

WV Governor's Highway Safety Program

ADMINISTRATIVE MANUAL



WEST VIRGINIA GOVERNOR'S HIGHWAY SAFETY PROGRAM
REV 2011

PREFACE

This manual provides instructions on how to apply for Highway Safety funds and the procedures to follow when expending them. The manual covers planning, application review and approval, implementation, reporting, and evaluation procedures.

Please take time to familiarize yourself with the contents of this manual. If you have further questions regarding the West Virginia Governor's Highway Safety Program, please contact:

**West Virginia Governor's Highway Safety Program
5707 MacCorkle Avenue, Southeast
Post Office Box 17600
Charleston, West Virginia 25317-0010
Phone: (304) 926-2509
Fax: (304) 926-3880**

TABLE OF CONTENTS

PART I - West Virginia Governor's Highway Safety Program Procedures

	<u>Page</u>
General Information.....	1
The Grant Award Process	2
General Administrative Requirements.....	5
Fiscal Reporting	10
Program Reporting	15
Suspension of Grant.....	17
 PART II - Federal Regulations	 19
PART II - FORMS	21

PART 1
(Effective 07/2011)

WEST VIRGINIA
GOVERNOR'S HIGHWAY SAFETY PROGRAM PROCEDURES

GENERAL INFORMATION

1.1 Background

The Highway Safety Act of 1966 was initiated through enactment of Public Law 89-564 and since that time has been extended by subsequent amendments and regulations. The intent of the federal legislation is to authorize federal financial assistance to state and local units of government to initiate a coordinated uniform national highway safety program.

1.2 National Highway Traffic Safety Administration (NHTSA)

This agency was created within the U.S. Department of Transportation for the purpose of administering a coordinated national program of leadership to the states and other public and private sector groups to accelerate highway safety programs. NHTSA is sometimes also referred to as the Grantor agency.

1.3 Highway Safety Program

This is a Federal/State grant program whereby the state receives federal assistance to use in accordance with federal requirements for highway safety programs issued by the National Highway Traffic Safety Administration (NHTSA).

1.4 West Virginia Governor's Highway Safety Program (WVGHSP)

The act requires the Governor to designate an agency and a Governor's Representative for Highway Safety to administer the state's highway safety program. The Governor has designated the WV Division of Motor Vehicles Commissioner as his representative for Highway Safety and to administer the Highway Safety Program as the Grantee.

The Governor's Representative, and his/her staff, is responsible for administering the Highway Safety Program in West Virginia. Functions of this program include:

1. Develop a state highway safety problem based plan through continuing program analysis and evaluation, and a structured programming process.
2. Assure that the programs in the Highway Safety Plan are carried out and properly managed.
3. Coordinate the state plan and programs with other federally and non-federally supported programs relating to or having impact on highway safety.
4. Provide technical and managerial assistance to other state agencies and to local units of government regarding their highway safety programs.
5. Provide accountability for all disbursements to subgrantees during administration of each year's highway safety plan.

THE GRANT AWARD PROCESS

2.1 General

West Virginia Highway Safety Grants are initiated by completing a grant application for Federal Highway Safety Funds. These applications are to be submitted annually to the West Virginia Governor's Highway Safety Program. The WVGHSP will make an announcement as to the date the application is due.

Upon receiving the applications the West Virginia Governor's Highway Safety Program staff will:

1. Promptly acknowledge and review for completeness.
2. Assess the overall need and impact of the project.
3. Evaluate how the specific project will satisfy the goals and objectives established in the State's Highway Safety Plan (HSP).
4. The WVGHSP staff will review all grant applications and make recommendations of projects to be funded to the Director of the WVGHSP.

Criteria used for the evaluation of these projects may include, but are not limited to:

1. Compliance of the proposed project with the priority programs delineated in the state Highway Safety Plan.
2. Probability that the project will achieve its goal(s) and objective(s).
3. The project provides for adequate fiscal responsibility.
4. The project conforms with all pertinent rules and regulations.

The Director of the WVGHSP will then make one of the following recommendations:

1. Approve the project for recommendation to the Governor's Representative for Highway Safety.
2. Approve the project for recommendation to the Governor's Representative for Highway Safety with conditions and/or amendments to the application.
3. Return the project for revision. The required revision will be appended to the application.
4. Return the application as not conforming to the requirements of the Highway Safety Program or for lack of funds available.

The recommended grants will be forwarded to the Governor's Representative for his/her decision as to funding of the projects. Applicants should note that the authority to make grants is vested only by the Governor Representative for Highway Safety (or the Governor).

2.2 Governor's Representative Letter

The Governor's Representative letter announcing the grant award is the official announcement of the project being approved.

2.3 Grant Contract

A standard grant contract will be used for all grants. The West Virginia Highway Safety Program will prepare a contract as soon as possible after the Governor's Representative letter announces the award. No reimbursement of funds will be considered until a valid (signed by the authorized official and the Governor's Representative for Highway Safety)

grant contract and resolution (if applicable) is attached to the project application.

2.4 Award

When the completed grant contract is attached to the project application, the staff will then send the subgrantee a copy of the completed grant award. The subgrantee may then proceed with the activities in the grant which were approved by the Governor's Representative. The subgrantee should examine the completed grant award, and if the subgrantee has any questions as to the corrections and/or special conditions placed on the grant, they should contact the West Virginia Governor's Highway Safety Program staff immediately.

If an approved project is not operational within 30 calendar days of the approved starting date of the grant period, the grantee must report by letter to WVGHSP the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within 60 calendar days of the original starting date of the grant period, the subgrantee must submit a second statement to WVGHSP explaining the implementation delay. Upon receipt of the 60-day letter, WVGHSP may cancel the project and redistribute the funds to other project areas, or under extenuating circumstances, extend the project period.

If a project is not operational within 90 calendar days of the original starting date of the grant period, the project may be terminated with all funds deobligated.

2.5 Unawarded Projects

If the Project Application is not approved for award, the applicant may choose to leave the application on file for consideration at a later date, or the applicant may opt to have the application returned. In no case will an application be considered or held for more than two years.

All applications are the property of the West Virginia Governor's Highway Safety Program. After an application has been held for two years, the application may be disposed of at the West Virginia Governor's Highway Safety Program's discretion.

GENERAL ADMINISTRATIVE REQUIREMENTS

3.1 Eligible Applicants

In order to be eligible for Highway Safety funds administered through the West Virginia Governor's Highway Safety Program, the applicant must be a unit of government within the State of West Virginia or a state agency. A unit of government is defined as a city, county, or body having its own Board of Directors with the legal ability to generate its own funds (i.e., authority to tax, pass a bond issue, etc.).

Some examples of eligible applicants are: cities, county commissions, county boards of education, county boards of health, state colleges and universities, and state agencies.

3.2 Relationship

The relationship of the applicant to the West Virginia Governor's Highway Safety Program shall be that of a teacher aiding a student. The staff of WVGHSP (the Teacher) may at their discretion aid the applicant (the Student) with rewrites of the application and help the applicant meet the eligibility requirements for funding. However, the aid of the WVGHSP staff is in no way an indication that the application will be approved or that the applicant may proceed with the project.

All grants are only to be considered awarded when the Governor's Representative Letter is received by the Authorized Official. No project may begin before it is awarded by the Governor's Representative. Any statement or action by the WVGHSP staff may not be interpreted as allowing a project to begin before it is awarded by the Governor's Representative for Highway Safety.

3.3 Law of West Virginia

All grants/applications/contracts shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by WVGHSP.

3.4 Travel Regulations

All people traveling under the auspices of a grant administered by the West Virginia Governor's Highway Safety Program will be reimbursed according to the State of West Virginia travel regulations, or their own

travel regulations should they be more restrictive. The state travel regulations are available by request from the Highway Safety staff.

3.5 Record Retention

The subgrantee will keep any and all documentation that may be required by the West Virginia Governor's Highway Safety Program. These documents will be retained for a period of no less than three years. The three-year retention period is to begin after a final audit has been resolved with the following exceptions:

1. If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigations, claims, or audit findings have been resolved.
2. The three-year retention period for records of nonexpendable equipment acquired under the grant begins upon the final disposition of the equipment.
3. The retention period starts from the date of the submission of the final fiscal report.
4. Microfilm copies may not be substituted in lieu of original records without approval from the West Virginia Governor's Highway Safety Program.

3.6 Resolutions

Units of local government must submit a resolution, passed by their governing board, authorizing the chief executive official to act on its behalf to make an application for highway safety funds and to enter into a contract with the West Virginia Governor's Highway Safety Program to receive and administer grant funds. Without this resolution, the proposed subgrantee is ineligible for funding.

If a subgrantee is a state agency, a resolution is not required. The completed application signed by the agency head is sufficient.

3.7 Budget Adjustments

All budget adjustments between major categories (i.e. Administrative, Paid Media, Equipment, etc.) require prior written approval from the West Virginia Governor's Highway Safety Program. In no event may the subgrantee charge to the grant amounts in excess of the approved level of funding.

3.8 Property

No real property may be purchased with Highway Safety funds.

3.9 Equipment

Definition: Under the Uniform Procedures-Regulation, Final Rule for Section 402, 23 CFR Part 1200, Subchapter A-Procedures for State Highway Safety Programs, Subpart C-Implementation and Management of the Highway Safety Program:

1200.21 Equipment. Equipment means any tangible personal property acquired for use under the State's approved highway safety program.

Equipment purchases with federal highway safety funds with a useful life of one or more years must be registered with the West Virginia Governor's Highway Safety Program. To be considered properly registered, the equipment must be listed on an approved equipment listing form provided by the Highway Safety staff.

Furthermore, any single piece of equipment costing \$5,000 or more MUST be approved in writing by the WVGHSP and NHTSA prior to its purchase.

In addition, under the DOT Common Rule – States, 49 CFR – Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

18.32 Equipment.

(a) Title. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or sub-grant will vest upon acquisition in the grantee or sub-grantee respectively.

(b). States. A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and sub-grantees will follow paragraphs (c) through (e) of this section.

(c) Use:

(1) Equipment shall be used by the grantee or sub-grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in

other activities currently or previously supported by a Federal agency.

(2) The grantee or sub-grantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. Use fees should be considered if appropriate.

(3) Notwithstanding the encouragement in Sec. 18.25(a) to earn program income, the grantee or sub-grantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.

(4) When acquiring replacement equipment, the grantee or sub-grantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the grantee or sub-grantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) Disposition. When original or replacement equipment acquired under a grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

(1) When equipment has been fully depreciated using grantor approved depreciation guidelines (see Section 4.6 following) and the salvage value is \$1,000 or less, subgrantee accountability for the equipment terminates and the equipment accountability record annotated accordingly.

(2) Expendable equipment with a residual inventory exceeding \$1,000 in total aggregate fair market value, upon termination or completion of the grant and if the equipment is not needed for any other State or Federally funded project or program, the subgrantee shall retain the equipment for use on nonsponsored activities, or sell it, but must in either case, compensate the Federal Government for its share.

(3) In cases where a grantee or sub-grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions.

The West Virginia Governor's Highway Safety Program may confiscate equipment no longer being used for the purpose(s) for which it was purchased.

The West Virginia Governor's Highway Safety Program retains the right to classify individual items as equipment even if it is not apparent that the above definition is being met. The West Virginia Governor's Highway Safety Program has the final determination in all matters relating to equipment.

Additional Procedures:

1. If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the Federal Government, such fact shall be promptly and fully reported to the

West Virginia Governor's Highway Safety Program who will report this to the Federal Agency. The Federal Agency shall determine whether protection of the invention or discovery shall be sought. The Federal Agency will also determine how the rights in the invention or discovery, including rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with "Government Patent Policy."

2. Except as otherwise provided in the terms and conditions of the agreement, the author or the subgrantee is free to copyright any books, publications or other copyrightable materials developed in the course of or under a federal agreement. The Federal Agency and the West Virginia Governor's Highway Safety Program shall reserve a royalty-free and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

FISCAL REPORTING REQUIREMENTS

4.1 Reports

The subgrantee is required to submit fiscal reports monthly. The reports must be postmarked no later than the 20th of the month following the reporting month. (i.e. the report for January is due by February 20th).

The first report is the Project Financial Report and shall be filed regardless if funds are expended or not. The account number and the information on how the monies are broken down by line item can be found on the budget page of the grant. The grant number is found on the purchase order as project number (example F11HS09). The subgrantee shall insure that accurate, current and complete records adequately identify the source and application of funds for grant supported activities. **Note: This form must be signed by either the Authorized Official or the Fiscal Officer named in the grant.**

Use of Awarded Funds - Funds may be expended only for purposes, activities and equipment specifically designated in the approved grant budget.

The subgrantee shall exercise effective control and properly account for all funds, equipment and other assets. Assets will be adequately safeguarded and used solely for authorized purposes.

Records should indicate a comparison of actual outlays with the budgeted amount for each grant.

All grant funds are awarded on a reimbursement basis, pursuant to 49CFR - Part 18, Section 18.21, paragraph A.

The Request for Reimbursement form only needs to be filled out when reimbursement is being sought. **Note: *This form must be signed by either the Authorized Official or the Fiscal Officer named in the grant.***

4.2 Documentation

Adequate documentation for all project costs must be maintained. Such documentation must be retained and available for monitoring purposes for the period of time specified below. Adequate documentation is defined as follows for each Line Item Budget Category.

- **Personnel**: Documentation would include daily time and attendance records signed by each project employee and his supervisor. These time and attendance records must be maintained by each subgrantee and are used to verify expenditures.

Other documentation would include payroll records which indicates payroll period, payment rate, hours worked per day and other related information. Copies of payroll records are generally sufficient to submit with the Project Financial Report to substantiate personnel costs.

Copies of canceled checks must be retained, but are not required to be submitted unless a Request for Reimbursement has been denied for insufficient proof of payment to the employee on the part of the grantee.

- **Consultants**: For individuals, documentation would include the consultant agreement, and a statement from the project director indicating the consultant performed the duties in accordance with the consultant agreement. This statement should be accompanied with proof that the subgrantee paid the consultant (i.e., a signed invoice) showing payments. For organizations, documentation must be a detailed billing (either an invoice or an itemized statement) indicating service performed or product delivered, dates of service, a payment rate consistent with the consultant agreement and approved by the project director. This should also be accompanied by proof that the subgrantee paid the consultant.
- **Travel**: Sub-grantee employees will comply with the State of West Virginia travel regulations **unless** their local government travel regulations are more stringent. Contracted personnel

must comply with the State of West Virginia travel regulations. Documentation would include detailed expense vouchers, signed by the employee and approved by the employee's supervisor. These expense vouchers will have supporting documents included with them. The supporting documents shall include receipts for hotels/motels, airplane tickets, train tickets, car rental, and any other expenses incurred while traveling. (WV Travel regulations are available by request from the Highway Safety staff).

- **Equipment and Other:** Documentation for "equipment" and "other" is by submission of paid vendor invoices, canceled checks or check register.

4.3 Allowable/Unallowable Costs

Only those items found on the Fiscal Summary page of the grant under the approved column are allowable and these are the costs that the West Virginia Governor's Highway Safety Program have agreed to reimburse.

Those items found on the Fiscal Summary page where no dollar amount can be found under the approved column are **not** allowable and are **not** eligible for reimbursement.

4.4 Project Income

Project income means gross income earned by the subgrantee from grant-supported activities. Examples of such earnings are:

1. Proceeds from the sale of equipment, which was either provided by the Federal Government or purchased in whole or part with federal Funds.
2. Service fees.
3. Sale of commodities.
4. Usage or rental fees.
5. Royalties on patents and copyrights. Unless the grant agreement provides otherwise, subgrantees shall have no obligation to the Federal government with respect to royalties received as a result of copyrights or patents produced under the grant or other agreement.

All other program income earned during the grant period shall be retained by the subgrantee and shall be:

- a) Added to funds committed to the project by the grantor and grantee, and be used to further eligible program objectives.
- b) Used to finance the non-Federal share of the project; or
- c) Deducted from the total project costs for the purpose of determining the net costs on which the Federal share of costs will be based.

4.5 Audits

This section establishes audit requirements for all recipients of NHTSA grant monies.

As set forth in the approved grant application, an audit is required and shall be conducted by Certified Public Accountants on an organization-wide basis (as opposed to an individual grant basis).

Please note that all Highway Safety projects are subject to the federal circulars which are included in Part II of this manual.

4.6 Depreciation

All equipment purchased with Federal Highway Safety Funds are subject to the requirements and conditions set forth by the West Virginia Governor’s Highway Safety Program until such time as that equipment is properly depreciated off of the subgrantee books. It is the subgrantee’s responsibility to set up the proper depreciation schedule, and to depreciate the equipment on a consistent and regular basis.

The following guidelines have been established for depreciating non-expendable items purchased with Highway Safety funds. This list is not inclusive, and additional data will be determined as needed. This list is determined by federal guidelines and is subject to change.

<u>EQUIPMENT</u>	<u>USEFUL LIFE</u>
Speed Measuring Devices	4 Years
Specialized Medical Equipment	2 Years
Photo Equipment (Camera, Projectors, Etc.	5 Years

Video Equipment	5 Years
Movies (Film)	2 Years
Multi-Media Equipment	4 years
Breath Test Devices	3 Years
Personal Computers	3 years
Computer Software	2 Years

DEPRECIATION METHOD

A Straight Line Method will be used to determine depreciation of equipment purchased with Highway Safety funds. Procedures for determining the proper depreciation calculations is a follows:

- Unit Acquisition Cost less Salvage Value = Depreciable Amount.
- Depreciable Amount divided by Useful Life = Annual depreciation by years.
- The Annual depreciation should be prorated for partial year ownership.

Special or unique items purchased may require a different method to determine a proper depreciation rate. Please note that the above guidelines are subject to the definition and guidance set forth by the West Virginia Governor's Highway Safety Program.

4.7 Written Approval of Changes

The subgrantee must obtain prior written approval from the West Virginia Highway Safety Program for any project changes or deviations from the approved grant. These would include but are not limited to:

- Changes in substance and project activities, designs, or research plans set forth in the approved grant;
- Changes in the project director or key personnel;
- Changes in the project budget which cannot be made in accordance with the section above on budget deviations;

- Changes of emphasis or redirecting the funds within the grant (i.e., transferring funds from one account to another);
- Changes in the length of the project.

4.8 Obligation of Funds

Project funds may not be obligated or spent prior to the effective date or subsequent to the closing or termination date of the project. Obligations outstanding as of the closing or termination shall be liquidated within 30 calendar days. These expenditures must be related to goods or services provided within the project period and the funds must have been obligated (contracted) for within the effective period of the grant.

4.9 Retention of Records

The requirements for record retention are as follows:

- Financial records, supporting documents, statistical records, and all other records pertinent to a grant shall be retained for a period of three (3) years with the following qualifications and understandings:
 - ⇒ If any litigation claim or audit is started before the expiration of the three (3) year period, the records shall be retained for three (3) years after all litigations, claims, or audit findings involving the records have been resolved.
 - ⇒ Records for nonexpendable equipment acquired with federal funds shall be retained for three (3) years after its final disposition.

PROGRAM REPORTING

5.1 General

Subgrantees shall constantly monitor performance under grant supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance objectives are being achieved. This review shall be made for each

function or activity as set forth in the approved grant application by the Project Director.

1. Subgrantees are required to submit an Activity/Progress report monthly. Reports must be postmarked no later than the 20th day of each month for the prior month's report. The required forms will be made available to each subgrantee.

Between the required progress reporting dates, events may occur which may have significant impact upon the project. In such cases, the subgrantee will inform the West Virginia Governor's Highway Safety Program as soon as the following conditions exist:

1. Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives, prevent meeting time schedules, or preclude the attainment of project objectives by established time periods. This disclosure shall be accompanied by a statement of the action taken and any assistance needed to resolve the situation.
2. Favorable developments or events which enable meeting time schedules and objectives sooner than anticipated.

If any performance review conducted by the subgrantee discloses the need for change in the grant, the subgrantee shall submit such a request to the West Virginia Governor's Highway Safety Program as early in the project as possible.

West Virginia Governor's Highway Safety Program staff will make the site visits as frequently as possible to:

1. Review program accomplishments and management control systems.
2. Provide such technical assistance as may be required.

5.2 Progress Reports

The Grant Progress/Monthly Activity Report is to be used to report progress, achievements, and results of the specific objectives in the approved grant.

NOTE: If there is no current Progress/Activity report on file with the West Virginia Governor's Highway Safety Program, **no Requests for Reimbursement** will be processed for payment.

A final progress report is required for all completed projects. This report should provide a brief summary of the major achievements and results

obtained during the project period. This report is to be postmarked within 30 days of the close of the project.

5.3 Monitoring

Each project receiving funds from the West Virginia Governor's Highway Safety Program will be monitored by the Highway Safety Program Staff one or more times within the project period.

5.4 Evaluation

Evaluation provides the information which is necessary for competent decision-making and is vital to good management. The following is an operational definition of evaluation as it is used by the West Virginia Governor's Highway Safety Program.

"Evaluation is the presentation of information to decision makers about key elements of a Highway Safety project in a form that they can and will understand, in time to make decisions, with an understanding of the confidence they can place in the results."

In evaluation of Highway Safety projects, two levels of evaluation are utilized - administrative and impact.

Administrative (Performance) Evaluation - is concerned with measuring the operational efficiency of task activities as they relate to the accomplishment of established goals and objectives. In measuring actual task objectives, it compares them to: (1) the baseline or pre-task levels of the same activities; (b) the targeting levels of activity established for the task; and, (c) the planned use of funds.

Impact (Efficiency) Evaluation - is a determination of the extent to which task operations and activity have contributed to the achievement of an objective related to crash involvement.

SUSPENSION OF GRANT

6.1 Failure to Initiate Project

For grants that fail to become operational, the policies outlined in Section 2.3 of this Administrative Manual will apply.

6.2 Failure to Submit Required Reports

Failure to submit required reports (Progress, Activity, Financial, or any other report required by the GHSP) may result in temporary suspension of the grant.

1. To reinstate the grant, a letter of explanation signed by the Authorized Official, Project Director, and Fiscal Officer must be submitted to the Director of the GHSP. The Director of the GHSP will review the letter and determine if the grant is to be reinstated, and will notify the parties of the decision.
2. In the event of a second suspension, the grant will be terminated for the remainder of the fiscal year and all funds remaining will be deobligated.

6.3 Failure to Meet Performance Requirements

Failure to meet minimum performance requirements established by the GHSP may result in temporary suspension of the grant.

1. To reinstate the grant, a letter of explanation signed by the Authorized Official, Project Director, and Fiscal Officer must be submitted to the Director of the GHSP. The Director of the GHSP will review the letter and determine if the grant is to be reinstated, and will notify the parties of the decision.
2. In the event of a second suspension, the grant will be terminated for the remainder of the fiscal year and all funds remaining will be deobligated.

6.4 Fraudulent Activity

Any fraudulent activity that is suspected or occurs in connection with any grant awarded by the GHSP will result in immediate termination of the grant. The grant will remain terminated until an investigation into the suspected fraudulent activity occurs. If it is determined that no fraudulent activity occurred, the grant will be reinstated. If it is determined that fraudulent activity did occur, the GHSP will determine what further action will be taken.

PART II
(Revised 5/06)

“FEDERAL REGULATIONS”

FEDERAL REGULATIONS AND GUIDELINES

The following pages contain regulations and guidelines that all subgrantees of the West Virginia Governor’s Highway Safety Program must adhere to. Specific questions regarding interpretation may be referred to the West Virginia Governor’s Highway Safety staff at 304-926-2509.

Fiscal inquiries should be directed to:

William King	Phone Number: 304-926-3826
Colby Jones	Phone Number: 304-926-3825

Programmatic inquiries should be directed to the following program staff:

Barbara Lobert	Phone Number: 304-926-3820
Gary Winter	Phone Number: 304-926-3823
Trish Anderson	Phone Number: 304-926-3821
Harry Anderson	Phone Number: 304-926-0713

FEDERAL REGULATIONS/GUIDELINES INDEX LINK:

[http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00 Man1 Contents1 01.html](http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00_Man1_Content1_01.html)

- 03/03/88** **OMB CIRCULAR A-102** - Grants and Cooperative Agreements with State and Local Governments
- 03/11/88** **FEDERAL REGISTER** - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments: Final Rule
- 02-09-90** **RESTRICTIONS ON LOBBYING**
- 03/16/90** **OMB CIRCULAR A-133** - Audits of Institutions of Higher Education and Nonprofit Institutions
- 10/01/90** **49 CFR PART 18** - DOT Implementation of Common Grant Rule
- 07/15/93** **OMB CIRCULAR A-21** - Cost Principles for Educational Institutions

- 12/20/93** **OMB CIRCULAR A-110** - Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
- 04/01/94** **23 CFR PART 1200** - Uniform Procedures for State Highway Safety Programs
- 04/04/94** **49 CFR PART 19** - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
- 07/14/95** **FUNDING POLICY** - Funding Policy for Field Administered Grants - Memos from Adele Derby dated 09/17/93
- 06/26/97** **23 CFR PART 1205** – Determinations of Effectiveness of Highway Safety Programs
- 08/31/05** **2 CFR PART 225** – Cost Principles for state, local, and Indian Tribal Governments (OMB Circular A-87)

PART III

WVHSP FORMS

The following forms are used in administering Highway Safety grants.

1. Monthly Reports - Submitted monthly to report progress in achieving objectives. Due no later than the 20th of each month for the preceding month. Reports include Monthly Activity Report, Media Reports, CPS Installations, and any other reports GHSP may require.
2. Project Financial Report - Submitted monthly to report grant expenditures. Due no later than the 20th of each month for the preceding month.
3. Request for Reimbursement - Submitted with and supported by the Project Financial Report and Monthly Activity Report to receive reimbursement from the West Virginia Governor's Highway Safety Program.
4. Expense Accounts - Submitted along with supporting invoices to substantiate funds expended for travel and/or training.
5. Time & Attendance Report(s) - Usually submitted with the Project Financial Report to verify funds expended for personnel.
6. Equipment Listing - Submitted when funds are expended for the purchase of items of equipment.

NOTE: Any problem or question arising concerning the completion, submission, or interpretation of the above forms should be referred to the Highway Safety Program Manager assigned to your project.