



TRANSPORTATION  
CABINET  
Office of Highway Safety

**Grant Procedures Manual  
2023**

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# Chapter 1 – Introduction

## Section 1.01: Purpose

The Kentucky Office of Highway Safety ([KOHS](#)) is located within the Kentucky Transportation Cabinet ([KYTC](#)) and is responsible for administering the Federal Highway Safety Grant Program funded by the National Highway Traffic Safety Administration ([NHTSA](#)). The program goal is to help states eliminate death and serious injuries resulting from motor vehicle crashes by implementing proven strategies and countermeasures that address risky roadway user behaviors and prompt change. The KOHS provides grant funding at the state and community level for data-driven initiatives that will help the state achieve its traffic safety goals. This Grant Procedure Manual (GPM) is intended to help grantees understand the highway safety fund application process.

## Section 1.02: Mission and Vision Statement

### **Mission:**

*To enhance the quality of life for all citizens through traffic safety awareness, education, and enforcement to prevent serious injuries and deaths on Kentucky's roadways.*

### **Vision:**

*Through effective and collaborative partnerships, including public participation and engagement, improve highway safety for all users of Kentucky's roadways resulting in safer mobility.*

## Section 1.03: Grant Program Funding Overview

The KOHS funding, which is awarded to the state by NHTSA, includes the State and Community Highway Safety Program (Section 402) and the National Priority Safety Program (Section 405). Both programs are included in the five-year, national transportation funding bill known as the Infrastructure Investment and Jobs Act ([IIJA](#)), also known as the Bipartisan Infrastructure Law ([BIL](#)).

### **Section 402**

Section 402 funds may be used for education, enforcement and other programs that:

- Reduce alcohol and drug impaired driving.
- Eliminate speeding.
- Eliminate school bus deaths and injuries.
- Reduces crashes caused by drivers engaged in unsafe driving behaviors.
- Encourage the use of occupant protection devices.
- Improve motorcycle, pedestrian and bicyclist safety.
- Improve driver safety performance.
- Support traffic records development and management.
- Support emergency medical services.
- Increase awareness of commercial motor vehicles by other road users.
- Support school-based driver education programs.
- Combat aggressive and distracted driving.
- Support child passenger safety and public education that addresses the danger of leaving an unattended child or passenger in a vehicle.
- Support teen driver safety.
- Increase the safety of older drivers.

## Section 405

The KOHS decides which Section 405 programs it will participate in. As an example, 405b means funding for the Section 405 incentive program and the “b” means subsection “Occupant Protection”. If the KOHS decides to apply for “Occupant Protection” funding then the criteria outlined in the 405b application must be met in order to secure the funding.

The KOHS must apply for this “incentive funding” on an annual basis. If awarded Section 405 funds, they may be used for the following programs:

- Occupant Protection (405b)
- Traffic Safety Information Systems (405c)
- Impaired Driving Countermeasures (405d)
- Alcohol Ignition Interlock (405d - subset)
- 24/7 Sobriety (405d – subset)
- Distracted Driving (405e)
- Motorcycle Safety (405f)
- Nonmotorized Safety (405g)
- Preventing Roadside Deaths (405h)
- Driver and Officer Safety Education(405i)

## Chapter 2 – Triennial Highway Safety Plan Development

### Section 2.01: Overview

The goal of the behavioral highway safety program is to ensure all roadway users arrive at their destination safely. To accomplish this, the KOHS develops a Triennial (three year) Highway Safety Plan (3HSP) along with an Annual Grant Application (AGA) and submits both documents to NHTSA. These documents outline and implement a data-driven highway safety program that uses proven countermeasures to help address unsafe behaviors such as speeding, impaired and distracted driving and not buckling up that are factors in serious injury and fatal motor vehicle crashes. For innovative countermeasures, the KOHS must explain the strategy and identify the source used to determine the proposed effectiveness. In years two and three of the current 3HSP, the KOHS must once again prepare and submit to NHTSA an AGA that supplements and updates the three-year plan.

### Section 2.02: Traffic Safety Problem Identification

Identification of roadway traffic safety problems is conducted on a statewide basis for each program area. Problem identification is the process of gathering and analyzing data and information from a variety of sources and using what is learned to prioritize limited resources for the implementation of proven and innovative countermeasures that will help prevent crashes on Kentucky’s roads. Gathering and analyzing data and other pertinent information, along with *conducting meaningful public participation and engagement*, are the strategic approach the KOHS uses to guide the problem identification process. This approach ensures that the KOHS understands the extent of the traffic crash problem with a focus on identifying the geographic areas where crashes are occurring and the appropriate strategies to help address them.

Numerous data resources are used to determine and prioritize the state’s traffic safety problems. These include federal priorities, past evaluations, recommendations from the most recent NHTSA program assessments, and the latest edition of NHTSA’s [\*Countermeasures That Work\*](#).

The problem identification process includes, but it not limited to, the analysis of data obtained from the following sources:

- Fatality Analysis Reporting System (FARS)
- Kentucky Collision Report Analysis for Safer Highways (CRASH)
- KOHS program effectiveness studies
- U.S. Census and other demographic databases
- Emergency departments, hospital discharge, and Kentucky Department of Health Services
- National surveys
- Observational seatbelt survey
- The courts
- Kentucky Department of Motor Vehicles

The KOHS uses statistical analysis for problem identification. Comparison data is developed, where possible, addressing crash costs, numbers of crashes and the number of deaths and injuries. Supplementary data on helmet use by motorcyclists and bicyclists, child safety restraint and seat belt use are pulled from the state collision database along with available violation, suspension and arrest information. Problem or focus area reduction goals and performance measures are selected based on the severity of the problem, economic costs and availability of grantee agencies to conduct successful programs. Upon request, data centered around highway safety is available from the KOHS for grantee usage.

### **Public Participation and Engagement**

Highway safety problem identification not only involves data collection and analysis, but also *meaningful* public participation and engagement (PPE) from communities affected by traffic crashes that result in death and serious injury. PPE is a meaningful process that proactively seeks full representation from communities, considers public comments and feedback, and incorporates that feedback into a project, program or plan. Key terms to consider in the PPE process are:

- **Community:** Populations sharing a particular characteristic or geographic location.
- **Public:** Anyone who resides, works, visits, has an interest in or does business in an area potentially affected by transportation decisions.
- **Equity:** Consistent and systematic fair, just and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.
- **Underserved Populations:** Populations sharing a particular characteristic or geographic location, that have been systematically denied a full opportunity to participate in aspects of economic, social and civic life.
- **Equitable Data:** Data that allow for rigorous assessment to the extent that programs and policies yield consistently fair, just and impartial treatment of individuals.
- **Overrepresentation:** A disproportionately large number of a particular category or type of person that data indicate are impacted, especially when compared to the general population or statistical average.

The 3HSP includes:

- **Engagement Planning:** This is the description of public participation and engagement planning efforts in the highway safety planning process and program that includes:
  - A statement of *starting* goals for the public engagement efforts, including how these efforts will contribute to the development of strategies for programming grant funds.
  - Identification of the affected communities, with an emphasis on underserved communities and those overrepresented by the data. This must include a description of how these communities were identified.
  
- **Engagement Outcomes:** This is a description of the outcomes of the engagement efforts in the highway safety planning process that include:
  - The steps taken to produce meaningful engagement with affected communities and the results of that engagement.
  - How the affected communities' comments and views have been or will be incorporated into the development of the 3HSP.
  
- **Ongoing Engagement Planning:** This is a description of the public participation and engagement efforts in the safety programs that will be undertaken during the 3HSP cycle that include:
  - A statement of the goals for the public engagement efforts.
  - Identification of the affected and potentially affected communities, particularly those that are underserved or overrepresented.
  - The planning steps taken to reach and engage with those communities.
  - How the affected communities' comments and views will be incorporated into the decision-making process.

To summarize, the public participation and engagement process requires:

- Planning
- Engaging
- Evaluating and reporting
- Consideration of comments pertaining to future programs

The KOHS staff attend meetings with federal, state and local government partners and grantees throughout the year to identify problems and strategic priorities for the PPE. The staff that attend regional NHTSA meetings, the GHSA Annual Meeting and the national LifeSavers Conference, among other meetings, also gain knowledge in identifying highway safety problems.

## Chapter 3 – Grantee Project Development and Grant Applications

### Section 3.01: Project Development

Each project considered by a local agency must address an emphasis area identified in the 3HSP, be data-driven and utilize proven and/or promising countermeasures that will help the KOHS achieve its performance targets. Grant applications are reviewed for completeness, potential impact on improving safety, reasonableness of the budget request, and the applicant's past performance.

The federal fiscal year runs from October 1 through September 30. Projects are funded for one fiscal year and must coincide with the federal fiscal year. Project applications may be submitted to KOHS in accordance with the table shown below.

This table outlines the process the KOHS uses to develop and implement the 3HSP. Flexibility is important and recognized time frames may shift to meet the current environment and/or resources. This process is repeated annually and updates to the 3HSP are included in the AGA.

<b>Month</b>	<b>Activity</b>
January	Review the response to the previous year's AR and 3HSP/AGA approval letter from NHTSA. Open the grant application period in the Intelligrants software known as IGX for following year grant submittal.
February	Review program assessment recommendations made by independent assessment teams and management review recommendations made by NHTSA. Create budgets for program areas. Law Enforcement applications are reviewed by the Law Enforcement Liaisons (LEL). Non-law enforcement applications are reviewed by Branch Manager to determine appropriate State Program Manager (SPM).
March	SPMs review data to set priority areas, goals, strategies and quantifiable statewide safety performance targets within each program area. Coordination is ensured with the SHSP. SPMs complete application review and pre-award risk assessment and submit to the Grant Review Committee for review.
April	Conduct committee review to select planned projects for funding. Prepare a paid media/communications plan.
May	Prepare project list. Begin checking each organization's risk assessment information and eligibility. Conduct area briefings for the annual Click It or Ticket (CIOT) campaign. Begin drafting the 3HSP/AGA.
June	Finish drafting the 3HSP/AGA and obtain the GR's signature for the certifications and assurances. Draft the Section 405 applications. Prior to June 15, submit the 3HSP to NHTSA for review/comment. On or before July 1, submit final 3HSP to NHTSA. Begin grant monitoring visits for current federal fiscal year projects.
July	Submit final AGA to NHTSA prior to August 1. Conclude grant monitoring visits. Begin completing terms and conditions and creating grantee contracts. Conduct area briefings for the annual Drive Sober or Get Pulled Over (DSGPO) campaign.
August	Respond to any requests for information referenced in the 3HSP/AGA from NHTSA. Send out award notifications and contracts for signature. Hold annual Occupant Protection Awards Ceremony.



September	Collect all signed contracts and mark “Contract Final” in IGX. Load the funded projects into the Grants Tracking System (GTS).
October	Implement the 3HSP/AGA.
November	Begin preparing the Annual Report for the previous fiscal year. Hold annual DSGPO Awards Ceremony.
December	Submit the AR to NHTSA within 120 days after the end of the fiscal year. Perform the GTS grant year closeout.
All Year	Identify partner priorities, program area direction, potential strategies and overall direction of the traffic safety program.

### Section 3.02: Grant Application

The KOHS must determine if the agency or organization applying for a federal highway safety grant is eligible and has the appropriate expertise, leadership and authority to properly implement and manage the proposed project. Eligible agencies or organizations must be able to:

- Deliver services promptly.
- Manage public funds efficiently.
- Have internal management and financial controls in place.
- Collaborate with other communities and government and/or private organizations.
- Develop data-driven plans that solve highway safety problems.
- Adequately evaluate the success of a project.
- Demonstrate they are not on any debarment list.
- Provide payroll verification.

Projects must align with the problem identification, performance targets and strategies found in the 3HSP. The planned activities to be funded must be identified and clearly explain in detail how they support an evidence-based countermeasure. This explanation should show a logical sequence of events that will be undertaken to help the KOHS achieve its performance target(s). Strategies, projects and proposed countermeasures should be selected based on analysis of current and relevant data. Innovative and/or promising countermeasures may be implemented if there is data justifying their selection or an example illustrating how the selected countermeasure has been successfully implemented by others.

The KOHS employs two separate and distinct strategies to determine which grantees will receive federal highway safety funds to address behavioral traffic safety.

- **Strategy 1** – The KOHS identifies appropriate law enforcement agencies to conduct priority area specific, overtime enforcement based on problem identification and crash location.
- **Strategy 2** – The KOHS accepts project proposals from non-law enforcement partners that are designed to prevent the number of deaths and serious injuries resulting from traffic crashes.

For strategies 1 and 2, the proposal project goals should state in measurable terms the ultimate outcome the applicant hopes to achieve. For example, “increase enforcement of driving under the

influence laws as measured by..." or "reduce the incidence of incorrect use of child safety seats as measured by..."

Proposed projects should have SMART (**S**pecific, **M**easurable, **A**ctionable, **R**ealistic, **T**imely) goals and include:

- Activities that show a logical sequence of events that will be undertaken to accomplish the project goal(s). The proposed activity must either be a best practice or proven strategy supported by research, or an approved demonstration project designed to test an innovative approach. In selecting countermeasure activities, the proposal should identify both the target area and audience. Applicants must detail how they will evaluate the effectiveness of their project toward achieving the planned goals. Evaluation is expressed in terms of what will be measured (numbers, attitudes, knowledge, etc.), what will be accomplished or what will change. Evaluation is essential for determining a project's effectiveness and efficiency.
- Clearly defined performance measures.
- A detailed budget that indicates how the funds will support the proposed project. should have the following line items: personnel costs, training/travel, contractual services, equipment and capital outlay, as appropriate.

Project proposals are reviewed by the State Program Manager (SPM) responsible for the program area. The following questions help guide the KOHS staff as they conduct a technical analysis of each proposal:

- Has a behavioral traffic safety problem been adequately identified and appropriately described in the problem statement?
- Do the objectives, targets and performance measures directly address the identified problem?
- Are the objectives clearly stated and achievable?
- Is sufficient time allocated to achieve each objective based on the proposed completion date?
- Will performance measures align with the project activity and objectives?
- Will any special equipment be needed and, if so, will it be available for grant implementation? Is funding needed to purchase the equipment?
- Are there other considerations that might affect grantee performance? If so, are they adequately addressed?

### **Strategy 1 – Law enforcement agencies**

The KOHS prepares a yearlong enforcement plan. The SPM and Law Enforcement Liaison (LEL) uses the problem identification process to identify police agencies and develop a comprehensive enforcement plan for each agency that includes months, days of week and times of day for enforcement in each priority area. The SPM and LEL then calculate the amount of funding needed to accomplish the project goals. These calculations are computed for each participating agency and priority area and included in the 3HSP. The Grant Committee reviews all applications and either fully or conditionally approves or denies funding.

### **Strategy 2 – Non law enforcement agencies**

Project proposals must include the most current data available to identify a behavioral traffic safety problem, a workable solution linked to the identified problem, a detailed action plan and a budget that supports the planned activities. To receive consideration for funding, the proposed project must align with the KOHS problem identification and address one or more of the targets outlined in the 3HSP.

The KOHS reviews and rates each proposal to determine the level of funding to be awarded. Successful candidates are notified of reporting and fiscal requirements. Unsuccessful candidates are informed their project was not selected and the reason why. This process is conducted through the KOHS electronic grants management system (IGX).

### **Application Review**

All submitted applications are collected, given a unique identifier and logged into a database containing summary information, and then assessed for risk. The KOHS staff distributes applications to the Review Committee members for an initial independent review.

The Review Committee is comprised of appropriate KOHS staff, law enforcement liaisons, a NHTSA representative (if available), and others selected by the KOHS Executive Director. Kentucky is separated into four regions and the Committee reviews the regional program plan. Each regional program plan must include:

- Departments or agencies
- Project type
- Budget
- Strategies and performance measures

The Committee meets to determine which applications will be recommended or adjusted for funding and at what level. Evaluation of each application should consider the following:

- Applicant's eligibility (political subdivisions and nonprofit organizations) and past performance (if applicable)
- Eligibility of the emphasis area
- Conformity to program strategy
- Extent of need (based on CRASH data) for the project or program
- Whether there are measurable goals and objectives
- Strategies and activities are suitable for achieving stated goals and objectives
- Participation in state highway safety campaigns or attendance at events
- Allowable cost in accordance with federal funding guidelines and Kentucky statutes and regulation
- Budget and cost effectiveness
- Adequacy of agency resources and the ability of the applicant to carry out the program
- Size of community served
- KOHS grant risk assessment score

If the application is incomplete, the submitter should be notified of the actions needed to complete it within the next 30 days. Once the missing information is provided, the application is considered filed on the original date received. Notification that the application is accepted for review is made in writing (email) or by telephone.

### **Application Selection**

Upon final review of each application, the KOHS Review Committee will recommend one of the following actions: approve, approve with special conditions or modifications, or reject.

The Review Committee may request modifications to the application budget to meet funding targets. Requests for any changes to the application may also be made by the applicant. The revised application is then submitted to the KOHS for final approval.

Final approval of a grant application occurs when the grant agreement is signed by the submitting organization's (grantee) authorizing official and project director as well as the KOHS Executive Director, the GR and a representative from the KYTC's Office of Legal Services. The KOHS notifies the grantee, in writing, of their grant award and are emailed a copy of their signed grant agreement, including all contract conditions. Applicants that are rejected receive written notice from the KOHS.

## Chapter 4 – Grant Agreement

### Section 4.01: Overview

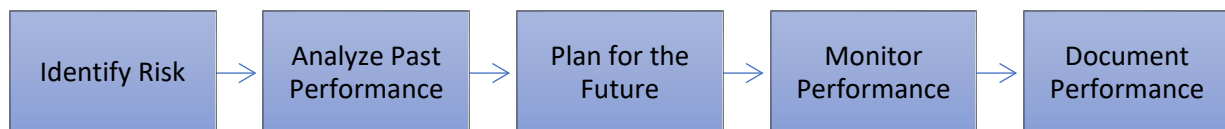
The process from grant proposal to a fully executed grant agreement can take several months. The KOHS SPMs guide the process to ensure no project activities are conducted prior to the completion of a fully executed grant agreement. The agreement includes terms and conditions, detailed project descriptions, the approved budget and the required Certifications and Assurances. The grant agreement must be signed by the agency or organization's authorized official (individual with contracting authority) and submitted to the KOHS. The agency's authorizing official must also certify and assure that all the conditions contained in the Certifications and Assurances, along with reporting and invoicing requirements, including any special conditions, will be met. Once a grant agreement is signed by the agency's authorized official and the KOHS, it is a legally binding document.

### Section 4.02: Risk Assessment, Pre-Grant Conference and Grant Agreement

#### **Risk assessment**

The KOHS is required to assess each applicant's risk of noncompliance with federal statutes, regulations and the terms and conditions of the grant agreement. The purpose of the risk assessment is to determine an organization's capacity to manage and/or receive federal grant funds and determine the level of monitoring that is needed or required. The results of the risk assessment are also used to plan monitoring activities and/or identify support needed to strengthen an applicant's management of its program.

A risk assessment is defined as a systematic process of evaluating the potential risks (low, medium or high) that may be involved in a projected activity or undertaking. It includes both a programmatic and fiscal evaluation.



Grantees are evaluated for risk based on the following:

- Experience with KOHS grants,

- Previous monitoring results,
- Single audit results,
- Consistent staffing, and past performance.

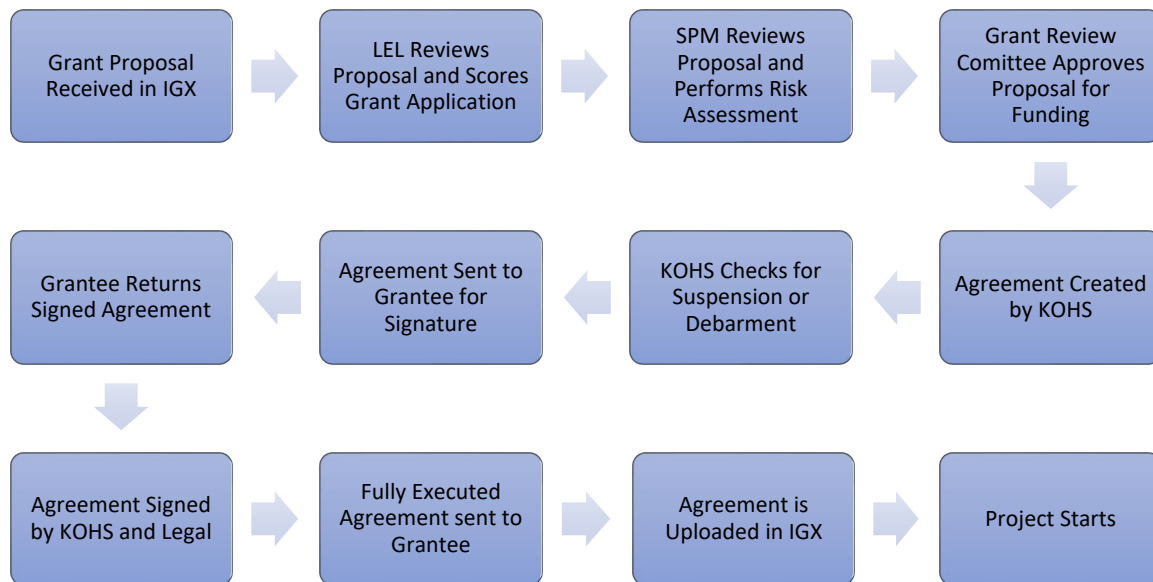
Grantees determined to be low risk are subject to standard KOHS monitoring. Grantees that are assessed as high-risk are subject to the same monitoring as low risk entities but with additional monitoring activities. **The KOHS must conduct a risk assessment prior to fully executing a grant agreement.**

### Grant agreement

The Project Director agrees to comply with the requirements of the grant agreement. Periodic changes and additions to the GPM may be necessary to meet changing federal or state laws, or to improve program management and fiscal procedures. The KOHS will notify the grantee agency in writing of any changes or additions to the GPM.

When the grant agreement is finalized, the original document is signed first by the authorizing official of the grantee agency and then by the KOHS Director. The signature of the authorizing official indicates the grantee agency will adhere to the conditions set forth in the grant agreement. The grant agreement is available at any time through the electronic grants management system. **The grantee agency may not expend any funds until they receive a “notice to proceed” from the KOHS.** This notice may be by letter, email or the KOHS grants management system.

The graphic below illustrates the KOHS grant agreement workflow.



Once the grant has been executed, KOHS will reimburse the grantee for expenditures related to approved grant activities. The objectives outlined in the grant agreement must be accomplished during the grant period, and expenditures must align with the approved budget. **Costs incurred before the effective date or after the end date of the grant agreement period will not be eligible for**

**reimbursement.** Reimbursement of costs claimed may not exceed the obligated federal funds. Reimbursement is contingent upon grantee compliance with grant requirements, and sufficient funds being appropriated and obligated by the federal government. The KOHS makes neither representation nor guarantee regarding the availability of federal highway safety funds for first or subsequent year funding.

## Chapter 5 – Agency Responsibilities and Procedures

### Section 5.01: Establish Procedures

The agency or organization receiving grant funds is responsible for establishing and maintaining procedures to ensure effective administration of the grant, including the timely completion of the grant objectives. A KOHS SPM is assigned to oversee each grant and conduct training for new grantees. The training is designed to review the controls and record keeping necessary for proper grant administration.

### Section 5.02: Grant Revisions and Time Extensions

#### **Grant Revisions**

Any changes made to the executed agreement must be made in writing before July 1. All revisions to a KOHS grant agreement, whether programmatic or fiscal, must be fully documented and approved by the KOHS prior to the performance of work outlined in the revision. The KOHS reserves the right to limit grant amounts at any time based on performance and/or available funding.

The following deviations from the approved grant require *prior* written approval from the KOHS:

- Changes to the approved scope of work
- Changes to the approved work plan
- Changes to the approved budget
- Changes to the project date

The KOHS procedure for review and approval of a grant agreement revision is as follows:

- Grantee submits an electronic request for a revision that includes justification for the change.
- The request is reviewed by the SPM.
- The grantee is notified via letter or email if the revision is approved. If it is not approved, the notification includes the reason for the denial.
- If the revision requires a change in the 3HSP, the KOHS submits an amendment to NHTSA for review and approval. Approval from NHTSA is required before the grant agreement is modified.

#### **Time Extension**

If a project does not start on time or is delayed, a time extension may be needed. No additional funding will be provided for a time extension, nor does an extension provide additional time to submit a claim for costs already incurred. All grant costs for the prior fiscal year must be claimed by November 1 of the fiscal year in which the grant was awarded. Time extensions are not common and must be approved by the KOHS.

### Section 5.03: Travel

Reimbursement for out-of-state travel expenses by grantees requires prior approval from the KOHS. To request approval for out-of-state travel, a grantee must ensure the grant agreement includes a provision for the travel and that there are sufficient funds to cover the cost of the trip. Mileage reimbursement is limited by the [State of Kentucky travel policy](#) unless otherwise stated in the agreement.

### Section 5.04: Noncompliance and Termination

The KOHS will impose sanctions in the event of noncompliance or violation of any grant provision by the grantee agency and/or its subcontractor(s). Appropriate sanctions may include, but are not limited to, withholding of payments, suspension or termination of the grant in whole or in part. In the event of termination, the KOHS will notify the grantee agency 30 calendar days in advance of the termination effective date. The grantee agency will be paid only for those services satisfactorily performed and allowable prior to the effective date of termination. If any equipment purchased with federal funds is not being used effectively to achieve the grant goals, the agency or organization may be required to return the equipment to the KOHS.

### Section 5.05: Disputes and Disagreements

Any dispute, disagreement or question of fact concerning the grant will be decided by the KOHS SPM. The decision will be made in writing and distributed to the concerned parties. The grantee agency or organization may then proceed with the performance of the grant in accordance with the KOHS SPM decision. If the grantee agency or organization disagrees with the decision of the KOHS SPM, it may be appealed to the KOHS Grants Branch Manager. The appeal must be made in writing within 30 days of the KOHS SPM's decision. The grantee must first appeal to the KOHS SPM and then to the Grants Branch Manager before taking legal action.

## **Chapter 6 – Financial Management**

### Section 6.01: Overview

The grantee is responsible for maintaining all grant records and must ensure the agency or organization has a cost accounting system conforming to generally accepted accounting principles. The grantee is not required to establish a special accounting system for grant costs; however, a good policy is to establish special sub-accounts within its existing accounting system. Storing all financial records pertaining to the grant in the KOHS grants management system is recommended. This will make it easier for the grantee to respond to questions regarding the grant. All records must be kept for a minimum of three years following grant completion.

### Section 6.02: Financial Reporting

To receive reimbursement for grant expenditures, the grantee must accurately and completely disclose all financial activity on claims submitted to the KOHS. All authorized federal funds must be incurred and work performed by the grantee on or before September 30 of the current grant year. Only the hours worked during the current fiscal year may be claimed for reimbursement.

### **Payment Procedures**

For an expenditure report to be paid by the KOHS, the grantee must:

- Submit a reimbursement voucher (claim) to the KOHS that includes supporting documentation for expenditures claimed.
- Submit separate claims for expenditures under each federal program funding area for which reimbursement is sought.
- Submit a project activity report with each claim submission.
- Submit a final activity report and a fully documented final expenditure report by October 31.

### **Payment Rules**

These payment rules apply:

- The KOHS will not review or process the final expenditure claim until a final activity report has been submitted and verified.
- If either the final expenditure claim or activity report is not submitted by October 31, reimbursement may not be made.
- Expenditure reports received after October 31 may not be reimbursed.
- The October 31 deadline may be waived by the KOHS Executive Director.
- The KOHS will not review or process the final expenditure claim until a final activity report has been submitted and verified.
- If either the final expenditure claim or activity report is not submitted by October 31, reimbursement may not be made.
- Expenditure reports received after October 31 may not be reimbursed.
- The October 31 deadline may be waived by the KOHS Executive Director.

### **Section 6.03: Internal Control**

Effective control and accountability for all funds, property and other assets must be maintained by the grantee agency or organization. Additionally, the grantee agency or organization must adequately safeguard all assets and ensure they are used only for authorized purposes.

### **Section 6.04: Allowable Costs**

Allowable grant costs are regulated by 2 CFR Part 200, also known as the [Uniform Act](#), and [23 CFR Part 1300, Uniform Procedures for State Highway Safety Grant Programs](#) and are subject to state regulations and allowable costs. Except where otherwise authorized by statute, costs must meet the following general criteria to be allowable under federal grant awards:

- Be necessary and reasonable for the performance of the grant agreement.
- Conform to any limitations or exclusions set forth by the *Uniform Act* or in the grant agreement as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally financed and non-federally financed KOHS programs and projects.
- Be accorded consistent treatment. A cost may not be assigned to a grant agreement or project as a direct cost if any other cost incurred for the same purpose has been allocated to the grant agreement or project as an indirect cost.
- Be determined in accordance with generally accepted accounting principles.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior fiscal year.



- Be adequately documented with generally accepted accounting principles.
- For all significant activities and major equipment to be funded with components, both related and unrelated to a highway safety grant, the federal government share will be based proportionately on the projected utilization for federal (NHTSA or FHWA) grant purposes. For example, if the grantee agency purchases crash reconstruction equipment that will be used for other crime scene investigations, the expenditure reimbursement will be limited to the portion used for traffic crash investigation.

## Chapter 7 – Information and Reports

### Section 7.01: Overview

The grantee must provide all information and reports required by the KOHS and permit access by the KOHS, the Comptroller General of the United States, or any of their authorized representatives, to its books, records, accounts, and other sources of information. In addition, the grantee is responsible for preparing and submitting a request for reimbursement (claim) and project activity reports (including a final report) to the KOHS either each month or quarter as determined by the KOHS.

### Section 7.02: W-9 Taxpayer Identification Number and Certification

W-9 forms are required if the grantee is working contractually for the KOHS, such as individuals conducting the yearly seat belt survey. Otherwise, a grantee seeking reimbursement must provide a Unique Entity Identifier number to receive federal funds. The KOHS SPM will assist the grantee to register as a vendor.

### Section 7.03: Claims for Reimbursement and Activity Report

It is the KOHS' responsibility to review all claims for reimbursement submitted by grantees in a timely manner. The current policy is that the SPM must review claims within 10 working days of original submission, unless on approved leave from the office. Once reimbursement claims and activity reports are approved, they are entered in the KOHS accounting system for reimbursement. If there are any issues with the reimbursement claim or activity report, the KOHS SPM will contact the grantee.

### Section 7.04: Property Management

#### **Federal and State Requirements and Thresholds**

For equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more, grantees must manage and dispose of equipment acquired with federal grant funds in accordance with NHTSA requirements, and state laws and procedures.

#### **Property Management Systems**

Grantees must establish and administer a management system to procure, control, protect, preserve, use, and maintain property and equipment. This includes property and equipment furnished directly by the KOHS or purchased by the grantee through a grant, subgrant or other agreement in accordance with the grantee's property management procedures, provided the grantee procedures are not in conflict with the standards contained in federal property management procedures. Any property purchased using federal funds, regardless of the unit cost, must be specifically authorized in the grant agreement. Equipment and other property acquired under a grant agreement for use in highway safety projects must be used and kept in operation for highway safety purposes. All equipment should be returned to the KOHS for disposal at the end of its useful life.

## **Property Records Requirements**

The property management record requirements include, but are not limited to, the following:

- A description of the property
- Manufacturer's serial, model, federal or national stock or other identification number
- Inventory number
- Property funding source, including the Federal Award Identification Number (FAIN) or grant agreement number
- Location where the title is held (generally with the grantee)
- Acquisition date
- Percentage of federal share
- Location, use and condition of the property and the date the information was reported.
- Unit acquisition cost (total cost from all funding sources)
- Ultimate disposition date, including date of disposal and sales price or the method used to determine current fair market value.

## **Inventory Control**

Grantees must maintain a property inventory control system to ensure adequate safeguards to prevent loss, damage or theft. Grantees must provide a copy of their inventory policies and procedures to the KOHS and establish adequate maintenance procedures to keep the property in good condition.

The KOHS uses an inventory control system to identify and track all grant-funded equipment or other property classified as controlled property and list all essential information required by the applicable property management guidelines. The KOHS, as part of its oversight responsibility, systematically monitors all grantees with grant-funded equipment and/or property meeting the state-defined criteria of controlled property to ensure they comply with state and federal property management requirements. This oversight continues until final disposition of the equipment, including after the grant is closed.

The KOHS may physically verify the existence and use of each item. This verification is typically completed during onsite monitoring visits. For closed grants, once every two years the KOHS mails an equipment update report form to each grantee that lists all previously acquired equipment that has not been disposed of. The form must be completed and returned to the KOHS for review and recording in the tracking system until final disposition. If a grantee fails to respond, the KOHS will contact the agency or organization to obtain the required information.

The KOHS may conduct an annual physical inventory and issue a report. Federal regulations require that a physical inventory be conducted, and the results reconciled with the property records at least once every two years.

## **Disposition**

Equipment must be used by the grantee in the program or project for which it was acquired, including after the project or program is no longer supported by federal funds. The KOHS receives prior written approval from the NHTSA Regional Office for the disposition of equipment with a useful life of one year and a value of \$5,000 or more unless the equipment has exceeded its useful life as determined under state law and procedures.

Upon completion or termination of a highway safety grant, or if it is determined by the KOHS that equipment is no longer needed for the purpose for which it was acquired, the equipment will become the property of the KOHS. Once the equipment has been turned over, the KOHS will take appropriate disposition actions including but not limited to:

- Transfer from federal inventory to state inventory.
- Obtaining a declaration, the equipment is damaged beyond repair or salvage.

The NHTSA may authorize transfer of the equipment title to the federal government or to a third party that meets eligibility requirements.

## **Section 7.05: Title VI - Civil Rights Act**

### **Nondiscrimination**

The grantee agency or organization and its subcontractors and/or suppliers may not discriminate on the grounds of race, color, national origin, handicap, or gender in its services and/or programs. The grantee agency or organization must fully comply with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended.

## **Section 7.06: Annual Report - Grantee**

Grantees are required to prepare and submit project updates with their monthly reimbursement claims. In addition, a final annual report and final reimbursement claim are due no later than November 1, unless another due date is specified by the SPM. A final annual report, written by the grantee, is required for every grant. This report recaps the entire grant year and is used by the KOHS when evaluating past agency performance for future grant funding.

### **Writing the report**

The final evaluation consists of several sections plus the title. The preferred format for submitting report information is as follows:

- Title
- Overview
- Administrative Evaluation
- Process and Impact Evaluation
- Planned vs. Actual Cost Comparison
- Summary and Recommendations for Improvement

## **Chapter 8 – Certification and Assurances**

### **Section 8.01: Certification and Assurances List**

Certifications and assurances apply to grantees and are part of the grant agreement. These sections provide the terms and conditions governing the grant and certify that a grantee will comply with the applicable regulations, policies, guidelines, and requirements as they relate to acceptance and use of federal or state funds for the project.

By signing the grant agreement, the grantee agrees to comply with the following Certifications and Assurance:

- Non-Discrimination

- Drug-Free Workplace Act
- Political Activity (Hatch Act)
- Certification Regarding Federal Lobbying
- Restriction on State Lobbying
- Certification Regarding Debarment and Suspension
- Buy America Act
- Certification on Conflict of Interest
- Prohibition on Using Grant Funds to Check for Helmet Usage
- Policy on Seat Belt Use
- Policy on Banning Text Messaging While Driving

## Chapter 9 – Definitions, Acronyms and Frequently Asked Questions

### Section 9.01: Definitions

<b>Accrued Expenditures</b>	<b>Grantee costs incurred for goods and other tangible property received, services performed by employees, contractors, consultants and others.</b>
<b>Accrued Income</b>	The sum of earnings for services performed by the grantee for the delivery of goods and other tangible property delivered to others.
<b>Acquisition Cost</b>	The net invoice unit price of purchased equipment including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired.
<b>Activity Report</b>	A report submitted by the grantee, as part of the reimbursement process, outlining the activities that took place to support the grant agreement.
<b>Administrative Requirements</b>	Administrative functions common to all grants such as financial management, kinds and frequency of reports and retention of records.
<b>Annual Grant Application (AGA)</b>	An annual application made to NHTSA providing project level information on the KOHS highway safety programs. The AGA must align with the 3HSP.
<b>Annual Report (AR)</b>	Describes the accomplishments and challenges the KOHS encountered in the prior federal fiscal year. It addresses progress made in achieving the performance measures, targets and strategies identified in the prior year’s Highway Safety Plan (3HSP) as well as how grant funding was expended.
<b>Annual Report - Grantee</b>	Submitted to the KOHS by the grantee following completion of the grant period, the report details the effectiveness of the highway safety project based on the grantee’s goals and objectives.

<b>Audit</b>	A review of programmatic and financial records conducted by a certified public accountant, which is the basis of an organization’s legally required audit report.
<b>Authorizing Official</b>	The grantee agency individual that has legislative authority to enter into an agreement with the KOHS.
<b>Buy America Act</b>	Prohibits the use of highway safety grant funds to purchase products, unless they are manufactured in the U.S. This prohibition applies to steel, iron and all manufactured products, unless the Secretary of the USDOT determines it is appropriate to waive the Buy America Act requirement. For compliance purposes, American-made is defined as any product that is manufactured or assembled in the U.S.
<b>Catalogue of Federal Domestic Assistance (CFDA)</b>	A listing of all federal programs available to state and local governments; federally recognized Tribal governments; U.S. territories and possessions; domestic public, quasi-public and private profit and nonprofit organizations and institutions; specialized groups; and individuals. The CFDA number is required on all grant award letters.
<b>Code of Federal Regulations (CFR)</b>	A listing of general and permanent rules published in the Federal Register by the Executive Branch of the U.S. government.
<b>Countermeasures that Work</b>	Produced by NHTSA, this publication is used by the KOHS to select effective, evidence-based countermeasures to address traffic safety problems.
<b>Distracted Driving Program</b>	A program to enforce a statute prohibiting distracted driving.
<b>Equipment</b>	Non-expendable, tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more used only for traffic safety purposes.
<b>Equipment Tracking System</b>	The grantee systematic record of all equipment purchases over \$5,000.
<b>Expenditures</b>	Charges made to the project or program. They may be reported on a cash or accrual basis.
<b>Fatal Analysis Reporting System (FARS)</b>	The nationwide database providing NHTSA with yearly traffic safety data regarding fatal injuries suffered in motor vehicle traffic crashes.
<b>Federal Funding Accountability and Transparency Act (FFATA)</b>	A federal database system to allow prime grant award and prime contract recipients to report sub-award activity and executive compensation.

<b>Federal Highway Administration (FHWA)</b>	The USDOT agency responsible for administering infrastructure highway programs and projects funded by federal legislation.
<b>Governors Highway Safety Association (GHSA)</b>	The nonprofit association representing the state <u>and territorial highway safety offices</u> . GHSA works with and for its members to improve traffic safety, influence national policy, enhance program management, and promote best practices for highway safety offices.
<b>Grant Agreement</b>	A binding document between two or more parties detailing the conditions and terms for the project scope of work and financing. May include interagency agreements.
<b>Grantee</b>	The local or state government agency or entity receiving a federal highway safety grant from the KOHS.
<b>Grant Revision</b>	A change to the grant agreement that occurs when the budget, scope and/or activity is/are modified.
<b>Grant Tracking System (GTS)</b>	The federal web-based system used to track grant funds and request reimbursement from NHTSA for grant expenditures made by the KOHS.
<b>Highway Safety Plan (3HSP)</b>	The triennial plan the KOHS submits to NHTSA for federal transportation grant funds that documents a three-year period of the KOHS safety program. The 3HSP must be data-driven in establishing performance targets and selecting countermeasure strategies for programming funds that meet the performance targets.
<b>Highway Safety Improvement Program (HSIP)</b>	Core FHWA program to reduce traffic fatalities and serious injuries on all public roads, including roads on Tribal land. The HSIP requires a data-driven, strategic approach with a focus on performance.
<b>Infrastructure and Investment Jobs Act (IIJA) or (BIL)</b>	The funding and authorization bill governing the highway safety grant program. This act is also known as the Bipartisan Infrastructure Law (BIL).
<b>Impaired Driving Program</b>	A program to address alcohol and/or drug-impaired driving.
<b>Law Enforcement Liaison (LEL)</b>	The individual responsible for promoting Kentucky law enforcement agencies' involvement in the 3HSP through education and equitable enforcement of traffic safety laws.
<b>Local Government</b>	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, or any

	other regional or interstate government entity, agency or instrument of a local government.
<b>Motorcycle Safety Program</b>	A program to reduce traffic crashes involving motorcyclists.
<b>National Highway Traffic Safety Administration (NHTSA)</b>	The USDOT agency responsible for administering the national behavioral highway traffic safety grant program funded by federal legislation.
<b>Nonmotorized Safety Program</b>	A program to target a decrease in pedestrian and bicyclist fatalities and injuries resulting from crashes involving motor vehicles.
<b>Occupant Protection Program</b>	A program that promotes proper and lawful use of child safety seats and seat belts to reduce unrestrained motor vehicle occupant deaths and serious injuries.
<b>Office of Highway Safety (KOHS)</b>	The office located within the Kentucky Department of Transportation, Division of State Patrol that is responsible for the implementation and management of the state’s behavioral highway safety program.
<b>Office of Management &amp; Budget (OMB)</b>	A Division of the Executive Branch of the U.S. Government that assists the President in meeting policy, budget, management, and regulatory objectives that fulfill statutory responsibilities.
<b>Program Manager</b>	The KOHS staff member assigned to manage all aspects of the grant agreement including contract, monitoring, programmatic and financial activity.
<b>Project</b>	Activities proposed or implemented by the KOHS to address highway safety problems falling within one or more program areas.
<b>Project Contact</b>	The individual designated by the grantee’s authorizing official as the point of contact with the KOHS.
<b>Project Director</b>	The person assigned by the grantee to assume direct responsibility for administering all phases of the project grant agreement.
<b>Public Service Announcement (PSA)</b>	A message, in the public interest, disseminated at no cost by the media to raise awareness and change public attitudes and behavior about a social issue.
<b>Reimbursement Voucher Report</b>	A report that details the reimbursable expenditures the grantee incurred in support of approved grant activities undertaken to accomplish grant objectives.

<b>Strategic Highway Safety Plan (SHSP)</b>	A statewide-coordinated safety plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads through implementation of the Safe Systems Approach.
<b>Single Audit</b>	Rigorous, organization-wide examination of an agency that expends federal funds in the amount of \$750,000 or more of all federal funds received annually.
<b>Supporting Documentation</b>	Reports, invoices, timesheets, and other documents a grantee submits to the KOHS to support a claim for reimbursement.

### Section 9.02: Acronym Table

Listed below is the table of acronyms.

3HSP	Triennial Highway Safety Plan
AGA	Annual Grant Application
AR	Annual Report
BIL	Bipartisan Infrastructure Law
CFR	Code of Federal Regulations
CFDA	Catalogue of Federal Domestic Assistance
FAIN	Federal Award Identification Number
FARS	Federal Fatality Analysis Reporting System
FFATA	Federal Funding Accountability and Transparency Act
FHWA	Federal Highway Administration
GHSA	Governors Highway Safety Association
GPM	Grant Procedures Manual
GR	Governor's Highway Safety Representative
GSA	Government Service Administration
GTS	Federal Grants Tracking System
HSIP	Highway Safety Improvement Program
IIJA	Infrastructure and Investment Jobs Act
KOHS	Kentucky Office of Highway Safety
KYTC	Kentucky Transportation Cabinet
LEL	Law Enforcement Liaison
NHTSA	National Highway Traffic Safety Administration
OMB	Federal Office of Management and Budget
PPE	Public Participation and Engagement
PPM	Policy and Procedure Manual
SHSP	Strategic Highway Safety Plan
SPM	Program Manager
UEI	Unique Entity Identification
USDOT	United States Department of Transportation



## Section 9.02: Frequently Asked Questions

The following are some frequently asked questions. Please contact the KOHS to address additional questions.

**Q: Can my agency/organization apply for more than one grant and/or a grant that covers more than one program area?**

Yes. Please contact the KOHS for details.

**Q: This is the first time my agency/organization has applied for funding, and we don't have local data or statistics. What should we do?**

The KOHS can provide statewide and local data to support problem identification. Please contact the KOHS for assistance with your data needs.

**Q: Can the grant recipient's project director delegate grantee-related responsibilities to another agency/organization employee?**

Yes. However, the KOHS must be informed of this action.

**Q: Why does the KOHS conduct an onsite monitoring visit?**

These visits ensure the grant funds are in alignment with the activities described in the grant agreement. Additionally, these visits are also required for specific grantees based on the KOHS policies and procedures and National Highway Traffic Safety Administration requirements.

**Q: What should be included in my agency/organization's performance report?**

Your agency's performance report should include activities conducted throughout the year that are tied to grant objectives. The KOHS will work with your agency/organization on the number of required reports and what information should be included in the performance report.

**Q: Must my agency/organization submit a claim to the KOHS every month even if we haven't spent any grant funds?**

The KOHS staff will provide details on expected claim submission based on the objectives of your grant agreement.

**Q: If my agency/organization doesn't spend all our grants funds in the current year, what happens to the money?**

Remaining funds in your grant agreement may not be rolled over from one fiscal year to the next, even if your agency/organization is awarded a new grant for the same or a similar project. The KOHS redistributes any unused funds in the next fiscal year.

**Q: What documentation is needed for overtime reimbursement?**

Copies of timesheets or an automated report are sufficient to verify overtime reimbursement. The KOHS staff will coordinate with you on expectations and documentation.

**Q: If I need to make an amendment to our grant agreement, how long will the decision take, and if it's approved, when can we start spending funds?**

Addendums to the contract may take four to six weeks but the KOHS will work to expediate addendums. No funding or activity can be completed until a fully executed supplemental agreement has been

completed and fully executed. All addendums or supplemental agreements must be in writing and approved by the KOHS.

**Q: What equipment may be purchased with grant funds?**

Any equipment purchased using grant funds must have a traffic safety focus. All equipment purchases of more than \$5,000 must be approved by the NHTSA Regional Administrator before ordering. The KOHS staff will work with you to address equipment purchases and obtain NHTSA approval, as necessary.

**Q: How long must my agency maintain and track equipment purchased with grant funds, and if the equipment is destroyed, must it be reported?**

Generally, your agency must maintain the equipment for three to five years. The KOHS staff will work with your agency to address inventory and tracking issues. If equipment purchased with grant funds is destroyed, you must report this to the KOHS immediately.

**Q: Is program income allowed?**

Program income is allowable. The KOHS staff will work with your agency if the funded program generates income. Any program income, if allowed, must be used to execute the project during the same fiscal year.