

YOUNG DRIVERS PROJECT APPLICATION INSTRUCTIONS AND TEMPLATE

PROJECT NARRATIVE INSTRUCTIONS

Below are instructions for what each section of the Project Narrative and Detailed Budget should include. Applicants should complete the application template and separate Scope of Work Action Plan utilizing these instructions. Once the application is complete, delete these instructions prior to printing and submitting the application.

According to the CDC the risk of motor vehicle crashes is higher among 16-19-year-olds than among any other age group. Per mile driven, teen drivers ages 16 to 19 are nearly three times more likely than drivers aged 20 and older to be in a fatal crash.

Individual decisions and behaviors are shaped by diverse social, environmental, political, economic, interpersonal, and physical influences. Young drivers are particularly susceptible to the impacts of these systems, and the most effective interventions are those which combine multifaceted, multilevel strategies for sustainable change. Prevention strategies at the outer levels of the social ecology (societal, community, and organizational) are the most likely to impact the greatest number of people.

Proposals that address outer levels of the social ecological model will be given preference. Any proposals that include strategies at the individual level need to also include strategies at additional outer levels. Figure 1 displays the social ecological model, and Table 1 defines the levels of the social ecological model.

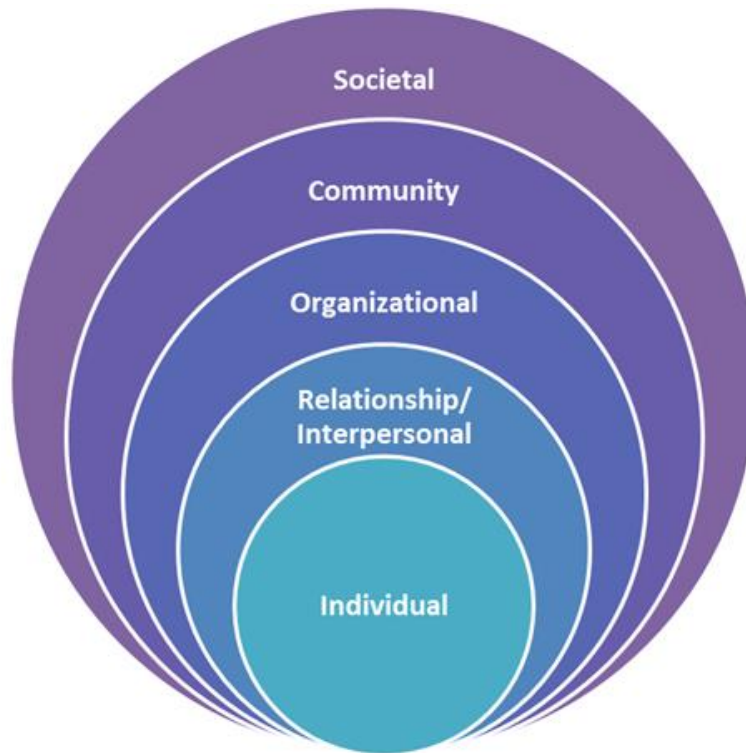


Figure 1. Social Ecological Model

Table 1. Definitions of the Socio-ecological Model

<i>Level of Socio-ecological model</i>	<i>Definition</i>
<i>1. Strengthening INDIVIDUAL knowledge and skills</i>	Increasing an individual’s knowledge and influencing individual-level knowledge, attitudes, beliefs, behaviors, and perception. <i>Example: Class presentations, assemblies, one time events.</i>
<i>2. Engaging caregivers, providers, peers, and others (RELATIONSHIP/ INTERPERSONAL)</i>	Promoting an individual’s support and connection to peers, family, health care providers, community health workers, home visitors, colleagues, etc. <i>Examples: Provide trainings such as GDL classes to trusted adults on how to teach and support young drivers. Promote parent-teen driving contracts. Implement school-based peer to peer programming (see program requirements below).</i>
<i>3. Changing ORGANIZATIONAL practices</i>	Influencing organizational systems, policies, and norms (i.e. hospitals, health care systems, health insurance plans, workplaces, community-based organizations, health

	<p>departments, local government agencies, schools, volunteer/service organizations). <i>Example: Provide trainings for law enforcement on topics such as graduated driver's licensing to increase understanding and enforcement of GDL.</i></p>
<p>4. <i>Fostering coalitions and networks (COMMUNITY)</i></p>	<p>Leveraging resources and participation of community-level institutions (i.e. coalitions, advocacy organizations, media, public awareness campaigns, research institutions). <i>Examples: Partner with local media to ensure traffic safety communications are consistent and culturally and linguistically appropriate for the community. Develop stakeholder coalitions to increase community awareness support for young driver initiatives, and coordinate collaborative efforts across partners for increased impact.</i></p>
<p>5. <i>Influencing SOCIETAL policy and norms</i></p>	<p>Interpreting and implementing city and county-level ordinances and policies, including providing education on best practices; broader cultural norms. <i>Example: Educate local decision makers on best practices that strengthen local young driver safety policies such as primary seat belt ordinances, juvenile curfews, and implementing GDL decal systems.</i></p>

If your application includes school-based programming it must include the following positive youth development best practice components:

- 1. Youth led** - Students identify the problem, develop and deliver the intervention, and evaluate their outcomes.
- 2. Inclusive** - Engage all teens, not just the most popular or active. Attracting youth representing diverse cultures, ethnicities, abilities, genders, sexual orientations, and economic backgrounds.
- 3. Sustainable** - Address long term planning through funding, training, capacity building, professional development, and evaluation.
 - Adults provide ongoing support, guidance, and resources.
 - Opportunities to learn and practice skills and implement interventions are available throughout the school year.

- Continuous evaluation - youth and adults collect data to ensure they are achieving their desired outcomes and having a positive impact on the population(s) they serve. Evaluation should be included at the start of the peer-led project so that it helps frame the questions that will be asked and clarifies the problem that teens are attempting to address

4. Skill Development - Provide opportunities for youth to learn, practice, and utilize life skills relevant to safe driving. These include but are not limited to: healthy communication, critical thinking, decision making, refusal/resistance, caring, problem solving, and emotional regulation.

- Facilitated training provided for both teens and adults. Teens who receive ongoing training and support are more effective in interacting with their peers than those who do not receive training.

5. Strengths-Based - Research confirms that positive learning experiences and messaging are more likely to motivate teens to choose safe behaviors and refrain from risky behaviors. Programs and communication strategies based on fear tactics will not be funded.

6. Defined and measurable learning objectives related to a youth identified traffic safety issue-

- a. Youth should review state, regional and local crash and other teen-related data (citation, seat belt use); conduct observational, public opinion and/or awareness surveys with their peers; and interview local law enforcement before deciding how to engage their peers. These critical baseline data help youth determine the most appropriate activities (countermeasures) to address the problem and how they will measure success at the end of their project.

7. Collaborative - Creating meaningful relationships that support healthy youth behaviors and success.

- Provide opportunities for youth to foster connections and build strong relationships with peers to develop a sense of belonging.
- Provide opportunities for youth to develop supportive, long-lasting relationships with caring, trusted adults. These can include but are not limited to: teachers, coaches, school administrators, parents, mentors, school resource officers, and law enforcement.

- Create intentional supportive partnerships with community partners who are influential in the lives of youth such as insurance providers, law enforcement, faith leaders, mental health providers, youth organizations, hospitals and medical providers, and first responders.

8. Provide incentives and recognition - Acknowledge youth leadership, time, effort, and successes in traffic safety.

For more information, the following references are recommended reading:

- [Positive Youth Development in Action Tool](#)
- [A Conceptual Framework for Reducing Risky Teen Driving](#)
- [New Jersey Teen Driver Study Commission](#)
- [CDC GDL Toolkit](#)

Problem Identification and Population Profile (25 Points)

I. Describe the specific problem(s) within your chosen emphasis area (Young Drivers) to be addressed by your three-year project by using current and relevant data. Use 3 years of data specific to the local area and target population to identify the magnitude and trend of the problem you are seeking to address.

Priority funding will be given to proposals that serve areas identified in the Young Driver Zip Code/County Data Set (See Young Driver Data in Application Packet, and to proposals detailing a comprehensive statement of need using data to describe the scope of the traffic safety challenges in the geographic area(s) to be served. Recommended data sets include but are not limited to:

Types of data you can provide include but are not limited to:

- [The 2018 Colorado Problem Identification Dashboard](#)
- Local law enforcement and/or Colorado State Patrol data
- Local public health community health assessment data
- Emergency department and hospital admissions data
- Juvenile court data
- [Healthy Kids Colorado Survey Data](#)
 - Youth rode in the car with someone who had consumed alcohol or marijuana
 - Youth drove a car after having consumed alcohol or marijuana
 - Youth wore a seat belt while someone else was driving
 - Youth texted or emailed while driving a car
- [Behavioral Risk Factor Surveillance System](#)
 - Adult seat belt use
 - Adult impaired driving rates

II. Provide a community profile that describes:

- a. The population that will be served; target ages, service area(s), influencing socioeconomic factors, and other relevant community demographics.
- b. The behavior as it relates to the population you intend to serve; including information about contributing factors, community attitudes, and norms related to these behaviors. Describe what community characteristics influence this behavior positively or negatively.

III. The identified problem(s) must be related to one of the following CDOT performance measures. You must **identify and include at least one** of the measures below in this section of the application.

- C-4. Reduce the number of unrestrained passenger vehicle occupant fatalities, all seat positions**
- C-5. Reduce the number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 and above**
- C-9. Reduce the number of drivers age 20 or younger involved in fatal crashes**
- C-12. Reduce the number of distraction-affected fatal crashes**
- C-14. Reduce the number of fatalities in crashes involving a driver or motorcycle operator testing positive for drugs**

Program Identification Section Scoring Criteria

Does the application:

- ★ Clearly specify a Young Driver problem and performance measure that the proposed project will address? (0-5 points)
- ★ Use multiple sets of 3-year data specific to the local geographic area and target population to comprehensively describe the magnitude and trend of the problem to be addressed with reputable references for each data source? (If local data are not available, did the applicant use data from another geographic location and make a compelling case for why and how this also applies to the population identified?) (0-5 points)
- ★ Provide a community profile that describes the population to be served? (0-5 points)
- ★ Provide a clear description of community factors that impact the individual behavior? (0-5 points)
- ★ Adequately establish the need for the project in this geographic area and specific population? (0-5 points)

Project Description and Rationale (25 points)

- I. Outline the specific approach you will use to address the problem you identified in the Problem Identification section. The proposed strategies can be adapted from other fields but must be evidence-based. Describe which level(s) of the socio-ecological model your

program/approach address, and how it meets the eight Positive Youth Development best practice components (listed above).

- II. Provide information on the rationale for selecting this strategy to address the identified problem, and the evidence behind the approach.
- III. Describe past efforts to address the problem, including successes and challenges, and how this project will build on those. If no past efforts have been made, describe the readiness of the agency and the community for traffic safety behavior change.

The [NHTSA Countermeasures That Work](#) document rates the effectiveness of different strategies. Priority will be given to proposals that use strategies rated with three, four, or five stars. Projects that use “one star” are not acceptable.

Priority will be given to strategies that involve improving policies or systems that promote safe driving or supporting the enforcement of existing laws. Activities related to policy, systems, or environmental (PSE) changes may include: identifying and building partnerships with key stakeholders to assess support of any PSE changes, presenting data to inform PSE decisions, and educating decision makers on best practice policy countermeasures.

Please keep in mind that community education efforts must include appropriate dosing and must be targeted at the appropriate populations to influence behaviors. One time events and presentations are not as effective and will receive low scores unless accompanied by additional, long-term recurring activities to impact the same target population.

Project Rationale Section Scoring Criteria

Does the application:

- ★ Choose an evidence based strategy/strategies that is/are relevant for the population and provide information on the evidence basis? (0-3 points)
- ★ Clearly explain the rationale for selecting the proposed program, strategy, or approach? (0-2 points)
- ★ Describe which level(s) of the socio-ecological model the program/approach addresses? (0 - 5 points)
- ★ Describe how the approach meets the eight Positive Youth Development best practice components? (0-5 points)
- ★ Specify an appropriate dosage for the program selected? (0-3 points)
- ★ Include strategies that involve improving or enforcing evidence based policies and systems? (0-5 points)
- ★ Describe past efforts to address the problem? (0-2 points)

Project Goal(s), Objectives, and Activities (10 Points)

Fill out the attached action plan. Identify the three-year goal or goals your project aims to achieve. For each goal outline at least one annual project objective that describes how you will make progress toward your three-year goal in the first 12-month budget period. Under each objective, list Year 1 activities that you will perform in order to help you meet your objective. Separately, include a paragraph that provides a high-level overview of your planned objectives and activities for Years 2 and 3.

Below is a brief description of Goals, Objectives, and Activities.

Goals - A broad statement about what the program expects to achieve. The goal is the description of the final anticipated outcome or result (e.g. reductions in deaths or injuries due to motor vehicle crashes for a particular population). For this project, you are writing three-year goals. Goals need to be related to one or more of the performance measures listed above.

Strong goals have the following characteristics:

- Specify expected program effect
- Identify a target population
- Declarative statement
- No jargon
- Short
- Concise
- Easy to understand
- Stated in positive terms

Example: Reduce the number of traffic fatalities among teens from 12 to 10 in Grand Junction by September 30, 2021.

Objectives - Objectives tell how a goal will be met. Objectives need to be closely related to the program or project you are using in order to meet your goal. For example, if your goal is to

reduce unrestrained motor vehicle fatalities among adults in a certain community and your program involves conducting an enhanced enforcement campaign, your objectives will include measures of knowledge, attitudes, and behaviors related to the enhanced enforcement campaign. For this application, you will write **one-year** objectives that will help you achieve your three-year goal.

Objectives need to be written as S.M.A.R.T.

- **Specific:** **Who** is the target population? **Who** is doing the activity? **What** action or activity?
- **Measurable - How much change** is expected?
- **Achievable** – Can it be accomplished?
- **Realistic** – Can it be completed in the stated time frame with the available resources?
- **Time-phased** – **When** will objective be met?

You can use the following format to help you write your S.M.A.R.T. objectives:

(Increase/Decrease) the (“number/rate/percent”) of (target population) (traffic safety behavior) in (geographical region) from (number/rate/percent) to (number/rate/percent) by (date).

Example: Increase the percent of teen drivers wearing seat belts in Grand Junction from 79% to 83% by September 30, 2016.

Activities – Activities comprise the plan of operation for the project. In a detailed and concise way, the activities describe what you will do to achieve your program objective. Activities statements should include process indicators appropriate for measuring progress on completing the activity, as well as a deadline. For this application you will write activities that you plan to accomplish between October 1, 2018 and September 30, 2021.

Example: Between October 1, 2018 and September 30, 2019, the Grand Junction Traffic Safety Coalition will meet with five city decision makers to present data on best practices to improve graduated drivers license enforcement.

Example: Between October 1, 2018 and May 30, 2019, students in participating Grand Junction High Schools will provide monthly traffic safety messaging outreach to peers through classroom presentations, social media competitions, social norming campaigns, policy discussions with school administrators, surveys, and other activities.

Goal(s), Objectives, and Activities Section Scoring Criteria

Does the application:

- ★ Project goal(s) impact one or more of the core performance measures? (0-2 points)
- ★ Goal(s) describe the final anticipated three-year outcome or result (e.g. reductions in deaths or injuries due to motor vehicle crashes for a particular population)? (0-2 points)
- ★ Year 1 objectives include all S.M.A.R.T. elements (specific, measurable, attainable, realistic, and time-phased)? (0-2 points)

- ★ Year 1 objectives clearly align with the project goal(s)? Will the objectives help the applicant achieve the stated goal(s)? (0-2 points)
- ★ Year 1 activities include process indicators appropriate for measuring progress on completing each activity, as well as deadlines? (0-2 points)

Project Evaluation (10 Points)

Describe the evaluation strategy that will be used to show project effectiveness and document successful activities. An evaluation plan should be designed so that an independent observer can confirm or measure whether or not the objectives have been met and progress was made toward the goal(s) by changing numbers, knowledge, attitudes, or behaviors.

Consider two types of evaluation: *Process evaluation* is a way to monitor program implementation by addressing program activities (who, what, when, how many); and *Outcome evaluation* measures changes in knowledge, attitudes, skills, and/or behaviors. Your evaluation plan should include process evaluation measures for each project activity, as well as outcome evaluation measures for each project objective. Outline the time-lines and methods for collecting the data.

Include a description of how you will use evaluation data to inform your work and disseminate outcomes to stakeholders and community partners.

Project Evaluation Section Scoring Criteria

Does the application include:

- ★ Clearly articulated, appropriate, and realistic outcome evaluation measures (changes in numbers attitudes knowledge, and/or behavior change) for each project objective? (0-5 points)
- ★ A plan that includes clear and reasonable timelines and methods for collecting and analyzing data? (0-2 points)
- ★ A narrative description of how evaluation data will be used and disseminated? (0-3 points)

Agency Qualification/Past Performance (10 Points)

Describe the applicant agency's resources and skills to adequately manage the project. Briefly describe qualifications of staff or plans to train the staff who will work on the proposed project, including fiscal staff. If your project involves direct contact with youth, provide information on how criminal background checks are conducted for paid and volunteer staff.

Has this project previously been funded by CDOT? If yes, provide details on past performance and how this project met goals and objectives in previous years.

Agency Qualification/Past Performance Section Scoring Criteria

Did the applicant:

- ★ Specify staff qualifications including fiscal and project management experience and staff experience provided is relevant and adequate to administer the project? (0-5 points)

- ★ Clearly demonstrate that the agency’s resources and skills are adequate to manage the proposed project? If relevant, are background checks conducted? If the applicant received previous funding from CDOT, was past performance adequate? (0-5 points)

Community Collaboration and Support (10 Points)

All projects should demonstrate that diverse partnerships exist or are being developed. Describe partnerships and planning groups or coalitions included in the planning, implementation, and evaluation of this project. Those partnerships may include, but are not limited to, law enforcement, health departments, social services agencies, schools, private businesses, churches, foundations, and other community-based coalitions and organizations.

Communication Collaboration and Support Section Scoring Criteria

Does the applicant:

- ★ Describe established relationships with appropriate internal and external partners to execute and evaluate the proposed project? (0-5 points)
- ★ Participate, lead, or plan to establish a coalition that will support the goals and objectives of the proposed project (0-5 points)

Long-Term Sustainability (5 Points)

Describe the plan for reducing reliance on federal funding in the future. Describe the long-term plan for the programmatic development and ongoing financial support of the project.

If this project is being funded using funds in addition to those provided from this grant list the type and approximate amount of other funding. Has this project previously been funded by CDOT? If yes, list the years funded, approximate dollar amounts and progress to date in addressing the identified problem.

Long-Term Sustainability Section Scoring Criteria

Did the applicant:

- ★ Include a logical and feasible plan to reduce reliance on federal funding and for the programmatic development and ongoing financial support for the project? (0- 5 points)

Budget (5 Points)

Complete a budget using the Detailed Budget Template (Excel). The template is set to automatically calculate. Include narrative that justifies and explains each budget item and figure.

Budget Section Evaluation Criteria

Did the applicant:

- ★ Submit a budget amount that is reasonable, necessary and supports the Year 1 project activities. (0-3 points)
- ★ Provide a budget narrative that clearly explains and justifies the requested funds and demonstrates agency support, including any required agency match. (0-2 points)

**PART 1
Project Summary Page**

Project title: _____

Project Abstract:

Insert a short paragraph summarizing the proposed project. Do not exceed the space allotted.

Applicant Agency/Organization: _____

Applicant Project Director: _____
Name Title

Address City/Zip Email Telephone

Required Application Elements:

Please verify each item below is provided or attached:

Applicant Agency DUNS #: _____

View DUNS # <https://www.dandb.com/dunsnumberlookup/>

(Please ensure the number you enter matches the Address, Department and Agency exactly)

Obtain DUNS# - <https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number>

Proof of Good Standing

Print and attach from) [Colorado Secretary of State](#)

Certificate of Insurance _____

Proof of Active Status in SAM.gov _____

(Print and attach) type into your search bar www.sam.gov

Cognizant Agency Indirect Cost _____

Rate Agreement, if Applicable

(Attach, if applicable)

PART 2

Project Narrative

(Do not exceed 10 single-sided pages for this section.)

Problem Identification (You must **identify and include** at least one of the performance measures from Page 1)

Project Rational

Project Goal(s), Objectives, and Activities

Project Evaluation

Agency Qualifications/Past Performance

Community Collaboration and Support

Long-Term Sustainability

PART 3
Detailed Budget and Narrative

Complete a budget using the Detailed Budget template (Excel format). The template is set to automatically calculate. Include a separate narrative that justifies and explains each budget item and figure. Narrative instructions can be found on Page 2 of the Detailed Budget template.

Submit the Detailed Budget as a separate Excel file and narrative in word format in the electronic version of the application. Insert the Detailed Budget and narrative into the hard copy versions of the application prior to submission.

PART 4

Certifications and Assurances

It is hereby understood that this Application and the attachments hereto, when approved and signed by all concerned parties, as indicated shall constitute an agreement by and between the applicant organization to perform in accordance with the terms of this Application and attachments, taken as a whole. This agreement is based on CDOT procedures and Federal guidelines found in 49 CFR, Part 18 and 2 CFR, Chapter I, Chapter II, Part 200 in order to standardize and simplify federal grants. The signature below of an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met.

- 1) Reports – The Contractor shall submit quarterly reports, a final report at the end of the project, and special reports, if any, as outlined in the Project Agreement. Please read Part 5, Reporting Requirements, following this section.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the Contractor may copyright such, but CDOT reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The Contractor may publish, at its own expense, the results of project activities without prior review by CDOT, provided that any publications (written, visual or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and CDOT. Any discovery or invention derived from work performed under this project shall be referred to CDOT, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required to protect the public interest.
- 3) Termination – This project agreement may be terminated or fund payments discontinued or reduced by CDOT at any time upon written notice to the Contractor due to non-availability of funds, failure of the Contractor to accomplish any of the terms herein, or from any change in the scope or timing of the project.
- 4) Fiscal Records – Contractor will maintain complete and detailed accounting records of all costs incurred on this project, including documentation of all purchases of supplies, equipment, and services; travel expenses; payrolls; and time records of any person employed part-time on this project. Federal, State or CDOT auditors shall have access to any records of the Contractor. These records shall be retained for three years after the final audit is completed or longer, if necessary, until all questions are resolved.
- 5) Funding – The Contractor will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by CDOT based on approved requests for reimbursement. If matching funds are required, the Contractor will expend them from non-federal sources, which must be spent no later than 30 days following the completion of the project.

- 6) Cost Principles and Grant Management – The eligibility of costs incurred and the management of this project shall be determined in accordance with 2 CFR, Chapter I Chapter II Part 200 and 49 CFR, Part 18 for state and local agencies and educational institutions, and 2 CFR, Part 230 for nonprofit entities.
- 7) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
- 8) Changes – The Contractor must obtain prior written approval from CDOT for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, project budget or transfer of funds from one category in the budget to another. The period of performance of the project, however, cannot be changed.
- 9) Program Income – CDOT safety programs encourage Contractors to earn income to help defray program costs, but there are federal regulations that must be followed. Program income is defined as gross income received by the State and/or Contractor directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. Income earned by the Contractor with respect to the conduct of the project (sale of publications, registration fees, service charges, donations for child safety seats, etc.) must be accounted and income applied to project purposes, used to reduce project costs, or be used to meet cost agency matching requirements. The Contractor is responsible for reporting all program income according to federal and state requirements.
- 10) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of CDOT. The Contractor shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to CDOT.
- 11) Third Party Participants – No contracts or agreements may be entered into by the Contractor related to this project which are not incorporated into the project agreement and approved in advance by CDOT. The Contractor will retain ultimate control and responsibility for the project. CDOT shall be provided with a copy of all contracts and agreements entered into by Contractors. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to CDOT.
- 12) Participation by Disadvantaged Business Enterprises – The contractor agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with federal funds.

- 13) Non Discrimination – In the performance of this agreement the Contractor, by its signature below, certifies and assures that it shall comply with all Federal statutes and implementing regulations relating to nondiscrimination. (These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq.; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The Contractor shall not discriminate on the basis of race, color, national origin, sex, religion, age, creed, Vietnam Era and Disabled Veterans status or sensory, mental or physical handicap in the provision of any terms and conditions of employment or the provision of service or benefits otherwise afforded and will take the affirmative action necessary to accomplish the objects of the above referenced laws.
- 14) Political Activities – In accordance with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) no funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 15) Single Audit –All non-Federal entities that expend \$750,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, CFR 200 Chapter I, Chapter II - Sub Part F, the OMB Circular Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs. Nonfederal entities include States, Local Governments, and Non-Profit Organizations. The term non-profit organization includes non-profit institutions of higher education and hospitals.

- 16) Safety Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 17) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), CDOT has the responsibility to ensure that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employees, grantees, and/or sub-grantee of the Contractor and/or any such activity is prohibited in the Contractor’s workplace.
- 18) Colorado Standard Field Sobriety Testing – All law enforcement officers who are performing impaired driving enforcement activities with funding from CDOT must be in compliance with the current Colorado Standards for Field Sobriety Testing Standards.
- 19) Debarment and Suspension - The applicant certifies, by signature below, 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 agency.
- 20) Restriction on State Lobbying - None of the funds under this program shall be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect e.g., “grassroots” lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- 21) Certification Regarding Federal Lobbying - The undersigned certifies, to the best of his or her knowledge and belief, that:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall

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

22) Federal Funding Accountability and Transparency Act – The State is required to report for each sub-grant awarded as shown below. Contractor agrees to provide the information below upon request for reporting purposes.

- Name of the entity receiving the award;
 - Amount of the award;
 - Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
 - Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
 - A unique identifier (DUNS);
 - The names and total compensation of the five most highly compensated officers of the entity if-- of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity;
- (i) the entity in the preceding fiscal year received—
- (I) 80 percent or more of its annual gross revenues in Federal awards; and
 - (II) \$25,000,000 or more in annual gross revenues from Federal awards; and
- (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

23) System For Award Management (SAM) and Universal Identifier Requirements – Requires that the contractor be registered in the SAM.Gov prior to submitting an application or plan; and maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency.

24) Buy American Act - Citation: Public Law 112-141/MAP-21 requires that states comply with the Buy America Act. The undersigned certifies, to the best of his or her knowledge and belief, that: No federal highway grant funds under 23 U.S.C. Chapter 4 will be used to purchase products, unless they are produced in the United States. This prohibition applies to steel, iron, and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement. There is a threshold of single purchase costing less than \$5,000 that is exempt from the need for a waiver.

The Secretary of Transportation may waive the Buy America Act requirement if: 1) the requirements would be inconsistent with the Public Interest 2) the products are not produced

in the United States in sufficient and reasonably available quantities and of satisfactory quality and 3) use of the products produced in the United States would increase the overall cost of the project by more than 25 percent.

PART 5
Reporting Frequency

Reporting Frequency: The Office of Transportation Safety requires three types of reports in conjunction with highway safety projects:

1. Quarterly reports during the life of a project;
2. A final report at the conclusion of a project. This is to include training and consultant reports, if applicable;
3. Annual Report Template (to be provided by CDOT)

These reports keep OTS informed of a project's progress, explain any difficulties encountered, provide a background of information that can be passed on to others, suggest ways in which CDOT can assist with the project and aid in distribution of funds.

Quarterly Reports: These are to be submitted quarterly and are due within twenty (20) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	1 October – 31 December	Report due January 20
Second Quarter:	1 January – 31 March	Report due April 20
Third Quarter:	1 April – 30 June	Report due July 20

If there is no activity during the reporting period, submit a report indicating so. Any original or innovative ideas or methods employed in your project should be incorporated into your reports.

Fourth and Final Report: The fourth quarter and final report can be combined. These are to be submitted within 45 days of contract completion, which is no later than November 15. Final reports are to be detailed and must describe whether the project objectives were accomplished, if technical and fiscal problems were encountered, and what improvements in traffic safety have resulted or probably will result. Included in final reports will be copies of publications, training reports and any statistical data generated in project execution. These final reports should discuss the following:

1. Accomplishments compared to the original project objectives;
2. Were all activities of the project completed as scheduled? Include dates and milestones when studies were completed; equipment acquired, installed and operated;
3. Any unanticipated proceedings that affected the project;
4. Funding and costs for completion of the project in relationship to original estimates; and
5. Third party performance if applicable. A copy of any consultant reports should be included with the final report.

Annual Report Template: An Annual Report template will be provided to the contractor in late October. The contractor is responsible for providing the requested information and submitting back to OTS. The templates are then used to form the basis of the Office of Transportation Safety's Annual Report.

PART 6

Reimbursement Requirements

CDOT funds grants on a “cost reimbursement” basis only. CDOT will not make payments in advance or in anticipation of goods or services.

Claims for reimbursement will be submitted to the OTS on a monthly basis, even if there are no costs incurred (note zero expenditure). Claims are due no later than 30 days after the end of each month.

Final claims for reimbursement must be received by OTS no later than November 15 (for costs incurred through the final contract month of September).

Claims for reimbursement received after the above cutoff dates will not be reimbursed.

Unallowable Project Costs: All projects must follow appropriate state and federal funding regulations. Examples of unallowable project costs include, but are not limited to, the following:

- Office furniture and fixtures;
- Routine roadway construction or maintenance; and
- Funds that supplant existing budgets*

* Federal regulations prohibit supplanting of funds. Examples of supplanting include: replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or using Federal grant funds for cost of activities that constitute general expenses required to carry out the overall responsibilities of state, local or Federally recognized Indian tribal government

**PART 7
Signature Requirements**

I declare under penalty of perjury in the second degree, and any of the applicable state or federal laws, that the statements made and contained under the title Certification and Assurances above are true and complete to the best of my knowledge.

I have read and understand the above Reporting and Reimbursement requirements and will comply with these requirements made and contained herein on pages 10 and 11 to the best of my knowledge.

Applicant agency/organization Authorizing Official (person with contracting authority):

<i>Name</i>	<i>Title</i>	
<i>Address (if different than above)</i>	<i>email</i>	<i>telephone</i>

Signature of Authorized Official **Date**

The agency personnel contact information below must be completed

1. CONTRACT/PROJECT DIRECTOR	3. PROJECT COORDINATOR
Name:	Name:
Address:	Address:
Telephone:	Telephone:
e-mail:	e-mail:
2. ACCOUNTING RECORDS/CLAIMS	4. MAIL PROJECT PAYMENTS TO:
Name:	Name:

Address:	Address:
Telephone:	Telephone:
e-mail:	e-mail: