the project application.

1.2.6 Award

When the completed grant contract is attached to the project application, the staff will then send the Sub-Grantee a copy of the completed grant award. The Sub-Grantee may then proceed with the activities in the grant which were approved by the Governor's Representative. The Sub-Grantee should examine the completed grant award, and if the Sub-Grantee has any questions as to the corrections and/or special conditions placed on the grant, they should contact the WVGHSP staff immediately.

If an approved project is not operational within 30 calendar days of the approved starting date of the grant period, the grantee must report by letter to WVGHSP the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within 60 calendar days of the original starting date of the grant period, the Sub-Grantee must submit a second statement to WVGHSP explaining the implementation delay. Upon receipt of the 60-day letter, WVGHSP may cancel the project and redistribute the funds to other project areas, or under extenuating circumstances, extend the project period.

If a project is not operational within 90 calendar days of the original starting date of the grant period, the project may be terminated with all funds deobligated.

A grant contract is generally awarded for a one-year time frame (Federal Fiscal Year), and unspent funds do not carry over into the next grant year.

1.2.7 Unawarded Projects

If the Project Application is not approved for award, the applicant may choose to leave the application on file for consideration at a later date, or the applicant may opt to have the application returned. In no case will an application be considered or held for more than two years.

All applications are the property of the WVGHSP. After an application has been held for two years, the application may be disposed of at the WVGHSP's discretion.

1.3

GENERAL ADMINISTRATIVE REQUIREMENTS

1.3.1 Eligible Applicants

In order to be eligible for Highway Safety funds administered through the WVGHSP, the applicant must be a unit of government within the State of West Virginia or a state agency. A unit of government is defined as a city, county, or body having its own Board of Directors with the legal ability to generate its own funds (i.e. authority to tax, pass a bond issue, etc.).

Some examples of eligible applicants are: cities, county commissions, county boards of education, county boards of health, state colleges and universities, and state agencies.

1.3.2 Relationship

The relationship of the applicant to the WVGHSP shall be that of a teacher aiding a student. The staff of the WVGHSP (the Teacher) may at their discretion aid the applicant (the Student) with rewrites of the application and help the applicant meet the eligibility requirements for funding. However, the aid of the WVGHSP staff is in no way an indication that the application will be approved or that the applicant may proceed with the project.

All grants are only to be considered awarded when the Governor's Representative letter is received by the Authorized Official. No project may begin before it is awarded by the Governor's Representative. Any statement or action by the WVGHSP staff may not be interpreted as allowing a project to begin before it is awarded by the Governor's Representative for Highway Safety.

1.3.3 Law of West Virginia

All grants/applications/contracts shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the WVGHSP. The WVGHSP office must also abide by State of West Virginia policies and procedures. All WVGHSP contracts must go directly through State of West Virginia Purchasing policies and procedures. This does not apply to staffing contracts for regional coordinators, assistants and auxiliary staff, as no purchases are being made in these instances. See Section 1.3.19 for additional information on Sub-Grantee Contractors.

1.3.4 Federal Grants Requirements and Contracts

The Agency shall comply with the following statutes and implementing regulations as applicable: **a)** 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program; **b)** 5 U.S.C. § 1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees: (HATCH ACT)"; **c)** 23 U.S.C §313 Buy America; **d)** NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 (www.nhtsa.gov) and additions or amendments thereto; and **e)** 23 USC Chapter 4 – Highway Safety Act of 1966, as amended; 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs; 2 CFR part 1201 – Department of Transportation,

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award; **f**) Bipartisan Infrastructure Law (BIL).

Additional information on federal grant requirements can be found in Part III.

1.3.5 Federal Lobbying

The Agency agrees that 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.

1.3.6 State Lobbying

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 (“grassroots”) lobbying activities.

1.3.7 Discrimination Prohibited

No person shall, on the grounds of race, color, sex, national origin, religion, disability, age, pregnancy or genetic information, be excluded from participation in, be refused the benefits of, or to be otherwise subjected to discrimination under grants awarded by the WVGHSP.

1.3.8 Travel Regulations

All people traveling under the auspices of a grant administered by the WVGHSP will be reimbursed according to the State of West Virginia travel regulations, or their own agency's travel regulations should they be more restrictive. The state travel regulations are available by request from the Highway Safety staff, as well as through the website for the West Virginia Purchasing Division's Travel Management Office: <http://www.state.wv.us/admin/purchase/travel/default.html>.

The mileage vs. rental calculator used by State agencies is set up with state contracted rental rates. As not all grantees are able to obtain rental vehicles at the State rates, the rental vs. mileage calculator will no longer be required in most situations, but it may still be required in some situations. Efficiency and reason should still dictate all travel. For example, if you can visit several agencies in one trip, in one day, you should do this. Do not spread several trips out over several days if it can all be reasonably accomplished in one day.

Renting a vehicle is not discouraged, but State policy must still be followed, including intermediate size or smaller. Any vehicle rental larger than an intermediate must be pre-approved by your WVGHSP Program Manager when reasonable justification is provided.

The calculator must still be used when comparing costs for various modes of transport, such as flight vs. personal vehicle vs. rental vehicle, as well as for long and/or out-of-state travel. When determining mileage, the starting point will be the home or work location of the traveler, whichever location is closer to the final destination. You must include mileage through Google Maps to verify the shortest distance travel is used. Reimbursement will be for direct travel from the starting location to the destination and back. No reimbursement will be included for travel while at the destination, such as travel to sight-see or to obtain meals outside of the destination.

An estimate for rentals to use in the calculator can be obtained through the rental company website, using the exact dates of travel and a rental location that is close to the starting point. If there is more than one location near the starting point, the one with lowest prices must be used for comparison. Different locations may need to be checked in order to determine if one location has a lower price than another.

If renting a vehicle to tow a trailer (generally only for CPS purposes), you may use a Standard SUV rate for cost comparison with 10 MPG for the rental vehicle mileage. This rate is not included on the rental calculator, but it falls between the Small SUV and Large SUV rates listed. This is for cost comparison only. Any actual vehicle rental larger than an Intermediate must be pre-approved by your WVGHSP Program Manager.

Any out-of-state travel expected to be reimbursed through a WVGHSP grant must receive prior written approval 60 days or more before travel is set to occur. Out-of-state travel requests must be submitted on the most current WVDOT form, DOT-49. Aside from applicable signatures, this form should be completed electronically. An electronic copy of this form is available upon request from your WVGHSP Program Manager, and a paper version of this form is provided in Appendix D. Documents to verify all costs on the travel form must be included when the form is submitted.

All travel reimbursement requests must be submitted on the most current State of West Virginia Travel Expense Settlement Form and completed in full, including travel to and from locations, reasons for travel and any additional required information. Aside from applicable signatures, this form should be completed electronically. An electronic copy of this form is available upon request from your WVGHSP Program Manager, and a paper version of this form is provided in Appendix D. Hotel folios must be signed by the traveler, and included with other receipts, when submitting for travel reimbursement.

Anything outside of state travel policy, including the items addressed above, should be addressed with/approved by your WVGHSP Program Manager PRIOR TO travel.

1.3.9 Documentation

Per NHTSA regulations, Regional Traffic Safety projects that are paying for overtime must collect some form of documentation from the officers who work that overtime. Regional and Project Coordinators should verify documentation is correct before submitting the overtime for payment, including verifying that citations submitted were written during the overtime shift.

Law enforcement agencies shall submit all required documentation of overtime, as requested. These documents include, but are not limited to, Enforcement Activity Data Reports, Requests for Reimbursements, copies of relevant timecards/sheets, citations,

DMV-314s, etc. Documents are due by Close of Business (C.O.B.) on the date designated. Law Enforcement Agencies must also submit agency work schedules and hourly and overtime rates, as requested.

All documentation should be complete and legible. Any documentation that requires a signature, should be signed by the appropriate persons. Under no circumstances should an officer sign off on/approve his or her own overtime. In addition, all departments should have a line for the printed name of the signer to ensure the name of the signer can be verified. If an officer does work overtime and typically signs off on the agency's overtime forms, a supervisor or someone of higher rank must sign off on the overtime form. In some instances, a Mayor or City/County Clerk may sign off on the overtime form, specifically in instances where the agency is small and doesn't have many/any ranking officers.

Receipts provided for purchases, including but not limited to equipment, supplies, hotel rooms, and meals, should clearly state what was purchased. If receipts do not include a detailed enough description of a purchase, the grant coordinator should make a note on the receipt as to what the unclear items are. All food receipts must be itemized. Non-itemized meal receipts are not acceptable for reimbursement purposes. Receipts, folios, or invoices for larger purchases, such as equipment, event space, event catering, etc. must be signed by the grant coordinator.

If not submitted, this may result in temporary suspension of grant funding. To reinstate funding, all outstanding paperwork must be submitted and approved by the WVGHSP or Regional Program Coordinator. More than two suspensions in any twelve (12) month fiscal funding period will automatically terminate the project for the remainder of the fiscal year.

1.3.10 Record Retention

The Sub-Grantee will keep any and all documentation that may be required by the WVGHSP. These documents must be retained for a period of three years from the date of submission of the final expenditure report. Because the final expenditure report is generally submitted during the first quarter of the following grant year, files would need to be retained for that year, the next three years and the current year. Example: We are in FY 2020, so grant files for this year must be retained, as well as the three previous grant years (FY 2019, FY 2018, FY 2017). In addition to these four years, the final expenditure report for FY 2016 was submitted no later than November 2016 (during FY 2017), so FY 2016 grant files need to be retained as well. The three-year retention is to begin after a final audit has been resolved with the following exceptions:

- 1) If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigations, claims, or audit findings have been resolved.
- 2) The three-year retention period for records of nonexpendable equipment acquired with Federal grant funds begins upon the final disposition of the equipment, meaning all documentation must be kept on file for three years AFTER equipment is disposed of.
- 3) The retention period starts from the date of the submission of the final fiscal report.
- 4) Electronic copies may not be substituted in lieu of original records without approval from the WVGHSP.

1.3.11 Monitoring/Access to Records

The WVGHSP Program Managers are required to complete three monitoring reports on all grantees. Two reports will stem from on-site visits to Sub-Grantees, and the final monitoring report will be an end-of-year report. Program Managers may also complete Risk Assessments on smaller agencies within some of the law enforcement project grants. See Appendix D.

Regional Coordinators are required to complete Risk Assessments (RA) annually on all law enforcement agencies that receive funds through the regional grant programs. The RA is used to evaluate risk involved with awarding future highway safety grant funds. Factors include past enforcement activity, productivity, documentation and reporting. The RA form is in Appendix D.

The WVGHSP, through any authorized representative, will have access to and the right to examine all records, books or documents related to the contract/grant, and to relevant books and records of contractors.

1.3.12 Budget Adjustments

All budget adjustments between major categories (e.g., Administrative, Paid Media, Equipment, etc.) require prior written approval from the WVGHSP. In no event may the Sub-Grantee charge to the grant amounts in excess of the approved level of funding.

Minor budget adjustments within the same account number and funding source must also be approved in writing by the WVGHSP before any changes are made to the budget sheets.

1.3.13 Property

No real property may be purchased with Highway Safety funds.

1.3.14 Property Accountability

The Sub-Grantee or law enforcement agency shall establish and administer a system to control, protect, reserve, use, maintain, and dispose of any property or equipment furnished by the WVGHSP. The obligation continues as long as the property is retained by the Sub-Grantee or law enforcement agency, notwithstanding the expiration of this agreement. Prior to the sale, trade-in, or disposal of property, disposition instructions will be obtained from the WVGHSP. The Sub-Grantee or law enforcement agency assures that all property shall be made available to the WVGHSP for inspection/inventory at the request by the governing bodies.

1.3.15 Equipment

Under 23 CFR, Chapter III, Part 1300, Subpart D – Administration of Highway Safety Grants, Section 1300.31 Equipment:

(a) Title. Except as provided in paragraphs (e) and (f) of this section, title to equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 will vest upon acquisition in the State or its subrecipient, as appropriate, subject to the conditions in paragraphs (b) through (d) of this section.

(b) Use. All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes, as determined by the Regional Administrator, and neither the State nor any of its subrecipients or contractors shall encumber the title or interest while such need exists.

(c) Management and disposition. Subject to the requirements of paragraphs (b), (d), (e), and (f) of this section, States and their subrecipients and contractors shall manage and dispose of equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 in accordance with State laws and procedures.

(d) Major purchases and dispositions. Equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more shall be subject to the following requirements—

(1) Purchases shall receive prior written approval from the Regional Administrator;

(2) Dispositions shall receive prior written approval from the Regional Administrator unless the equipment has exceeded its useful life as determined under State law and procedures.

(e) Right to transfer title. The Regional Administrator may reserve the right to transfer title to equipment acquired under this part to the Federal Government or to a third party when such third party is eligible under Federal statute. Any such transfer shall be subject to the following requirements:

(1) The equipment shall be identified in the grant or otherwise made known to the State in writing;

(2) The Regional Administrator shall issue disposition instructions within 120 calendar days after the equipment is determined to be no longer needed for highway safety purposes, in the absence of which the State shall follow the applicable procedures in 2 CFR parts 200 and 1201.

(f) Federally-owned equipment. In the event a State or its subrecipient is provided federally-owned equipment:

(1) Title shall remain vested in the Federal Government;

(2) Management shall be in accordance with Federal rules and procedures, and an annual inventory listing shall be submitted by the State;

(3) The State or its subrecipient shall request disposition instructions from the Regional Administrator when the item is no longer needed for highway safety purposes.

In addition, under 2 CFR Subtitle A, Chapter II, Part 200, Subpart D – Post Federal Award Requirements, Section 200.313 Equipment:

See also §200.439 Equipment and other capital expenditures.

(a) *Title*. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a Federal award will vest upon acquisition in the non-Federal entity. Unless a statute specifically authorizes the Federal agency to vest title in the non-

Federal entity without further obligation to the Federal Government, and the Federal agency elects to do so, the title must be a conditional title. Title must vest in the non-Federal entity subject to the following conditions:

- (1) Use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project.
 - (2) Not encumber the property without approval of the Federal awarding agency or pass-through entity.
 - (3) Use and dispose of the property in accordance with paragraphs (b), (c) and (e) of this section.
- (b) A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Other non-Federal entities must follow paragraphs (c) through (e) of this section.
- (c) *Use.* (1) Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the non-Federal entity must not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:
- (i) Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
 - (ii) Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.
- (2) During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by Federal awarding agency that financed the equipment and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-federally-funded programs or projects is also permissible. User fees should be considered if appropriate.
- (3) Notwithstanding the encouragement in §200.307 Program income to earn program income, the non-Federal entity must not use equipment acquired with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains an interest in the equipment.
- (4) When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) *Disposition.* When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

- (1) Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- (2) Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
- (3) The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must

be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

The WVGHSP may confiscate equipment no longer being used for the purpose(s) for which it was purchased.

The WVGHSP retains the right to classify individual items as equipment even if it is not apparent that the above definition is being met. The WVGHSP has the final determination in all matters relating to equipment.

All equipment purchases must be made as early in the grant year as possible. Assessing equipment needs at the beginning of each grant year is ideal. Equipment purchased in a given grant year should get as much use as possible within that same grant year. All equipment purchases and approval for all equipment purchases should be made no later than **June 30** of each grant year. Exceptions to this rule will be evaluated on a case-by-case basis.

1.3.16 Sanctions for Noncompliance

In the event of the Sub-Grantee's noncompliance with the terms, conditions, covenants, rules or regulations of this grant, the Regional Program/Oversight Agency shall impose such contract sanctions as it may deem appropriate, including but not limited to:

- 1) Withholding of payments to the Sub-Grantee until the Sub-Grantee complies, or
- 2) Cancellation, termination or suspension of the contract in whole or in part, or
- 3) Refrain from extending any further assistance to the Sub-Grantee until satisfactory assurance of future compliance has been received from the Sub-Grantee.

1.3.17 Criminal Penalties

Whomever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of this grant, or whomever knowingly and willingly falsifies, conceals or covers up by trick, scheme, or device any material fact in any application contract for assistance submitted to the WVGHSP, shall be subject to prosecution. Programs are suspended until all litigation is completed.

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

The prospective lower tier participant (the Agency) certifies, by submission of this contract proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Federal Agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.

1.3.19 Sub-Grantee Staff/Contractors with WVGHSP-Reimbursed Salaries/Pay

Several positions within the state's overall highway safety program are hired through Sub-Grantees to conduct a variety of highway safety programming and activities, including Regional Coordinators, State LELs, etc. These positions may be hired by Sub-Grantees under a variety of hiring circumstances. Some are directly employed by Sub-Grantee agencies; some are hired as independent contractors.

Universal expectations: Although there are differences in hiring circumstances, there are universal expectations for all grant-funded positions.

- Expected to work a standard work schedule, Monday through Friday
 - Up to 40 hours for full-time (up to 1,920 – 2,000 hours each grant year, depending on contract specifics)
 - Up to 32 hours for part-time contractors (depending on contract specifics)
- Aside from WVGHSP-funded law enforcement activities, any work on weekends is expected to be an occasional occurrence, and your WVGHSP Program Manager should be aware of weekend work prior to it occurring.
 - When weekend work occurs, the regular workweek hours should be adjusted accordingly to maintain a 40-hour workweek (or up to 30 hours for part-time).
- Working from home is generally not permitted, as all staff/contractors have office space. Exceptions to this rule may be granted by the WVGSHSP Program Manager on a case-by-case basis.
- All grant-funded positions, including Regional Coordinators, Assistants, LELs, etc., are required to submit a Weekly Calendar and a Weekly Activity Log. These are two different documents.
 - Weekly Calendar: The calendar is for the UPCOMING week and is due by noon on Friday. The Weekly Calendar should include if you are working in the office, visiting agencies, vacation and any scheduled appointments, meetings, trainings or events. A Weekly Calendar template is provided in Appendix D.
 - Weekly Activity Log: The Weekly Activity Log is for the current week and is due by close of business on Friday. The report should be a reflection of what you are working on each day and should be as detailed as possible. There is no Weekly Activity Log template.

Sub-Grantee Contractors: Sub-Grantee contractors are required to sign a contract with the granting agency, a copy of which must be reviewed and approved by the WVGHSP prior to signing. A signed copy must then be provided to the WVGHSP for the grant file. A new contract may be signed each year, or the contract can include a clause that states the contract may be renewed each year with written approval from the contractor and granting agency officials

1.3.20 MADD, SADD, Other Advocacy Groups

One of the annual requirements of each Regional Traffic Safety Program is to “support or establish at least one advocacy group (e.g., MADD, SADD, etc.)”

Per NHTSA Region 3, “support” means “we can fund activities that we are working in conjunction with these groups, but we cannot fund support costs for their general

operation". Grant funds **cannot** be used to provide basic office supplies for advocacy groups (business cards, paper, paper clips, etc.) Any funds provided should be in support of a project. Educational materials (brochures, posters, etc.) with true highway safety messaging are allowed, but you cannot provide funds for just a general public relations piece (i.e., promoting joining or donating to MADD). Donations to any of these groups, using WVGHSP grant funds, are not allowable (i.e., writing out a check to MADD). Refer to 2 CFR 200.434 for additional information.

These guidelines apply to any advocacy group, although MADD was used as an example. If you have questions or need additional clarification, contact your WVGHSP Program Manager.

1.3.21 Public Information & Education

Promotional items and memorabilia are not allowable costs under Federal grants. An unallowable promotional item is any item that is used as an incentive or to increase goodwill. Items distributed as giveaways, except safety items listed under Equipment, Section 1.3.15, are not allowable.

Educational materials are allowable, as long as they provide substantial information and educational content to the public and have the sole purpose of conveying that information. An appropriate award may be given under a limited, formalized recognition program. See Section 1.3.25 for additional information about recognition awards. See Appendix A for a list of additional allowable and unallowable items.

1.3.22 Social Media

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

For the purpose of this section, an employee is considered to be anyone whose salary, in whole or in part, full-time or part-time, is paid for/reimbursed by the WVGHSP. It does not include individuals who are reimbursed for overtime enforcement.

All regional highway safety programs are encouraged to maintain social media accounts for their program as an additional resource to educate the public on the WVGHSP program areas. This includes, but is not limited to, Facebook and Twitter. If your region hosts one or more social media accounts, the accounts should be updated at least once a week, but preferably more often. Regional program social media accounts are representative of the granting agency, as well as representative of the WVGHSP, and should be conducted as such, in a professional and relevant manner.

All regional, auxiliary, and state office staff are expected to conduct themselves professionally on all social media outlets, including personal pages, and in accordance with this document, their agency's social media policy and any other WVGHSP guidance.

1.3.22.1 Personal Social Media Accounts

While we cannot dictate content on your personal social media pages, please give strong consideration to the following items:

If personal social media accounts include friends or followers who are associated with a highway safety grant, such as law enforcement officers who work highway safety overtime, Child Passenger Safety Technicians and Fitting Station staff, or any other grant-related persons, additional consideration should be exercised in order to maintain professionalism and respect, especially as it relates to interactions with such persons.

Employees should be aware of the effect their actions may have on their images, as well as the image of the WVGHSP. While everyone has a right to their personal beliefs and opinions, others may not share those same beliefs and opinions, and sharing them publicly may have an adverse impact on working relationships.

If employees encounter a situation while using social media that threatens to become antagonistic, whether on a personal or work account, employees should disengage from the dialogue.

Social Media use resources:

- Hatch Act Social Media Quick Guide:
<https://osc.gov/Documents/Hatch%20Act/Social%20Media%20Quick%20Guide.pdf>
- Hatch Act Advisory Opinions Page, Social Media & Email tab:
<https://osc.gov/Services/Pages/HatchAct-AdvisoryOpinion.aspx#tabGroup15>
- WVDOT Social Media Use Policy:
<https://transportation.wv.gov/employees/DOTAdminProcs/DOTP0316.pdf>

1.3.23 Paid and Earned Media

Regional programs are encouraged to use paid and earned media for all campaigns, education and/or enforcement. While there are state and national media buys for each national campaign, not all areas of the state will be covered by these buys. Regional media buys should complement the state and national buys as well as ensure media coverage across the region. Law enforcement project grants are encouraged to use earned media efforts to support and promote their enforcement efforts.

At the beginning of the grant year, regional programs are encouraged to create a media plan or calendar with all campaigns for which media will be purchased or earned, in order to effectively plan and track efforts.

In all media efforts, do not mix media messages (combining more than one program area with another program area in the same message), and during national enforcement periods, NHTSA campaign logos and ads must be used. All media spots must be approved in advance by the WVGHSP Public Information Specialist

Earned and Paid Media data must be entered into the CDDP database. Follow up with any post-campaign results and update the database as needed. If you find after the

campaign has ran that you earned more media at no cost, edit your original CDDP database entry to reflect it.

Paid media: NHTSA requires purchased media to provide a 1 for 1 match or more. This can include the following formulations to reach the 1 for 1 match or more value:

- A rate reduction
- More spots at no additional cost
- Additional run/placement time
- Additional advertising, of the same or a similar product

Before purchasing any media, determine whether the media vendor will reach the target audience for that campaign. Ensure the media vendor will provide proof of delivery, as well as have the ability to track and summarize reach.

Media vendors should be able to provide the following:

- Circulation count (magazines, newspapers)
- Total audience (TV, radio)
- Audience demographics (TV, radio, magazines, newspapers, digital, social)
- Total impressions (digital, social media, billboards)
- Reach and frequency (radio)
- Rating (TV)
- Click-Through rates (digital/web)
- Extra placement at no extra cost guaranteed up front
- Number of purchased spots
- Number of free spots or other additional free benefits
- Length of time displayed (billboards)

Post-campaign, seek out evidence your paid media was delivered. Evaluate all communication and campaign efforts to determine what was effective and what wasn't.

Earned media: Regional programs are required to regularly generate earned media. Earned media is publicity gained through promotional efforts other than paid advertising. It refers specifically to publicity gained through editorial influence in media outlets such as newspaper, radio, television, and the internet, as articles, shows, letters to the editor, editorials, and online articles. Earned media efforts should promote campaigns, use materials provided by the WVGHSP and NHTSA as well as statistics relevant to the topic.

Utilize your media contacts and provide them with upcoming campaign and enforcement details. If you do not have strong media contacts, reach out to the reporters in your regional media outlets and begin compiling a media contact list.

Examples of earned media efforts:

- Letters to the Editor
- Seeking out opportunities for radio and TV interviews, feature stories and testimonials
- News releases: A news release is a short story in a general form that covers who, what, when, where, why and how. A news release should be sent out before the enforcement period or campaign. A second news release should be sent out post-event sharing results of the campaign.

- Media advisories: sent out in advance of events to provide basic information about who, what, when, where, why and how, to invite and encourage press attendance and coverage at an event
- Press conferences
- Social media (not boosted)
- Additional free spots to complement paid spots
- Reduced rate or free ad products

1.3.24 Recognition Awards

Highway safety funds may be used to purchase awards under a formalized program that recognizes superior performance or exceptional contributions to the purposes served by the NHTSA grant. Awards and recognition items cannot be provided for participation only purposes.

1.3.25 Cell Phones

The WVGHSP will reimburse for select cell phone expenses for approved staff/contractors. Cell phone bill reimbursements will be capped at no more than \$70 for allowable expenses only.

Allowable expenses for reimbursement include:

- A data/talk/text plan of reasonable price and size
- Line access fee
- Surcharges, fees and taxes, such as:
 - Administrative fee
 - Federal Universal Service Charge
 - City Utility Tax
 - WV Wireless E-9-1-1

Unallowable expenses for reimbursement include:

- Cost of the actual cell phone, in full or in monthly installments
 - One exception: a cell phone that is a WVGHSP phone, that will stay with the position and not the individual. If the cell phone is your personal phone, costs for the actual phone will not be reimbursed. Only a reasonable cost for a WVGHSP phone will be reimbursed, with prior written approval from your WVGHSP Program Manager.
- Late fees
- Data overage fees
- Insurance or other protection plans
- Ringtones, apps, etc.
- Cell phone cases
- Screen protectors
- Any costs or fees associated with others on a shared plan

In the case of a shared phone plan, only allowable costs/fees for the approved staff/contractor will be reimbursed. All allowable costs/fees must be divided by the number of lines on the bill. If there are three lines on the bill, divide the allowable expenses above by three. If there are two lines, divide the allowable expenses above by two.

Documentation should be provided to verify costs/fees for which reimbursement is requested. The ideal documentation would be a full copy of each month's phone bill (with PII redacted).

1.3.26 Supplanting

The replacement of routine and/or existing agency expenditures with the use of Federal grant funds for the cost of activities that constitute general expenses required to carry out the overall responsibility of an agency is considered supplanting and is not allowable.

1.3.27 Additional Procedures

If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the Federal Government, such fact shall be promptly and fully reported to the WVGHSP who will report this to the Federal Agency. The Federal Agency shall determine whether protection of the invention or discovery shall be sought. The Federal Agency will also determine how the rights in the invention or discovery, including rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with "Government Patent Policy."

Except as otherwise provided in the terms and conditions of the agreement, the author or the Sub-Grantee is free to copyright any books, publications or other copyrightable materials developed in the course of or under a federal agreement. The Federal Agency and the WVGHSP shall reserve a royalty-free and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

Grant Coordinators, project coordinators and all other persons affiliated with the WVGHSP grants are subject to the WV Governmental Ethics Act and WVDOT Administrative Procedures, Volume III, Chapter 23: Employee Ethics and Conflict of Interest. No one receiving WVGHSP grant funds shall use their positions, equipment/supplies or on-duty time for their own private gain or of any other persons/entities.

1.4 **FISCAL REPORTING REQUIREMENTS**

1.4.1 Reports

The Sub-Grantee is required to submit fiscal reports monthly. The reports are due in the WVGHSP Office no later than the 20th of the month following the reporting month. (e.g., the report for January is due by February 20th).

The first report is the Project Financial Report and shall be filed if funds are expended. If there are no funds expended in a particular funding category for that month, no Project Financial Report needs to be completed, as an email, listing categories with zero funds expended, shall suffice. This email should be sent to the WVGHSP Fiscal staff and your WVGHSP Program Manager. The account number and the information on how the monies are broken down by line item can be found on the budget page of the grant. The grant number is found on the purchase order as project number (Ex: F20-HS-09). The Sub-Grantee shall ensure that accurate, current and complete records adequately identify the source and application of funds for grant supported activities. **Note: This form must be signed by either the Authorized Official or the Fiscal Officer named in the grant.**

1.4.1.1 End of Year Closeout

The final Request for Reimbursements (RFR) for a grant year are due November 15 of the year immediately after the end of the Federal Fiscal Year. The RFRs must be sent via email to the WVGHSP Office no later than Close of Business (5pm) on this date, via electronic RFR procedures already in place. The date may be adjusted depending on whether it falls on a weekend.

1.4.2 Use of Awarded Funds

Funds may be expended only for purposes, activities and equipment specifically designated in the approved grant budget.

The Sub-Grantee shall exercise effective control and properly account for all funds, equipment and other assets. Assets will be adequately safeguarded and used solely for authorized purposes.

Records should indicate a comparison of actual outlays with the budgeted amount for each grant.

All grant funds are awarded on a reimbursement basis.

The Request for Reimbursement form only needs to be filled out when reimbursement is being sought. **Note: This form must be signed by either the Authorized Official or the Fiscal Officer named in the grant.**

If funds expended in a reporting month for a particular funding category are less than \$500, the fiscal agency shall hold that Request for Reimbursement for up to two months. Example: if 402 expenses for October equal \$110, this request should not be submitted with October's Requests for Reimbursement in November. It should be held through

November and added with November's 402 expenses and submitted in December. If October and November's 402 expenses still do not equal \$500, they should be added to December's 402 expenses. All 402 expenses from October, November and December should be submitted in January with December's Requests for Reimbursement even if the total is less than \$500.

1.4.2.1 Funding Categories

402 Funds: used for allowable and approved expenses outlined in a grant, including but not limited to, staffing costs, office supplies, speed enforcement, red light/stop sign enforcement, distracted driving enforcement, training, travel, PI&E and media.

405b Funds: used for allowable and approved **occupant protection-related** expenses outlined in a grant, including but not limited to, seat belt enforcement, child safety seats, training, PI&E and media.

405c Funds: used for allowable and approved **traffic records or eCitation-related** expenses outlined in a grant, including but not limited to, eCitation equipment and database maintenance.

405d Funds: used for allowable and approved **impaired driving-related** expenses outlined in a grant, including but not limited to, impaired driving enforcement, impaired driving checkpoints, impaired driving training, DRE enforcement, PI&E and media

405e Funds: used for allowable and approved **distracted driving-related*** expenses outlined in a grant, including but not limited to, distracted driving enforcement and media.

*There are some allowable expenses with 405e funds that are not related to distracted driving activities.

405f Funds: used for allowable and approved **motorcycle safety-related** expenses outlined in a grant, including but not limited to, training and education.

DOHWZ Funds: used for allowable and approved **work zone safety-related** enforcement outlined in a grant.

Note: although line items may be included within a grant, many expenses still require written pre-approval from the WVGHSP Office.

1.4.3 Documentation

Adequate documentation for all project costs must be maintained. Such documentation must be retained and available for monitoring purposes for the period of time specified below. Adequate documentation is defined as follows for each Line Item Budget Category.

- Personnel: Documentation would include daily time and attendance records signed by each project employee and his or her supervisor. These time and attendance records must be maintained by each Sub-Grantee and are used to verify expenditures.
 - Other documentation would include payroll records which indicates payroll period, payment rate, hours worked per day and other related information. Copies of payroll records are generally sufficient to submit with the Project Financial Report to substantiate personnel costs.

- Copies of canceled checks must be retained but are not required to be submitted unless a Request for Reimbursement has been denied for insufficient proof of payment to the employee on the part of the grantee.
- Consultants: For individuals, documentation would include the consultant agreement, and a statement from the project director indicating the consultant performed the duties in accordance with the consultant agreement. This statement should be accompanied with proof that the Sub-Grantee paid the consultant (e.g., a signed invoice) showing payments. For organizations, documentation must be a detailed billing (either an invoice or an itemized statement) indicating service performed or product delivered, dates of service, a payment rate consistent with the consultant agreement and approved by the project director. This should also be accompanied by proof that the Sub-Grantee paid the consultant.
- Travel: Sub-Grantee employees/contractors will comply with the State of West Virginia travel regulations unless their local government travel regulations are more restrictive. Documentation would include detailed expense vouchers, signed by the employee/contractor and approved by the employee/contractor's supervisor. These expense vouchers will have supporting documents included with them. The supporting documents shall include meeting/conference agenda, receipts for hotels/motels, airplane tickets, train tickets, car rental, and any other expenses incurred while traveling. Examples of applicable travel forms are provided in Appendix D. Additional information regarding travel is provided in Section 1.3.8.
- Equipment and Other: Documentation for "equipment" and "other" is by submission of paid vendor invoices, canceled checks or check register.
- Personally Identifiable Information: See Section 1.4.11.

1.4.4 Allowable/Unallowable Costs

Only those items found on the Fiscal Summary/Budget pages of the grant under the approved column are allowable, and these are the costs that the WVGHSP has agreed to reimburse. Although items may be listed, some may require prior approval from the WVGHSP.

Those items found on the Fiscal Summary/Budget pages where no dollar amount can be found under the approved column are not allowable and are not eligible for reimbursement.

1.4.5 Program Income

Program income means gross income earned by the Sub-Grantee that is directly generated by a grant-supported activity or earned as result of the Federal award during the period of performance. Program income includes but is not limited to:

- Income from fees for services performed
- The use or rental of real or personal property acquired under Federal awards
- The sale of commodities or items fabricated under a Federal award
- License fees and royalties on patents and copyrights. Unless the grant agreement provides otherwise, Sub-Grantees shall have no obligation to the Federal government with respect to royalties received as a result of copyrights or patents produced under the grant or other agreement.

All other program income earned during the grant period shall be retained by the Sub-Grantee and shall be:

- Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives.
- Used to finance the non-Federal share of the project; or
- Deducted from the total project costs for the purpose of determining the net costs on which the Federal share of costs will be based.

1.4.6 Audits

This section establishes audit requirements for all recipients of NHTSA grant monies. As set forth in the approved grant application, an audit is required and shall be conducted by Certified Public Accountants on an organization-wide basis (as opposed to an individual grant basis).

It is the responsibility of the Sub-Grantee to provide for the performance of an independent audit. This means your department is subject to audits by the State of West Virginia. If a finding is made related to the highway safety grant funding, the Regional Program/Oversight Agency/Sub-Grantee Agency and the WVGHSP must be notified by the Sub-Grantee of such findings in written form immediately upon first notice.

Please note that all Highway Safety projects are subject to the federal circulars which are included in Part III of this manual.

1.4.7 Depreciation

All equipment purchased with Federal Highway Safety Funds are subject to the requirements and conditions set forth by the WVGHSP until such time as that equipment is properly depreciated off of the Sub-Grantee books. It is the Sub-Grantee's responsibility to set up the proper depreciation schedule, and to depreciate the equipment on a consistent and regular basis.

The following guidelines have been established for depreciating non-expendable items purchased with Highway Safety funds. This list is not inclusive, and additional data will be determined as needed. This list is determined by federal guidelines and is subject to change.

EQUIPMENT USEFUL LIFE	
Photo Equipment (Camera, Projectors, etc.)	5 Years
Video Equipment	5 Years
Multi-Media Equipment	4 years
Speed Measuring Devices	4 Years
Breath Test Devices	3 Years
Personal Computers	3 years
Computer Software	2 Years
Movies (Film)	2 Years
Specialized Medical Equipment	2 Years

1.4.7.1 Depreciation Method

A Straight Line Method will be used to determine depreciation of equipment purchased with Highway Safety funds. Procedures for determining the proper depreciation calculations is as follows:

- Unit Acquisition Cost less Salvage Value = Depreciable Amount
- Depreciable Amount divided by Useful Life = Annual depreciation by years
- The Annual depreciation should be prorated for partial year ownership.

Special or unique items purchased may require a different method to determine a proper depreciation rate. Please note that the above guidelines are subject to the definition and guidance set forth by the WVGHSP.

1.4.8 Written Approval of Changes

The Sub-Grantee must obtain prior written approval from the WVGHSP for any project changes or deviations from the approved grant. These would include, but are not limited to:

- Changes in substance and project activities, designs, or research plans set forth in the approved grant
- Changes in the project director or key personnel
- Changes in the project budget which cannot be made in accordance with the section above on budget deviations
- Changes of emphasis or redirecting the funds within the grant (i.e., transferring funds from one account to another)
- Changes in the length of the project

1.4.9 Obligation of Funds

Project funds may not be obligated or spent prior to the effective date or subsequent to the closing or termination date of the project. Obligations outstanding as of the closing or termination shall be liquidated within 30 calendar days. These expenditures must be related to goods or services provided within the project period and the funds must have been obligated (contracted) for within the effective period of the grant.

1.4.10 Retention of Records

See Section 1.3.10

1.4.11 Personally Identifiable Information (PII)

Before submitting Reimbursement Requests to the WVGHSP office, they must be checked for PII (Personally Identifiable Information). PII includes information like full or partial social security numbers, checking account numbers, birth dates, home addresses, credit card numbers, driver's license numbers, etc. All PII **MUST** be fully redacted before

the documents are sent to the WVGHSP office. If any redacted information can still be seen, it is not fully redacted. Failure to fully redact PII before submitting Reimbursement Requests to the WVGHSP office may result in a significant delay in the reimbursement process. Any requests for reimbursement that include unredacted PII will be returned to the requesting agency's office to be redacted. If any PII is inadvertently sent through to the Auditor's Office, the Reimbursement Request will be rejected, and corrections/redactions will need to be made before the request can be resubmitted.

1.5 **PROGRAM REPORTING**

1.5.1 General Information

Sub-Grantees shall constantly monitor performance under grant-supported activities to ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance objectives are being achieved. This review shall be made for each function or activity as set forth in the approved grant application by the Project Director.

Sub-Grantees are required to submit one or more monthly reports. See Section 1.5.3. Reports may be sent via e-mail and must be received no later than the 20th day of each month for the prior month's report. If mailed, reports must be postmarked no later than the 20th day of each month for the prior month's report. The required forms will be made available to each Sub-Grantee.

Between the required progress reporting dates, events may occur which may have significant impact upon the project. In such cases, the Sub-Grantee will inform the WVGHSP as soon as the following conditions exist:

- 1) Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives, prevent meeting time schedules, or preclude the attainment of project objectives by established time periods. This disclosure shall be accompanied by a statement of the action taken and any assistance needed to resolve the situation.
- 2) Favorable developments or events which enable meeting time schedules and objectives sooner than anticipated.

If any performance review conducted by the Sub-Grantee discloses the need for changes in the grant, the Sub-Grantee shall submit such a request to the WVGHSP as early in the project as possible.

The WVGHSP staff will make the site visits as frequently as possible to:

- 1) Review program accomplishments and management control systems.
- 2) Provide such technical assistance as may be required.

1.5.2 Evidence-Based Traffic Safety Enforcement Program

A significant portion of West Virginia's Highway Safety grant funds is awarded to law enforcement agencies each year through Regional Traffic Safety Grants, as well as other Law Enforcement Project Grants. The WVGHSP has developed policies and procedures to ensure enforcement resources are used efficiently and effectively to support the goals of the WVGHSP. The WVGHSP incorporates an evidence-based approach in its statewide enforcement program through the following components:

1.5.2.1 Data-Driven Problem Identification

In the statewide problem identification process used in the development of the annual Highway Safety Plan (HSP), the data analyses are designed to

identify who is over-involved in crashes and when, where, and why crashes are occurring. Key results from the problem identification are presented in the statewide and individual program area sections of the HSP.

All enforcement agencies receiving grant funding must also use a data-driven approach to identify the enforcement issues in their jurisdictions. Data documenting the identified highway safety issue(s) and the proven strategies that will be implemented to address the problem must be included in the funding application submitted to the WVGHSP. Each of the Regional Coordinators and Law Enforcement Project Coordinators will assign enforcement activities based upon measurable data provided to them by the WVGHSP. The expected enforcement effort will be by written agreement and included as part of their grant file. The effort and progress will be monitored by the WVGHSP Program Managers.

1.5.2.2 Implementation of Evidence-Based Strategies

To ensure enforcement resources are deployed effectively, law enforcement agencies are directed to implement data-driven, evidence-based strategies. The HSP narrative outlines West Virginia's broad approach to address key problem enforcement areas and guides local jurisdictions to examine local data and develop appropriate countermeasures (using NHTSA's Countermeasures That Work and other proven resources) for their specific problem area(s). Examples of proven strategies include targeted enforcement focusing on specific violations, such as distracted driving and speeding, or on specific times of day when more violations occur, such as nighttime impaired driving road checks and seat belt enforcement. High-visibility enforcement, including participation in national seat belt and impaired driving mobilizations, also is required. Several State-mandated enforcement blitzes are also included. The Data-Driven Approaches to Crime and Traffic Safety (DDACTS) model and other strategies that use data to identify high-crash locations are also proven strategies. By implementing strategies that research has shown to be effective, more efficient use is made of the available resources and the success of enforcement efforts is enhanced. Multijurisdictional enforcement efforts are encouraged and supported by the WVGHSP.

1.5.2.3 Continuous Monitoring

Continuous monitoring of the enforcement grants is another important element of West Virginia's evidence-based traffic safety enforcement program. Enforcement agencies' deployment strategies are continuously evaluated and adjusted to accommodate shifts and changes in their local highway safety problems. Several methods are used to follow-up on programs funded by the WVGHSP. The agencies receiving grant funding are required to detail program progress in their monthly activity reports which include data on the activities conducted (e.g., areas and times worked, number of citations and arrests issued). Funding decisions for subsequent years are based on the effectiveness and performance of the enforcement project.

Enforcement grants also are monitored throughout the year by the Regional Coordinators and the WVGHSP Program Managers. Enforcement activities and efforts also are monitored continuously not only from the WVGHSP Program Manager and the Regional Coordinator, but also by agency Law Enforcement Liaisons (LELs) and the State LEL. (Note: Each law enforcement agency that is a recipient of Highway Safety funding must have an assigned officer to serve as the agency LEL). Contact with enforcement agencies is maintained through meetings, conferences, grant monitoring sessions, phone calls, and press events. Enforcement deployment strategies are continuously evaluated for their impact and effectiveness and modifications are made where warranted. A citation/arrest database is used to track and monitor enforcement efforts. Special projects are implemented as needed.

1.5.3 Progress Reports

All Sub-Grantees are required to submit monthly reports as follows:

- Regional Programs:
 - Monthly Activity Report: used to report progress, achievements, and results of the specific objectives in the approved grant
 - Media Report
 - CPS Installs Report
 - Regional Data Report
 - Calendar
 - Equipment Log
- Law Enforcement Grants:
 - Monthly Activity Report
- Non-Law Enforcement Grants:
 - Monthly Activity Report

All Sub-Grantees are required to submit an annual report to the WVGHSP Office no later than November 1 of the year immediately after the end of the Federal Fiscal Year.

All grant-funded positions, including Regional Coordinators, Assistants, LELs, etc., are required to submit a Weekly Calendar and a Weekly Activity Log. These are two different documents.

- Weekly Calendar: The calendar is for the UPCOMING week and is due by noon on Friday. The Weekly Calendar should include if you are working in the office, visiting agencies, vacation and any scheduled appointments, meetings, trainings or events. A Weekly Calendar template is provided in Appendix D.
- Weekly Activity Log: The Weekly Activity Log is for the current week and is due by close of business on Friday. The report should be a reflection of what you are working on each day and should be as detailed as possible. There is no Weekly Activity Log template.

This listing of reports is not an exhaustive list. The WVGHSP reserves the right to assign additional reports to Sub-Grantees for any time frame requested.

NOTE: If there is no current Monthly Activity Report on file with the WVGHSP, no Requests for Reimbursement will be processed for payment.

1.5.4 Monitoring

Each project receiving funds from the WVGHSP will be monitored by the Highway Safety Program Staff onsite, twice within the project period, plus an end of year monitoring report with no onsite visit.

1.5.5 Evaluation

Evaluation provides the information which is necessary for competent decision-making and is vital to good management. The following is an operational definition of evaluation as it is used by the WVGHSP.

“Evaluation is the presentation of information to decision makers about key elements of a Highway Safety project in a form that they can and will understand, in time to make decisions, with an understanding of the confidence they can place in the results.”

In evaluation of Highway Safety projects, two levels of evaluation are utilized - administrative and impact.

Administrative (Performance) Evaluation: is concerned with measuring the operational efficiency of task activities as they relate to the accomplishment of established goals and objectives. In measuring actual task objectives, it compares them to: (1) the baseline or pre-task levels of the same activities; (b) the targeting levels of activity established for the task; and (c) the planned use of funds.

Impact (Efficiency) Evaluation: is a determination of the extent to which task operations and activity have contributed to the achievement of an objective related to crash involvement.

Both levels of evaluation are combined in the End of Year Monitoring and Risk Assessment.

1.6

SUSPENSION OF GRANT

1.6.1 Failure to Initiate Project

For grants that fail to become operational, the policies outlined in Section 1.2.6 of this Policies and Procedures Manual will apply.

1.6.2 Failure to Submit Required Reports

Failure to submit required reports (Progress, Activity, Financial, or any other report required by the WVGHSP) may result in temporary suspension of the grant. In the event of a grant suspension, the following actions may be taken:

- 1) To reinstate the grant, a letter of explanation signed by the Authorized Official, Project Director, and Fiscal Officer must be submitted to the Director of the WVGHSP. The Director of the WVGHSP will review the letter and determine if the grant is to be reinstated and will notify the parties of the decision.
- 2) In the event of a second suspension, the grant will be terminated for the remainder of the fiscal year and all funds remaining will be deobligated.

1.6.3 Failure to Meet Performance Requirements

Failure to meet minimum performance requirements established by the WVGHSP may result in temporary suspension of the grant. In the event of a grant suspension, see Section 1.6.2 for related actions.

1.6.4 Fraudulent Activity

Any fraudulent activity that is suspected or occurs in connection with any grant awarded by the WVGHSP will result in immediate termination of the grant. The grant will remain terminated until an investigation into the suspected fraudulent activity occurs. If it is determined that no fraudulent activity occurred, the grant will be reinstated. If it is determined that fraudulent activity did occur, the WVGHSP will determine what further action will be taken.

PART II LAW ENFORCEMENT OVERTIME AND STRAIGHT TIME POLICIES

(Revised 08/2023)

2.1 ENFORCEMENT FUNDING ELIGIBILITY REQUIREMENTS

2.1.1 Contract

All law enforcement agencies who apply for funding through a Sub-Grantee of the WVGHSP, must sign an agency contract each grant year, in order to receive funding. Agencies and Sub-Grantees are bound by all parts of this Administrative Manual.

2.1.2 Seat Belt Policy

Any law enforcement agency receiving highway safety funds must have a written seat belt policy, which must include sanctions for non-compliance with the policy, and must be submitted each new grant year to the Sub-Grantee, Regional Program or the WVGHSP. Failure to do so will cause your agency to be ineligible to receive highway safety funds.

2.1.3 DMV-314 Documents

Each agency is responsible for ensuring that ALL DMV-314s for Impaired Driving arrests are submitted to the WVDMV in a manner determined by WV State Code. Any Agency with more than five missing DMV-314s is ineligible to receive highway safety funds until the issue is resolved.

2.1.4 Certified, Full-time Officers

Officers working highway safety-funded enforcement must be a fully certified law enforcement officer in the State of West Virginia and a full-time employee of his or her agency. Part-time officers are not permitted to work highway safety overtime

2.1.5 DTASP

All agencies receiving highway safety funding must be enrolled with the Data Tracking & Agency Support Program (DTASP) and actively submitting all agency citation data (not just highway safety citation data) monthly to DTASP.

2.1.6 Meetings

The Sub-Grantee assures that the Law Enforcement Liaison, or designee, will attend any meeting, conference, workshop, or other similar function as deemed necessary by the WVGHSP for administration of this project/funding acceptance. Additionally, the Sub-Grantee assures that the Law Enforcement Liaison or designee will cooperate and fully participate with staff of the WVGHSP, Regional Program or Oversight Agency, during statewide initiatives and campaigns (i.e., Click It or Ticket, Target Red, DSOGPO).

2.1.7 Law Enforcement Liaisons

Each Agency will designate a Law Enforcement Liaison (LEL) who will serve as the link from [Regional Program/Oversight Agency/Sub-Grantee Agency] to the individual department. The responsibility of this position is to process grant-funded enforcement paperwork and ensure all paperwork and records are correct and display appropriate signatures. The LEL will assist the [Regional Program/Oversight Agency] Coordinator with issues, problems, and keep informed the progress of the project/funding. It is the responsibility of the LEL to inform the [Regional Program/Oversight Agency] as soon as possible should an Agency not be able to use approved funds.

2.2

ENFORCEMENT GUIDELINES

- 2.2.1** Officers working highway safety-funded enforcement must be a fully certified law enforcement officer in the State of West Virginia and a full-time employee of his or her agency. Part-time officers are not permitted to work highway safety overtime
- 2.2.2** Salaried officers (i.e., Chief, Sheriff, etc.) may work highway safety overtime enforcement at straight time. If requesting time and a half, the agency must designate the hourly rate based on the officer's base salary divided by 2080 hours. This may not exceed \$50.00 per hour. The officer's supervisor, or someone else of higher rank, must provide a signed statement in writing on official agency letterhead, a copy of which must be sent to the [Regional Program/Oversight Agency] with requests for reimbursement. The supervisor, or someone else of higher rank, must also sign the request for reimbursement page for the time worked. The salaried officer must be a WV-certified law enforcement officer and have completed intoximeter training.
- 2.2.3** All highway safety enforcement activities must be completed by the date specified on the award forms. If working DUI overtime for multiple months, the Request for Reimbursement and supporting documentation must be submitted by the 10th of the month following the activity. (Ex: If there are 20 patrols completed during the month of June, then all patrols are due with the correct request for reimbursement page by July 10th.)
- 2.2.4** Documentation for each enforcement event shall include: Request for Reimbursement (with appropriate signatures), Enforcement Activity Data Reports (EADR) for each activity (signed by Officer and Supervisor), a Checkpoint Data Report if the activity was a checkpoint (along with one EADR to summarize the checkpoint information), and an Underage Drinking Prevention Form for Underage Compliance Checks. Copies of all citations/warnings/arrests resulting from grant-funded enforcement events, a copy of the DMV-314 form if a DUI arrest occurred, a copy of the timecard/paystub/payroll printout showing the overtime worked and paid, list of agency's regular and OT rates, copies of officers' regular schedules, etc., will be requested periodically by the WVGHSP office and/or your granting agency/regional program staff as part of the federal funding monitoring process.
- 2.2.5** Failure to submit overtime within TWO months of the completion of the activity may lead to non-reimbursement of funds by the Sub-Grantee and the WVGHSP.
- 2.2.6** Each officer that works a patrol enforcement detail shall legibly complete the Enforcement Activity Data Report. All signatures listed are required on each EADR including the officer and authorized signature. Failure to do this will result in the return of the paperwork for necessary changes.
- 2.2.7** The Request for Reimbursement Form (RFR) acts as the invoice for enforcement event(s). Note that you may list several officers along with the date they worked the patrol in the same week or month on the Request for Reimbursement Form, but you may not include different enforcement programs on the same RFR, such as Click It or Ticket and DUI. This form must be signed by the Chief, Sheriff, or their designated LEL provided the LEL did not work grant-funded enforcement on the document. Additional signature requirements may be included in other sections of this document, such as the section pertaining to salaried officers.

- 2.2.8** If an LEL is receiving grant funding during the enforcement period, the forms must be signed by a Supervisor of higher rank. Should overtime be conducted by the Chief of Police, then the authorized signature must be either the Mayor or Chief Financial Officer.
- 2.2.9** Officers working WVGHSP grant-funded enforcement must be dedicated to highway safety enforcement. Officers must attend all court hearings, DMV hearings, other related meetings/hearings generated by highway safety details worked.
- 2.2.10** Officers working highway safety programs that leave the highway safety enforcement activity to assist their department or another department for shift-initiated calls, may not include that time on the Request for Reimbursement.
- 2.2.11** In addition to impaired driving enforcement, officers should enforce all WV traffic laws while engaged in highway safety patrols, especially occupant protection and distracted driving violations. There is zero tolerance for not wearing seat belts and impaired driving. There is also zero tolerance while working specific enforcement programs (Ex: If working distracted driving enforcement, cell phone usage is zero tolerance.)
- 2.2.12** DUI checkpoints (both regular and low-manpower events) must follow the department's written DUI checkpoint policy. All other checkpoints, including traffic safety and seat belt checkpoints, are to be performed in the same legal manner.
- 2.2.13** Grant-funded seat belt checkpoints must be conducted as nighttime enforcement, which runs from 6 PM to 6 AM. The entirety of the checkpoint does not have to fall within the nighttime enforcement time frame, but most of it should. (Ex: A seat belt checkpoint from 4PM-8PM would be considered nighttime enforcement.) Nighttime enforcement can begin prior to 6 PM but must continue at least two hours past 6 PM.
- 2.2.14** All highway safety patrols are authorized patrols of no less than two (2) hours and no more than eight (8) scheduled hours at no more than one-and-one-half times the regular pay rate. Any funds paid to officers exceeding the actual one and one-half overtime rate (benefits, increment pay, bonuses, social security, etc.) are not reimbursable by the Regional Program/Oversight Agency and the WVGHSP per Federal and State regulations. Holiday double time or higher rates are NOT allowable for reimbursement with Regional Program/Oversight Agency and the WVGHSP funds, only up to time-and-a-half.
- 2.2.15** All impaired driving enforcement funding should be conducted between the hours of **8 PM and 4 AM** unless otherwise authorized by the WVGHSP Senior Program Manager. Impaired driving enforcement outside of this timeframe must be based on data justification. Approval provided in one grant year does not roll over to the next grant. Approval must be obtained each grant year BEFORE any officer works outside of the prescribed time frame.
- 2.2.16** All highway safety enforcement must be worked in addition to regular manpower staffing; it cannot be used during normal scheduled agency shift work. Highway safety enforcement should bring additional officers out to enforce traffic laws, in addition to officers on regularly scheduled shifts. Overtime must be a scheduled event for the agency and cannot be conducted last-minute. It must be scheduled in advance of the overtime shift worked. ONE EXCEPTION: If a DRE is working a regular shift and is called out to assist another officer at another department, then the DRE can claim the hours called away to assist the

other department as overtime. Then, the DRE will return to his or her agency and make up the hours missed and complete the shift for the DRE's own department.

- 2.2.17** Impaired driving arrests at or near the end of a regular shift cannot cross over onto highway safety overtime. These must be completed on the regular duty shift or overtime provided by the department.
- 2.2.18** All agencies receiving highway safety funding must be enrolled with the Data Tracking & Agency Support Program (DTASP) and actively submitting all agency citation data (not just highway safety citation data) monthly to DTASP.
- 2.2.19** Departments with DREs must submit the proper paperwork (Request for Reimbursement, Face Sheet, DRE Overtime Summary Page) with proper signatures to [Regional Program/Oversight Agency], and it should be separate from the impaired driving overtime conducted by the department's overtime program. DREs may also be reimbursed for their time of expert testimony if subpoenaed to appear in court for a DUI arrest they assisted with, for another agency. If it was their own arrest for their own agency, it is simply their overtime from their department for their work for their department.
- 2.2.20** The WVGHSP will provide reimbursement for officers up to one-and-a-half (1.5) times their base rate of pay for approved enforcement activities. If an officer's employing agency pays the officer straight time for any particular enforcement activity, the agency must only submit for reimbursement of straight time.

PART III FEDERAL REGULATIONS AND GUIDELINES

(Revised 09/2023)

3.1 GENERAL INFORMATION

The following pages contain regulations and guidelines that all Sub-Grantees of the WVGHSP must adhere to. Specific questions regarding interpretation may be referred to your WVGHSP Program Manager.

Fiscal inquiries should be directed to:

William King	Phone Number: 304-352-5891
Tonya Smith	Phone Number: 304-352-5892

Programmatic inquiries should be directed to:

Amy Boggs	Phone Number: 304-352-5764
Heather Kessel	Phone Number: 304-352-5847
Vacant	Phone Number: 304-352-5829

3.2 FEDERAL REGULATIONS AND GUIDELINES

(Revised 8/2023)

The most up-to-date information on federal regulations is provided in the NHTSA Resources Guide via the following link:

<https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.

The NHTSA Resources page provides information on highway safety grant administration, including:

- Uniform Guidelines for State Highway Safety Programs
- Title 23 U.S.C.
- Buy America Act – U.S. Code
- 23 CFR 1200
- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR Part 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements “MAP 21”
- FAST Act – Title IV – Highway Traffic Safety
- 23 CFR Part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- NHTSA Grant Funding Guidance
- Bipartisan Infrastructure Law (BIL)

PART IV
APPENDICES

APPENDIX A: ALLOWABLE AND UNALLOWABLE ITEMS
APPENDIX B: COMMON ACRONYMS AND ABBREVIATIONS
APPENDIX C: FREQUENTLY ASKED QUESTIONS
APPENDIX D: FORMS

APPENDIX A: ALLOWABLE AND UNALLOWABLE ITEMS

The following is a list of items that are commonly questioned as to whether they are allowable or not allowable purchases with highway safety funds. This is not an exhaustive list; therefore, consultation with your WVGHSP Program Manager may be necessary before making unusual purchases with highway safety funds.

Item	Additional Information
Alcoholic Beverages	NOT allowable
Apparel	Clothing items are NOT allowable.
Bicycle Helmets	Cannot be purchased to give away, but you can find other funding sources to purchase them.
Cards	Christmas, other holidays, thank you, etc. are NOT allowable.
Entertainment	NOT allowable, including amusement, diversion and social activities
Event Tickets	NOT allowable to purchase or if offered by a vendor, NOT allowable for personal use. *In order to exhibit at some events, tickets are sometimes required to be purchased as part of the exhibitor package. In this situation, it must be documented that the purchased tickets are being used as exhibitor entrance to the event, not simply as a giveaway or other similar purpose.
Guns	NOT allowable, ranging from squirt guns to machine guns
Janitorial Supplies	Allowable ONLY IF your granting agency/office building does not provide for such items. Items may include reasonably priced trash bags, hand soap, paper towels and toilet paper.
Kitchen Appliances and Supplies	Refrigerator, microwave, stove, coffee maker, toaster, paper products, dishes, utensils, etc. are NOT allowable.
Law Enforcement Equipment	General equipment/items needed for LE should be supplied by their agency and are NOT allowable. Some items not provided may be allowable through DTASP.
Office Contentment	Coffee, tea, water, soda, any other kind of drinks, snacks, or anything consumable by employees on a regular workday is NOT allowable.
Office Furniture and Décor	Desks, chairs, shelves, decorative items, etc. are NOT allowable.
Overtime/Straight Time to Attend Trainings, Meetings Etc.	Anyone attending training, conferences or meetings relating to GHSP, statewide or local, may not claim overtime or straight time to attend (Ex: H2E Conference). It is expected that you will adjust your workweek accordingly. Exceptions must be preapproved in writing by your WVGHSP Program Manager.
Plaques, Other Awards	NOT allowable as a participation award or as encouragement. Allowable as performance-based awards
Promotional or Other Giveaway-Type Items	NOT allowable, including pens, keychains, stuffed animals, stress balls, drawstring bags, etc.
Sponsorships	NOT allowable

APPENDIX B: COMMON ACRONYMS AND ABBREVIATIONS

AAA American Automobile Association
AAMVA American Association of Motor Vehicle Administrators
AASHTO American Association of State Highway and Transportation Officials
ABCA Alcohol Beverage Control Administration
AR Annual Report
ARIDE Advanced Roadside Impairment Driving Enforcement
ATV All-Terrain Vehicle
BAC Blood Alcohol Concentration
BTS Bureau of Transportation Statistics
C&A Conditions & Assurances
CDL Commercial Driver's License
CFDA Catalog of Federal Domestic Assistance Number
CFR Code of Federal Regulations
CIOT Click It or Ticket
CMV Commercial Motor Vehicle
CODES Crash Outcome Data Evaluation System
CPS Child Passenger Safety
CPST Child Passenger Safety Technician
CR Child Restraint
CRSS Crash Report Sampling System
CSO (or CSD) County Sheriff's Office or Department
CSS Child Safety Seat
CY Calendar Year
DEC Drug Evaluation and Classification
DMV Department of Motor Vehicles
DOH Division of Highways
DOT Department of Transportation
DRE Drug Recognition Expert
DSOGPO Drive Sober or Get Pulled Over
DTASP Data Tracking & Agency Support Program
DUI Driving Under the Influence
DUID Driving Under the Influence of Drugs
DUNS Data Universal Numbering System
DWI Driving While Intoxicated
EADR Enforcement Activity Data Report
EMS Emergency Medical Services
FAIN Federal Award Identification Number
FARS Fatality Analysis Reporting System
FAST Act Fixing America's Surface Transportation Act
FFATA Federal Funding Accountability and Transparency Act
FFY (or FY) Federal Fiscal Year or Fiscal Year
FHWA Federal Highway Administration
FIRST Fatality and Injury Reporting System Tool
FMCSA Federal Motor Carrier Safety Administration
GHSA Governor's Highway Safety Association
GHSP Governor's Highway Safety Program
GMSS Grants Management Solutions Suite
GR Governor's Representative for Highway Safety
GTS Grant Tracking System

HSIP Highway Safety Improvement Program
HSO Highway Safety Office
HSIP Highway Safety Improvement Plan
HSP Highway Safety Plan
HVE High Visibility Enforcement
ICD Injury Coding System
ID Impaired Driving
IIHS Insurance Institute for Highway Safety
IQ Internet Quorum
ISS Injury Surveillance Score
LEL Law Enforcement Liaison
LEO Law Enforcement Officer
MADD Mothers Against Drunk Driving
MAP-21 Moving Ahead for Progress in the 21st Century
MCMIS Motor Carrier Management Information System
MMUCC Model Minimum Uniform Crash Criteria
MOE Maintenance of Effort
MOU Memorandum of Understanding
MPO Metropolitan Planning Organization
MR Management Review
MSA Metropolitan Statistical Area
NHTSA National Highway Traffic Safety Administration
NOYS National Organizations for Youth Safety
NSC National Safety Council
NTSB National Transportation Safety Board
OMB U.S. Office of Management and Budget
OP Occupant Protection
P&A Planning and Administration
PD Police Department
PI&E Public Information & Education
PII Personally Identifiable Information
PSA Public Service Announcement
PSC Public Service Commission
RA Risk Assessment
RFP Request for Proposal
RPM Regional Program Manager
SADD Students Against Destructive Decisions
SAFETEA-LU Safe, Accountable, Flexible, Efficient, Transportation Equity Act – A Legacy for Users, Public Law 109-59
SAMHSA Substance Abuse and Mental Health Services Administration
SFST Standardized Field Sobriety Test
SHSO State Highway Safety Office
SHSP Strategic Highway Safety Plan
STSI State Traffic Safety Information
SWISS Statewide Injury Surveillance System
TIPS Training for Intervention Procedures
TOPS Traffic Occupant Protection Strategies
TRCC Traffic Records Coordinating Committee
TRS Traffic Records System
TSI Transportation Safety Institute
TSRP Traffic Safety Resource Prosecutor

UCR Uniform Crime Reporting

UTV Utility Terrain Vehicle

VIN Vehicle Identification Number

VMT Vehicle Miles Traveled

WVGHSP West Virginia Governor's Highway Safety Program

WVSP West Virginia State Police

APPENDIX C: FREQUENTLY ASKED QUESTIONS

1. What is the purpose of this grant program?

The purpose of this grant program is to provide funds to local, state and nonprofit agencies for projects to improve highway safety and reduce deaths and serious injuries due to crashes. The types of efforts funded are: enforcement, public education and information, research, traffic records, child passenger safety and community awareness.

2. What are the WVGHSP program areas?

- ATV Safety
- Bicycle Safety
- Child Passenger Safety
- Distracted Driving
- Impaired Driving
- Motorcycle Safety
- Novice Drivers (GDL)
- Occupant Protection
- Older Drivers
- Pedestrian Safety
- Speed
- School Bus/Zone Safety
- Target Red
- Traffic Records
- Work Zone

3. Where can I find data for my grant application?

There are a variety of data sources you can use for your grant application, including data from the NHTSA website, WV Division of Highways (WVDOT), Alcohol Beverage Control Administration (ABCA), highway safety overtime data, etc. Crash data for 2022 has not been finalized, so the most recent data you will be able to use is 2021 and all previous years. WVGHSP has access to most data sources that you will need, so reach out to your WVGHSP Program Manager for any additional data needs.

4. Do awarded funds roll over into the next grant year?

No. WVGHSP awards funds for one grant year (October 1 to September 30), and anything unused at the end of the grant year will be deobligated and used for future awards. Agencies who receive funds through a regional highway safety grant or other law enforcement grant may receive funds on a quarterly basis. Those funds generally do not roll over into the next funding period.

Sub-Grantees and agencies are encouraged to plan ahead and carefully monitor their expenditures throughout the grant period to ensure that no funds remain unspent.

5. What timeframe is the grant based on?

Highway safety grants are based on the federal fiscal year, which begins on October 1 of a given year and ends on September 30 of the next year. However, the WVGHSP office is part of a state agency, and the office itself operates on the state fiscal year, which begins on July 1 and ends on June 30 of the next year.

6. What timeframe is the enforcement data based on?

Enforcement data can be based on different time frames. If there is an enforcement period like Drive Sober or Get Pulled Over (DSOGPO), we will review impaired driving enforcement in that time frame, as well as broader timeframes. WVGHSP-reimbursed enforcement is generally reviewed by the grant year (see above), but some data, such as DUI Arrests, is reviewed by the calendar year (January 1 through December 31).

7. What documentation would a regional program or the WVGHSP request to see in order to verify grant-funded enforcement?

A variety of information could be requested, including but not limited to:

- Regular and overtime pay rates – to verify pay rates listed on reimbursement forms
- Officer schedules – to verify overtime wasn't worked during a regularly shift
- Pay stubs – to verify that overtime was paid to the officer for the time worked
- See Sections 1.3.9 and 1.4.3 for additional information.

8. Who should I contact if I have questions about highway safety grants or grant program areas?

You should contact your WVGHSP Program Manager if you have any questions. If you are not currently a grantee, you may call the WVGHSP office at (304) 926-2509 to be directed to the appropriate staff member.

9. What are Proven or Evidence-Based Countermeasures?

Research and evaluation studies have validated the effectiveness of certain strategies for improving traffic safety. These strategies are considered "Proven" or "Evidence-Based" and are given the highest priority when selecting successful applications.

Proposals that include an innovative demonstration project/activity for which no research exists to support its effectiveness must contain a strong evaluation plan to assess the effectiveness of the project at its conclusion.

10. What is data-driven enforcement?

Data-driven enforcement is exactly that – driven by data. Agencies and programs should use all available data and resources to demonstrate there is a highway safety problem in their jurisdiction. Data listed in FAQ #3 can be used, as well as seat belt survey data from the annual statewide seat belt survey, observational surveys for seat belt usage, distracted driving, child passenger safety, speed, etc. If you need assistance determining how to best use data to demonstrate your jurisdiction's highway safety issues, please reach out to your Regional Coordinator, or if there is not a Regional Coordinator in your region, you can reach out to your WVGHSP Program Manager.

11. What if I need to change something in my grant, such as a budget adjustment?

All changes to the grant must be approved by the WVGHSP, so you should reach out to your WVGHSP Program Manager to discuss any changes.

APPENDIX D: FORMS

The forms in this appendix are generic examples of the forms used by Sub-Grantees. Some forms may vary from grant to grant and may be updated at any time by the WVGHSP. Originals of some forms are required, while some forms may be submitted electronically. **The copies of forms included in the electronic version of this Administrative Manual are provided as examples and may not be the most current version.** It is up to each Sub-Grantee to ensure that they keep the most current versions of forms electronically and in their Administrative Manual binder. If you would like a fillable version of a form, please reach out to your Program Manager.

Included Forms:

- Request for Reimbursement
- Project Financial Report
- Monthly Reports – Regional Coordinators
 - Monthly Data Report Template
 - Green boxes and the blue Fatalities box are auto-populated by the database.
 - The blue Regional DUI box will need to be completed by the coordinator.
 - Monthly CPS Installs Report Template
 - Monthly Media Report Template
 - Monthly Calendar Template
 - Monthly Activity Report Template
- Monthly Reports – Non-Coordinator
 - Monthly Activity Report Template – LE Grant Project
 - Monthly Activity Report Template – Non-LE, Non-Regional Grant Projects
- Equipment Log Template
- Weekly Calendar Template
- Monitoring, Evaluation & Risk Assessment Form
- EOY Monitoring Form – Regional
- EOY Monitoring Form – Non-Regional
- Sub-Grantee Risk Assessment Report
- Conditions and Assurances
- Special Conditions Template
- *may be modified for each grant
- Required Activities – Regional Coordinators
- Sub-Grantee Contract Template
- Sub-Grantee Funding Request Template
- Sub-Grantee Award Letter Template
- Sub-Grantee Request for Reimbursement Template
- DOT Out-of-State Travel Request Form
- Rental vs. Mileage Calculator
- Travel Expense Account Settlement Form
- Independent Contractor Contract Template
- CPS Program Guidelines
- CPS Seat Check Form with Application
- CPS Seat Check Form without Application
- CPS Fitting Station Agreement Template
- Battle of the Belts/Teen Project Guidelines
- Battle of the Belts Advertising Agreement Template
- High School Projects Advertising Agreement Template
- DTASP eCitation Agreement

DTASP Agency Request for Equipment Form
Administrative Manual Receipt Acknowledgement Form

Submission Timeline for Select Forms:

- 1) **Project Financial Report:** Submitted monthly to report grant expenditures. Due no later than the 20th of each month for the preceding month.
- 2) **Request for Reimbursement:** Submitted with and supported by the Project Financial Report and Monthly Activity Report to receive reimbursement from the WVGHSP.
- 3) **Monthly Reports:** Submitted monthly to report progress in achieving objectives. Due no later than the 20th of each month for the preceding month. Regional program reports include Monthly Activity Report, Media Reports, CPS Installations, Calendar, Monthly Data Report, and any other reports the WVGHSP may require. Non-regional grantees must submit a Monthly Activity or Budget Report and any other reports the WVGHSP may require. All reports are for the previous month, except the Calendar, which is for the upcoming month.
- 4) **Weekly Calendar:** Submitted by close of business (5pm) on Friday.
- 5) **Weekly Activity Log:** Submitted by close of business (5pm) on Friday.
- 6) **Equipment Log:** Submitted when updated after equipment purchases.
- 7) **Risk Assessment Form:** Submitted by August 31.
- 8) **Sub-Grantee Contract:** Must be signed by each agency receiving highway safety funds at the beginning of each grant year.

NOTE: Any problem or question concerning the completion, submission, or interpretation of the above forms should be referred to the WVGHSP Program Manager assigned to your project.

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)

Sub-

Grantee:

City of AAA

Address:

P. O. Number

MV21-XX-402

Grant Number:

F21-HS-XX-402

FEIN Number:

123-000-456

Funds are hereby requested to cover expenditures

For the period of:

PROJECT CASH EXPENDITURES

FUND	0000
SUB FUND	0000
DEPT	0000
UNIT	0000
REVENUE	0000
SUB REV	0000
PROGRAM	0000

Account Number

Amount

TOTAL

\$

-

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY:

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved)

(Date)

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

(Date)

(Director)

Purchasing/Accounts Payable Use Only

**Governor's Highway Safety Program
West Virginia Division of Motor Vehicles**

Project Financial Report

Final Report ()

Page 1 of 1

Report #

Grantee: City of AAA	Prepared By:	For Period: October 1, 2020	Grant #: F21-HS-XX-402
Address:		To: October 31, 2020	Account # 9007- 2021-0802-13000-3285
	Signature:	Date Prepared: November 2, 2020	P. O. #: MV21-XX-402

BUDGET CATEGORY	APPROVED BUDGET			EXPENDED THIS PERIOD			EXPENDED TO DATE			UNPAID OBLIGATIONS Grant Funds Only
	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	
Law										
Enforcement	\$4,000.00									\$4,000.00
Travel & Conferences	\$1,000.00									\$1,000.00
School Bus										
Enforcement	\$1,000.00									\$1,000.00
Speed										
Enforcement	\$6,000.00									\$6,000.00
	\$0.00									\$0.00
	\$0.00									\$0.00
	\$0.00									\$0.00
	\$0.00									\$0.00
TOTALS	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00

INSTRUCTIONS: The following instructions should be observed when preparing a Project Financial report.

DUE DATES: Reports are due in the GHSP by C.O.B. on the 20th day of the month following the period of this report.

SUBGRANTEES: Enter the name and address of the State Agency, or Local Governmental Unit designated as the grant recipient.

PREPARED BY: Type the name and phone number (including the extension) of the person preparing this report. The preparer must sign in the space provided.

FOR PERIOD _____ **TO** _____
Enter month(s) Covered by this report.

FINAL REPORT: Check this block if last report.

DATE PREPARED: Enter date report as prepared.

PROJECT #: Enter the number assigned by the Governor's Highway Safety Program.

ACCOUNT #: Enter the proper number from the approved grant application. For multiple accounts use additional pages.

APPROVED BUDGET: Enter the Latest approved budget.

EXPENDED THIS PERIOD: Enter all expenditures made during this reporting period. Base expenditures on actual disbursements.

Copies of the documentation supporting these expenditures must be attached to this form.

REPORT #: Assign consecutive numbers as each report is submitted.

EXPENDED TO DATE: Enter cumulative expenditures to date based on actual disbursements and not rounded.

UNPAID OBLIGATIONS: Enter all incurred but unpaid obligations.

Submit original report to:

**Governor's Highway Safety Program
5707 MacCorkle Avenue, SE PO Box 17600
Charleston, West Virginia 25317-0010
Questions: Phone (304) 926-2509
Between 9am and 4pm**

GHSP's Monthly Regional Report to Director

Starting Date: 2020-10-01 Ending Date: 2020-10-31 Region: X Created By: Amy Boggs

Regional Fatalities by Calendar Year

	To Date 2020	Full Year 2019	Full Year 2018	Full Year 2017	Full Year 2016	Full Year 2015	Full Year 2014
Fatalities	13	6	9	10	3	9	15
Fatal Crashes	12	7	9	14	3	9	13
Motorcycles	3	1	3	1	0	2	2
Motorcycle Off Road	0	0	0	0	0	0	0
ATV Roadway	0	0	0	0	1	0	1
ATV Off Road	0	1	0	1	0	0	0
Pedestrians	1	1	1	0	0	3	0
Commercial Vehicles	0	0	2	1	0	1	1
Other	0	0	0	0	0	0	0

Regional Officer Citation Report

(This section includes arrest and citation data from all enforcement programs funded by GHSP)

	Patrol Funded Data To Date	Checkpoint Funded Data To Date	Total Funded Data To Date	State Total	% Of State Total
Cost:	\$53,103.33	\$0.00	\$53,103.33	\$91,138.14	58.27
Hours:	1,245.72	0	1,245.72	2,203.22	56.54
Agencies:	35	0	35	85	41.18
Officers:	124	0	124	268	46.27
DUI Arrests:	18	0	18	61	29.51
Speeding Citations:	431	0	447	755	57.09
Red Light Citations:	31	0	31	31	100.00
Reckless Driving:	1	0	1	2	50.00
Improper Passing:	1	0	1	1	100.00
Seatbelt Citations:	525	0	547	783	67.05
Child Restraint:	11	0	11	11	100.00
Texting Citations:	16	0	17	20	80.00
Failure to Yield:	1	0	1	2	50.00
Stop Sign Citations:	39	0	39	40	97.50
MVI Sticker Violations:	96	0	97	274	35.04
Improper Registration:	83	0	83	155	53.55
Insurance Violations:	215	0	215	364	59.07
School Bus Stop Arm:	1	0	1	1	100.00
Cellphone Citations:	172	0	173	188	91.49
Revoked:	20	0	20	44	45.45
Suspended:	97	0	97	181	53.59
Felony Arrests:	11	0	11	25	44.00
Misdemeanor Arrests:	30	0	30	118	25.42
Underage Alcohol:	42	0	42	42	100.00
Drug Arrests:	26	0	26	58	44.83
Fugitive Arrests:	1	0	1	4	25.00
Commercial Vehicles:	2	0	55	55	3.64
Motorcycles Cited:	0	0	0	0	0
ATVs on Road Cited:	3	0	3	3	100.00
All Other Citations:	185	0	201	353	52.41

Regional Top DUI Agencies & Officers

Start Date: January 1, 2020 End Date: October 31, 2020			
Top Agency	Agency's Arrests	Top Officer	Officer's Arrests
#1 – City of AAA PD	17	Officer Smith	12
#2 –			
#3 –			
#4 –			
#5 –			
#6 –			
#7 –			
#8 –			
#9 –			
#10 –			
Total DUI Arrests for Calendar Year as of: October 31, 2020.			
Total DUI Arrests			2
GHSP Funded ONLY DUI Arrests			2
All CDDP & GHSP Funded Arrests			2

Regional Agency Alcohol Report

	Region	State	% of State Total
Cost Per DUI:	\$460.35	\$358.49	NA
Total Overtime Cost:	\$6,444.84	\$20,075.52	32.10
Total Hours:	208	554	37.55
DUI Arrests:	14	56	25.00
Citations:	167	484	34.50
Agencies:	20	50	NA
Officers:	32	87	NA
Hours per DUI Arrest:	14.82	9.89	NA
Contacts:	241	653	36.91

Regional DUI Checkpoint Report

	Checkpoint Total	Vehicles Contacted	DUI Arrests
GHSP	0	0	0
CDDP	0	0	0
TOTAL	0	0	0
All Checkpoints	0	0	0

Child Passenger Safety Seat Installations / Clinics / Purchases

FY 2021

Region/Location:

Month	# of Seats Installed (GHSP)	# of Seats Installed/Inspected (Caregiver)
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
Total	0	0

# of Seats Purchased in FY 2021	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	
August	
September	
Total	0

[illegible]

INDIVIDUAL INSTALLS PLUS SEAT CHECK INSTALLS	0	0	0
--	---	---	---

Notes:
1. Include ALL fitting station installations and inspections below.
2. The below info is needed for the Annual Report.
3. If you have active technicians who are not associated with a fitting station, you may include them here.
4. All tabs total at the bottom and also total on the first tab.

Fitting Station or Technician	A			B			C			D			E		
	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs
October															
November															
December															
January															
February															
March															
April															
May															
June															
July															
August															
September															
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fitting Station or Technician	F			G			H			I			J		
	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs
October															
November															
December															
January															
February															
March															
April															
May															
June															
July															
August															
September															
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fitting Station or Technician	K			L			M			N			O		
	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs
October															
November															
December															
January															
February															
March															
April															
May															
June															
July															
August															
September															
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	# of GHSP Seats Received	# of GHSP Installs	# of Caregiver Installs
October	0	0	0
November	0	0	0
December	0	0	0
January	0	0	0
February	0	0	0
March	0	0	0
April	0	0	0
May	0	0	0
June	0	0	0
July	0	0	0
August	0	0	0
September	0	0	0
Totals	0	0	0

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5700 MacCorkle Avenue SE, PO Box 17600

Charleston, West Virginia 25317

Telephone: (304) 926-2509

FAX: (304) 926-3880

EARNED MEDIA REPORT

Month-Year: November 2020

Sub-Grantee:

City of AAA

Grant Number:

F21-HS-XX

Date	Story Description	Organization	Length/Duration	Number of	Dollar Value of Media Received			
		(i.e., TV, Radio, Group)		People Reached	Alcohol	OP	MC/ATV	Other
10/1/2008	DUI driver kills child	WXYZ TV	90 Seconds	50,000	\$ 1,500.00			
11/4/2020	Hank A Wells arraigned on charge of driving while revoked	Parkersburg News & Sentinel		32,000				\$150.00
11/4/2020	Sheldon Morrison Jr arraigned on DUI and other charges	Parkersburg News & Sentinel		32,000	\$ 150.00			
11/4/2020	Claudia Collins driving with suspended/revoked license	Parkersburg News & Sentinel		32,000				\$150.00
11/4/2020	Jackson Hennes plead guilty to driving impaired	Parkersburg News & Sentinel		32,000	\$ 150.00			
11/4/2020	Officers respond to 8 motor vehicle accidents	Parkersburg News & Sentinel		32,000				\$150.00
11/5/2020	Richard Harlow cited for driving suspended/revoked	Parkersburg News & Sentinel		32,000				\$150.00
11/5/2020	Bernard Lamb charged with aggravated DUI	Parkersburg News & Sentinel		32,000	\$ 150.00			
11/12/2020	April Ellis guilty two counts driving while suspended	Parkersburg News & Sentinel		32,000				\$ 150.00
11/12/2020	Todd Scaggs guilty no insurance, driving revoked, no reg, no MVI	Parkersburg News & Sentinel		32,000				\$ 150.00
11/12/2020	Dale Talkington arraigned fleeing in a vehicle; no reg; no MVI, revoked	Parkersburg News & Sentinel		32,000				\$ 150.00
11/12/2020	Beth Liotti arraigned on driving while impaired	Parkersburg News & Sentinel		32,000	\$ 150.00			
11/18/2020	Dakota Leisure plead to speeding and improper passing	Parkersburg News & Sentinel		32,000				\$ 150.00
11/18/2020	Kurt Parks guilty driving with suspended license	Parkersburg News & Sentinel		32,000				\$ 150.00
11/18/2020	Cheryl Naylor guilty driving with suspended license	Parkersburg News & Sentinel		32,000				\$150.00
11/18/2020	Randall Simmons guilty driving on suspended license	Parkersburg News & Sentinel		32,000				\$150.00
Number of Potential Contacts				288,000				
Earned Media Per Category					\$ 300.00	\$ -	\$ -	\$ 1,050.00
Total Earned Media					\$1,350.00			

Monthly Calendar of Events



WEST VIRGINIA GOVERNOR'S HIGHWAY SAFETY PROGRAM
www.dmv.wv.gov/highwaysafety

Month:	
Region:	

Event Date(s) (mm/dd/yy)	Event Time(s) in EST (hh:mm)	Event Name/Agency	Event Location

**Please email your completed calendar of events for the upcoming month to
Trish.A.Anderson@wv.gov and your Program Manager by the 20th.**

FY 2024 GHSP Grant Monthly Activity Report – Regional Coordinator

Name of Program:	
Coordinator Name:	
Grantee Name:	
Reporting Period:	
Date Submitted to Program Manager	
Instructions: Complete this form in its entirety and submit to your Program Manager on or before the 20 th of the month following the reporting month.	

GENERAL REQUIREMENTS	DETAILS
Coordinator successfully completed a NHTSA Highway Safety Grants Management Class	Date completed:
Establish and maintain Task Force of Highway Safety Advocates in region (contact information kept on file) (minimum of three meetings per year).	List dates of meetings (attach agenda):
Conduct a Regional Highway Safety Award/Recognition program.	Date conducted (attach program):
Face-to-face contact made with 100% of LE agencies in region (with executive or designee) (minimum of one F2F per agency per year) and secure letters of support and cooperation (kept on file).	List agencies contacted, dates of contact, topics discussed:
Develop and support one Law Enforcement Liaison (LEL) within each agency (contact information kept on file).	LELs at all agencies? [Yes or No]
Maintain relationship with DMV Regional Offices and Metropolitan Planning Organizations (MPOs) in the region. Provide PI&E, F2F meetings, virtual meetings, etc.	Describe activities, including dates:
Conduct or facilitate meaningful public engagement with underserved and/or overrepresented communities within the region. Elicit feedback regarding highway safety programming.	Describe activities, including dates (provide feedback details):
Assist GHSP in the following surveys: - Statewide Seat Belt Use Survey (May/June) - Other surveys as needed/required	Assisting GHSP? [Yes or No]
Obtain a signed Conditions and Assurances/Sub-Grantee Contract from all grant-funded recipients each grant year (contracts kept on file).	All participating agencies have signed contracts on file? [Yes or No]

Submit the following reports to the Program Manager on or before the 20 th of the month following the reporting period.	List dates submitted for each: • Monthly Activity Report: • Regional Data Report: • CPS Installations Report: • Media Report: • Equipment Log (as needed): • Calendar for upcoming month: • Request for Reimbursement:
Complete a Sub-Grantee Risk Assessment Report on all Sub-Grantees and submit to Program Manager by August 31.	Date submitted: Date signed copy submitted to each agency:
Complete an Annual Report submitted to Program Manager by COB, November 1.	Date submitted:

ALCOHOL AND OTHER DRUGS	DETAILS
Conduct Law Enforcement events* (minimum of two per week). *one event equals one shift or checkpoint	List participating agencies, number of events per agency, and type of event (checkpoint or patrol):
Agency participation in all mandated mobilizations (minimum of four events per agency per mobilization).	List participating agencies and number of events for each mandated mobilization: • State Thanksgiving mobilization: • National DSOGPO December/January: • State WV Day mobilization: • State 4th of July mobilization: • National DSOGPO August/December:
Media efforts are required for all mandated DSOGPO mobilizations. Conduct earned media activities (minimum of one per month). All media activities are entered into the CDDP Highway Safety database, include all earned media on monthly Earned Media report, and attach a dollar value to earned media (tracking the value & number of people reached).	List all media activities, such as date printed, date aired, date press release sent out, etc.:
Conduct age group activities (minimum of two per year).	Describe activities, including dates:
Facilitate Impaired Driving training opportunities with the GHSP LEL Office and the DRE Coordinator.	List date, location, topic, audience, list total number of DRE evaluations conducted, and any other relevant information:
Conduct Underage Alcohol Enforcement (minimum of one per quarter).	List participating agencies, dates of activities, as well as results of the activities:

Conduct College PI&E Campaign (minimum of one per year).	Describe activities, including dates:
Assist local LE agencies in obtaining funding from the Commission on Drunk Driving Prevention (CDDP).	List agencies in your region who receive CDDP funding:
Facilitate submission of all DMV-314s and ensure 100% submission.	List all currently missing DMV-314s and recent contact to obtain the forms:

OCCUPANT PROTECTION	DETAILS
Agency participation in all mandated mobilizations.	List participating agencies and number of events per agency for each mandated mobilization: • October State CIOT mobilization: • March State CIOT mobilization: • May National CIOT mobilization: • August State CIOT mobilization:
Additional occupant protection enforcement (depending on budget).	List any additional OP enforcement efforts, including participating agencies and number of events per agency:
Media efforts are required for all mandated CIOT mobilizations. Conduct earned media activities (minimum of one per month). All media activities are entered into the CDDP Highway Safety database, include all earned media on monthly Earned Media report, and attach a dollar value to earned media (tracking the value & number of people reached).	List all media efforts, including press releases, interviews, OP Eds, etc., as well as dates aired, published, etc.:
Conduct spot check, non-scientific pre- and post-seat belt surveys for each mobilization to assess results of enforcement. Surveys should be conducted in areas where enforcement will be conducted. Attach survey results for each mobilization.	List locations and dates of pre- and post-surveys: • October: • March: • May: • August:
Obtain written seat belt policies by all law enforcement agencies receiving federal Highway Safety funds (kept on file). Policies must be written and outline sanctions for non-compliance.	All agency policies on file? [Yes or No]
Conduct a minimum of four OP Informational Checkpoints per year (preferably one per each of the four CIOT mobilizations).	List participating agencies and dates of checkpoints:

Coordinator must complete the 32-hour CPST Certification Course and maintain certification.	Date completed: Recertification date(s):
Establish and maintain a minimum of three CPS fitting stations in the region, with a goal of at least one per county.	List locations of fitting stations:
Maintain a list of current CPS Technicians in the region, increase the number of certified technicians, and increase recertifications.	Current list on file? [Yes or No] Describe methods used to increase certified techs and recertifications:
Conduct CPS Clinics/Events (minimum of four per year).	Describe activities, including dates:
Conduct Age Group Activities (minimum of two per year) (i.e. visit Driver's Ed classes/high schools, middle schools, grade schools, etc.)	Describe activities, including dates:
Conduct CPS educational classes or demonstrations to a captured audience (i.e. hospital, daycare, church, civic group) (minimum of two per year).	Describe activities, including dates:
Conduct PI&E and media events during Child Passenger Safety Week in September, including direct participation on Seat Check Saturday. (Attach press releases)	Describe PI&E, enforcement, and media activities, including dates:
Conduct nighttime seat belt enforcement at least twice during each of the four CIOT mobilizations. Nighttime is considered 6:00 p.m. or later.	Nighttime enforcement being conducted? [Yes or No]
Encourage enforcement of seat belt laws during all enforcement efforts (DUI, speed, etc.).	Seat belt enforcement encouraged? [Yes or No]

ADDITIONAL MEDIA EFFORTS	DETAILS
Facilitate earned media for local, regional, and national highway safety activities.	Earned media facilitated? [Yes or No]
Cooperate with the GHSP Public Information staff in statewide media campaigns.	Cooperation provided? [Yes or No]
Maintain a media file with all media activity generated by the Regional Program and report the activities monthly to the GHSP Public Information staff and Program Manager monthly. Share photos and other media files of events with the GHSP for inclusion on social media pages and in highway safety publications.	File maintained? [Yes or No]

Conduct media buys in accordance with the GHSP Media Planning Guide.	Using GHSP Media Planning Guide? [Yes or No]
--	--

TRAFFIC RECORDS	DETAILS
Support efforts to convert LE agencies to electronic reporting. Keep track of which agencies have which equipment, as well as which agencies are actively using the equipment, and which are not.	Tracking e-citation use, equipment, etc.? [Yes or No]
Ensure region's section of the CDDP/Highway Safety Database is maintained in a timely and accurate manner. All information is to be entered within one week after an activity has occurred and double checked for accuracy.	Database entries are accurate and up-to-date? [Yes or No]
Facilitate submission of fatal crash reports that have not been submitted.	List all currently missing fatal crash reports and recent contact to obtain the reports:

ADDITIONAL ENFORCEMENT EFFORTS	DETAILS
Conduct or facilitate at least one PI&E activity annually that incorporates topics on each of the following: ATV Safety, roadside safety (Move Over Law), older driver safety, pedestrian safety, bicycle safety, and commercial vehicle safety.	Describe activities, including dates:
Participate in the August Target Red (red lights and stop signs) Campaign through enforcement and media activities. Pre- and post-enforcement surveys are required.	List participating agencies, number of events per agency, as well as any media efforts: Pre-surveys conducted: Dates: Post-surveys conducted: Dates:
Conduct at least one PI&E/enforcement activity during each of the following: Back to School in August/September and School Bus Safety Week in October	List participating agencies and number of events per agency: - Back to School (Aug/Sep): - School Bus Safety (Oct):
Conduct Distracted Driving enforcement (cell phone use/texting) during Distracted Driving Awareness Month and at other times (at least once per month, depending on approved activities and budget).	List participating agencies and number of events per agency: - Distracted Driving Awareness Month (April): - Other times:
Conduct or facilitate at least one activity/media event for Distracted Driving (cell phone use/texting) per month, Monthly usage (once on average) of the DD simulator is required. If the Region does not have a DD simulator, describe alternative DD activities.	List details of activities, including dates:

Conduct Speed/Aggressive Driving enforcement (minimum of two per month). Participate in statewide Speed Enforcement mobilizations (July 14th kickoff & September 1st kickoff).	List participating agencies and number of events per agency:
Other activities not listed.	Describe activities, including dates, importance of activity, participating agencies, etc. If enforcement is in a work zone, also list the location of the work zone:

BUDGET

Instructions: This section is to be completed **ONLY** for the reporting month. If there are any budget adjustments, please update the awarded amount to reflect the newly adjusted amount.

402

Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Project Coordinator - Contracted Services	\$	\$
Clerical Assistant/CPS - Contracted Services	\$	\$
Coordinator Travel	\$	\$
Non-Coordinator Travel	\$	\$
Office Supplies/Printing/Postage/Other	\$	\$
Telephone/Cell/Internet	\$	\$
Storage Units	\$	\$
Task Force Support	\$	\$
Regional Awards Banquet	\$	\$
Target Red Enforcement	\$	\$
Speed Enforcement/Aggressive Driving	\$	\$
Speed Enforcement Mobilization	\$	\$
School Bus Safety Enforcement	\$	\$
Crash Team Overtime	\$	\$
LE Training (non-alcohol)	\$	\$
Non-Alcohol PI&E	\$	\$
High School/College Projects	\$	\$
Paid Media - CIOT Non-Alcohol	\$	\$

405b		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
CIOT – May 2023	\$	\$
CIOT – October 2022	\$	\$
CIOT – March 2023	\$	\$
CIOT – August 2023	\$	\$
Seat Belt Checkpoints	\$	\$
Fitting Station Supplies	\$	\$
CPS Technician Training/Recertifications	\$	\$
CPS Certification Class	\$	\$
CPS Equipment	\$	\$
CPS Trailer Maintenance	\$	\$
Child Safety Seats	\$	\$
CPS PI&E	\$	\$
OP PI&E	\$	\$

405c		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Electronic Submission Equipment	\$	\$

405d		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
DUI Enforcement	\$	\$
DUI Checkpoints	\$	\$
Underage Alcohol Enforcement	\$	\$
DRE Enforcement	\$	\$
Impaired Driving Training	\$	\$
Impaired Driving PI&E	\$	\$
MADD/SADD Support	\$	\$
Impaired Driving Paid Media	\$	\$
DUI Trailer Maintenance	\$	\$

405e		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Distracted Driving Enforcement Year-Round	\$	\$
Distracted Driving Enforcement April 2023	\$	\$
Distracted Driving Paid Media	\$	\$
Distracted Driving Simulator Maintenance	\$	\$

DOHWZ		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Work Zone Enforcement	\$	\$

REVISED 07/2023

FY 2023 GHSP Grant Monthly Activity Report – Law Enforcement	
Project Director:	
Grantee/Project Title:	
Reporting Period:	
Date Submitted to Program Manager:	
Instructions: Complete this form in its entirety and submit to your Program Manager on or before the 20 th of the month following the reporting month.	

ENFORCEMENT ACTIVITIES	DETAILS
Instructions: If your agency is the only agency covered in the grant, list the number of events* , as well as the number of citations and arrests , during the reporting month. If there is more than one agency in your grant, list the name of the agency and the number of events conducted , as well as the number of citations and arrests for each agency. Please also include any other relevant information. If no activities were conducted during the reporting month, type “N/A” under the Details column. *one event is one shift or one checkpoint	
SPEED ENFORCEMENT	List details of the enforcement:
STATEWIDE SPEED ENFORCEMENT MOBILIZATIONS: July 14-30, 2023 September 1-17, 2023	List details of the enforcement:
OCTOBER STATE CIOT MOBILIZATION	List details of the enforcement:
MARCH STATE CIOT MOBILIZATION	List details of the enforcement:
MAY NATIONAL CIOT MOBILIZATION	List details of the enforcement:
AUGUST STATE CIOT MOBILIZATION	List details of the enforcement:
YEAR-ROUND OCCUPANT PROTECTION ENFORCEMENT (not during a national or state mobilization)	List details of the enforcement:
DUI CHECKPOINTS – MANDATED MOBILIZATIONS	List details of the enforcement, including all participating agencies and number of officers, as well as other information listed in instructions: Mandated mobilizations: • State Thanksgiving mobilization: • National DSOGPO mobilization, December/January: • State WV Day mobilization: • State 4th of July mobilization:

	National DSOGPO mobilization, August/September:
DUI CHECKPOINTS – NOT DURING A MOBILIZATION	List details of the enforcement, including all participating agencies and number of officers, as well as other information listed in instructions:
DUI ENFORCEMENT – MANDATED MOBILIZATIONS	List details of the enforcement: Mandated mobilizations: - State Thanksgiving mobilization: - National DSOGPO mobilization, December/January: - State WV Day mobilization: - State 4th of July mobilization: - National DSOGPO mobilization, August/September:
YEAR-ROUND DUI ENFORCEMENT – NOT DURING A MOBILIZATION	List details of the enforcement:
UNDERAGE ALCOHOL ENFORCEMENT	List participating agencies, dates of activities, as well as results of the activities:
DRE ENFORCEMENT	List numbers of DRE evaluations conducted during the reporting month:
DISTRACTED DRIVING ENFORCEMENT – APRIL 2023	List details of the enforcement:
YEAR-ROUND DISTRACTED DRIVING ENFORCEMENT	List details of the enforcement:
WORK ZONE ENFORCEMENT	List details of the enforcement, including location of work zone , as well as other information listed in instructions:
OTHER ENFORCEMENT NOT LISTED ABOVE	List details of the enforcement:

NON-ENFORCEMENT ACTIVITIES	DETAILS
MEDIA ACTIVITIES	List details of media activities, such as press conferences, press releases, media interviews, etc. Provide all relevant details, such as media outlets, topic, and participating staff or agencies:
EDUCATIONAL ACTIVITIES	List details of any educational activities conducted, such as an informational table at a community fair or DUI Simulator

	at a high school. Include date, location, topic, participating staff, and any other relevant information:
GRANT-RELATED TRAINING OR MEETINGS ATTENDED OR CONDUCTED (ATTACH AGENDA)	List details of the training, such as date, location, topic, number of staff or officers attending, and any other relevant information:
E-CITATION PARTICIPATION	• Is your agency participating in e-citation? If no, why not? [Yes or No] • Is your agency at 100% participation? If no, why not? [Yes or No] • Does your agency (or other agencies covered by the grant) need e-citation equipment? If yes, provide further details on equipment needs. [Yes or No]
DTASP PARTICIPATION (DATA TRACKING & AGENCY SUPPORT PROGRAM)	• Is your agency current with submissions to DTASP? If no, why not? [Yes or No]
ADDITIONAL GRANT-RELATED ACTIVITIES NOT LISTED ABOVE	List details of the activities:

MAJOR ACCOMPLISHMENTS
List any major accomplishments or hindrances during the reporting month, if any:

BUDGET
Instructions: This section is to be completed <u>ONLY</u> for the reporting month. If there are any budget adjustments, please update the awarded amount to reflect the newly adjusted amount.

402		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Berkeley County Speed Enforcement	\$0	\$
Speed Enforcement Mobilization (dates TBD)	\$0	\$
Speed Enforcement – Year-Round	\$0	\$

405b		
Line Item	Budget Awarded (Update amount if	Funds Remaining (at end of Reporting Month)

	any grant adjustments)	
October CIOT	\$0	\$
March CIOT	\$0	\$
August CIOT	\$0	\$
Seat Belt Enforcement – Berkeley County	\$0	\$
Seat Belt Enforcement – All Other Troops	\$0	\$
May CIOT	\$0	\$

405d		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
DUI Enforcement	\$0	\$
DUI Enforcement – Berkeley County	\$0	\$
Underage Alcohol Enforcement	\$0	\$
DRE Enforcement	\$0	\$
SFST, SFST Instructor, ARIDE Training	\$0	\$
Impaired Driving-Related Equipment	\$0	\$

405e		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Distracted Driving Enforcement Year-Round	\$0	\$
Distracted Driving Enforcement – April 2023	\$0	\$

DOHWZ		
Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
Work Zone Enforcement	\$0	\$

REVISED 11/2022

FY 2022 GHSP Grant Monthly Activity Report – Non-LE	
Project Director:	
Grantee/Project Title:	
Reporting Period:	
Date Submitted to Program Manager:	
Instructions: Complete this form in its entirety and submit to your Program Manager on or before the 20 th of the month following the reporting month.	

NON-ENFORCEMENT ACTIVITIES	DETAILS
Instructions: Please include all other relevant information. If no activities were conducted during the reporting month, type “N/A” under the Details column.	
MEDIA ACTIVITIES	List details of media activities, such as press conferences, press releases, media interviews, etc. Provide all relevant details, such as media outlets, topic, and participating staff or agencies:
EDUCATIONAL ACTIVITIES	List details of any educational activities conducted, such as an informational table at a community fair or DUI Simulator at a high school. Include date, location, topic, participating staff, and any other relevant information:
GRANT-RELATED TRAINING OR MEETINGS ATTENDED (ATTACH AGENDA)	List details of the training, such as date, location, topic, number of staff or officers attending, and any other relevant information:
GRANT-RELATED MEETINGS CONDUCTED (ATTACH AGENDA)	List details of the training, such as date, location, topic, number of staff or officers attending, and any other relevant information:
PLANNING FOR FUTURE TRAININGS	List details of time spent planning for an upcoming training, as well as training details, such as date, location, topic, and any other relevant information:
ADDITIONAL GRANT-RELATED ACTIVITIES NOT LISTED ABOVE	List details of the activities:

MAJOR ACCOMPLISHMENTS
List any major accomplishments or hindrances during the reporting month, if any:

BUDGET

Instructions: This section is to be completed ONLY for the reporting month. If there are any budget adjustments, please update the awarded amount to reflect the newly adjusted amount.

402

Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)
		\$
		\$
		\$
		\$

405b

Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)

405d

Line Item	Budget Awarded (Update amount if any grant adjustments)	Funds Remaining (at end of Reporting Month)

REVISED 10/2021

SUBGRANTEE: City of AAA

*1 Purchase Or In-Service Date	Description	Serial #	Vendor	*2 Cost	*3 Federal Share %	*4 Purchase Condition	*5 Asset Location	*6 Owned/Used By	*7 Purchased Under Grant #	*8 Purchased Under Grant Request Amount	Date of Disposal	Sold or Trade-In Price
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Totals 0.00

*1 Invoice date or the date the asset was placed into service

*2 Cost includes shipping/handling & sales tax. If part of a multiple purchase of assets, divide the total cost of the invoice(s) and divide by the # of assets, to obtain the cost per asset.

*3 Enter the percentage value which the grant paid: if 100%, enter 100, If the subgrantee paid with cash match, divide the total cost by the amount which the grant paid, enter result (example: grant paid \$3,895, City paid \$100 shipping & \$100 installation; total cost = \$4,095, grant paid \$3,895/\$4,095 = federal share 95%)

*4 Asset was purchased New or Used

*5 The location where the asset is being used (example: Patrol car #, GSHP Office, Storage building #,)

*6 Who owns or uses the asset; example City of Miami, GHSP Office,

*7 The state grant # which paid for the asset, example: F07-HS-01-402, F07-COPS-01)

*8 The total amount requested under the grant (helps identify the particular reimbursement amount which paid for the grant)

January 25 – January 29, 2021

NAME: John Smith

Use for upcoming weekly calendar; can also use for weekly activity log

Monday, January 25, 2021	Working 0700-1500 – in office 9am: Call scheduled with our City finance office to discuss grant reimbursements 1pm: Call scheduled with City AAA PD to discuss RFRs and eCitation
Tuesday, January 26, 2021	Working 0700-1500 – in office
Wednesday, January 27, 2021	Working 0700-1500 – in office 10am-12pm: Meeting scheduled in office via Teams with Chief from BBB County SO to discuss working GHSP enforcement, DTASP, eCitation, etc.
Thursday, January 28, 2021	Working 0700-1500 – in office
Friday, January 29, 2021	Working 0700-1400 – in office 2pm: Leaving for doctor's appointment at 2:30pm
Saturday, January 30, 2021	OFF
Sunday, January 31, 2021	OFF

GOVERNOR'S HIGHWAY SAFETY PROGRAM
STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES



MONITORING REPORT

*This report must be completed for each grant at least twice during the project period with required on-site visits or virtual (when appropriate).
Not all questions will apply to all grantees in every case.*

Type of Report: ☐ 1st Monitoring ☐ 2nd Monitoring ☐ In-Person ☐ Virtual FY _____

DATE: _____ GRANT NUMBER: _____

NAME OF GRANTEE: _____

GRANT COORDINATOR: _____

PROJECT TITLE: _____

☐ *This entity is verified to be in good standing and not debarred/suspended from receiving federal grant funds.*

Grantee/Project Details

☐ Y ☐ N ☐ N/A *Is the project on schedule? If not, explain:*

☐ Y ☐ N ☐ N/A *Has the Grantee participated in all required enforcement campaigns and activities to date? If no, explain:*

☐ Y ☐ N ☐ N/A *Is there a need for any type of training for the Regional Coordinator, Project Director, or anyone in the region covered by the grant (law enforcement, etc.)? If yes, explain:*

☐ Y ☐ N ☐ N/A *Are there any equipment needs? If yes, explain:
REMINDER to grantees - equipment must be purchased by June 30th*

☐ Y ☐ N ☐ N/A *Are there any required activities that the Regional Coordinator has not been able to or will not be able to complete? If yes, explain:*

☐ Y ☐ N ☐ N/A *Have all subgrantees signed Conditions & Assurances?*

☐ Y ☐ N ☐ N/A *Agencies are being asked to sign up for DTASP? What percentage of agencies are registered?*

☐ Y ☐ N ☐ N/A *Agencies are encouraged to participate in e-Citation? How many agencies are active?*

MONITORING REPORT -- Continued

☐ Y ☐ N ☐ N/A Do all fitting stations have current signed Fitting Station Agreements on file for the current fiscal year?

☐ Y ☐ N ☐ N/A Are there law enforcement officers that are receiving Highway Safety funds that are performing below GHSP standard? Take into consideration the number of hours of Highway Safety paid overtime vs. the number of citations issued. List these officers below:

☐ Y ☐ N ☐ N/A Are there law enforcement agencies that are receiving Highway Safety funds that are performing below standard? Take into consideration the number of hours of Highway Safety paid overtime vs. the number of citations issued. Please list these agencies below:

What steps have been taken by the applicable Regional Coordinator, Project Director, and/or LE agency leadership to improve performance for the previously named officers and/or agencies?

Additional Comments:

Reporting Details

☐ Y ☐ N ☐ N/A Has the Grantee submitted all required monthly activity reports to the GHSP in a timely manner? If no, explain:

☐ Y ☐ N ☐ N/A Has the Grantee submitted all required weekly activity reports to the GHSP in a timely manner? If no, explain:

☐ Y ☐ N ☐ N/A Has the Grantee listed all equipment purchased on the Equipment Inventory list and submitted it to the GHSP? If no, explain:

☐ Y ☐ N ☐ N/A Has the Grantee entered all enforcement data in the CDDP/GHSP database to date? If no, explain:

☐ Y ☐ N ☐ N/A Has the Grantee entered all applicable media data in the CDDP/GHSP database to date? If no, explain:

☐ Y ☐ N ☐ N/A Has the Grantee completed a Risk Assessment of all sub-recipients and provided copies of these to the GHSP in August? If no, explain:

List the number of Form 314s outstanding in the region. If there are any, provide the reason(s) below:

MONITORING REPORT -- Continued

List the number of Fatal Crash Reports outstanding in the region. If there are any, provide the reason(s) below:

List areas where the Grant Project needs improvement in reporting and any other additional comments below:

Financial Details

☐ Y ☐ N ☐ N/A Are the grant funds being expended in a timely manner? If no, explain:

☐ Y ☐ N ☐ N/A Are there any areas where Grantee does not have the sufficient funding to fully implement the project? If yes, explain:

☐ Y ☐ N ☐ N/A Are there areas where the funding is/was excessive? If yes, explain:

☐ Y ☐ N ☐ N/A Are any budget adjustments needed? If so, explain:

List areas where the grant project needs improvement regarding financial concerns and any other additional comments below:

Monitoring Summary

Overall, the monitoring visit and the findings in this report indicate the Grantee:

☐

Meets Expectations

☐

Needs Improvement (explain below)

GHSP Program Manager

Date

GHSP Senior Program Manager

Date

☐
☐

Signed copy provided to the Grantee by GHSP

Signed copy placed in Grantee file at GHSP

Date: _____

Date: _____

GOVERNOR'S HIGHWAY SAFETY PROGRAM

STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES**ANNUAL EVALUATION – FINAL MONITORING**

REQUIRED ACTIVITIES FOR FY _____

DATE: _____ GRANT NUMBER: _____

NAME OF GRANTEE: _____

GRANT COORDINATOR: _____

PROJECT TITLE: _____

Each Regional Traffic Safety Program supported with GHSP funds is **required** to conduct the following activities within their assigned region. For this evaluation, each activity is given a score of 0 to 5.
0 = Unacceptable, 1 = Poor, 2 = Fair, 3 = Average, 4 = Satisfactory, and 5 = Very Good.

COORDINATION / PROJECT DIRECTOR

1. The Project Director must successfully complete a NHTSA Project Management Class (Managing Highway Safety Programs).
2. Establish and maintain a Task Force of Highway Safety advocates and hold a minimum of three meetings per year. A list of members must be maintained on file in the Coordinator's office.
3. Establish and conduct a Regional Highway Safety Award/Recognition program.
4. Make face to face contact with **ALL** Law Enforcement agency (Executive or designee) in the region's service area and secure Letters of Support and Cooperation (and maintained on file).
5. Develop and support one L.E.L. within **each** law enforcement agency.
6. Maintain a relationship with DMV Regional Offices in your area through PI&E.
7. Assist the GHSP with the following surveys: seat belt and/or any others decided upon by the GHSP.
8. Obtain a signed Conditions and Assurances/Sub-Grantee Contract from all grant fund recipients.
9. Provide the GHSP with the following reports by the 20th of each month: weekly activity, proposed activity, media report, data report, monthly activity report, monthly calendar, and CPS report.
10. Complete a Sub-Grantee Risk Assessment Report on all Sub-Grantees by August 20.
11. Prepare and submit to the GHSP a detailed year-end Annual Report by the C.O.B. no later than November 1.

Total Section Points: 55Section Points Earned: 0Percentage: 0.00%**COMMENTS:**

ANNUAL EVALUATION -- Continued

ALCOHOL AND OTHER DRUGS

GOALS & ACTIVITIES

- | | |
|--------------------------|--|
| ☐ | 1. Conduct two law enforcement events per week in the Region. |
| ☐ | 2. Conduct two media activities per month in the Region. Each Coordinator shall attach a dollar value to earned media and track that value. The number of people that received the message is to be tracked also. |
| ☐ | 3. Conduct two age group activities per year in the Region. |
| ☐ | 4. Each Coordinator shall work with the GHSP LEL Office to facilitate training opportunities for Impaired Driving. |
| ☐ | 5. Each Coordinator shall ensure underage enforcement efforts are conducted at least once per quarter. |
| ☐ | 6. Participate in the state and national mandated mobilization periods – Thanksgiving, Christmas/New Year's, WV Day, Fourth of July weekend, and Labor Day. During these periods, all local law enforcement agencies supported by Highway Safety funds shall conduct a minimum of four enforcement events during the mobilization. |
| ☐ | 7. Develop and support a minimum one college PI&E activity per year. |
| ☐ | 8. Assist local law enforcement agencies in obtaining funding from the Commission on Drunk Driving Prevention (CDDP). |
| ☐ | 9. Complete/submit all DMV Form 314 (DUI Information Sheet). Follow up at the request of GHSP to ensure 100% submission. This form is available at www.dmv.wv.gov under Driver Services/Driver's Licenses/Forms. |

Total Section Points:	<u>45</u>
Section Points Earned:	<u>0</u>
Percentage:	<u>0.00%</u>

COMMENTS:

ANNUAL EVALUATION -- Continued

OCCUPANT PROTECTION

GOALS & ACTIVITIES

- ☐ 1. Participate in the May CIOT mobilization through enforcement and media/public awareness. Provide support and funding to participating law enforcement agencies.
- ☐ 2. Participate in each of the three additional Occupant Protection enforcement waves as outlined in the Strategic Occupant Protection Plan by providing support and funding to participating law enforcement agencies.
- ☐ 3. Conduct "spot check" non-scientific pre- and post- seat belt surveys for each enforcement wave to assess results of enforcement.
- ☐ 4. Obtain written seat belt use policies by all law enforcement agencies receiving federal Highway Safety funds and maintain on file in the Coordinator's office. These policies must be written and outline sanctions for non-compliance.
- ☐ 5. Conduct at least two earned media activities per month related to Occupant Protection/seat belt use/seat belt enforcement activities.
- ☐ 6. Conduct at least two PI&E activities per quarter related to seat belts/child safety seats.
- ☐ 7. Conduct a minimum of four Occupation Protection informational checkpoints (preferably one per each of the 4 CIOT mobilizations) per year.
- ☐ 8. The Coordinator must complete the 32 hour CPS Technician course and remain current with certification.
- ☐ 9. Establish and maintain a minimum of three CPS fitting stations in the Region, with a goal of at least one per county.
- ☐ 10. Conduct a minimum of four CPS clinics/events per year.
- ☐ 11. Conduct two "age group" specific activities per year (i.e., visit drivers education/high schools/middle schools, grade schools).
- ☐ 12. Conduct two child safety seat classes or demonstrations (i.e., 1-8 hours) to a captive audience (i.e., hospital, daycare, church, civic, etc.) per year.
- ☐ 13. Conduct PI&E, enforcement, and media events during Child Passenger Safety Week in September, including direct participation, if possible, on Seat Check Saturday.
- ☐ 14. Maintain a list of current CPS Technicians in your Region and increase the number of Certified Technicians in your Region.
- ☐ 15. Conduct nighttime seat belt enforcement at least twice during the year, in addition to at least once during the May CIOT mobilization. Nighttime is considered 6:00 p.m. or after.
- ☐ 16. Encourage enforcement of seat belt laws during all enforcement efforts (DUI, speed, etc.).

Total Section Points:	<u>80</u>
Section Points Earned:	<u>0</u>
Percentage:	<u>0.00%</u>

COMMENTS:

ANNUAL EVALUATION -- Continued

MEDIA

- ☐ 1. Facilitate earned media for local, regional, and national highway safety activities.
- ☐ 2. Cooperate with the GHSP Public Information staff in statewide media campaigns.
- ☐ 3. Maintain a media file with all the activity generated by the Regional Program and report the activities to the GHSP Public Information Officer AND GHSP Program Manager monthly. Share photographs and other media coverage of events with the GHSP for inclusion on social media pages/Highway Safety publications.
- ☐ 4. Conduct media buys in accordance with the GHSP Media Planning Guide.

Total Section Points: 20

Section Points Earned: 0

Percentage: 0.00%

COMMENTS:

TRAFFIC RECORDS

- ☐ 1. Support efforts to convert law enforcement agencies to electronic reporting.
- ☐ 2. Each Coordinator is to ensure their Region's section of the CDDP/Highway Safety Data Base is maintained in a timely and accurate manner. All information is to be entered within one week after an activity has occurred and double check for accuracy.
- ☐ 3. Upon request by the GHSP Director and/or staff, Coordinators are to facilitate the submission of fatality reports that have not been submitted.

Total Section Points: 15

Section Points Earned: 0

Percentage: 0.00%

COMMENTS:

ANNUAL EVALUATION -- Continued

OTHER TRAFFIC SAFETY INITIATIVES

- ☐ 1. Conduct or facilitate a minimum of one ATV safety activity yearly.
- ☐ 2. Participate in the annual Target Red (red light running) campaign (generally in August) through enforcement and media activities.
- ☐ 3. Conduct an enforcement campaign during School Bus Safety Week in October.
- ☐ 4. Conduct at least one Distracted Driving (cell phone/texting) enforcement activity per month.
- ☐ 5. Conduct or facilitate at least one activity/media event on Distracted Driving (cell phone/texting) per month. If the Region owns a Distracted Driving Simulator or has access to a Distracted Driving Simulator, it is to be incorporated in at least one activity per month on average, with additional activities encouraged during Distracted Driving month (April). If the Coordinator does not have access to a Simulator, then another activity must be planned (i.e., possibly work in conjunction with another Coordinator that does have a simulator).
- ☐ 6. Conduct at least one PI&E/law enforcement activity for Back to School in August/September.
- ☐ 7. Conduct a minimum of one Speed/Aggressive Driving enforcement activity per month.

Total Section Points: 35

Section Points Earned: 0

Percentage: 0.00%

COMMENTS:

OTHER FACTORS

(1 point for YES – 0 for NO)

- ☐ 1. Availability of the coordinator to the GHSP for response to questions or requests.
- ☐ 2. Submit all required weekly reports, in a timely manner.
- ☐ 3. Equipment purchased during the fiscal year has been listed on an Equipment Inventory Report and submitted monthly in a timely manner.
- ☐ 4. Establish goals to increase eCitation usage, encourage agencies to participate, and maintain contact with agencies that have little or no participation.
- ☐ 5. Encourage agencies to participate in the DTASP Program and keep them actively enrolled.
- ☐ 6. Submission of all requests for reimbursements during the fiscal year, in a timely manner.
- ☐ 7. Submission of all enforcement data in the CDDP/GHSP database for the fiscal year.
- ☐ 8. Submission of all media data in the CDDP/GHSP database for the fiscal year.

Total Section Points: 8

Section Points Earned: 0

Percentage: 0.00%

COMMENTS:

EVALUATION SUMMARY

Total Possible Points: 258

Total Points Earned: 0

Overall Percentage: 0.00%

Overall, the Year-End-Evaluation and the findings in this report indicate the Grantee:

☐ Meets Expectations

☐ Needs Improvement (explain below)

Total Grant Award: _____

Amount to be De-obligated (this should not be determined until December – if more than 15% of total grant award, provide an explanation below): _____

Based on the results of this report, the Grantee ☐ SHOULD ☐ SHOULD NOT be considered for receiving grant funds during the next fiscal year.

GHSP Program Manager

Date

GHSP Federal Programs Administrator

Date

☐ Signed copy provided to the Grantee by GHSP

Date: _____

☐ Signed copy placed in Grantee file at GHSP

Date: _____

**GOVERNOR'S HIGHWAY SAFETY PROGRAM
STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES**

NON-REGIONAL – ANNUAL EVALUATION – FINAL MONITORING

This report must be completed for each grant at the end of the fiscal year. Not all questions will apply to all grantees in every case.

FY _____

DATE: _____ GRANT NUMBER: _____

NAME OF GRANTEE: _____

GRANT COORDINATOR: _____

PROJECT TITLE: _____

☐

This entity is verified to be in good standing and not debarred/suspended from receiving federal grant funds.

PROJECT COORDINATION

☐ Y ☐ N ☐ N/A

Did the Grantee participate in all required enforcement campaigns during the fiscal year? List any campaigns that the Grantee did not participate in, and explain why:

☐ Y ☐ N ☐ N/A

Did the Project Director complete all projects and/or tasks? List any planned projects or tasks the Project Director did not complete during the fiscal year, and explain why:

☐ Y ☐ N ☐ N/A

Did the Grantee submit all of the monthly reports that were required, by the 20th of each month, during the fiscal year? If no, explain:

☐ Y ☐ N ☐ N/A

Have all Requests for Reimbursement been submitted to the GHSP for the fiscal year? If no, explain:

☐ Y ☐ N ☐ N/A

Has all equipment purchased during the fiscal year been listed on the Equipment Inventory list and Submitted to the GHSP? If no, explain why, and when this task will be completed:

☐ Y ☐ N ☐ N/A

Did the Grantee/Project Director enter all enforcement data in the CDDP/GHSP Database for the fiscal year? Was the data entered within one week after an activity occurred and double checked for accuracy? If not, explain why and when this is expected to be completed:

☐ Y ☐ N ☐ N/A

Was the Project Director available for questions, comments, and/or concerns during the fiscal year? If no, explain:

ANNUAL EVALUATION -- Continued

☐ Y ☐ N ☐ N/A

Did the Grantee/Project Director prepare and submit, to the GHSP, a detailed year-end Annual Report by the C.O.B. no later than November 1st? If no, explain:

ALCOHOL & OTHER DRUGS

☐ Y ☐ N ☐ N/A

Did the Grantee/Project Director complete and submit all DMV 314 (DUI Information Sheets) and follow up any requests by the GHSP to ensure 100% submission? This form is available at www.dmv.wv.gov under Driver Services, Driver's Licenses, Forms. If no, explain:

☐ Y ☐ N ☐ N/A

Did the Grantee participate in the state and national mandated mobilization periods – Thanksgiving, Christmas/New Year's, WV Day, Fourth of July weekend, and Labor Day? If no, explain:

OCCUPANT PROTECTION

☐ Y ☐ N ☐ N/A

Did the Grantee participate in the May CIOT mobilization through enforcement? Was support and funding provided to participating law enforcement agencies? If no, explain:

☐ Y ☐ N ☐ N/A

Did the Grantee participate in each of the three additional OP enforcement mobilizations as outlined in the grant application? If no, explain:

☐ Y ☐ N ☐ N/A

Was nighttime seat belt enforcement conducted during the fiscal year in addition to the CIOT May mobilization? If no, explain:

☐ Y ☐ N ☐ N/A

Was enforcement of seat belt laws encouraged during all law enforcement efforts? If no, explain:

TRAFFIC RECORDS

☐ Y ☐ N ☐ N/A

Were efforts made by the Project Director to convert law enforcement agencies to electronic reporting? If no, explain:

☐ Y ☐ N ☐ N/A

Has the Project Director assisted the GHSP, when requested, to facilitate the submission of fatal crash reports? If no, explain:

ANNUAL EVALUATION -- Continued

OTHER TRAFFIC INITIATIVES

☐ Y ☐ N ☐ N/A Did the Grantee conduct a minimum of one Speed/Aggressive Driving enforcement activity during the fiscal year? If no, explain:

☐ Y ☐ N ☐ N/A Did the Grantee conduct a minimum of one Distracted Driving (cell phone/texting) enforcement activity during the fiscal year? If no, explain:

☐ Y ☐ N ☐ N/A Did the Grantee participate in the annual Target Red (red light running) campaign (generally in August) through enforcement activities? If no, explain:

RISK ASSESSMENT

☐ Y ☐ N ☐ N/A Has the grantee completed a Risk Assessment of all sub-recipients (due in August)? Has this been provided to the GHSP? If no, explain:

EVALUATION SUMMARY

Overall, the Year-End-Evaluation and the findings in this report indicate the Grantee:

☐ Meets Expectations

☐ Needs Improvement (explain below)

Total Grant Award: _____

Amount to be De-obligated (this should not be determined until December – if more than 15% of total grant award, provide an explanation below): _____

Based on the results of this report, the Grantee ☐ SHOULD ☐ SHOULD NOT be considered for receiving grant funds during the next fiscal year.

GHSP Program Manager Date

GHSP Federal Programs Administrator Date

Signed copy provided to the Grantee by GHSP

Date: _____

Signed copy placed in Grantee file at GHSP

Date: _____

FY 2023 GHSP Sub-Grantee Risk Assessment Report

INSTRUCTIONS: Use this form to monitor and evaluate all projects by subgrantees receiving highway safety funds from your program. **ALL SECTIONS ARE REQUIRED.** When complete, please provide a copy of this report to your assigned Program Manager and a signed copy of this report to the agency no later than August 20.

Reporting Period:

Program Name:

Agency Name:

1. Has the agency submitted progress reports and documentation in a timely manner? [Yes or No]

Provide further details.

2. Is the agency signed up with DTASP and submitting the required data every month? [Yes or No]

Provide further details.

3. Does the agency have a seat belt policy on file in the regional office? [Yes or No]

Provide further details.

4. Does the agency have a signed Conditions & Assurances (Sub-Grantee Contract) on file in the regional office? [Yes or No]

Provide further details.

5. Has the agency submitted correct and timely financial claims? [Yes or No]

Provide further details.

6. Has the agency performed satisfactorily on the tasks assigned? [Yes or No]

Provide further details.

7. Has the agency expended their awarded funds efficiently and productively during the award period?	[Yes or No]
Provide further details.	

8. Were any modifications or disciplinary actions needed with this agency?	[Yes or No]
Provide further details.	

9. Was any equipment purchased for this agency during the reporting period?	[Yes or No]
List name of equipment, purpose, number purchased, date purchased, and date provided to agency.	

10. Were there any changes within the agency during the reporting period, such as LEL or chief/sheriff change?	[Yes or No]
Provide further details.	

11. Is the agency using eCitation? Why or why not? Include details on how many officers are using it regularly and how much of the agency overall is using it regularly.	[Yes or No]
Provide further details.	

12. List a summary of grant activity that has been conducted by this subgrantee based on grant tasks and performance indicators. Include any training/conferences attended, participation (or lack of participation) in statewide, local and/or multi-jurisdictional initiatives, and any other relevant information
Provide further details.

13. What impact (positive or negative) did the agency's participation in highway safety activities have on your region's goals? Provide data such as reduced/increased crashes, injuries, and fatalities using any measures, surveys, or evaluations that document accomplishments or shortcomings. Include any unique element(s) that could serve as a model for other traffic safety initiatives.
Provide further details.

14. Do you feel this agency will be eligible for grant funds next year?	[Yes or No]
Provide further details.	

Additional remarks/comments:

REGIONAL COORDINATOR NAME (PRINTED):	
SIGNATURE:	
DATE:	

Rev. 08/2023

CONDITIONS & ASSURANCES

The applicant hereby certifies and assures that it shall comply with the following regulations, policies, guidelines, and requirements of the Governor's Highway Safety Program as further clarified in the Highway Safety Administrative Manual.

1. The applicant hereby certifies it has legal authority to apply for the grant: that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of this proposal/application, including all understandings and assurances contained therein, and directly authorizes the person identified as the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **RELATIONSHIP**. The relationship of the Sub-Grantee to the Governor's Highway Safety Program shall be that of an independent contractor, not that of a joint enterprise. The Sub-Grantee shall have no authority to bind the Governor's Highway Safety Program for any obligation or expense without the express prior written approval of the Governor's Highway Safety Program.
3. **LAW OF WEST VIRGINIA**. The proposal/application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the Governor's Highway Safety Program.
4. **ACCESS TO RECORDS**. The Governor's Highway Safety Program through any authorized representative will have access to and the right to examine all records, books or documents related to the proposal/application/contract/grant, and to relevant books and records of contractors.
5. **USE OF FUNDS**. Funds awarded by the Governor's Highway Safety Program may be extended only for the purpose and activities specifically covered by the Sub-Grantee's approved project description and budget.
6. **ALLOWABLE/UNALLOWABLE COSTS**. The allowability/unallowability of costs incurred under this grant shall be determined in accordance with general principles and standards for selected cost items set forth in the Highway Safety Administrative Manual.
7. **REPORTS & SUSPENSIONS**. The Sub-Grantee shall submit, at such times and in such form as may be prescribed, such reports as the Governor's Highway Safety Program may reasonably require, including but not limited to fiscal and program progress reports. Failure to submit any required report (i.e. Progress, Fiscal, Activity, etc.) by close of business (C.O.B.) on the designated due date may result in suspension of the project. To reinstate the project, a letter of explanation signed by the Authorized Official, the Project Director, and the Fiscal Director must be submitted promptly to the Governor's Highway Safety Program. More than one suspension in any twelve (12) month project period will automatically terminate the project for the remainder of the project's funding period.
8. **SANCTIONS FOR NONCOMPLIANCE**. In the event of the Sub-Grantee's noncompliance with the terms, conditions, covenants, rules or regulations of this grant, the Governor's Highway Safety Program shall impose such contract sanctions as it may deem appropriate, including but not limited to: **a)** Withholding of payments to the Sub-Grantee until the Sub-Grantee complies, or **b)** Cancellation, termination or suspension of the contract in whole or in part, or **c)** Refrain from extending any further assistance to the Sub-Grantee until satisfactory assurance of future compliance has been received from the Sub-Grantee.
9. **WRITTEN APPROVAL OF CHANGES**. The Sub-Grantee must obtain prior written approval from the Governor's Highway Safety Program for **all** changes relating to the scope of the project and for **all** financial adjustments between major budget categories.
10. **MATCHING CONTRIBUTION**. The Sub-Grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in the proposal as "Local Funds" and as approved by the Governor's Highway Safety Program.
11. **PROJECT INCOME**. All income earned by the Sub-Grantee as a result of the conduct of this project, must be accounted for and included in the total budget.
12. **DISCRIMINATION PROHIBITED**. No person shall, on the grounds of race, color, sex, national origin, religion, disability, or age be excluded from participation in, be refused the benefits of, or to be otherwise subjected to discrimination under grants awarded by the Governor's Highway Safety Program.
13. **FEDERAL GRANT REQUIREMENTS AND CONTRACTS**. The agency shall comply with the following statutes and implementing regulations as applicable: The Agency shall comply with the following statutes and implementing regulations as applicable: **a)** 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; **b)** 2 CFR 225, Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program; **c)** 5 U.S.C. §1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees" (HATCH ACT); **d)** 23 U.S.C §313 Buy America; and **e)** NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 (www.nhtsa.gov) and additions or amendments thereto.

14. **FEDERAL LOBBYING**. The Agency agrees that 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.
15. **STATE LOBBYING**. 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 ("grassroots") lobbying activities.
16. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**. a) The prospective lower tier participant (the Agency) certifies, by submission of this contract 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 Federal Agency. b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.
17. **PROHIBITION OF USING GRANT FUNDS TO CHECK FOR HELMET USAGE**. The State 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.
18. **AUDIT**. It is the responsibility of the Sub-grantee to provide for the performance of an independent audit as detailed in the Highway Safety Administrative Manual. The Sub-Grantee further agrees to submit a copy of each audit to the Governor's Highway Safety Program, including a systematic statement for the timely and appropriate resolution of findings or recommendations.
19. **CONSULTANT/CONTRACTS**. No agreement or contract may be entered into by the Sub-Grantee for the execution of project activities or provisions of service which is not incorporated in the approved grant, and/or without the prior written permission of the Governor's Highway Safety Program. Grant approval does not constitute consultant/contract approval.
20. **PROPERTY ACCOUNTABILITY**. The Sub-Grantee shall establish and administer a system to control, protect, preserve, use, maintain, and dispose of any property or equipment furnished by the Governor's Highway Safety Program. The obligation continues as long as the property is retained by the Sub-Grantee notwithstanding the expiration of this agreement. Prior to the sale, trade-in, or disposal of property, disposition instructions will be obtained from the Governor's Highway Safety Program. The Sub-Grantee assures that all property shall be made available to the Governor's Highway Safety Program for inspection/inventory at the request of the Governor's Highway Safety Program.
21. **ACCOUNTING REQUIREMENTS**. Sub-Grantee agrees to record all project funds and costs following generally accepted accounting principles. A separate account number or cost recording must separate all project costs from the Sub-Grantee's other or general expenditures. Adequate documentation for all project costs and incomes must be maintained. Adequate documentation of financial and supporting materials, as defined in the Highway Safety Administrative Manual, must be retained and be available for audit purposes.
22. **OBLIGATION OF PROJECT FUNDS**. Funds may not, without prior written approval from the Governor's Highway Safety Program, be obligated prior to the effective date or subsequent to the termination date of the project period. Obligations outstanding as of the termination date shall be liquidated within thirty days.
23. **ASSUMPTION OF FUNDING**. The Sub-Grantee will assume the funding of improvements after a reasonable period of assistance.
24. **REPORTING OF IRREGULARITIES**. Sub-Grantees are responsible for reporting promptly to the Governor's Highway Safety Program the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action determined by the Governor's Highway Safety Program.
25. **PUBLIC AVAILABILITY OF INFORMATION**. The Sub-Grantee agrees to comply with the terms and conditions of pertinent Federal and State Freedom of Information Acts, and to require its contractors to comply with these requirements.
26. **CONFLICT OF INTEREST**. No public official or employee of the State of West Virginia, who performs any duties under the project, may participate in any administrative decision with respect to this project, if such a decision can be expected to result in any benefit or remuneration to him or his or his immediate family.

27. **CANCELLATION PROVISION.** If this project is not started within thirty days of the grant award, the Sub-Grantee will report to the Governor's Highway Safety Program by letter the steps taken to initiate the project. If after sixty days from the date of the grant award the project is still not operational, a further statement explaining the delay will be submitted by the Sub-Grantee to the Governor's Highway Safety Program. Upon receipt of the sixty-day letter, and unless warranted by extenuating circumstances, the Governor's Highway Safety Program will cancel the project and redistribute the funds to other projects.
28. **CRIMINAL PENALTIES.** Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of this grant, or whoever knowingly and willingly falsifies, conceals or covers up by trick, scheme, or device any material fact in any application/contract for assistance submitted to the Governor's Highway Safety Program shall be subject to prosecution.
29. **MEETINGS.** Sub-Grantee assures that the Project Director, Fiscal Officer (or designee), and/or the Authorized Official (or designee) will attend any meeting, conference, workshop, or other similar function as deemed necessary by the Governor's Highway Safety Program for administration of this project. Additionally, the Sub-Grantee assures that the Project Director will cooperate and fully participate with staff of the Governor's Highway Safety Program and Law Enforcement Liaisons during statewide initiatives and campaigns.
30. **TRAVEL.** All out of state travel to be reimbursed under any Highway Safety grant must receive written approval in advance from the Governor's Highway Safety Program. All estimated travel expenses (per diem, registration, transportation, etc.) must be included with the request for out of state travel. All Requests for Reimbursements for travel expenses must be submitted to the Governor's Highway Safety Program within 2 months of the travel dates.
31. **PARTICIPATION.** Law enforcement agencies/officers must be an active participant in Highway Safety/NHTSA funded initiatives in order to receive any Highway Safety Program/NHTSA funded benefit, such as highway safety related equipment, training, conference attendance, reimbursement for enforcement (not to exceed the officer's time and one-half rate of pay), etc.
32. **STATEWIDE MEDIA.** Statewide media costs incurred by the GHSP are accepted and recognized by the Grantee as a supplemental benefit to complement their local and regional law enforcement efforts.
33. **SEAT BELT POLICY.** Any law enforcement agency receiving Highway Safety funds must have a written seat belt use policy in place for their agency. A copy of this policy, which must outline sanctions for non-compliance with the policy, must be on file with their respective Regional Coordinator.
34. **REGIONAL COORDINATOR.** In the event that the position of Regional Coordinator becomes available, the Governor's Highway Safety Program must be involved in the selection process of filling the position and must give final approval of hiring the individual selected.
35. **REQUIRED ACTIVITIES.** Failure to complete the "Coordinator's Required Activities" may result in temporary or permanent suspension of the program. It is imperative to the success of the Highway Safety Program that these activities be implemented. If a particular activity cannot be completed, a written detailed explanation must be submitted to the Program Manager as to why it cannot be completed.
36. **FINAL REQUEST FOR REIMBURSEMENT.** Sub-grantees must submit a Final Request for Reimbursement to the Governor's Highway Safety Program no later than November 15 for the preceding fiscal year and must include **all** expenditures made prior to October 1. Any Request for Reimbursement submitted after November 15 for funds expended prior to October 1 of the preceding fiscal year will be denied.
37. **EQUIPMENT.** Computers/laptops/tablets/in-car video cameras may not be purchased by any sub-grantee without prior written approval by the Director or Federal Programs Administrator of the GHSP. Any equipment with a total cost of \$5,000 or more per item must receive written prior approval from the NHTSA Region 3 office (and submitted by the GHSP). Additionally, any individual item costing \$5,000 or more must meet the **BUY AMERICA** guidelines set forth by NHTSA.

In accordance with the Conditions and Assurance Pages 5 - 7, and without limiting same, we certify this application is an accurate and complete description of the project to be considered for receiving Highway Safety funds. We further agree this application shall be binding upon the applicant, assignees, transferees, lessees, and successors in interest. These assurances shall also be binding through every modification or amendment to the project.

Signature of Authorized Official
(Required)

Date

Signature of Project Director
(Required)

Date

Special Conditions

1. Travel line item in 402 is for travel to and from GHSP-approved meetings/trainings, such as Roundtable meetings.
2. All agencies must submit requested data to the Data Tracking & Agency Support Program (DTASP) on time, monthly, to qualify to work highway safety OT.
 - a. Any agencies awarded funds through the fiscal agency must also stay current with DTASP and submit accurate data, to qualify to work highway safety OT.
3. All agencies awarded funds through the fiscal agency must sign an agency agreement each grant year, and it must be kept on file with the fiscal agency.
4. When working any highway safety enforcement program, that program is considered zero tolerance. Example: while working distracted driving enforcement, there is zero tolerance for cell phone use. Citations only.
 - a. Seat belt usage and impaired driving are always zero tolerance, whether they occur while working seat belt enforcement, impaired driving enforcement or any other paid enforcement.
5. All agencies (who are in good standing with the GHSP, regional program, fiscal agency and DTASP) are permitted to work all national and state enforcement periods listed here:
 - a. National Click it or Ticket (CIOT) Blitz, designated dates in May 2021
 - b. State CIOT Blitz, designated dates in October 2020
 - c. State CIOT Blitz, designated dates in March 2021
 - d. State CIOT Blitz, designated dates in August 2021
 - e. National Drive Sober or Get Pulled Over (DSOGPO) Enforcement, designated dates in December 2020
 - f. National DSOGPO Enforcement, designated dates in August/September 2021
 - g. State DSOGPO Enforcement, designated dates for Thanksgiving 2020, West Virginia Day 2021, Fourth of July 2021
6. Some Special Conditions will be specific to grant
 - a. WVSP emphasis counties
 - i. Region 2: Lincoln
 - ii. Region 4: Pleasants, Tyler, Wetzel
 - iii. Region 5: Calhoun, Doddridge, Gilmer, Ritchie, Roane, Taylor, Wirt
 - iv. Region 6: Berkeley, Grant, Hampshire, Hardy, Pendleton
 - v. Region 7: Boone, Clay, Nicholas
 - vi. Region 8: Mingo, Monroe, Pocahontas, Summers
7. All media must be pre-approved by the GHSP Public Information Specialist (Aimee Cantrell) prior to production and/or purchase of spots.
8. All Target Red enforcement must be for identified problem intersections, and pre- and post-surveys must be conducted in order to be reimbursed for the time worked. Pre- and post-surveys will not be conducted on highway safety OT but on the agency's time.
9. Seat belt checkpoints must be conducted as nighttime enforcement, which starts at 6pm; these checkpoints have the same legal requirements as DUI checkpoints.
10. All DUI overtime funding should be conducted between the hours of 8 PM and 4 AM unless otherwise authorized by GHSP and the Regional/Project Coordinator. ** these in red are from the agency contracts, as the main agency should have the same rules as the other agencies**
11. All highway safety patrols are authorized patrols of no less than two (2) hours and no more than eight (8) scheduled hours at no more than one-and-one-half times the regular pay rate. Any funds paid to officers exceeding the actual one and one-half overtime rate (benefits, social security, etc.) are not reimbursable by the grant per Federal and State regulations.
12. All highway safety enforcement must be worked in addition to regular manpower staffing. Highway safety enforcement should bring additional officers out to enforce traffic laws, in addition to officers on regularly scheduled shifts.
13. **Work Zone enforcement must take place in the work zone, 4 miles of a roadway leading into the work zone, parallel roadways adjacent to roadway under construction, up to 1**

mile stretch of any roadway that intersects a roadway under construction and roadways designated the CMV route for the purpose of CMV's avoiding roadway construction.

14. Written approval for any travel or purchase requiring prior written approval from GHSP must be attached to the reimbursement request.

Signature of Authorized Official
(Required)

Date

Signature of Project
Director
(Required)

Date

Revised 8/19

**GOVERNOR'S HIGHWAY SAFETY PROGRAM
STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES**

Application Page – 3

REQUIRED ACTIVITIES

Each Regional Traffic Safety Program supported with GHSP funds is **required** to conduct the following activities within their assigned region:

COORDINATION / PROJECT DIRECTOR

1. The Project Director must successfully complete a NHTSA Project Management Class (Managing Highway Safety Programs).
2. Establish and maintain a Task Force of Highway Safety advocates and hold a minimum of three meetings per year. A list of members must be maintained on file in the Coordinator's office.
3. Establish and conduct a Regional Highway Safety Award/Recognition program.
4. Make face to face contact with **ALL** Law Enforcement agencies (Executive or designee) in the region's service area and secure Letters of Support and Cooperation. Documentation must be kept on file.
5. Develop and support one L.E.L. within **each** law enforcement agency.
6. Maintain a relationship with DMV Regional Offices and Metropolitan Planning Organizations (MPOs) in your area. Provide PI&E, face-to-face meetings, virtual meetings, etc.
7. Conduct or facilitate meaningful public engagement with underserved and/or overrepresented communities within the region, to elicit constructive feedback regarding highway safety programming.
8. Assist the GHSP with the following surveys:
 - i. Statewide Seat Belt Use Survey (June – every year)
 - ii. Other Surveys as needed/required
9. Obtain a signed Conditions and Assurances/Sub-Grantee Contract from all grant fund recipients.
10. Provide the GHSP with the following reports by the 20 of each month. *All listed reports are to cover the previous month (i.e., the report for June is due July 20), **except** for the calendar, which should be for the upcoming month (i.e., July calendar of events is due June 20).*
 - a. Monthly Activity Report
 - b. Data Report
 - c. CPS Installations
 - d. Media Report
 - e. Equipment Listing
 - f. Request for Reimbursement
 - g. Calendar of **Upcoming** Events
11. Complete a Sub-Grantee Risk Assessment Report on all Sub-Grantees by August 31.
12. Prepare and submit to the GHSP a detailed year-end Annual Report by the C.O.B. no later than November 1.

ALCOHOL AND OTHER DRUGS

1. In August and December, participate in the National Drive Sober or Get Pulled Over (DSOGPO) mobilizations, through enforcement and media/public awareness.

2. Participate in the state mobilization periods – Thanksgiving, Christmas/New Year’s, WV Day, Fourth of July weekend, and Labor Day, through enforcement and media/public awareness. Each participating law enforcement agency shall conduct a minimum of four enforcement events during mobilizations.
3. Conduct at least one media activity per month. Each Coordinator shall attach a dollar value to earned media and track that value, as well as the number of people reached.
4. Conduct two age group activities per year.
5. Each Coordinator shall work with the GHSP LEL Office and the DRE Coordinator to facilitate training opportunities for Impaired Driving.
6. Each Coordinator shall ensure underage enforcement efforts are conducted at least once per quarter.
7. Develop and support a minimum one college PI&E activity per year.
8. Assist local law enforcement agencies in obtaining funding from the Commission on Drunk Driving Prevention (CDDP).
9. Complete/submit all DMV 314 Forms and follow up at the request of GHSP to ensure 100% submission.

OCCUPANT PROTECTION - OP

1. Participate in the May Click It or Ticket (CIOT) mobilization through enforcement and media/public awareness.
2. Participate in each of the three state Occupant Protection (OP) enforcement mobilizations (October, March, and August). Each participating law enforcement agency shall conduct a minimum of four enforcement events during mobilizations.
3. Conduct at least one media activity per month related to OP/seat belt use/seat belt enforcement activities. Each Coordinator shall attach a dollar value to earned media and track that value, as well as the number of people reached.
4. Conduct “spot check” non-scientific pre- and post-seat belt surveys for each mobilization to assess results of enforcement.
5. Obtain written seat belt use policies by all law enforcement agencies receiving federal highway safety funds and maintain on file in the Coordinator’s office. These policies must be written and outline sanctions for non-compliance.
6. Conduct a minimum of four OP Informational Checkpoints (preferably one per each of the four CIOT mobilizations) per year.
7. The Coordinator must complete the 32-hour Child Passenger Safety (CPS) Technician course and remain current with certification.
8. Establish and maintain a minimum of three CPS fitting stations in the region, with a goal of at least one per county.
9. Maintain a list of current CPS Technicians in the region and increase the number of certified technicians in the region.
10. Conduct a minimum of four CPS clinics/events per year.
11. Conduct two age group-specific activities per year (i.e., visit Driver Education classes, High Schools, Middle Schools, Grade Schools).
12. Conduct two child safety seat classes or demonstrations (i.e., 1- 8 hours) to a captive audience (i.e., hospital, daycare, church, civic, etc.) per year.

13. Conduct PI&E and media events during Child Passenger Safety Week in September, including direct participation on Seat Check Saturday.
14. Conduct nighttime seat belt enforcement at least twice during each of the four CIOT mobilizations. Nighttime is considered 6:00 p.m. or after.
15. Encourage enforcement of seat belt laws during all enforcement efforts (DUI, speed, etc.).

MEDIA

1. Facilitate earned media for local, regional, and national highway safety activities.
2. Cooperate with the GHSP Public Information staff in statewide media campaigns.
3. Maintain a media file with all the activity generated by the Regional Program and report the activities to the GHSP Public Information Officer and GHSP Program Manager monthly. Share photographs and other media coverage of events with the GHSP for inclusion on social media pages/Highway Safety publications.
4. Conduct media buys in accordance with the GHSP Media Planning Guide.

TRAFFIC RECORDS

1. Support efforts to convert law enforcement agencies to electronic reporting.
2. Each Coordinator is to ensure their Region's section of the CDDP/Highway Safety database is maintained in a timely and accurate manner. All information is to be entered within one week after an activity has occurred and double checked for accuracy.
3. Upon request by the GHSP Director and/or staff, Coordinators are to facilitate the submission of fatality reports that have not been submitted or need corrected.

OTHER TRAFFIC SAFETY INITIATIVES

1. Conduct or facilitate at least one PI&E activity annually that incorporates topics on each of the following: ATV safety, roadside safety (Move Over law), older driver safety, pedestrian safety, bicycle safety, and commercial vehicle safety.
2. Participate in the August Target Red (red lights and stop signs) Campaign through enforcement and media activities. Pre- and post-enforcement surveys are required.
3. Conduct at least one PI&E/enforcement activity during each of the following: Back to School in August/September and School Bus Safety Week in October.
4. Conduct at least one Distracted Driving (cell phone/texting) enforcement activity per month.
5. Conduct or facilitate at least one activity/media event on Distracted Driving (cell phone/texting) per month. If the region owns a distracted driving simulator or has access to a distracted driving simulator, it is to be incorporated in at least one activity per month on average, with additional activities encouraged during Distracted Driving Month (April). If the Coordinator does not have access to a simulator, then another activity must be planned (i.e., work in conjunction with another Coordinator that does have a simulator).
6. Conduct a minimum of two speed/aggressive driving enforcement activities per month.

Highway Safety Sub-Grantee Contract FY 2024

Name of Agency _____

The [insert agency name or regional grantee name] is a Sub-Grantee of the West Virginia Governor's Highway Safety Program (WVGHSP) and provides funding for highway safety enforcement. By receiving highway safety funds from the [insert agency name or regional grantee name], your agency is considered a Sub-Grantee of the [insert agency name or regional grantee name]. The purpose of this document is to implement a set of operating standards and expectations regarding enforcement activities and funding from the [insert agency name or regional grantee name] and the WVGHSP.

The WVGHSP may provide funding for a variety of highway safety enforcement activities within a variety of program areas. The WVGHSP will reimburse officers up to one-and-a-half (1.5) times their regular rate of pay. Departments may only use the funds provided for the enforcement activity specified. If you wish to use funds for enforcement activities other than those specified, you **MUST** contact [insert Regional/Grant Coordinator name and title] who will contact the assigned WVGHSP Program Manager for approval. Any funds that remain unspent from a specific funding period **DO NOT** roll over to the next funding period.

CONDITIONS & ASSURANCES

1. **RELATIONSHIP.** The relationship of the Sub-Grantee to the [insert agency name or regional grantee name] and the WVGHSP shall be that of an independent contractor, not that of a joint enterprise. The Sub-Grantee shall have no authority to bind the [insert agency name or regional grantee name] or the WVGHSP for any obligation or expense without the express prior written approval of the WVGHSP.

2. **LAWS OF WEST VIRGINIA.** The contract/grant shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the WVGHSP, as well as any applicable procedures and practices of the [insert agency name or regional grantee name] and the WVGHSP.

3. **ACCESS TO RECORDS.** The WVGHSP, through any authorized representative, will have access to and the right to examine all records, books or documents related to the contract/grant, and to relevant books and records of contractors. The items to be audited will be timecards, activity reports, DMV-314s, citations or other related paperwork from activities related to the programs conducted.

4. **USE OF FUNDS.** Funds awarded by the [insert agency name or regional grantee name] and the WVGHSP may be expended only for the purpose and activities specifically covered by the Sub-Grantee's approved funding request in an award document. A basic list of standards and expectations are listed in the Enforcement Guidelines.

5. **FEDERAL GRANTS REQUIREMENTS AND CONTRACTS.** The Agency shall comply with the following statutes and implementing regulations as applicable: **a)** 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program; **b)** 5 U.S.C. § 1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees: (HATCH ACT); **c)** 23 U.S.C §313 Buy America; and **d)** NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 (<https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>) and additions or amendments thereto. **e)** 23 USC Chapter 4-Highway Safety Act of 1966, as amended; 23 CFR part 1300-Uniform Procedures for State Highway Safety Grant Programs; 2 CFR part 1201-Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; **f)** Bipartisan Infrastructure Law (BIL).

6. **PROHIBITION OF USING GRANT FUNDS TO CHECK FOR HELMET USAGE.** The State and each Sub-Grantee 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.

Highway Safety Sub-Grantee Contract FY 2024

Name of Agency _____

7. **PROJECT, PROGRAMS - REQUIRED DOCUMENTS.** The Sub-Grantee shall submit, by due date established in each award document, all required documentation of overtime. They are due by Close of Business (C.O.B.) on the date designated in each award document. Documentation for each enforcement event shall include: Request for Reimbursement (with appropriate signatures), Enforcement Activity Data Forms for each activity (signed by Officer and Supervisor), a Checkpoint Data Report if the activity was a checkpoint (along with one Enforcement Activity Data Report Form to summarize the checkpoint information), and an Underage Drinking Prevention Form for Underage Compliance Checks. Copies of all citations/warnings/arrests resulting from grant-funded enforcement events, a copy of the DMV-314 form if a DUI arrest occurred, a copy of the timecard/pay stub/payroll printout showing the grant-funded enforcement activities worked and paid, list of agency's regular and OT rates, copies of officers' regular schedules, etc., will be requested periodically by the WVGHSP office and/or your granting agency/regional program staff as part of the federal funding monitoring process. If not submitted, this may result in temporary suspension of grant funding. To reinstate funding, all outstanding paperwork must be submitted and approved by the [insert agency name or regional grantee name] and the WVGHSP. More than two suspensions in any twelve (12) month fiscal funding period will automatically terminate the project for the remainder of the fiscal year.

8. **DMV-314 DOCUMENTS.** Each agency is responsible for ensuring that ALL DMV-314s for Impaired Driving arrests are submitted to the WV DMV in a manner determined by WV State Code. Any Agency with more than five missing DMV-314s is ineligible to receive highway safety funds until the issue is resolved.

9. **SANCTIONS FOR NONCOMPLIANCE.** In the event the Sub-Grantee's noncompliance with the terms, conditions, covenants, rules or regulations of this grant, the [insert agency name or regional grantee name] and the WVGHSP shall impose such contract sanctions as it may deem appropriate, including but not limited to:

- a. Withholding of payments to the Sub-grantee until the Sub-Grantee complies, or
- b. Cancellation, termination or suspension of the contract in whole or in part, or
- c. Refrain from extending any further assistance to the Sub-Grantee until satisfactory assurance of future compliance has been received from the Sub-Grantee.

10. **WRITTEN APPROVAL OF CHANGES.** The Sub-Grantee must obtain prior written approval from the WVGHSP for all major changes relating to the scope of the activity to be conducted (i.e. DUI Patrols, Sobriety Checkpoints, Click It or Ticket, Target Red, etc.)

11. **DISCRIMINATION PROHIBITED.** No person shall, on the grounds of race, color, sex, religion, disability, age or national origin, be excluded from participation in, be refused the benefits of, or to be otherwise subjected to discrimination under grants awarded by the [insert agency name or regional grantee name] and the WVGHSP.

12. **FEDERAL LOBBYING.** The Agency agrees that 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.

13. **STATE LOBBYING.** 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 ("grassroots") lobbying activities.

Highway Safety Sub-Grantee Contract FY 2024

Name of Agency _____

14. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS.** A) The prospective lower tier participant (the Agency) certifies, by submission of this contract proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Federal Agency. b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.

15. **INTRA-AGENCY AUDIT.** It is the responsibility of the Sub-Grantee to provide for the performance of an independent audit as detailed in the Highway Safety Administrative Manual. This means your department is subject to audits by the State of West Virginia. If a finding is made related to the [insert agency name or regional grantee name] and the WVGHSP grant funding, then the [insert agency name or regional grantee name] and the WVGHSP must be notified by the Sub-Grantee of such findings in written form immediately upon first notice.

16. **PROPERTY ACCOUNTABILITY.** The Sub-Grantee shall establish and administer a system to control, protect, reserve, use, maintain, and dispose of any property or equipment furnished by the [insert agency name or regional grantee name] and the WVGHSP. The obligation continues as long as the property is retained by the Sub-Grantee notwithstanding the expiration of this agreement. Prior to the sale, trade-in, or disposal of property, disposition instructions will be obtained from the WVGHSP. The Sub-Grantee assures that all property shall be made available to the [insert agency name or regional grantee name] and the WVGHSP for inspection/inventory use at the request by the governing bodies.

17. **OBLIGATION OF PROJECT FUNDS.** Funds may not, without the prior written approval from the [insert agency name or regional grantee name] and the WVGHSP, be obligated prior to the effective date or subsequent to the termination date of the project period. Funding not used or set to be used during the time frame of the project will be liquidated back to the [insert agency name or regional grantee name] and the WVGHSP for dispersion to other Sub-Grantees for other events scheduled later in the same fiscal year.

18. **CRIMINAL PENALTIES.** Whomever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of this grant, or whomever knowingly and willingly falsifies, conceals or covers up by trick, scheme, or device any material fact in any application contract for assistance submitted to the WVGHSP shall be subject to prosecution. Programs are suspended until all litigation is completed.

19. **MEETINGS.** Sub-Grantee assures that the Law Enforcement Liaison, or designee, will attend any meeting, conference, workshop, or other similar function as deemed necessary by the WVGHSP as necessary for administration of this project/funding acceptance. Additionally, the Sub-Grantee assures that the Law Enforcement Liaison or designee will cooperate and fully participate with staff of the [insert agency name or regional grantee name] and the WVGHSP during statewide initiatives and campaigns (i.e. Click It or Ticket, Target Red, Drive Sober or Get Pulled Over, etc.)

20. **TRAVEL/TRAINING.** All travel-related expenses (i.e., per diem, registration, lodging, and transportation) to any destination outside of West Virginia must have WRITTEN APPROVAL from the WVGHSP PRIOR TO an event to be eligible for reimbursement.

21. **SEAT BELT POLICY.** Any law enforcement agency receiving highway safety funds must have a written seat belt policy, which must include sanctions for non-compliance with the policy, and must be submitted to the WVGHSP each new grant year. Failure to do so will cause your agency to be ineligible to receive highway safety funds.

22. **LAW ENFORCEMENT LIAISON.** Each Agency will designate a Law Enforcement Liaison (LEL) who will serve as the link from [insert agency name or regional grantee name] and the WVGHSP to the individual department. The responsibility of this position is to process grant-funded enforcement paperwork in a timely manner and ensure all paperwork and records are correct and display appropriate signatures. The LEL will assist the [insert agency name or regional grantee name] and the WVGHSP with issues or problems and keep informed the progress of the project/funding. It is the responsibility of the LEL to inform the [insert agency name or regional grantee name] and the WVGHSP as soon as possible should an Agency not be able to use approved funds.

ENFORCEMENT GUIDELINES

I. Officers working highway safety-funded enforcement must be a fully certified law enforcement officer in the State of West Virginia and a full-time employee of his or her agency. Part-time officers are not permitted to work highway safety overtime.

II. Salaried officers (i.e., Chief, Sheriff) may work highway safety overtime enforcement at straight time. If requesting time and a half, the agency must designate the hourly rate based on the officer's salary divided by 2080 hours. This may not exceed \$50.00 per hour. The officer's supervisor, or someone else of higher rank, must provide a signed statement in writing on official agency letterhead, a copy of which must be sent to the WVGHSP with requests for reimbursement. The supervisor, or someone else of higher rank, must also sign the request for reimbursement page for the time worked. The salaried officer must be a WV-certified law enforcement officer and have completed intoximeter training.

III. All highway safety enforcement activities must be completed by the date specified on the award forms. If working DUI overtime for multiple months, the Request for Reimbursement and supporting documentation must be submitted by the 10th of the month following the activity. (Ex: If there are 20 patrols completed during the month of June, then all patrols are due with the correct request for reimbursement page by July 10th.)

IV. Documentation for each enforcement event shall include: Request for Reimbursement (with appropriate signatures), Enforcement Activity Data Forms for each activity (signed by Officer and Supervisor), a Checkpoint Data Report if the activity was a checkpoint (along with one Enforcement Activity Data Report Form to summarize the checkpoint information), and an Underage Drinking Prevention Form for Underage Compliance Checks. Copies of all citations/warnings/arrests resulting from grant-funded enforcement events, a copy of the DMV-314 form if a DUI arrest occurred, a copy of the timecard/pay stub/payroll printout showing the overtime worked and paid, list of agency's regular and OT rates, copies of officers' regular schedules, etc., will be requested periodically by the WVGHSP office and/or your granting agency/regional program staff as part of the federal funding monitoring process.

V. Failure to submit overtime within TWO months of the completion of the activity may lead to non-reimbursement of funds by the [insert agency name or regional grantee name] and the WVGHSP.

VI. Each officer that works a patrol enforcement detail shall legibly complete the Enforcement Activity Data Report. All signatures listed are required on each Enforcement Data Activity Report including the officer and authorized signatory. Failure to do this will result in the return of the paperwork for necessary changes.

VII. The Request for Reimbursement (RFR) Form acts as the invoice for enforcement event(s). Note that you may list several officers along with the date they worked the patrol in the same week or month on the Request for Reimbursement Form, but you may not include different enforcement programs on the same RFR, such as Click It or Ticket and DUI. This form must be signed by the Chief, Sheriff, or their designated LEL provided the

Highway Safety Sub-Grantee Contract FY 2024

Name of Agency _____

LEL did not work grant-funded enforcement on the document. Additional signature requirements may be included in other sections of this document, such as the section pertaining to salaried officers.

VIII. If an LEL is receiving grant funding for enforcement during the enforcement period, the forms must be signed by a Supervisor of higher rank. Should overtime be conducted by the Chief of Police, then the authorized signature must be either the Mayor or Chief Financial Officer.

IX. Officers working **[insert agency name or regional grantee name]** and WVGHSP grant-funded enforcement must be dedicated to highway safety enforcement. Officers must attend all court hearings, DMV hearings, other related meetings/hearings generated by highway safety details worked.

X. Officers working highway safety programs that leave the highway safety enforcement activity to assist their department or another department for shift-initiated calls, may not include that time on the Request for Reimbursement.

XI. In addition to impaired driving enforcement, officers should enforce all WV traffic laws while engaged in highway safety patrols, especially occupant protection and distracted driving violations. There is **zero tolerance** for not wearing seat belts and impaired driving. There is also zero tolerance while working specific enforcement programs (Ex. If working distracted driving enforcement, cell phone usage is zero tolerance.)

XII. DUI checkpoints (both regular and low-manpower events) must follow the department's written DUI checkpoint policy. All other checkpoints, including traffic safety and seat belt checkpoints are to be performed in the same legal manner.

XIII. Grant-funded seat belt checkpoints must be conducted as nighttime enforcement, which runs from 6 PM to 6 AM. The entirety of the checkpoint does not have to fall within the nighttime enforcement time frame, but most of it should. (Ex: A seat belt checkpoint from 4PM-8PM would be considered nighttime enforcement.)

XIV. All highway safety patrols are authorized patrols of no less than two (2) hours and no more than eight (8) scheduled hours at **no more than one-and-one-half times the regular pay rate**. Any funds paid to officers exceeding the actual one and one-half overtime rate (benefits, social security, etc.) are not reimbursable by the **[insert agency name or regional grantee name]** and the WVGHSP per Federal and State regulations. Holiday double time or higher rates are NOT allowable for reimbursement with **[insert agency name or regional grantee name]** and the WVGHSP funds, only up to time-and-a-half.

XV. All DUI enforcement funding should be conducted between the hours of **8 PM and 4 AM** unless otherwise authorized by the WVGHSP Senior Program Manager. DUI enforcement outside of this timeframe must be based on data justification.

XVI. All highway safety enforcement must be worked in addition to regular manpower staffing; it cannot be used during normal scheduled agency shift work. Highway safety enforcement should bring additional officers out to enforce traffic laws, in addition to officers on regularly scheduled shifts. Overtime must be a scheduled event for the agency and cannot be conducted last-minute. It must be scheduled in advance of the overtime shift worked. ONE EXCEPTION: If a DRE is working a regular shift and is called out to assist another officer at another department, then the DRE can claim the hours called away to assist the other department, as overtime. Then, the DRE will return to his or her agency and make up the hours missed and complete the shift for the DRE's own department.

Highway Safety Sub-Grantee Contract FY 2024

Name of Agency_____

XVII. Impaired driving arrests at or near the end of a regular shift cannot cross over onto highway safety overtime. These must be completed on the regular duty shift or overtime provided by the department.

XVIII. All agencies receiving highway safety funding must be enrolled with the Data Tracking & Agency Support Program (DTASP) and actively submitting all agency citation data (not just highway safety citation data) monthly to DTASP.

XIX. Departments with DREs must submit the proper paperwork (Request for Reimbursement, Face Sheet, DRE Overtime Summary Page) with proper signatures to **[insert agency name or regional grantee name]** and WVGHSP, and it should be separate from the impaired driving overtime conducted by the department's overtime program. DREs may also be reimbursed for their time of expert testimony if subpoenaed to appear in court for a DUI arrest they assisted with, for another agency. If it was their own arrest for their own agency, it is simply their overtime from their department for their work for their department.

In accordance with the Conditions and Assurances and the Enforcement Guide, we certify this application is an accurate and complete description of the project to be considered for receiving Highway safety funds. We further agree this application shall be binding upon the applicant, assignees, transferees, lessees and successors in interest. These assurances shall also be binding through every modification or amendment to the project.

Agreed upon by the following signatures:

Printed Name
LEL, Chief, Sheriff, Other Designee of Sub-Grantee

Signature

Date

Printed Name
Regional Coordinator or Grant Project Director

Signature

Date

City ABC Highway Safety Program

Grant Funding Request Form

October 2020 – September 2021

APPROVED BY:

Highway Safety Use Only

Agency Name: _____

LEL Name (or other person completing this form): _____

Officers working highway safety-funded enforcement must be a fully certified law enforcement officer in the State of West Virginia and a full-time employee of his or her agency. Part-time officers are not permitted to work highway safety enforcement.

Program Area: **SPEED/AGGRESSIVE DRIVING ENFORCEMENT**

*Please see attached Page 3 - Project Objectives and Activities, for specific roadways to be worked. If any of these roadways fall within your jurisdiction, they should be the main focus of your enforcement. If there are additional roadways in your jurisdiction not listed on Page 3 that are particularly troublesome for speed and/or aggressive driving, please provide a statement below with data to show the roadway is a problem.

Enforcement Dates: **October 1, 2020 – September 30, 2021**

Focus: Speed, Aggressive Driving or Both: _____

Anticipated Roadway(s): _____

Projected Enforcement Dates: _____

Amount Requested: \$_____ Amount Awarded: \$_____

Justification (Where are your problem areas? How do you know you have a problem?):

ENFORCEMENT GOAL: _____

Program Area: **TARGET RED ENFORCEMENT** (Red Light/Stop Sign Running)

Campaign Blitz Dates: **August 1-15, 2021**

Additional Enforcement Dates (to be pre-approved by GHSP): _____

Amount Requested: \$_____ Amount Awarded: \$_____

Justification (Where are your problem areas? How do you know you have a problem?) If you have requested funding for dates outside of the campaign blitz period, please also provide justification for this:

ENFORCEMENT GOAL: _____

Program Area: CLICK IT OR TICKET (CIOT) ENFORCEMENT (Seat Belt/Occupant Protection)

Campaign Blitz Dates:

October 9-25, 2020: State CIOT Enforcement
November 9-29, 2020: Rescheduled May 2020 CIOT Enforcement
March 5-21, 2021: State CIOT Enforcement
May 14-31, 2021: National CIOT Enforcement
August 6-22, 2021: State CIOT Enforcement

Amount Requested – October:	\$ _____	Amount Awarded: \$ _____
Amount Requested – November:	\$ _____	Amount Awarded: \$ _____
Amount Requested – March:	\$ _____	Amount Awarded: \$ _____
Amount Requested – May:	\$ _____	Amount Awarded: \$ _____
Amount Requested – August:	\$ _____	Amount Awarded: \$ _____

Justification (Where are your problem areas? How do you know you have a problem?):

ENFORCEMENT GOAL: _____

Program Area: IMPAIRED DRIVING ENFORCEMENT

*Please see attached Page 3 - Project Objectives and Activities, for specific roadways to be worked. If any of these roadways fall within your jurisdiction, they should be the main focus of your enforcement. If there are additional roadways in your jurisdiction not listed on Page 3 that are particularly troublesome for impaired driving, please provide a statement below with data to show the roadway is a problem.

*Enforcement is to be worked between 8pm and 4am, unless pre-approved by GHSP.

Campaign Blitz Dates:

November 24-28, 2020 (Thanksgiving): State Drive Sober or Get Pulled Over (DSOGPO) Enforcement
December 16, 2020 – January 1, 2021: National DSOGPO Enforcement
June 18-21, 2021 (WV Day): State DSOGPO Enforcement
July 2-5, 2021 (4th of July): State DSOGPO Enforcement
August 20 – September 6, 2021: National DSOGPO Enforcement

Anticipated Roadway(s): _____

Amount Requested – November:	\$ _____	Amount Awarded: \$ _____
Amount Requested – Dec./Jan.:	\$ _____	Amount Awarded: \$ _____
Amount Requested – June:	\$ _____	Amount Awarded: \$ _____
Amount Requested – July:	\$ _____	Amount Awarded: \$ _____
Amount Requested – Aug./Sept.:	\$ _____	Amount Awarded: \$ _____
Amount Requested – Other:	\$ _____	Amount Awarded: \$ _____

If you've requested funds for impaired driving enforcement outside of the state and national enforcement periods, please provide time frames when other impaired driving enforcement is projected to be worked?

Justification (Where are your problem areas? How do you know you have a problem?):

ENFORCEMENT GOAL: _____

Program Area: DUI CHECKPOINTS

*Please see attached Page 3 - Project Objectives and Activities, for specific roadways to be worked. If any of these roadways fall within your jurisdiction, they should be the main focus of your enforcement. If there are additional roadways in your jurisdiction

not listed on Page 3 that are particularly troublesome for impaired driving, please provide a statement below with data to show the roadway is a problem.

*Enforcement is to be worked between 8pm and 4am, unless pre-approved by GHSP.

Campaign Blitz Dates:

November 24-28, 2020 (Thanksgiving): State Drive Sober or Get Pulled Over (DSOGPO) Enforcement

December 16, 2020 – January 1, 2021: National DSOGPO Enforcement

June 18-21, 2021 (WV Day): State DSOGPO Enforcement

July 2-5, 2021 (4th of July): State DSOGPO Enforcement

August 20 – September 6, 2021: National DSOGPO Enforcement

Anticipated Roadway(s): _____

Amount Requested – November: \$ _____ Amount Awarded: \$ _____

Amount Requested – Dec./Jan.: \$ _____ Amount Awarded: \$ _____

Amount Requested – June: \$ _____ Amount Awarded: \$ _____

Amount Requested – July: \$ _____ Amount Awarded: \$ _____

Amount Requested – Aug./Sept.: \$ _____ Amount Awarded: \$ _____

Amount Requested – Other: \$ _____ Amount Awarded: \$ _____

If you've requested funds for impaired driving enforcement outside of the state and national enforcement periods, please provide time frames when other impaired driving enforcement is projected to be worked?

Justification (Where are your problem areas? How do you know you have a problem?):

ENFORCEMENT GOAL: _____

Program Area: DISTRACTED DRIVING

Campaign Blitz Dates: **October 2020** (rescheduled from April 2020)

Campaign Blitz Dates: **April 2021**

Amount Requested – October 2020: \$ _____ Amount Awarded: \$ _____

Amount Requested – April 2021: \$ _____ Amount Awarded: \$ _____

Justification (Where are your problem areas? How do you know you have a problem?):

ENFORCEMENT GOAL: _____

Program Area: WORK ZONE ENFORCEMENT

*Work Zone enforcement must take place in a work zone, 4 miles of a roadway leading into the work zone, parallel roadways adjacent to roadway under construction, up to 1 mile stretch of any roadway that intersects a roadway under construction and roadways designated the CMV route for the purpose of CMVs avoiding roadway construction.

Enforcement Dates (if known): _____

Projected Enforcement Blitz Dates: _____

Projected Enforcement Locations: _____

Amount Requested: \$ _____ Amount Awarded: \$ _____

Justification (Where are your problem areas? How do you know you have a problem?):

ENFORCEMENT GOAL: _____

Justification Examples

Including but not limited to the following:

OP/CHILD PASSENGER SAFETY: seat belt surveys indicating belt use in your jurisdiction, unbelted crashes, ejections, fatalities, etc.

IMPAIRED DRIVING: alcohol-related crashes/fatalities, prior history of DUI arrests, above average number of ABCA sales points or underage Issues, etc.

SPEED: speed surveys showing average speeds exceeding posted speed limits, speed related crashes, etc.

AGGRESSIVE DRIVING: crash data, especially rear end and/or lane change, Move Over Law violations, etc.

DISTRACTED DRIVING: driver survey (cell phone use), crash reports, etc.

TARGET RED: red light or stop sign compliance surveys at proposed enforcement sites, intersection crashes, etc.

WORK ZONE: based location of work zones in jurisdiction

Please see attached Page 2 - Problem Identification for additional data justification.

Procedures

Funding request applications will be due by the deadline indicated in the email. Award letters will be distributed prior to the beginning of the enforcement award period.

Reimbursement requests are due each month, within the first 10 days of the following month. If you are submitting reimbursement for October 2020, you must submit your completed reimbursement packet to **Lt. John Smith at the ABC Police Department** no later than November 10. However, submitting your packet well before the 10th is much preferred.

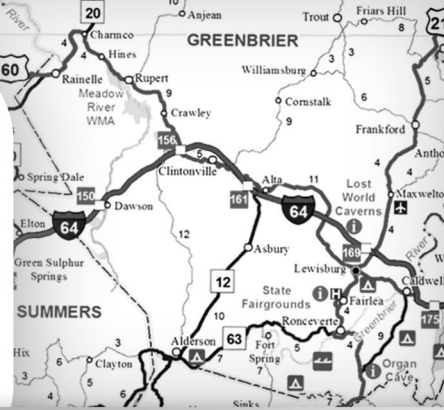
Enforcement goals are benchmarks established by each agency prior to awarding funds. Each agency will list their proposed goal(s) as part of their justification.

Justification documentation, such as pre-surveys, studies, or crash data information must be included with applications for funding requests.

See attached Page 2 - Problem Identification and Performance Goals for additional information about the Region X grant. Highway safety funds are awarded to law enforcement agencies with expectations of reducing crashes, injuries, and fatalities. Citations are a means to that end, but citations are not meant to be the only justification used. Grant funds are allocated based on each agency's anticipated capabilities of meeting those expectations. Agencies are encouraged to request adequate funding to meet their stated goals, and they will be expected to expend the majority of the requested funding. Your agency may not receive all funds requested due to limited funding availability.

FY 2022 Enforcement Dates

October 8-11, 2021	Operation Crash Reduction (Columbus Day weekend)
October 8-24, 2021	October CIOT
October 18-22, 2021	School Bus/Zone Safety: School Bus Safety Week
November 24-28, 2021	Impaired Driving, Thanksgiving
December 15, 2021 - January 1, 2022	DSOGPO National
March 4-20, 2022	March CIOT
April 2022	Distracted Driving Enforcement (National Distracted Driving Awareness Month) (4/4-4/11 NHTSA Paid Media)
May 13-30, 2022	May CIOT National (5/16-6/5)
June 17-20, 2022	Impaired Driving, WV Day
July 1-4, 2022	Impaired Driving, Fourth of July
August/September 2022	School Bus/Zone Safety: Back to School
August 1-15, 2022	Target Red
August 5-21, 2022	August CIOT
August 17 - September 5, 2022	DSOGPO National
September 18-24, 2022	National CPS Week
September 24, 2022	National Seat Check Saturday



We are pleased to inform you that the City ABC Highway Safety Program (ABCHSP) will award funding to the xxx Police Department for the following campaigns and dates:

- Up to _____ for Speed Enforcement patrols between October 1, 2020 and September 30, 2021. The main focus of the enforcement patrols should be on the roadways listed on Page 3 (Project Objectives and Activities) of the overall grant, if any run through your agency's jurisdiction.
- Up to _____ for Target Red Enforcement patrols from August 1-15, 2021.
- Up to _____ for Target Red Enforcement patrols from OTHER SPECIFIED TIME PERIOD.
- Up to _____ for Seat Belt Enforcement patrols during the state CIOT blitz, October 9-25, 2020
- Up to _____ for Seat Belt Enforcement patrols during the rescheduled May 2020 CIOT blitz, November 9-29, 2020
- Up to _____ for Seat Belt Enforcement patrols during state CIOT blitz, March 5-21, 2021
- Up to _____ for Seat Belt Enforcement patrols during the National CIOT blitz, May 14-31, 2021
- Up to _____ for Seat Belt Enforcement patrols during the state CIOT blitz, August 6-22, 2021
- Up to _____ for DUI Enforcement patrols during the following time frames:
 - November 24-28, 2020, Thanksgiving State Blitz
 - December 16, 2020 - January 1, 2021, DSOGPO National Blitz
 - June 18-21, 2021, West Virginia Day State Blitz
 - July 2-5, 2021, Fourth of July State Blitz
 - August 20 - September 6, 2021, DSOGPO National Blitz
 - Other time periods, if requested: _____
 - The main focus of the enforcement patrols should be on the roadways listed on Page 3 (Project Objectives and Activities) of the overall grant, if any run through your agency's jurisdiction.
- Up to _____ for DUI Checkpoints during the enforcement periods listed above. The main focus of the DUI Checkpoints should be on the roadways listed on Page 3 (Project Objectives and Activities) of the overall grant, if any run through your agency's jurisdiction.
- Up to _____ for Distracted Driving Enforcement patrols (predominantly during October 2020 and April 2021).
- Up to _____ for Work Zone Enforcement patrols between October 1, 2020 and September 30, 2021.

Awards will not be provided in advance but will be reimbursed through the **City of ABC**, through a grant with the GHSP office, with instructions provided via email and in the Conditions and Assurances below.

CONDITIONS AND ASSURANCES

Initial each item and submit a signed copy to the GHSP office, no later than October 14, 2020, indicating you agree to the following Conditions and Assurances:

- _____ All enforcement must follow the guidelines provided below, as well as in the Sub-Grantee Contract and on Pages 2 (Problem Identification) and 3 (Project Objectives and Activities) of the overall grant.
- _____ Funds may be used only for the enforcement activities listed above, during the dates listed, using no more than the amounts awarded. Your agency will not be reimbursed for anything more than the awarded amounts listed above.

- _____ Seat Belt checkpoints need to be set up like sobriety checkpoints. Seat Belt/Occupant Protection checkpoints must be conducted during nighttime enforcement hours, which begin at 6pm. Checkpoints may begin prior to 6pm but must continue at least two hours past 6pm to qualify as nighttime enforcement and to qualify for reimbursement.
- _____ There is zero tolerance for individuals not wearing seat belts or wearing seat belts incorrectly, not only during Occupant Protection enforcement but during any highway safety enforcement activities.
- _____ Future funding awards will be based on citations issued and timely submission of grant paperwork.
- _____ Each officer must complete and submit a copy of the Enforcement Activity Data Report for each activity conducted. Your reimbursement packet must include a Request for Reimbursement form for each program area worked, along with all relevant Enforcement Activity Data Reports to verify the data provided on each Request for Reimbursement form. If a Checkpoint or Underage Compliance Check was conducted, a Checkpoint Data Form or Underage Drinking Prevention Form must also be included.
- _____ Copies of all other back-up documentation created during the event such as citations, arrest forms, DMV-314s, etc., as well as schedules of officers' regular shifts, a list of agency regular and OT rates, paystubs/payroll printouts/timcards, etc. may be requested by the GHSP office periodically throughout the grant year, as part of the federal funding monitoring process.
- _____ All Request for Reimbursement Forms must be filled out completely. If the LEL worked overtime on the form, then it must be signed by the Chief of Police/ Sheriff/other Designee, who did not work overtime on this Request for Reimbursement form.
- _____ **No funds will be reimbursed until this signed agreement has been received by the GHSP office. This signed form should be returned to the GHSP office no later than October 14, 2020.**
- _____ Requests for Reimbursement and other required documentation must be submitted monthly, no later than the 10th of the following month in which the enforcement was conducted. Late submission of paperwork may result in the agency not being reimbursed for time worked.
- _____ Officers that have multiple missing DMV-314s and outstanding paperwork must submit those before they can work Highway Safety Overtime.

On behalf of the xxx Police Department, we understand and agree with these Conditions and Assurances:

Signed (Title & Rank): _____

Agency/Department: _____

Return the signed, completed copy to Lt. John Smith at the Region X office via email or fax.

Email: john.smith@regionx.com

Fax: 304.555-5555

Request for Reimbursement (RFR Form)

Department Name: _____ Invoice Date: _____
Department Phone #: _____ Fax #: _____
Date(s) of Enforcement: _____
Time(s) of Enforcement: _____
Agency LEL: _____
Enforcement Type: _____
(CIOT, DUI, Checkpoint, etc.)

Overtime Pay Rate = 1.5 X the Regular Hourly Wage for Full Time Law Enforcement Officers. This form is set up to calculate OT rate, but if an officer is working straight time, the form will need to be modified to calculate straight time.

Date of Detail	Rank	Full Name First, Middle Initial, Last	Regular Pay Rate	# of OT Hours	Times Worked (To and From)	Overtime Pay Rate	Total Pay \$ Due
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
TOTALS				Total Hours 0		Total Pay	\$ -

NOTES OR COMMENTS:

Print Name of Officer Requesting Reimbursement: _____

Signature of Officer Requesting Reimbursement: _____

*Form and Enforcement Activity Data Reports are due no later than the 10th of the month following the month of enforcement.
Do not include multiple months or enforcement types on one form.

Make Check Payable to: _____

Address: _____

Send Requests for Reimbursement to: City of ABC PD
Lt. John Smith
john.smith@ABCpolice.org
Phone: 304-555-5555



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

**1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444**

**Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways**

Out of State Travel Request

INSTRUCTIONS

Please discard this page before sending your request. Do not include it with your completed Out of State Travel Request.

PAGE ONE

REQUEST DATE: Enter the current date, or date you are completing/submitting the request.

TO: This will always be CB, as CB has final approval on all out-of-state travel requests.

THRU: Please make a selection. Your selection will be based on your agency/division/district's chain of command.

FROM: Please select the mail code for your agency/division/district.

TRAVELER: Name of the traveler.

TITLE: Title of the traveler.

AGENCY: Traveler's agency.

DIVISION/DISTRICT: Name of the traveler's division or district (Highways).

ORG NUMBER: Traveler's Organization Number.

CONTACT NAME: Name of the person who is completing the request, or the person who should be contacted in the case that there are questions regarding the request.

CONTACT PHONE: Contact Name's phone number.

CONTACT EMAIL: Contact Name's email address.

PURPOSE: Name of the conference/meeting attending, or a brief description of the reason for traveling.

LOCATION: City and State where traveler is going.

TRAVEL DATE(S): First day of travel. TO Last day of travel.

JUSTIFICATION: Please use this space to *BRIEFLY* justify/describe the travel.

TOTAL COST: Total cost of travel.

PAGE TWO

TRAVELER: Name of the traveler.

SSN: Last four digits of Traveler's Social Security Number.

TRAVELER'S TITLE: Title of the traveler.

DEPARTMENT: Transportation.

DIVISION: Name of the traveler's agency.
SECTION: Traveler's Division or District (Highways). Other Agencies should choose N/A.

CONTACT: Name of the person who is completing the request, or the person who should be contacted in the case that there are questions regarding the request.

TELEPHONE NUMBER: Contact Name's phone number.

TRAVEL CATEGORY: Please select one. If other is chosen, please use the space to describe the type of travel.

STATEMENT OF PURPOSE: Name of the conference/meeting attending, or a brief description of the reason for traveling.

STATEMENT OF JUSTIFICATION: Please use this space to *BRIEFLY* justify/describe the travel.

AUTH. NO.: Authorization number that the travel will be charged to.

REQUEST DATE: Date the request is being completed/submitted.

DATE: First day of travel.

TIME: Time traveler leaves on first day of travel.

CITY/STATE: City, State traveler is leaving from.

CITY/STATE: City, State traveler is arriving in.

DATE: Last day of travel.

CITY/STATE: City, State traveler is leaving from.

CITY/STATE: City, State traveler is returning to.

ESTIMATED COSTS: Check the box beside and then type the amount for each of the expenditures listed below that apply to the travel. If your agency is paying for the expenditure before/during travel, please use the left-hand column. If the traveler is paying for the expenditure before/during travel and will be reimbursed by the agency, please use the right-hand column. **Back-up information for each expenditure must be attached to the request when submitting for approval.**

NOTE: If another entity (e.g., AASHTO, FHWA, etc.) is paying for the expenditure before/during/after travel, the cost for each of those should be listed in the right-hand column, as those expenditures must be either paid by the entity or the traveler and then reimbursed to the traveler directly, with no State funds involved.

APPROVAL: Approval is only required from those listed in TO and THRU on the first page of the Out-of-State Travel Request Form. If there is a signature line that is not required as stated above, please use the space to type "Not Required."



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

Out of State Travel Request

REQUEST DATE: _____

CB

TO:

THRU:

Please Select One

FROM:

PE

TRAVELER INFORMATION

TRAVELER: _____

TITLE: _____

AGENCY:

Please Select One

DIVISION/DISTRICT: **Please Select One**

ORG NUMBER: _____

CONTACT INFORMATION

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

TRAVEL INFORMATION

PURPOSE: _____

LOCATION: _____

TRAVEL DATE(S): _____

TO _____

JUSTIFICATION:

TOTAL COST: _____

\$ 0.00



STATE OF WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
OUT OF STATE TRAVEL

Traveler	
Traveler's Title	
Department	Transportation
Division	Please Select One
Section	Please Select One
Contact	
	Telephone Number

Travel Category

- | | | |
|--|--|---|
| ☐ Site/Client visit | ☐ Conference attendance | ☐ Special Mission |
| ☐ Informational meeting | ☐ Training attendance | ☐ Candidate travel |
| ☐ Speech/Presentation | ☐ Recruiting | ☐ Relocation |
| ☐ Other _____ | | |

Statement of Purpose

Statement of Justification

Requested By:

Traveler's Signature Date

Approved By:

Supervisor's Signature Date

As Required:

Div. Dir./Dist. Manager Date

As Required:

"H" Level Staff Date

**AUTH.
NO.**

WVTMP 1.0

Request #

Request Date

Account Type(s):

Account Number(s):

- ☐ General Revenue
☐ Special Revenue
☐ Federal Revenue
☐ Other _____

DATE	TIME	CITY/STATE

Estimated Costs (Complete all that Apply)

Transportation

Commercial Air Carrier
Charter Aircraft
Rail Service
Commercial Vehicle Rental
Personal Vehicle
Taxi/Ground Transportation
Other Transportation

Direct Billed

Parking _____

Registration _____

Lodging \$ _____ per night

Facility Name _____

Meals _____

Other _____

Other _____

Subtotal Estimated Expenses

\$ 0.00

\$ 0.00

Total

\$ 0.00

As Required:

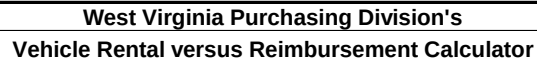
State Highway Engineer Date

As Required:

Commissioner Date

Approved By:

Business Manager Date



Terms of use: The purpose of the Mileage Calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT

EMPLOYEE TRAVEL		IF SUBMITTING A NON-EMPLOYEE TRAVEL REIMBURSEMENT, A COPY OF THE CONTRACT/AGREEMENT MUST BE ATTACHED.												
NON-EMPLOYEE TRAVEL														
Name: Amy Boggs		Title: Community Dev. Spec., Sr.				wv OASIS VENDOR ID:								
Address: 900 22nd Street		City: Huntington												
State: WV	ZIP: 25703	Headquarters Kanawha City				Normal Work Hours 7a-3p								
Department: Transportation		Division Motor Vehicles				Section: Governor's Highway Safety Program								
Travel Purpose:		To attend the Governor's Highway Safety Association (GHSA) Annual Meeting												
State Car:						https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/private-owned-vehicle-pov-mileage-reimbursement-rates								
Personal Car:		Current Mileage Rate 0.655												
REGISTRATION REQUIRED?	YES	IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)												
	NO													
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE* AMOUNT	TOTAL		
				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	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							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
TOTALS			0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
*GSA Meals & Incidentals (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup										*OTDED Trans ID:				
OTHER EXPENSES				EXPENSES DIRECT BILLED/PAID BY OTHER SOURCES (attach receipt copies)										
DATE	ITEMS			AMOUNT	DATE	PMT CODE	ITEM/VENDOR & P-Cardholder's Name (if other than traveler)			AMOUNT				
Total Other Expenses				0.00	Total Direct Billed/Paid By Other Sources					0.00				
PMT CODES				Total Reimbursable Amount							0.00			
DB	DIRECT BILLED TO AGENCY													
PCARD	PURCHASE CARD													
OTHER	PAID BY OTHER SOURCE													
CERTIFY AND SIGNATURE STAMP				I certify that all expenses submitted for reimbursement accurately reflect costs incurred in connection with assigned duties of the traveler performed for a legitimate government reason and are not reimbursable from any other source.										
				Traveler's Signature _____ Date _____										
				Approval Supervisor/Agency Head _____ Date _____										
				I certify that I have personally examined and approved the Travel Expense Settlement and the terms of expenses are reasonable and correspond to the assigned duties of the traveler and meet applicable Travel Regulations and are within the budget of this spending unit.										
				Approval Agency Head/Designee _____ Date _____										
REMIS ACCOUNTING INFORMATION					NOTES AND COMMENTS FOR CLARIFICATION									
ORG	AUTH	ACT	OBJ	AMOUNT										
OASIS ACCOUNTING INFORMATION														
FUND	SUB FUND	FY	DEPT	UNIT	APPROP	OBJ	SUB OBJ	AMOUNT	ACT.	FUNCTION	PROG.	PHASE	PROGRAM PERIOD	TASK ORDER

INDEPENDENT CONTRACTOR AGREEMENT

FY 2021 Governor's Highway Safety Grant

October 1, 2020 – September 30, 2021

This independent Contractor Agreement by and between the Choose an item. and Choose an item.
Choose an item.

Contractor will be retained by the Choose an item. as an independent contractor to provide services as Grant Coordinator for the FY 2021 Governor's Highway Safety Grant. Contractor will report to the (Example: Insert Charleston Police Chief, Deputy Police Chief, and Director of Finance), and perform such tasks as outlined by the grant contract with the Governor's Highway Safety Office. Contractor will seek assistance and maintain contact with the Governor's Highway Safety Office in Charleston on a regular basis.

It is understood and agreed that Contractor will be self-employed under this contract and will not, at any time, be an employee of the Choose an item., and shall be paid as a vendor of the Choose an item., and will be provided a Form 1099 (Miscellaneous Income) to report payments received for calendar year 2020/2021 (and any subsequent year), and shall be responsible for payment of all federal and state taxes due them (including, without limitation, self-employment tax). It is further agreed and understood no employee – employer relationship shall exist under this contract.

Other Contract Provisions:

1. Compensation

The Contractor will be paid up to \$36,000 in the one year grant period (October 1 – September 30). The contractor must work up to 48 weeks per year for 1920 hours at no more than 40 hours per week at an hourly rate not to exceed \$18.75 per hour. No overtime rate is permitted. The Choose an item. will issue payment for services on a bi-weekly basis. Contractor shall be required to submit a detailed monthly time sheet to the Finance Department signed and approved by the Choose an item. and Director of Finance. The time sheet which will be developed by the Choose an item. will outline the specific services performed for each day of work. The details on the dates for submission of bi-weekly time sheets and dates for issuance of payment will be worked out with the Choose an item. Finance Department and the Choose an item.. **The Contractor will only be paid for hours worked.** If the Contractor exceeds 40 hours work in a week, then time is to be adjusted the following week. However, it is understood that the Contractor, in general, must work an average of 40 hours per week over the course of one year.

2. Term

The term of this contract will be effective for a one-year period beginning October 1, 2020 and ending on September 30, 2021, and may be renewed each year.

3. **Termination:**

Either party may terminate the contract by giving the other party 14 days prior written notice. The Choose an item. reserves the right to immediately terminate the contract if, in the opinion of the Choose an item., the undersigned does not satisfactorily render services or if the undersigned violates Choose an item. policy or is charged with a misdemeanor or felony crime. If the Choose an item. elects to terminate this agreement, it will have no further obligation to the undersigned.

Approval by the Governor's Highway Safety Office

This contract, and its terms and provisions must be approved by the Governor's Highway Safety Office.

Approved

Accepted

Director of Finance Signature

Contractor Signature

Printed Name

Printed Name

Date: _____

Last four of Social Security # _____

Chief of Police or County Sheriff

Date: _____

Date: _____

GUIDELINES FOR THE CHILD PASSENGER SAFETY PROGRAM OF WEST VIRGINIA

1. SEAT CHECK FORMS/APPLICATIONS

- a. Many regional programs already use applications and an eligibility process when providing WV Governor's Highway Safety Program (GHSP) child safety seats (CSS). Regional programs may continue to use their own process as long as it falls within the guidelines of the Child Passenger Safety Program of West Virginia (the Program) set forth in this document.
- b. Applications are required for all CSS provided by the GHSP and its regional programs.
- c. All guidelines in this document and on the application are required for all GHSP-provided CSS.
- d. Parent/Caregiver must complete the first section of the seat check form, including signature, as well as initial the bottom of second page.
- e. A CPST must fill out the remainder of the installation form/application completely, including their name in the notes sections. The CPST # is not required but recommended.
- f. If a CPST is checking a caregiver-provided seat, a seat check form must be used to document the seat check.
- g. If a parent/legal guardian is requesting a GHSP-provided CSS, a seat check application form must be completed, and documentation that the parent/legal guardian meets the income guidelines must be copied and attached.
 - 1) Any unnecessary PII should be redacted on the income verification, such as MAID numbers, social security numbers, names of others in the household, etc.
- h. Please include notes regarding any issues with the existing CSS, such as installation errors, inappropriateness for child's age/size, recalls, if the caregiver decides to not use best practice as advised by the CPST, etc.
- i. A copy of the completed paper seat check form/application is not required to be kept on file, as long as an electronic copy is kept on file. GHSP is required by federal guidelines to keep documentation on file for three years.
- j. If receiving a GHSP-provided CSS, applicant must complete the registration card. The registration card will be mailed by the Child Passenger Safety Technician (CPST)/fitting station. It is recommended that a copy of the registration card be kept with the application; it can be used in place of the section regarding new CSS details on the application.

2. FITTING STATIONS

- a. Fitting stations must sign a fitting station agreement to be listed as an official fitting station, receive CSS and fitting station supplies (i.e. educational materials, pool noodles, etc.) A new agreement must be completed each grant year.
- b. In order to be an official fitting station and be listed as such on the GHSP and NHTSA websites, the fitting station must submit monthly seat check data to the Regional Coordinator or designated point of contact.
- c. A fitting station is not required to receive CSS from the GHSP and its regional programs.
- d. If the fitting station does not receive CSS from GHSP, some of the guidelines in this document may not apply.

- e. If a fitting station receives CSS from multiple sources, GHSP does not require that they follow GHSP guidelines for non-GHSP seats. However, it is highly encouraged, in order to maintain a level of consistency. It is also encouraged in order to keep track of all new installations and inspections in order to report the most accurate numbers.
- f. Fitting stations must have at least ONE nationally certified child passenger safety technician (CPST), certified through the Safe Kids program that GHSP uses.
- g. When installing or inspecting a CSS, CPSTs at the fitting station must use a seat check form in order to accurately track installations, inspections and GHSP-provided CSS.
- h. When installing GHSP-provided CSS, fitting stations must use the CSS guidelines in this document.
- i. ALL GHSP-provided CSS must be tracked, and if requested, documentation must be provided to the Regional Coordinator or the state GHSP office in the event of an audit.

3. CHILD PASSENGER SAFETY TECHNICIANS (CPST)

- a. CPSTs are not required to be affiliated with a fitting station.
- b. If GHSP has paid a certification or recertification fee for a CPST, he or she is expected to keep track of their installations and inspections for accurate data reporting for the Program. Data is reported monthly to the Regional Coordinator or designated point of contact.
- c. Regional Coordinators should maintain semi-regular contact with CPSTs, including but not limited to regional CPS meetings.
- d. If a CPST is active in seat inspection, although not affiliated with a fitting station, they should be included on the CPS Installs Monthly Report. This will further assist us in providing the most accurate information on the effectiveness and reach of the Program.
- e. CPSTs that are active in installations/inspections and reporting installation/inspection data to their Regional Coordinator or designated point of contact may be eligible for car seat installation supplies (i.e. educational tools, pool noodles, etc.) to assist in their efforts with program goals and objectives.

4. CHILD SAFETY SEATS (CSS)

- a. Application must be completed in full.
- b. Applicants must meet income guidelines provided on the application, as well as other qualifications provided in this document and on the application.
 - 1) Must be enrolled in a government assistance program listed on the application. Current verification of enrollment must be provided BEFORE receiving the CSS.
 - i. Note: SSI is NOT SSDI. A person receiving SSI has not worked enough quarters to be eligible for regular disability assistance (SSDI). SSI has income limits and is capped at a specific monthly payment. SSDI has no capped amount and is based on income earned prior to the disability.
 - 2) OR - All household income before taxes and other deductions must be less than or equal to 130% of the Federal Poverty Level. Verification of all household income received in the last 30 days must be provided BEFORE receiving the CSS.

- c. Only custodial parents or legal guardians are eligible and must be present to receive the CSS. Extenuating circumstances will be considered on a case-by-case basis if parent/legal guardian cannot be present to receive the CSS during hours set by fitting station.
- d. Parent/legal guardian must participate in the installation, as they need to know how to uninstall and reinstall the seat without the assistance of a CPST.
- e. If the applicant is an expectant parent, it is up to the discretion of the Regional Coordinator when a CSS will be provided (if applicant meets guidelines).
 - 1) Coordinators may choose to provide a CSS at any point during the pregnancy or may choose to wait until the last few weeks of pregnancy before providing.
- f. Referrals may be accepted from social service agencies, as long as applicant is eligible and current program enrollment or income verification is provided.
- g. Foster families
 - 1) Per foster care representative: WV/WVDHHR is the legal guardian to children in the foster care system, and foster placements may only be temporary.
 - 2) There are three different types of foster placement.
 - i. This placement is certified through WVDHHR before any placement is made and is not typically related to the child. The child receives a voucher when placed that can cover the cost of various items, including a car seat. Family receives a monthly stipend. This placement is NOT ELIGIBLE for a car seat through our program.
 - ii. Kinship placement: the child is placed with a close blood relative. This placement may or may not be certified by the state as a foster because this type of placement can occur with little warning. The family must still have to go through the process of being certified. This process **SHOULD** take 45 days but can take as long as six months. Until they are certified by the state, this foster placement does **NOT** receive a foster stipend. However, they are eligible for child-only TANF benefits, also called Specified Relative TANF benefits. This is not income-based and is only available for the kinship foster child.
 - iii. Fictive-kin placement: A teacher, distant relative or another unrelated individual may be allowed to foster the child. This is someone who does have some sort of relationship with the child but is not a close blood relative. This placement is not eligible for the child-only TANF and is only be eligible for the foster stipend if they are certified through the state.
 - 3) As stated above, the first type of placement is not eligible for GHSP car seats. Kinship and fictive-kin placements may only be eligible for GHSP car seats if approved by the Regional Coordinator or State CPS Coordinator. Regional Coordinators may determine that no foster placements in their region are eligible for GHSP car seats. You **MUST** get in touch with your Regional Coordinator before providing a GHSP seat to anyone. If there is not a Regional Coordinator in your region, get in touch with the State CPS Coordinator.
 - i. If approved through the Regional Coordinator or State CPS Coordinator, a kinship or fictive-kin placement will still need to meet ALL OTHER requirements in these guidelines, including but not limited to:
 - a. Must be a resident of WV
 - b. Must not already have a usable, appropriate seat. We do not provide secondary seats to anyone.
 - c. Must receive one of the government benefits listed in these guidelines and on the application or must meet the income guidelines provided on the application. Specified Relative TANF (only for kinship placements) CANNOT be used to meet this requirement.

h. NOT eligible:

- 1) The first foster placement type listed in the section above.
- 2) Grandparents or other occasional caretakers
- 3) Full-time familial caretakers without any legal documentation
 - i. It seems fairly common in WV for grandparents or other family members to be full-time caretakers for children without any official legal documentation. If you do come across a situation like this, use your BEST judgment on whether you believe this is a valid situation. If you do not believe it is legitimate, then do not provide a car seat.
 - ii. If you do believe it is a legitimate situation (although not legally binding), you may choose to provide a car seat to the family. HOWEVER, in this instance, you will need to have the familial caretaker write and sign a statement which states pertinent details of the situation (such as how long they've been caring for the children full-time, general reasons as to why there is nothing legally binding, why they have the children, how long they expect to care for the children, etc.) and attach this to the CSS application/installation check list to be placed in your files.
 - iii. Follow more specific guidelines set by the Regional Coordinator, if any. Regional Coordinators may decide not to provide car seats in these cases.
- i. CSS are not available for temporary situations, such as a grandchild coming to visit.
- j. CSS are not provided as a secondary seat. If the child already has an appropriate CSS, GHSP does not provide additional seats for additional vehicles.
- k. If someone from another state asks about free CSS, please refer them to the highway safety program, fitting station or social service agency in their state. A list of fitting stations across the United States can be found at: <https://www.nhtsa.gov/equipment/car-seats-and-booster-seats>.
- l. You may choose to mark seats with a permanent marker with a message such as "Provided by funds through the WV Governor's Highway Safety Program" in order to deter the possibility of the CSS being sold. This is optional but recommended.
- m. CSS cannot be donated to any individual/organization to be used as a giveaway or raffle prize.

5. CHILD SAFETY SEAT CHECK EVENTS

- a. Due to the nature of a seat check event, it is not always possible to verify income requirements to give out CSS. You should still make an effort to verify income or enrollment in a government assistance program listed on the application. If you are able to view verification, such as a medical card, please note this on the form. Please use your best judgment when providing seats at seat check events without knowledge of income. Other CSS guidelines listed above still apply. The safety of the child should be a priority.
- b. Seats installed or inspected at a seat check event will be counted on the CPS Installs Monthly Report under Events and should not be included under fitting station or individual CPST data on the second tab. However, CPSTs should include any seats they install or inspect at seat check events on their Safe Kids account for recertification purposes.

6. MISCELLANEOUS

- a. **COMPLAINTS:** If you have a complaint about a CPST, a CPST-I, a fitting station or anything to do with the CPS Program, please contact Amy Boggs, state CPS Coordinator, at 304-926-3843 or

amy.m.boggs@wv.gov. The nature of the complaint will determine how we proceed. Be prepared to provide specific details regarding the complaint so that it can be investigated and resolved in the most appropriate way. For additional information on how to deal with a CPST whose skills you are questioning, please go to: <https://cert.safekids.org/resources-faqs/faqs#FAQGEN9>.

b. CLASSES:

- 1) Setting up locations for CPS Certification Classes:
 - i. Physically check the location for a class. If you are setting up a class but cannot make it to the location, work with the CPS Coordinator to find someone near the location who can physically check the site to determine whether it is an appropriate location.
 - ii. Physically check the location for the seat check event. If you are unable to check the location yourself, work with the CPS Coordinator to find someone near the location who can physically check the site to determine whether it is an appropriate location.
- 2) Minimum student levels:
 - i. Certification Classes: 10 students minimum; less students may be acceptable on a case-by-case basis as determined by the CPS Coordinator.
 - ii. Renewal Classes: 5 students minimum; less students may be acceptable on a case-by-case basis as determined by the CPS Coordinator.
 - iii. Technical Updates: 5 students minimum; less students may be acceptable on a case-by-case basis as determined by the CPS Coordinator.

c. RECERTIFICATION REQUIREMENTS: All CPSTs and CPST-Is are responsible for tracking their recertification requirements and recertifying WELL BEFORE their deadline.



PLEASE READ, SIGN, AND DATE:

I understand and agree that the sole purpose of this program is to help reduce the incidence of the improper installation of child safety seats and that a properly used safety seat can reduce fatal injuries by 71% for infants and by 54% for toddlers. This program cannot fully evaluate the quality, safety, or condition of my car safety seat or booster seat or any component of my vehicle, including the seats and safety belts. This program cannot guarantee my child's safety in a vehicle collision. For these reasons, I hereby release all program participants from any present or future liability for any injuries or damages that may result from a motor vehicle crash or otherwise.

Parent/Legal Guardian Signature: _____ Date _____

Parent/Legal Guardian's Name:			
Relationship to Child (Mother/Father/Guardian):		Expectant Parent: ☐ Y ☐ N Due Date:	
Address, City, State, Zip:		Phone:	
Child's Name:	Weight:	Height:	Child Present: ☐ Y ☐ N
Age: ☐ Birth to 6 Months ☐ 6 Months to 1 Year ☐ 1-2 Years ☐ 2-3 Years ☐ 4-6 Years ☐ 7-8 Years ☐ Over 8 Years ☐ Other			
Parent and child are WV residents: ☐ Y ☐ N			
Vehicle Make:	Model:	Year:	Registered in your name: ☐ Y ☐ N
Airbag: Driver ☐ Y ☐ N Dual ☐ Y ☐ N Side ☐ Y ☐ N On/Off Switch ☐ Y ☐ N Disabled Air Bag ☐ Y ☐ N			
How did you hear about us? _____ Who referred you? _____			
Name/Date/Location of event (if applicable): _____			

IF YOU ARE NOT REQUESTING A CHILD SAFETY SEAT, PLEASE DISREGARD THIS SECTION. DUE TO LIMITED RESOURCES, APPLICANTS SEEKING A CHILD SAFETY SEAT MUST MEET THE FOLLOWING GUIDELINES:

- CHILD SAFETY SEATS ARE PROVIDED BASED ON INCOME. ALL HOUSEHOLD INCOME IS BEFORE TAXES AND OTHER DEDUCTIONS. CURRENT INCOME VERIFICATION MUST BE PROVIDED BEFORE RECEIVING A CHILD SAFETY SEAT.
- IF APPLICANT OR CHILD IS ENROLLED IN A GOVERNMENT ASSISTANCE PROGRAM BELOW, APPLICANT IS CONSIDERED INCOME-ELIGIBLE BUT STILL MUST PROVIDE CURRENT VERIFICATION OF PROGRAM ENROLLMENT.
- IF APPLICANT OR CHILD IS NOT ENROLLED IN A GOVERNMENT ASSISTANCE PROGRAM BELOW, GROSS HOUSEHOLD INCOME MUST BE LESS THAN OR EQUAL TO 130% OF THE FEDERAL POVERTY LEVEL. SEE CHART BELOW.
- APPLICANT AND CHILD MUST BE WV RESIDENTS.
- APPLICANT MUST BE A CUSTODIAL PARENT OR LEGAL GUARDIAN AND MUST BE PRESENT. EXTENUATING CIRCUMSTANCES WILL BE CONSIDERED ON A CASE-BY-CASE BASIS IF PARENT/LEGAL GUARDIAN CAN NOT BE PRESENT. NON-CUSTODIAL GRANDPARENTS ARE NOT ELIGIBLE.
- TEMPORARY SEATS ARE NOT AVAILABLE.
- IF APPLICANT HAS AN APPROPRIATE CHILD SAFETY SEAT, THE PROGRAM DOES NOT PROVIDE ADDITIONAL SEATS.

Do you or your child receive any of the following government benefits? If yes, please provide current verification.

☐ Medicaid ☐ WIC ☐ SSI (NOT SSDI) ☐ SNAP (food stamps) ☐ CHIP ☐ TANF

HH Size	Monthly Gross Income
1	\$1,354
2	\$1,832
3	\$2,311

HH Size	Monthly Gross Income
4	\$2,790
5	\$3,269
6	\$3,748

HH Size	Monthly Gross Income
7	\$4,227
8	\$4,705
9	\$5,184
10	\$5,663

Time is a small investment for the safety of children. Your patience and participation makes transportation safer.

Thank you!



[] Booster:

- | | | |
|--|---|--|
| ☐ Backless | ☐ High Back | ☐ 5-point Harness |
| ☐ CSS installed correctly | ☐ CSS installed incorrectly and reinstalled properly | |
| ☐ CSS had issues (expired, damaged, etc.) and new CSS installed correctly | | |
| ☐ Caretaker provided CSS | ☐ New installation provided by GHSP/fitting station | |
| ☐ Checklist reviewed with caregiver: | | |
| ☐ Window/middle position | ☐ Not in front of active air bag | ☐ Mid-point of head/ears below top of vehicle seat back |
| ☐ Height/weight appropriate | ☐ Lap/shoulder belt in proper position | ☐ Safety belt NOT locked |
| ☐ Upright position | | |

Additional information:

- | | |
|---|--|
| ☐ Findings discussed with caregiver | ☐ Discussed turn around/graduation time |
| ☐ Discussed potential flying objects/crash | |

Materials used and provided to caregiver:

- | | | |
|--|--------------------------------------|---------------------------------------|
| ☐ Printed information | ☐ Pool noodle | ☐ Other: _____ |
|--|--------------------------------------|---------------------------------------|

Installer/CPS Technician Comments: Include details such as a new CSS was installed or an existing CSS was inspected; any issues with the existing CSS, if parent does not comply with best practices, etc. Use additional pages, if necessary.

CPS Tech:	CPS Tech # (not required but recommended):
-----------	--

Parent/Caretaker: I have been instructed on the proper use and installation of this child safety seat and agree to use this child safety seat correctly on all occasions, according to the seat instruction book provided with the seat and the vehicle owner's manual. Initials: _____

Revised 10-2019



PLEASE READ, SIGN, AND DATE:

I understand and agree that the sole purpose of this program is to help reduce the incidence of the improper installation of child safety seats and that a properly used safety seat can reduce fatal injuries by 71% for infants and by 54% for toddlers. This program cannot fully evaluate the quality, safety, or condition of my car safety seat or booster seat or any component of my vehicle, including the seats and safety belts. This program cannot guarantee my child's safety in a vehicle collision. For these reasons, I hereby release all program participants from any present or future liability for any injuries or damages that may result from a motor vehicle crash or otherwise.

Parent/Caregiver Signature: _____ Date _____

Parent/Caregiver Name:					
Relationship to Child (Mother/Father/Guardian):			Expectant Parent: ☐ Y ☐ N Due Date:		
Address, City, State, Zip:			Phone:		
Child's Name:		Weight:	Height:	Child Present: ☐ Y ☐ N	
Age: ☐ Birth-6 Months ☐ 6 Months-1 Year ☐ 1-2 Years ☐ 2-3 Years ☐ 4-6 Years ☐ 7-8 Years ☐ Over 8 Years ☐ Other					
Parent and child are WV residents: ☐ Y ☐ N					
Vehicle Make:		Model:	Year:	Registered in your name: ☐ Y ☐ N	
Airbag: Driver ☐ Y ☐ N Dual ☐ Y ☐ N Side ☐ Y ☐ N On/Off Switch ☐ Y ☐ N Disabled Air Bag ☐ Y ☐ N					
How did you hear about us? _____ Who referred you? _____					
Name/Date/Location of event (if applicable): _____					

FOR OFFICIAL USE ONLY:

Current Seat Manufacturer: _____ Model #: _____
 Date of Manufacture: _____ Exp. Date: _____
 Type of Seat (circle one): Infant Convertible – RF or FF
 Booster – High Back or Backless
 Original Owner: ☐ Y ☐ N In a Crash: ☐ Y ☐ N ☐ Unknown
 Labels: ☐ Y ☐ N On Recall List: ☐ Y ☐ N
 Instructions attached: ☐ Y ☐ N

X = Arrived Position/CSS
 NP = New Position
 N = New Install
 D = Driver

D		

☐ New CSS (if applicable)

Manufacturer: _____ Model #: _____

Manufacture Date: _____ Expiration Date: _____

Type of Seat (circle one): Infant Convertible – RF or FF Booster – High Back or Backless

☐ Car Seat / Booster registration card completed

Installer/CPS Technician Comments: Include details such as a new CSS was installed or an existing CSS was inspected; any issues with the existing CSS, if parent does not comply with best practices, etc. Use additional pages, if necessary.

CPS Tech: _____ CPS Tech # (not required but recommended): _____

[] Rear-Facing:

- | | | |
|--|---|--|
| ☐ Infant Only | ☐ W/Base | ☐ Convertible |
| ☐ CSS installed correctly | ☐ CSS installed incorrectly and reinstalled properly | |
| ☐ CSS had issues (expired, damaged, etc.) and new CSS installed correctly | | |
| ☐ Caretaker provided CSS | ☐ New installation provided by GHSP/fitting station | |
| ☐ Checklist reviewed with caregiver: | | |
| ☐ Window/middle position | ☐ Harness snug – pinch test | ☐ Safety belt locked |
| ☐ Height/weight appropriate | ☐ Retainer clip threaded correctly | ☐ Locking clip used |
| ☐ Rear-facing position | ☐ Retainer clip at armpit level | ☐ Tether strap used correctly, if applies |
| ☐ Not in front of active air bag | ☐ CSS secured tightly (doesn't move more than 1" side to side, or forward) | ☐ Carrier handle position |
| ☐ Reclined 30-45 degrees | ☐ Belt routed correctly | ☐ LATCH used correctly, if applies |
| ☐ Harness flat & intact | | |
| ☐ Harness slot correct | | |

[] Forward Facing:

- | | | |
|--|---|--|
| ☐ FF Only | ☐ Convertible | ☐ 5-point Harness |
| ☐ CSS installed correctly | ☐ CSS installed incorrectly and reinstalled properly | |
| ☐ CSS had issues (expired, damaged, etc.) and new CSS installed correctly | | |
| ☐ Caretaker provided CSS | ☐ New installation provided by GHSP/fitting station | |
| ☐ Checklist reviewed with caregiver: | | |
| ☐ Window/middle position | ☐ Harness snug – pinch test | ☐ Safety belt locked |
| ☐ Height/weight appropriate | ☐ Retainer clip threaded correctly | ☐ Locking clip used |
| ☐ Upright position | ☐ Retainer clip at armpit level | ☐ Tether strap used correctly, if applies |
| ☐ Not in front of active air bag | ☐ CSS secured tightly (doesn't move more than 1" side to side, or forward) | ☐ Crotch straps low/hip straps on thighs |
| ☐ Semi-reclined | ☐ Belt routed correctly | ☐ LATCH used correctly, if applies |
| ☐ Harness flat & intact | | |
| ☐ Harness slot correct | | |

[] Booster:

- | | | |
|--|---|--|
| ☐ Backless | ☐ High Back | ☐ 5-point Harness |
| ☐ CSS installed correctly | ☐ CSS installed incorrectly and reinstalled properly | |
| ☐ CSS had issues (expired, damaged, etc.) and new CSS installed correctly | | |
| ☐ Caretaker provided CSS | ☐ New installation provided by GHSP/fitting station | |
| ☐ Checklist reviewed with caregiver: | | |
| ☐ Window/middle position | ☐ Not in front of active air bag | ☐ Mid-point of head/ears below top of vehicle seat back |
| ☐ Height/weight appropriate | ☐ Lap/shoulder belt in proper position | ☐ Safety belt NOT locked |
| ☐ Upright position | | |

Additional information:

- | | |
|---|--|
| ☐ Findings discussed with caregiver | ☐ Discussed turn around/graduation time |
| ☐ Discussed potential flying objects/crash | |

Materials used and provided to caregiver:

- | | | |
|--|--------------------------------------|---------------------------------------|
| ☐ Printed information | ☐ Pool noodle | ☐ Other: _____ |
|--|--------------------------------------|---------------------------------------|

Parent/Guardian: I have been instructed on the proper use and installation of this child safety seat and agree to use this child safety seat correctly on all occasions, according to the seat instruction book provided with the seat and the vehicle owner's manual. Initials: _____

Revised 10-2019

FITTING STATION AGREEMENT

The Child Passenger Safety (CPS) Program of WV, through the WV Governor's Highway Safety Program (GHSP) and its regional programs, provides opportunities for certification/recertification of Child Passenger Safety Technicians (CPSTs) across the state, who will then educate and assist parents and caregivers on best practices for the use of child safety seats. The program also provides for **limited** child safety seats that can be distributed to fitting stations across the state, as well as **limited** supplies for fitting stations. In order to be listed as an official fitting station and to be eligible for training, supplies and child safety seats, the fitting stations must agree to and sign the following agreement each grant year:

FITTING STATION CONDITIONS AND ASSURANCES

1. Each fitting station must use the guidelines provided by the Child Passenger Safety Program of WV and **[insert regional program name]**.
2. Each fitting station must have at least one CPST at their location to be an official fitting station.
3. Each fitting must complete a Fitting Station Agreement Form and submit it to the Regional Coordinator and/or GHSP Program Manager.
4. Each fitting station must complete a child safety seat installation form for each child safety seat installation completed at their location. These forms must be kept on file (electronic or hard copy).
5. All installation data must be reported to your coordinator or point of contact each month. Failure to submit monthly data may result in suspension of the fitting station as well as removal of any child safety seats provided by the CPS Program.
6. Each fitting station must provide accurate guidance and education on child safety seats to parents and caregivers in accordance with WV Code **AS WELL AS** best practices followed by the GHSP, Safe Kids, NHTSA and the American Academy of Pediatrics (AAP).
7. Out-of-state residents can be referred to fitting stations or other agencies in their home state. A list of fitting stations in WV can be found at: www.dmv.wv.gov/cps. A list of fitting stations across the United States can be found at: <https://www.nhtsa.gov/equipment/car-seats-and-booster-seats>.
8. If your fitting station location does not provide child safety seats, you may make a referral to another fitting station in **[insert region number]** that might have seats.
9. By agreeing to be a Fitting Station, you agree to have your fitting station name, address, contact info and fitting station supervisor's name listed on the state and national fitting station listings, as referenced in #7 above.
10. All child safety seat inspections and installations must be completed by a current nationally certified Child Passenger Safety Technician.

Fitting Station Agency Name: _____

Fitting Station Address: _____

Fitting Station Contact Info (Phone, Email, etc.): _____

Fitting Station Supervisor,
Printed Name

Regional Coordinator/GHSP CPS Coordinator,
Printed Name

Signature and Date

Signature and Date



IF THE ABOVE-NAMED FITTING STATION REQUESTS CHILD SAFETY SEATS FROM GHSP, PLEASE ALSO COMPLETE THE FOLLOWING SECTION:

The Child Passenger Safety Program (CPS) of WV, through the WV Governor's Highway Safety Program (GHSP) and its regional programs **[you may choose to insert your regional program name here in lieu of or in addition to the GHSP name]** have limited funding for the purchase of child safety seats. Should a request for child safety seats by this fitting station through the GHSP and/or its regional programs be approved, all seats purchased with these funds will be ordered by **[insert regional program name]** and shipped directly to your location. In order to be eligible for these funds, fitting stations in the **[insert region number]** area must agree to the following Conditions and Assurances:

CHILD SAFETY SEAT CONDITIONS AND ASSURANCES

1. Each fitting station must use guidelines provided by the Child Passenger Safety Program (CPS) of WV and its regional programs when providing GHSP-provided child safety seats. Some fitting stations/child safety seat recipients use a third-party registering agency to help with this process. (Ex: Information & Referral).
2. Records of all GHSP child safety seats, as well as caregiver seat inspections, must be kept on file (electronic or hard copy) with the fitting station/agency for three grants years following the year the seats were given out.
3. Any client receiving a GHSP child safety seat purchased by the regional programs must reside within **[insert counties in region]** to be eligible for a seat. Extenuating circumstance for residents outside of the above-listed counties may be considered on a case-by-case basis, as long as applicant is a resident of WV.
4. If your fitting station is out of child safety seats, you may make a referral to another fitting station in **[insert region number]** that might have child safety seats.
5. Funds for child safety seats continue to be **VERY LIMITED**. Each fitting station should utilize all resources available to them, not just the **[insert regional program name]**. **[Insert regional program name]** can only provide so many seats to each fitting station, so if you need more child safety seats than **[insert regional program name]** can provide, you should actively reach out to other resources and/or seek funds from other sources to supplement highway safety purchases. *NOTE: PLEASE TRACK THE NUMBER OF SEATS YOU PURCHASE USING OTHER FUNDING SOURCES. THESE WILL BE REPORTED AS A HARD CASH MATCH TO THE HIGHWAY SAFETY OFFICE.*
6. Only West Virginia residents are eligible for child safety seats purchased with funds from the WV Governor's Highway Safety Program (GHSP). Seats purchased with non-GHSP funds may be distributed following your own regulations.
7. Out-of-state residents can be referred to fitting stations or other agencies in their home state. A list of fitting stations in WV can be found at: www.dmv.wv.gov/cps. A list of fitting stations across the United States can be found at: <https://www.nhtsa.gov/equipment/car-seats-and-booster-seats>.
8. Seats purchased for your location must be safely stored in a secure location to prevent theft. Should a theft occur, a police report should be filed, and a copy submitted to the Regional Coordinator/GHSP CPS Coordinator.
9. This allocation includes all funding available for the purchase of child safety seats during this fiscal year. No more seats will be ordered prior to a future grant, traditionally, October 1, unless additional funds are available.

Fitting Station Supervisor/CSS Recipient,
Printed Name

Regional Coordinator/GHSP CPS Coordinator,
Printed Name

Signature and Date

Signature and Date

GUIDELINES FOR BATTLE OF THE BELTS/TEEN OCCUPANT PROTECTION PROJECT

TIMELINE:

- Each Regional Coordinator is responsible for setting the project timeline.

MAKING CONTACT WITH SCHOOLS:

- Each Regional Coordinator is responsible for contacting all high schools in his or her region, to generate interest and garner participation in the project.
 - Feel free to encourage rivalry and competition between schools.
 - Feel free to use social media to promote the project before and during the project timeline.
- Once the winners have been determined, Regional Coordinators should contact all participating schools to advise whether they won or not. Contact should include the school's baseline seat belt usage rate, final usage rate, any increase or decrease in the rate, the name of the winning school, and the winning school's rate or increase in rate.

PRE-SURVEY:

- An unannounced pre-survey must be conducted at each participating school by the Regional Coordinator, a school public safety officer, a local law enforcement officer or other acceptable, unbiased volunteer.
 - This person is chosen at the discretion of the Regional Coordinator.
 - If conducted by someone other than the Regional Coordinator, the individual must contact the Regional Coordinator for details on how to conduct the survey, in order to maintain consistency across all participating schools.
- The pre-survey should be conducted within one week before the beginning of the project timeline.
- The pre-survey will allow a baseline seat belt usage rate to be established.
- Pre-surveys should be conducted in a safe location with direct, clear visibility of the main school entrance.
- Pre-surveys should be conducted for 45 minutes to one hour prior to the tardy bell or after school is dismissed. Conducting the post-survey prior to the tardy bell in the morning would likely garner a larger pool of drivers and front seat passengers.
- If a law enforcement officer conducts the pre-survey, he or she should do so in civilian clothing and/or in a civilian vehicle, so as not to skew the seat belt usage rate.
- No one should be pulled over or cited during the pre- or post-surveys.
- If other unsafe driving practices are noticed during the pre- or post-survey (i.e. distracted driving, speeding), please note these on the survey form. This information should be relayed to the Regional Coordinator and may be used for a future enforcement effort.
- Although this is a teen driving project, all drivers and front seat passengers (not just teens) should be included in the pre-survey. Everyone is a role model, and all contribute to the seat belt usage rate. It will likely be easier to count everyone than to try to determine who is a teenager and who is not. It also encourages students to include staff and parents in their educational activities.

POST-SURVEY:

- An unannounced post-survey must be conducted at each participating school by the regional coordinator, a school public safety officer, a local law enforcement officer or other acceptable, unbiased volunteer.
 - This person is chosen at the discretion of the Regional Coordinator. It should be the same person who conducted the pre-survey.
 - If conducted by someone other than the Regional Coordinator, the individual must contact the Regional Coordinator for details on how to conduct the survey, in order to maintain consistency across all participating schools.
- The post-survey should be conducted within one week after the end of the project timeline.

- The post-survey will allow a comparison between the baseline seat belt usage rate, in order to determine increases or decreases in the seat belt usage rate as well as effectiveness of activities conducted at the school to raise the seat belt usage rate.
- Post-surveys should be conducted in a safe location with direct, clear visibility of the main school entrance, preferably from the same location as the pre-survey, if possible.
- Post-surveys should be conducted for 45 minutes to one hour prior to the tardy bell or after school is dismissed. Conducting the post-survey prior to the tardy bell in the morning would likely garner a larger pool of drivers and front seat passengers.
- If a law enforcement officer conducts the post-survey, he or she should do in civilian clothing and/or in a civilian vehicle, so as not to skew the seat belt usage rate.
- No one should be pulled over or cited during the pre- or post-surveys.
- If other unsafe driving practices are noticed during the pre- or post-survey (i.e. distracted driving, speeding), please note these on the survey form. This information should be relayed to the Regional Coordinator and may be used for a future enforcement effort.
- Although this is a teen driving project, all drivers and front seat passengers should be included in the post-survey. Everyone is a role model, and all contribute to the seat belt usage rate. It will likely be easier to count everyone than to try to determine who is a teenager and who is not. It also encourages students to include staff and parents in their educational activities.

SIGNED AGREEMENT/REGISTRATION FORM:

- Participating schools must agree to and sign a project agreement or registration form.

SCHOOL PARTICIPATION:

- A minimum of three schools are needed in order to conduct the project.
- Participation does not automatically qualify schools to win.
 - Participation does not earn a plaque.
 - If all participating schools perform poorly, then there is a possibility of no winners.

EXAMPLES OF ACTIVITIES SCHOOLS CAN USE TO INCREASE SEAT BELT USE RATE:

- Participating schools are required to conduct various activities during the project timeline in order to increase their seat belt usage rate. This is not an all-inclusive list.
 - Banners
 - Announcements over the intercom
 - Posters created by students and hung throughout the school
 - Have teachers stress the importance of seat belt usage in the classroom
 - Puzzle/information sheets
 - Checkpoints as drivers enter or exit parking lots giving candy (i.e. lifesavers, chocolate kisses) for wearing seat belts and Dum Dum suckers for those not wearing seat belts
 - Internet/social media/YouTube videos created by students
 - competition for most likes, shares or retweets
 - Assemblies with speakers or skits regarding belt use
 - Seat belt agreements for extra credit
 - Staged crashes in parking lot
 - Ads in school newspaper
 - Random parking lot traffic stops with rewards for seat belt use i.e. car washes, oil changes donated by local businesses
 - Make duct tape "seat belts" to wear on shirts to remind others to buckle up
 - Classroom skits
 - Place flyers on windshields

- Seat belt pledges
- Table tents in the cafeteria and library with seat belt statistics and teen driving statistics
- Signs at entrances/exits to school parking lots
- Seat belt-themed locker decorating contest
- In order to be in the running for winning the competition, schools must submit an activity report showing what activities they conducted to increase the seat belt usage rate. Schools are encouraged to include photos.

WINNERS:

- Determination of how a school wins is up to the discretion of the Regional Coordinator, but are generally based on one of the following:
 - Highest overall seat belt usage rate
 - Highest increase in seat belt usage rate
 - Combination of the two
- Press releases should be sent out to announce the winners, stress the importance of seat belts, and the purpose of our highway safety programs.

WINNING FUNDS USE:

- Winning schools will be provided with funds in amounts set by the Regional Coordinator, not to exceed \$1,500 for 1st place.
 - Example: if there is only one clear winner, but you have a line item for this project for \$3,000, the winner should not receive \$3,000.
- The funds will be used for advertising highway safety messages in the winning schools, predominantly seat belt safety but also distracted driving, underage alcohol use, drinking and driving, and other relevant highway safety messages.
- The higher the amount given to the winning school, the longer the advertising should run.
 - Example: if there are three winners:
 - 1st place - \$1,500 – three weeks of highway safety messages
 - 2nd place - \$1,000 – two weeks of highway safety messages
 - 3rd place - \$500 – one week of highway safety messages
- Advertising can include activities such as those the school used to increase their seat belt usage rate.
- Winning school funds should be invoiced as advertising and the type of advertising used in the school should be documented, including the time frame advertising runs.

GUIDELINES FOR PROJECT PROM, PROJECT GRADUATION AND SIMILAR PROJECTS

- Schools must submit a signed advertising agreement allowing GHSP and its regional programs to advertise highway safety messages in the school.
- Advertising should run for no less than two weeks, and should include seat belt safety, distracted driving, underage alcohol use, drinking and driving, and other relevant highway safety messages.
- Regional Coordinators should set a standard amount to spend on advertising at each requesting school along with a standard timeframe in which the advertising will be run/displayed.
- Advertising can include the same or similar activities as those listed under the Battle of the Belt project.
- Advertising funds paid to each requesting school should be invoiced as advertising and the type of advertising used in the school should be documented, including the time frame advertising runs.
- The advertising agreement should include which project (Project Prom, Project Graduation, etc.) the school will be using the funds for.

Battle of the Belts Advertising Agreement Template

If [Name of High School] places (1st, 2nd, 3rd, etc.) in the [Regional HSP Name] Battle of the Belts competition, they must enter into the following highway safety advertising agreement based on the following guidelines:

- 1st place:
 - \$1,500 will be paid to [Name of High School] by [Regional HSP] to advertise highway safety messages in the school for a minimum of three weeks
- 2nd place (if applicable):
 - \$1,000 will be paid to [Name of High School] by [Regional HSP] to advertise highway safety messages in the school for a minimum of two weeks
- 3rd place (if applicable):
 - \$500 will be paid to [Name of High School] by [Regional HSP] to advertise highway safety messages in the school for a minimum of one week
- Advertising will remain in place at the high school for [number of weeks] within timeframe [date] to [date].
- Advertising messages will include (check all that apply):
 - Seat belts
 - Impaired driving
 - Underage drinking
 - Distracted driving
 - Other: _____
- Advertising will consist of (but not necessarily be limited to) the following media:
 - School newspaper ads
 - Banners
 - Posters
 - PSAs/announcements over the intercom
 - Video PSAs over school TV system
 - Advertisements in the yearbook
 - Teachers read GHSP-provided PSAs/stats at the beginning of each class
 - Table tents in the cafeteria and library with seat belt statistics and teen driving statistics
 - Signs at entrances/exits to school parking lots
- Advertising media and methods should be agreed upon before funds are paid to the school

Date

Printed Name, Representative from High School

Printed Name, Regional HSP Coordinator

Signature of High School Representative & Date

Signature of Regional HSP Coordinator & Date

High School Project Advertising Agreement Template

This advertising agreement is entered into between:

Name of High School

Address, City, State, Zip

and

[Regional Highway Safety Program Name]

This advertising agreement consists of the following guidelines:

- [Regional HSP Name] will pay [Dollar Amount] to [High School Name] to advertise highway safety messages inside and outside of the school.
- Advertising will remain in place at the high school for [number of weeks, minimum of two weeks] prior to (check one of the following):
 - Project Prom
 - Project Graduation
 - Other: _____
- Advertising messages will include (check all that apply):
 - Seat belts
 - Impaired driving
 - Underage drinking
 - Distracted driving
 - Other: _____
- Advertising will consist of (but not necessarily be limited to) the following media:
 - School newspaper ads
 - Banners
 - Posters
 - PSAs/announcements over the intercom
 - Video PSAs over school TV system
 - Advertisements in the yearbook
 - Teachers read GHSP-provided PSAs/stats at the beginning of each class
 - Table tents in the cafeteria and library with seat belt statistics and teen driving statistics
 - Signs at entrances/exits to school parking lots
- Advertising media and methods should be agreed upon before funds are paid to the school.

Date

Printed Name, Representative from High School

Printed Name, Regional HSP Coordinator

Signature of High School Representative & Date

Signature of Regional HSP Coordinator & Date

Data Tracking & Agency Support Program

100 Main Street OFC
Beckley, WV 25801

Please accept this agreement as notification that our agency will be submitting all citation data to the Data Tracking & Agency Support Program via E-Citation. By accepting E-Citation, our agency understands the Data Tracking & Agency Support Program will not accept any other form of data submission such as faxed, mailed, emailed, or electronically submitted monthly Agency Citation forms. By signing below, our agency agrees to the above terms.

Name/Rank _____ Date _____

Agency _____

Email Address _____

Signature _____

Agency Request for Equipment Form

Print this form, fill it out with your agency's request, and fax it to your WVGHSP Regional Coordinator or Program Manager. *Please note that this is a request only, and does not guarantee you will receive the equipment requested.*

Date		Agency	
Submitting Officer Name w/Rank		Last Four Digits of SS#	
Agency Address			
Phone Number		Email	

Item Name	Item #	Qty.	Notes (color, size, etc.)

Contingent on request approval, would your agency prefer WVGHSP purchase the requested equipment, or would your agency prefer to make the purchases and be reimbursed by WVGHSP? The original purchase receipt must be submitted if agency wishes to be reimbursed.

- ☐ Agency prefers WVGHSP purchase requested equipment
- ☐ Agency prefers to purchase requested equipment and be reimbursed by WVGHSP

COORDINATOR/PROGRAM MANAGER: Please attach your justification to support or deny agency's request for equipment to this sheet and send to the DTASP office.

DTASP Office
Dean Capehart or Amanda Green
100 Main Street Office
Beckley, WV 25801
Fax: 304-929-1840
wvlifesavers@suddenlinkmail.com

ADMINISTRATIVE MANUAL RECEIPT ACKNOWLEDGEMENT

I have read and been informed about the content, requirements, and expectations of the Administrative Manual for grantees of the WV Governor's Highway Safety Program (WVGHSP). I have received a copy of the manual and agree to abide by the policy guidelines as a condition of my grant contract and any future grant contracts with the WVGHSP.

I understand that if I have questions, at any time, regarding the Administrative Manual, I will consult with my WVGHSP Program Manager.

Please read the Administrative Manual carefully to ensure that you understand all information contained within it before signing this document.

Staff Member/Contractor/Coordinator Signature: _____

Staff Member/Contractor/Coordinator Printed Name: _____

Date: _____