

- ATTEND FY2021 GRANT TRAINING – **AUGUST 2020**
- SIGN AND RETURN PROJECT AGREEMENT TO PROGRAM MANAGER – **BEFORE OCTOBER 1, 2020**
- SUBMIT INDIRECT COST LETTER and SALARY CERTIFICATION LETTER(If applicable) – **OCTOBER 1, 2020.**
- BEGIN GRANT ACTIVITY – **OCTOBER 1, 2020.** Only if signed, by all, Grant Agreement is in hand.
- SUPPORT CLICK IT OR TICKET CAMPAIGN WITH EDUCATIONAL MESSAGING – **NOVEMBER 2020**
- CALENDAR OF ALL FY 21 PLANNED GRANT OUTREACH ACTIVITIES, TRAINING, EVENTS, ETC. AND CONFERENCE/EVENT ATTENDANCE TO DMV BY **DECEMBER 31, 2020**
- ALL FY 21 GRANT CONTRACTS SUBMITTED TO DMV FOR REVIEW AND APPROVAL, SIGNED AND RETURNED TO DMV BY **DECEMBER 31, 2020**
- ALL MEDIA MATERIALS, BROCHURES, ETC-APPROVED BY DMV, PRINTED AND READY FOR GRANT USE BY-**DECEMBER 31, 2020**
- SUPPORT DRIVE SOBER OR GET PULLED OVER CAMPAIGN WITH EDUCATIONAL MESSAGING– **DECEMBER 202**
- MUST HAVE ALL EQUIPMENT PURCHASES OVER \$5000 APPROVED AND ORDERED – **DECEMBER 31, 2020**
- SUBMIT **TSS14-C** FOR ALL EQUIPMENT OVER \$5000, IF APPLICABLE. – **DECEMBER 31, 2020**
- COMPLETE FIRST QUARTER MONITORING REPORT **TSS 14B** AND EMAIL TO PROGRAM MANAGER BEFORE **JANUARY 31, 2021**
- COMPLETE REIMBURSEMENT VOUCHER **TSS 15, \*\*TSS 20** AND RETURN TO PROGRAM MANAGER BEFORE **JANUARY 31, 2021**
- MUST HAVE ALL EQUIPMENT OPERATIONAL AND IN USE – **MARCH 31, 2021**
- COMPLETE SECOND QUARTER MONITORING REPORT **TSS 14B** AND EMAIL TO PROGRAM MANAGER BEFORE **APRIL 30, 2021**
- COMPLETE REIMBURSEMENT VOUCHER **TSS 15, \*\*TSS 20** AND RETURN TO GRANTS MANAGEMENT BEFORE **APRIL 30, 2021**
- SUPPORT CLICK IT OR TICKET CAMPAIGN WITH EDUCATIONAL MESSAGING– **MAY 2021**
- COMPLETE THIRD QUARTER MONITORING REPORT **TSS 14B** AND EMAIL TO PROGRAM MANAGER BEFORE **JULY 31, 2021**
- COMPLETE REIMBURSEMENT VOUCHER **TSS 15, \*\*TSS 20** AND RETURN TO PROGRAM MANAGER BEFORE **JULY 31, 2021**
- SUPPORT DRIVE SOBER OR GET PULLED OVER CAMPAIGN WITH EDUCATIONAL MESSAGING – **AUGUST 2021**
- COMPLETE FINAL MONITORING REPORT **TSS 14B** AND EMAIL TO PROGRAM MANAGER BEFORE **NOVEMBER 5, 2021**
- COMPLETE REIMBURSEMENT VOUCHER **TSS 15, \*\*TSS 20** AND RETURN TO PROGRAM MANAGER BEFORE **NOVEMBER 5, 2021**

SUPPORT ALL TRAFFIC SAFETY CAMPAIGNS PROVIDED BY NHTSA AND HSO

GRANT FILE WAS REVIEWED AND PREPARED FOR SITE VISIT.  
ALL SUPPORTING DOCUMENTATION IS IN GRANT FILE.

**\*\*SUPPORTING DOCUMENTATION W/VOUCHERS INCLUDES PAYSTUBS, TRAVEL REIMBURSEMENT VOUCHER, AND PER DIEM CALCULATOR, CANCELLED CHECKS AND APPLICABLE CREDIT CARD STATEMENT**

**REGARDLESS OF WHAT TYPE OF GRANT, MANDATORY PARTICIPATION IN CLICK IT OR TICKET AND DRIVE SOBER OR GET PULLED OVER IS REQUIRED.**

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