

Nebraska Department of Transportation Highway Safety Office (NDOT-HSO)
IN-CAR CAMERA SYSTEM MINI-GRANT CONTRACT APPLICATION AND AWARD

MUST BE APPROVED BY NDOT-HSO PRIOR TO PURCHASE

Please Type _____ DATE: _____
 APPLICANT : _____
 ADDRESS : _____
 CITY, STATE, ZIP : _____ E-MAIL: _____
 TELEPHONE #: _____ FAX#: _____ FEDERAL I.D. #: _____
 Data Universal Numbering System (DUNS) #: _____ Commercial and Government Entity (CAGE) Code: _____

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to law enforcement agencies to acquire digital in-car camera system(s). The NDOT-HSO will provide funding assistance for a maximum of two (2) in-car cameras at either 75% of the cost of the unit, or \$3,500.00 per unit, whichever cost is lower.

The applicant must submit the following supporting documentation with this application:

- 1) make, model, manufacturer and itemized cost summary of the equipment to be purchased; and,
- 2) a copy of your agency's current seat belt policy and drug-free workplace policy.

Upon receipt of the equipment, the agency agrees to:

- 1) Provide annual reports of the activity generated (i.e. number of traffic stops) to the NDOT-HSO for three (3) years.
- 2) The agency also agrees to participate in a minimum of two Nebraska HSO special enforcement mobilizations (listed on the website: <https://dot.nebraska.gov/safety/hso/law-enforcement-resources/mobilizations/>) each year during the following three year period.
- 3) Purchase, install and use the equipment during the current grant period to positively affect project targets.
(To decrease the increasing trend for alcohol-impaired driving fatalities by 1 percent from 64 (5 year rolling average 2014-2018) to 69 by December 31, 2021.

BUDGET: 1)	Number of In-Car Cameras to be Purchased	_____
2)	Make and Model of Unit Being Purchased	_____
3)	Cost to Law Enforcement Agency (each)	\$ _____ X Units _____ = Total\$ _____
4)	Cost to NDOT-Highway Safety Office	\$ _____ X Units _____ = Total\$ _____

The applicant will be responsible for the bid process, selection, acquisition, initial payment, installation, maintenance and provide operator training for personnel utilizing the in-car camera system.

Within sixty (60) days from the date of this award, the reimbursement request must be submitted to NDOT-HSO. **After sixty (60) days, reimbursements may not be honored.**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NDOT-HSO prior to purchase; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a "Mini-Grant Contract Claim for Reimbursement (CR); and 4) complete the CR and attach the required supporting documentation as prescribed below.

- a) Itemize each expenditure on the Claim for Reimbursement located on the NDOT-HSO website at: https://dot.nebraska.gov/media/6204/cr_minigrant.pdf
- b) Attach a copy of the invoice(s) from the vendor with the itemized costs of the equipment.
- c) Attach a copy of the check(s) paid by the applicant to the vendor for the equipment.
- d) Provide the serial numbers for the equipment.

Acceptance of Conditions: The Mini-Grant Contract Award recipient agrees to comply with all applicable federal and state laws, rules and regulations, and certification and assurances located in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures. The Guide can be found on the NDOT-HSO website at <http://dot.nebraska.gov/safety/hso/grants/>. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

_____	_____	_____
Authorized Signature of Applicant	Date	Print or Type Name and Title
_____	_____	William J. Kovarik, Administrator
_____	_____	_____
NDOT - Highway Safety Office	Date	Print or Type Name and Title

Return completed form to: NDOT - Highway Safety Office Email: teri.mattran@nebraska.gov
 P.O. Box 94612 Phone (402) 471-2515
 Lincoln, Nebraska 68509-4612 FAX (402) 471-3865

Project No.: _____ **TO BE COMPLETED BY NDOT-HSO**
SB: **DF:** **RA:** **Contract Approval Date:** _____