



NEBRASKA

Drive Sober or Get Pulled Over.






December 15, 2023 – January 1, 2024

High-visibility Enforcement Claim Tool Kit

Dear Award Recipient,

Thank you for your participation in the High Visibility Enforcement Mobilization taking place across Nebraska and the Nation. Upon successful completion of the grant/award, from NDOT Highway Safety Office, the list below outlines items to submit with your claim reimbursement request.

**** Reminder:** please send **ALL Claims for Reimbursement Requests** to our general email processing system: **ndot.hso@nebraska.gov**. Any claims that are sent directly to me, will be returned to you.

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-  Completed Mini-Grant Contract Claim form.
 - Due 30 days after completion:
 -  Grant Funded Activity Summary sheet
 -  Press Releases published:
 - **Pre** - Before enforcement activity, may use Social Media Posts.
 - **Post** - After enforcement activity, may use Social Media Posts.
 -  Payroll Records (pay-stubs) showing:
 - **Current** pay rate
 - **Overtime** pay rate
 - **Hours and overtime wages paid** to officers participating in HVE
 -  Time sheets/records showing:
 - Time stamps that each officer worked **to and from**

Please note: Reimbursable overtime expenses do not cover non-law enforcement personnel such as dispatch staff and office administration who are not certified law enforcement officers.

Do not forget to include your many community partners during this activity period (i.e., Safe Communities team, physicians, EMS, local health departments, MADD, Safe Kids, and your CPS Technicians).

Thank you for your participation, as we all strive to decrease impaired driving in Nebraska. Please contact Dustin Stewart with any questions at dustin.stewart@nebraska.gov or (402) 471-3880. Together we can make a safer Nebraska for all to travel.