



SEP 30 2019

South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

September 17, 2019

Mr. Sel Hemingway
County Administrator
Georgetown County
129 Screvens Street
Georgetown, South Carolina, 29440-3641

RE: Highway Safety Grant No. PT-2020-HS-30-20
Georgetown Co. Sheriff's Office Traffic Unit

Dear Mr. Hemingway:

I am pleased to provide you with the original and one copy of a grant award approved by this office in the amount of \$257,601, with funding beginning October 1, 2019. In order to complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to return the original grant award with an original signature within 30 days. Please send the signed original to:

Mrs. Angel Majors, Administrative Assistant
Office of Highway Safety and Justice Programs
S. C. Department of Public Safety
P. O. Box 1993
Blythewood, South Carolina 29016

Copies of the Request for Payment/Quarterly Fiscal Report forms have been forwarded to the Project Director. The first report for this grant is due February 1, 2020, for the quarter ending December 31, 2019. Timely submission of progress reports will ensure the processing of eligible claims filed against this grant.

Congratulations on your project's selection for funding for FFY 2020. Our staff looks forward to working with you in our joint mission to reduce the incidence and severity of traffic crashes in our state. Please contact your assigned program coordinator if you have any questions regarding this award. Your assigned program coordinator will contact you via email in the near future to provide more information on the grant and the upcoming training scheduled.

Sincerely,

John Westerhold
OHSJP Director

Enclosures

c: Major Thomas Staub
Grant File

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS
P. O. BOX 1993
BLYTHEWOOD, SOUTH CAROLINA 29016

GRANT AWARD

Subgrantee: Georgetown County

Grant Title: Georgetown Co. Sheriff's Office Traffic Unit

Grant Period: 10/01/2019 - 9/30/2020 Date of Award: October 1, 2019

Amount of Award: \$257,601 Grant No.: PT-2020-HS-30-20

FAIN: 69A37520300004020SC0

In accordance with the provisions of the Highway Safety Act of 1966, 72 Stat. 885, as amended, CFDA No. 20.600, and on the basis of the application for a grant award submitted to the Office of Highway Safety and Justice Programs, the S. C. Department of Public Safety hereby awards to the foregoing Subgrantee, a grant in the amount shown above for the projects specified in the application and within the purposes and categories authorized for the Highway Safety grants.


This grant is subject to conditions set forth within the application and must begin implementation within 90 days following the award date or be subject to automatic cancellation of the grant. Evidence of implementation must be detailed in the first progress report.

The grant shall become effective as of the date of the award, contingent upon the return of the original of this form to the Office of Highway Safety and Justice Programs, signed by the Subgrantee in the space provided below. This award must be accepted within 30 days, and such progress and other reports required by the S. C. Department of Public Safety must be submitted to the Office of Highway Safety and Justice Programs in accordance with regulations.

ACCEPTANCE FOR THE SUBGRANTEE

ACCEPTANCE FOR THE SFA

Signature of Official Authorized to Sign
Sel Hemingway



John Westerhold, Director
Office of Highway Safety and Justice Programs

GRANT AWARD DATA: THIS AWARD IS SUBJECT TO SPECIAL CONDITIONS AND TERMS
AND CONDITIONS ATTACHED.

Overview

STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY HIGHWAY SAFETY GRANT APPLICATION

The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs (OHSJP) administers the federally-funded State and Community Highway Safety Program (commonly referred to as Section 402), and coordinates highway safety activities throughout the state. Each year, South Carolina receives approximately three million dollars in

Section 402 funding. SC uses these and other federal monies to fund sustainable grant proposals aimed at reducing collisions and traffic-related fatalities and injuries. Applicant's proposals must demonstrate a measurable impact on highway and traffic safety; be cost effective; and contain a method of evaluation that substantiates both performance and impact. Highway Safety grant funds are awarded to qualified applicants to create new or expand existing highway safety programs, with the intention that such initiatives continue when grant funding is discontinued. State agencies; non-profit 501(c) 3 organizations, political subdivisions (city and state), and state, local and federally-recognized Indian tribal governments are eligible to apply. The usual grant funding cycle is from October 1 - September 30. The submission deadline is in February of each year.

Version: 0.1

Application Deadline: 2019-02-01

Application #: AH20019

Grant #: PT-2020-HS-30-20

Award Date: 2019-10-01

State Start Date: 2019-10-01

State End Date: 2020-09-30

Project Details

Project Title: Georgetown Co. Sheriff's Office Traffic Unit

Project Location: Georgetown County South Carolina

Project Summary (max. 300 characters): To establish a traffic unit for the Georgetown County Sheriff's Office to deploy deputies to enforce traffic laws 100 percent of the time and reduce vehicle accidents, fatalities and injuries.

Program Area: Police Traffic Services: Enforcement

Type of Application: New

Year of Funds: 1

Plan to apply for additional years of funding after first year?: Yes

Agency Details

Agency Name: Georgetown County

Address: 430 North Fraser St

City: Georgetown

State: SC

9 Digit Zip: 29440-1292

(Area) Phone #: (843) 546-5102

(Area) Fax #:

County: Georgetown

**Other county/counties
this project will serve:** None

Organization Type: County

Other (specify):

**U.S. Congressional
District:** 01

Budget

CATEGORIES	GRANTOR	TOTAL
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PERSONNEL - SALARIES:

Position Title	Annual Salary/Rate	% of Time On Project	GRANTOR	TOTAL
PT Regular Project Activity Hours (1,560-2,496 hours)	43000	100	\$43,000	\$43,000
PT Regular Project Activity Hours (1,560-2,496 hours)	43000	100	\$43,000	\$43,000
TOTAL SALARIES:			\$86,000	\$86,000

PERSONNEL - FRINGE BENEFITS, EMPLOYER PORTION:

(Itemize - i.e FICA, Work, Comp, Retirement, etc.)

Description	Rate	X Base	GRANTOR	TOTAL
Social Security & Medicare (FICA)	0.0765	86000	\$6,579	\$6,579
Retirement	0.1724	86000	\$14,826	\$14,826
Workers Compensation Insurance	2625	2	\$5,250	\$5,250
Unemployment Insurance	2625	2	\$5,250	\$5,250
Health Insurance	11628	2	\$23,256	\$23,256
Dental	0	0		
Pre-Retirement Death Benefit	0	0		
Accident Death Benefit (Police Officers)	0	0		
Other (List applicable other fringes in budget narrative)	0	0		
TOTAL FRINGE BENEFITS:			\$55,161	\$55,161
TOTAL PERSONNEL:			\$141,161	\$141,161

CONTRACTUAL SERVICES:

(Describe services to be performed)

Description	Cost	Quantity	GRANTOR	TOTAL
			\$0	\$0
TOTAL CONTRACTUAL SERVICES:			\$0	\$0

IN-STATE TRAVEL:

(Itemize-include mileage, airline cost, lodging, parking, per diem)

Description	Cost	Quantity		
			\$0	\$0

OUT-OF-STATE TRAVEL:

(Itemize-include mileage, airline cost, lodging, parking, per diem)

Description	Cost	Quantity		
			\$0	\$0

TOTAL TRAVEL: \$0 \$0

EQUIPMENT (items >= \$1000):

(Itemize - DO NOT use brand names. DO NOT include leased or rented items)

Item	Cost	Quantity		
Police vehicle with factory accessories	36000	2	\$72,000	\$72,000
Lighting package	3200	2	\$6,400	\$6,400
MDT (Up to \$3,000)	3000	2	\$6,000	\$6,000
Radar and accessories	2000	2	\$4,000	\$4,000
Lidar and accessories	2400	2	\$4,800	\$4,800
Mobile radio and accessories	5000	2	\$10,000	\$10,000
Portable radio and accessories	5000	2	\$10,000	\$10,000
			\$0	\$0

TOTAL EQUIPMENT: \$113,200 \$113,200

OTHER (items < \$1000):

Description	Cost	Quantity		
Siren/siren speaker/siren control	400	2	\$800	\$800
Flashlight	120	2	\$240	\$240
In-car printer and accessories	800	2	\$1,600	\$1,600
In-car scanner and accessories	300	2	\$600	\$600

TOTAL OTHER: \$3,240 \$3,240

TOTAL PROJECT COST: \$257,601 \$257,601

Budget Narrative

BUDGET DESCRIPTION: List items under each Budget Category Heading. Explain exactly how each item listed in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the program, be established. Please provide descriptions only. No dollar amounts should be provided.

PT Project Activity Hours within the range of 3,120-4,992 regular hours per year and allowable fringe benefits, to be adjusted proportionally to activity hours worked, including Annual/Sick/Holiday hours earned while performing regular project activity hours

Approved trainings:

DataMaster DMT

SFST

Speed Measurement Device Operator

Traffic Collision Investigation -At Scene - Phase I

Traffic Collision Investigation -Technical - Phase II

Traffic Collision Investigation -Reconstruction - Phase III

EQUIPMENT:

Police Vehicles and factory accessories- The equipment will be utilized during regular project activity hours to patrol roadways for traffic enforcement, as well as specialized enforcement activities such as public safety checkpoints and saturation patrols.

Emergency Lighting / Light Bar and accessories- This equipment will be utilized for traffic enforcement vehicles as an aid in traffic stops and for the safety of the public and the officer during regular project activity hours. State law requires all emergency police vehicles to be equipped appropriately for traffic stops.

MDT/Laptop Computer and accessories-This equipment will be used during regular project activity hours to write reports and send data electronically and produce electronic citations

In Car Radar and accessories - This equipment will be used during regular project activity hours to accurately determine vehicle speeds and assist in making cases against speed violators.

Handheld Lidar and accessories - This equipment will be used during regular project activity hours to accurately determine vehicle speeds and assist in making cases against speed violators.

Mobile/Portable Radio and accessories- This equipment is essential in terms of communicating with dispatchers and other officers and is a primary system for officer safety. The radio equipment serves as an effective tool both in enforcement and officer safety. Radios will be a part of the PAL 800 State-Wide Radio System. Radio Equipment will include a mobile radio for the vehicle and a portable radio for the officer to be used during regular project activity hours.

OTHER:

Digital Card Swipes and Printers/Scanner- Digital card swipe to scan driver's license for information for the citation. The-printers will be used to provide a copy of the citation to the Offender during regular project activity hours.

Sirens- This equipment will be used to alert traffic violators and other drivers during a standard traffic stop or other emergency situation as required by law and policy during regular project activity hours

Flashlight- This equipment will be used for officer safety during nighttime operations during regular project activity hours

Program Narrative

PROBLEM STATEMENT: First, define the problem exactly as it exists in your particular community. Describe the nature and magnitude of the problem using valid, updated statistical data; cite the source and date of your information. Sufficient data should be provided to prove the problem is significant and should be addressed. Include a discussion and analysis of trends in traffic-related incidents, their scope and characteristics. Data should be presented covering the past three (3) years. Second, include a discussion on your existing efforts and level of activities (current resources and programs) in dealing with the problem and why new or additional intervention/activity is needed.

Program Narrative- Problem

Georgetown County is located in the coastal region of South Carolina between Horry County and Charleston County. Georgetown County has a population of approximately 61,399 residents according to the U.S. Census in 2015. Georgetown County also attracts hundreds of thousands of tourist and seasonal residents, increasing the population of the county throughout the year. There are numerous entertainment and sporting events occurring throughout the county each week during year which increases the population to be serviced. Georgetown County also hosts thousands of visitors daily to the beaches and waterways located in the county. Two motorcycle festivals held in May and October attract thousands of motorcycle riders to the county. Other major events include Fourth of July Festivals, Wooden Boat Show and Brookgreen Gardens Festival of Lights.

Summary of the Problem

- Georgetown County is ranked in the top 20 counties in South Carolina for All Fatal and Severe Injury Collisions (19th), All Fatal and Severe Injury Collisions speed related (20th), along with a 23rd in All Fatal and Severe Injury Collisions DUI Alcohol and/or Drug related.
- In the past five years Georgetown County has experienced a double digit increase in the percentage of the number of total collisions, fatality collisions and fatalities, collisions with injuries and property damage only collisions
- In the past five years, Georgetown County has experienced a double digit increase in the percentage of the number of speed related collisions including fatality collisions and fatalities, collisions with injuries and property damage only collisions.
- In the past five years Georgetown has experienced a 77% increase in traffic collisions involving at least one unrestrained occupant and all other categories involving unrestrained occupants.
- The Georgetown Co. Sheriff's Office has had to reduce its traffic enforcement activities due to increases in calls for service, and staffing limitations

Problem Narrative

According to the 2020 highway Safety Funding Guidelines Georgetown County is ranked in the top 20 in the state of South Carolina in All Fatal and Severe Injury Collisions (19th), All Fatal and Severe Injury Collisions speed related (20th), and All Fatal and Severe Injury Collisions DUI Alcohol and/or Drug related (23rd). Based on information from the South Carolina Department of Public Safety (based on the Federal Fiscal Year) the following statistic reflect the traffic issues of Georgetown County

Georgetown has experienced an increase in all traffic collisions from FY 2013-2014 to FY 2017-2018

An increase of 26% in the number of total collisions from FY 2013-2014 (1,260) to FY 2017-2018 (1,578) with the highest number being the FY 2017-2018 at 1,578 collisions,

Fatalities have increased from 11 in FY 2013-2014 to 15 in FY 2017-2018 with a five year average of fatality collisions of 12.8 a year and a five year average of 13 fatalities a year.

An increase of 12% in the number of collisions with Injuries FY 2013-2014 (428) to FY 2017-2018 (480)

An increase of 32% in the number of property damage only collisions FY 2013-2014 (821) to FY 2017-2018 (1,083)

In the past year between FY 2016-2017 and FY 2017-2018 Georgetown County has experienced the following increases in Total Collisions

Total Collisions: 4% increase (1,515 to 1,578)

Fatal Collisions : 7% increase (14 to 15)

Fatalities: 7% increase (14 to 15)
Collisions with injuries : 5% increase (459 to 480)
Property Damage Only: 4% increase (1,042 to 1,083)

During the 5 past years Georgetown County has experienced increases in speed related traffic collisions from FY 2013-2014 to FY 2017-2018

An increase of 56% in the number of total speed related collisions from FY 2013-2014 (364) to FY 2017-2018 (556) the highest number being the FY 2017-2018 at 556 collisions,

Fatalities related to speed related collisions have increased from 5 in FY 2013-2014 to 8 in FY 2017-2018 with a five year average of fatality speed related collisions of 5 a year and a five year average of 5 fatalities a year.

An increase of 49% in the number injuries as a result of speed related collisions from FY 2013-2014 (121) to FY 2017-2018 (180) the highest number being the FY 2017-2018 at 556 collisions,

An increase of 55% in the number of Property Damage Only Collisions related to speed FY 2013-2014 (238) to FY 2017-2018 (368)

In the past year between FY 2016-2017 and FY 2017-2018 Georgetown County has experienced the following increases in Speed related Collisions

Total Collisions: 17% increase (476 to 556)
Fatal Collisions : 33% increase (6 to 8)
Fatalities: 33% increase (6 to 8)
Collisions with injuries: 17% increase (154 to 180)
Property Damage Only: 16% increase (316 to 368)

Georgetown has experienced an increase in traffic collisions involving at least one unrestrained occupant from FY 2013-2014 to FY 2017-2018

An increase of 77% in the number of total collisions from FY 2013-2014 (39) to FY 2017-2018 (69) with the highest number being the FY 2017-2018 at 69 collisions.

Fatalities collisions involving at least one unrestrained occupant have increased 125% from 4 in FY 2013-2014 to 9 in FY 2017-2018

An increase of 74% in the number of collisions with Injuries FY 2013-2014 (23) to FY 2017-2018 (40)

An increase of 67% in the number of Property damage only collisions FY 2013-2014 (12) to FY 2017-2018 (20)

In the past year between FY 2016-2017 and FY 2017-2018 Georgetown County has experienced the following increases in Total Collisions

Total Collisions: 60% increase (43 to 69)
Fatal Collisions : 200% increase (3 to 9)
Collisions with injuries : 43% increase (28 to 40)
Property Damage Only: 67% increase (12 to 20)

Georgetown has experienced a decrease in DUI traffic collisions from FY 2013-2014 to FY 2017-2018

A decrease of 22% in the number of total DUI collisions from FY 2013-2014 (91) to FY 2017-2018 (71)

Fatalities have decreased from 4 in FY 2013-2014 to 1 in FY 2017-2018 with a five year average of fatality DUI collisions of 1.5 a year and a five year average of 1.6 fatalities a year.

A decrease of 42% in the number of DUI collisions with Injuries FY 2013-2014 (50) to FY 2017-2018 (29)

An increase of 11% in the number of Property damage only DUI collisions FY 2013-2014 (37) to FY 2017-2018 (41)

In the past year between FY 2016-2017 and FY 2017-2018 Georgetown County has experienced the following statistics in DUI related Collisions

Total Collisions: 7% decrease (76 to 71)

Fatal Collisions : No change

Fatalities: No Change

Collisions with injuries : 19% decrease (36 to 29)

Persons Injured : 18% decrease (45 to 37)

Property Damage Only: 5% increase (39 to 41)

The six year average of total accidents with at least one person unrestrained is 44.3, fatal collisions 3 and collision with injuries 28.

The top contributing factor for collisions in Georgetown County during the five year period (FY 2013-2014 too FY 2017-2018) was Driving too Fast for Conditions at 2,124 collisions identified). The top six contributing factors for the five year period are

Driving Too Fast for Conditions 2,124

Failed to Yield Right of Way 1,487

Distracted / Inattention 553

Following Too Closely 430

Improper Lane usage/change 406

Driver Under Influence 378

Based on the statistic the main factor for collisions in Georgetown County is speed related.

The top ten road roadways for collision in Georgetown County cover approximately 152.2 miles of roadway. Three of the roadways are U.S. Highways, three are SC primary roadways and four are SC Secondary Roadways. The number one roadway for Collisions is U.S. Highway 17 which is one of the most dangerous highways in the Eastern United States. US Highway 17 runs through Georgetown County for 37.6 miles, from the Horry County Line to the Charleston County Line. This is a major transportation route for Georgetown County and the State of South Carolina. There are large section of Hwy 17 were there are no alternative routes to avoid a collision or reroute traffic. In many cases when a collision occurs on US Highway 17 traffic cannot flow and areas of the county become isolated from Public Safety Facilities, and other sections of the county. The closure of this roadway has a major effect on the economy of the county and the state. Eight of the ten most dangerous intersections in Georgetown County are along U.S. Highway 17 in a stretch from Murrells Inlet SC through the City of Georgetown. The other Roadways are located on the western side of the County of Georgetown and are two lane roadways except for U.S. Highway 521. These roadways are well travelled by residents and visitors and are used by semi-trucks travelling to and from Georgetown to the port and paper plant. The Georgetown Sheriff's Office receives complaints about vehicle speeding on these roadways but has to forward them to the South Carolina Highway Patrol to handle in most cases. At the same time the Sheriff's office receives request daily from the South Carolina Highway Patrol for assistance to complaints of speeding and wreckless driving throughout the county.

Because of the geographical layout of Georgetown County and the location of the top ten roadways and other roadways in the county, a larger traffic unit will be needed to cover the county and patrol these roadways. Georgetown County is split by the Inter-coastal waterway with only one bridge connecting the Waccamaw Neck (beach areas) with the western side of the county. Traffic units will need to be assigned to different areas of the county to make an impact of the traffic collision problem in Georgetown County.

The Georgetown County Sheriff's Office is a state accredited agency and dedicated to providing quality law enforcement and public safety to the citizens and visitors of Georgetown County. The Georgetown County Sheriff's Office currently does not have a traffic unit and is only involved with traffic enforcement when complaints are received or deputies are free of calls for duty and patrolling. The sheriff's office recognizes the traffic problem facing the county and that calls for service keep all available deputies busy. Budget cutbacks at the state level have resulted in the reduction of the number state troopers able to enforce traffic laws in Georgetown County. The Georgetown County Sheriff's Office had a special crime enforcement unit which worked in communities to deter crime and would also conduct traffic enforcement and check points. Because of increased personnel turnover, members of the team had to be reassigned over the last two years to work shift patrol to answer calls. The unit was disbanded in 2017 and all members were reassigned to patrol duties. Since the unit was disbanded, traffic enforcement by the Georgetown County Sheriff's Office has diminished. Current assignments and calls for service limit the time available to conduct traffic enforcement. In 2015 the Georgetown County Sheriff's Office Traffic Enforcement resulted in 5,047 violations for speeding. In 2017 that number decreased to 4,133 violations, an 18 % decrease. A Traffic Enforcement Unit will have a positive impact if funded. In 2017 the average monthly number of speeding violation excluding the month of May was 266 violations cited. During

the month of May 2017, when both bike festivals take place, the Sheriff's Office deployed extra deputies for traffic enforcement and cited 1,208 violations for speeding. At this time the sheriff's office cannot properly enforce traffic violations and reduce collisions without a full-time unit deployed seven days a week for traffic enforcement. Due to call for service the sheriff's office has had to decrease its traffic enforcement efforts. During 2018 the sheriff's office traffic stop numbers decreased by 16% while calls for service from the public regarding reckless driving have increased 17% from 2015 to 2018.

Establishing a traffic unit will enable the Georgetown County Sheriff's Office to deploy deputies to enforce traffic laws 100 percent of the time. The traffic unit consisting of six officers will allow enforcement seven days a week at peak times throughout the year. Georgetown County's traffic issues are widespread throughout the county and as previously stated our geography and size make it difficult to travel from certain areas of the county to other areas. Six officers will allow the Sheriff's Office to enforce traffic laws and reduce collisions throughout the county and not in one location. The unit will have a significant impact on reducing traffic related collisions, traffic collision injuries, and traffic fatalities in Georgetown County.

PROGRAM GOAL(S): Describe the broad, long-term goals of the program and indicate the change(s) or outcome(s) anticipated.

- 1) To decrease fatal traffic collisions in Georgetown County by 10%, from 15 in Federal FY 2017-18 to 12, by the end of the grant period.
- 2) To decrease the total number of traffic collisions in Georgetown County by 5%, from 1,578 in Federal FY 2017-18 to 1,500, by the end of the grant period.
- 3) To decrease the total number of traffic-related injuries in Georgetown County by 5%, from 480 in Federal FY 2017-18 to 456, by the end of the grant period.
- 4) To decrease the total number of alcohol-related traffic collisions in Georgetown County by 10%, from 71 in Federal FY 2017-18 to 64, by the end of the grant period.
- 5) To limit the total number of alcohol-related traffic fatalities in Georgetown County at 0, and reduce the number of alcohol-related injuries in Georgetown County by 10%, from 37 in Federal FY 2017-18 to 33, by the end of the grant period.
- 6) Reduce the number of collisions involving at least one unrestrained occupant by 10% from 69 in FY 2017-2018 to 62 by the end of the grant period.

IMPACT INDICATOR(S): State how accomplishments of the program goal(s) listed above will be measured.

- 1) Statistics shall be obtained from the SCDPS to verify that fatal traffic collisions in the jurisdiction of Georgetown County are decreasing by the end of the grant period.
- 2) Statistics shall be obtained from the SCDPS to verify that the total number of traffic collisions in the jurisdiction of Georgetown County is decreasing by the end of the grant period.
- 3) Statistics shall be obtained from the SCDPS to verify that the total number of traffic-related injuries in the jurisdiction of Georgetown County is decreasing by the end of the grant period.
- 4) Statistics shall be obtained from the SCUPS to verify that the total number of alcohol-related traffic collisions in the jurisdiction of Georgetown County is decreasing by the end of the grant period.
- 5) Statistics shall be obtained from the SCDPS to verify that the total number of alcohol-related traffic fatalities in the jurisdiction of Georgetown County is decreasing by the end of the grant period.
- 6) Statistics shall be obtained from the SCDPS to verify that the total number of collisions involving at least one unrestrained occupant in the jurisdiction of Georgetown County is decreasing by the end of the grant period.

SPECIFIC OBJECTIVE(S): Objectives are quantifiable statements of the activities/tasks that will be implemented to fulfill project goals. They must be stated in measurable terms for the specific time periods.

- 1) The officer assigned to the grant will participate in 12 checkpoints within his/her agency's jurisdiction during the grant year. Six checkpoints must occur within the first half of the grant year, and the remainder must be completed by the end of the grant year.
- 2) To have an appropriate, corresponding increase in citations for violations such as failure to yield right-of-way, following too closely, disregarding sign/signal, improper turn, and improper lane change by September 30, 2020, due to enhanced traffic enforcement efforts over the course of the grant period.
- 3) To have an appropriate, corresponding increase in speeding citations by September 30, 2020, due to enhanced enforcement efforts over the course of the grant period.
- 4) To have an appropriate, corresponding increase in citations for safety belt and child restraint violations by September 30, 2020, due to enhanced enforcement efforts over the course of the grant period.
- 5) To have an appropriate, corresponding increase in DUI arrests by September 30, 2020 due to enhanced traffic enforcement efforts over the course of the grant period.
- 6) To conduct a minimum of 12 traffic safety presentations on topics including, but not limited to, the dangers of speeding, the dangers of distracted driving, the dangers of driving while impaired, and the importance of using appropriate occupant restraint devices for area middle schools, high schools, colleges/universities, businesses, military installations, churches and civic groups

by September 30, 2020.

- 7) To issue monthly press releases to the local media outlets or social media posts detailing the activities of the Traffic Unit.
- 8) The officer assigned to the grant will participate actively in the local Law Enforcement Network. Active participation is defined as the following: submission of a signed Participation Statement for the 2020 Target Zero Challenge; attendance at a minimum of 50% of the local LEN meetings; and timely submission of required Target Zero Challenge reports, which are due by the 10th of the month for the previous month, and 10 days following the completion of the four (4) campaigns required for the Target Zero challenge (Christmas/New Year's and Labor Day Sober or Slammer campaigns, Buckle Up, South Carolina, and Operation Southern Shield).
- 9) To plan and conduct special enforcement and education activities in support of national and statewide highway safety initiatives, to include Buckle Up, South Carolina (BUSC) in May 2020 and National Child Passenger Safety Week in September 2020. The special enforcement and education activities in support of these national and statewide highway safety initiatives must be above and beyond what is expected as a participant in the local LEN.
- 10) The grant-funded officer(s) will participate in all aspects (enforcement, education and media) of the Sober or Slammer sustained DUI enforcement campaign to include at least one (1) specialized DUI enforcement activity (checkpoints and saturation patrols) per month and four (4) nights of specialized DUI enforcement activity during the Christmas/New Year's and Labor Day enforcement crackdowns.
- 11) To submit a Monthly Enforcement Data Report Form by the 10th of the month for the previous month.
- 12) The Law Enforcement Agency will report monthly to the SCDPS data required by law which is collected from non-arrest and non-citation traffic stops.
- 13) To meet with local judges and magistrates to inform them of the grant activities by the end of the first quarter of the grant.
- 14) To ensure that the grant-funded officer(s) assigned to the grant has the appropriate Office of Highway Safety and Justice Programs (OHSJP)-recommended certifications and training within 90 days of the start of the grant.

PERFORMANCE INDICATOR(S): State exactly how each objective will be measured. Performance indicators must be matched to each program objective listed above.

- 1) The grant-funded officer (s) shall participate in a minimum of 12 public safety checkpoints by September 30, 2020. At least six of these checkpoints should be participated in during the first half of the grant year, and the remainder must be participated in by the end of the grant year. Statistics of the team's performance should be maintained in the grant file.
- 2) The subgrantee shall maintain statistics on citations for the grant-funded officer(s) for violations such as failure to yield right-of-way, following too closely, disregarding sign/signal, improper turn, and improper lane change over the course of the grant period.
- 3) The traffic team shall maintain statistics on speeding citations over the course of the grant period by the grant-funded officer(s) as well as other traffic enforcement officers within the department.
- 4) The traffic team shall maintain statistics on citations for safety belt and child restraint violations over the course of the grant period.
- 5) The traffic team shall maintain statistics on DUI arrests over the course of the grant period.
- 6) The grant-funded officer (s) shall conduct 12 traffic safety presentations to area schools, businesses, military installations, and faith-based or civic organizations by September 30, 2020. The results of each meeting shall be maintained on file.
- 7) The subgrantee shall issue monthly press releases and/or social media posts to the local media outlets detailing the activities of the Traffic Unit. Copies of the press releases shall be maintained in grant files.
- 8) The grant-funded officer (s) will attend monthly Law Enforcement Network meetings and participate in LEN-sponsored events.
- 9) The subgrantee shall plan and conduct special enforcement and education activities in support of national and statewide highway safety initiatives, to include BUSC (May) and National Child Passenger Safety Week (September). Results of each special enforcement effort shall be documented and statistics shall be maintained on file.
- 10) The subgrantee shall plan and conduct special enforcement, media, and education activities in support of Sober or Slammer. Results of each special enforcement effort shall be documented and statistics shall be maintained on file.
- 11) Copies of the Monthly Enforcement Data Report Form with supporting documentation will be maintained in the grant files.
- 12) The OHSJP will review the SCDPS bias-based database to determine if the agency is reporting data on nonarrest and non-citation traffic stops relative to gender, race and age of individuals stopped.
- 13) A meeting with the judges and magistrates will be held prior to the end of the first quarter of the grant period. Documentation to substantiate the meeting shall be maintained in the grant files.
- 14) If applicable, the grant-funded officer(s) will participate in the appropriate OHSJP-recommended trainings and receive the appropriate OHSJP-recommended certifications within 90 days of the start of the grant period.

PROJECT NARRATIVE: Provide a comprehensive step-by-step description of the project, indicating the tasks and activities to be employed to address the outlined in the Problem Statement. Detail what will be accomplished, how activities will be implemented, and who will perform the tasks. Each specific objective should be addressed, including an explanation of how it will be achieved.

The following Implementation Plan provides a description of the project, the tasks to be undertaken, and how each task will be accomplished. This Implementation Plan identifies tasks that will be utilized to complete the project objectives.

Traffic Enforcement Activities

The grant-funded officer(s) will expend 100% of his or her time in the enforcement of traffic laws in Georgetown County. This will be accomplished through: evaluation and identification of high collision areas, patrolling roadways with heavy traffic flow, issuing citations for traffic violations, and implementing traffic safety checkpoints and saturation efforts throughout Georgetown County. Enforcement activities will be documented throughout the grant period.

Special Enforcement Activities

The grant-funded officer(s) will actively participate in special traffic enforcement efforts, to include serving as active members of the LEN, participating in the countywide implementation of traffic safety checkpoints and saturation efforts, working with other LEN members in multi-jurisdictional traffic enforcement activity and concentrating enforcement activities where collisions and/or specific types of violations are occurring. Special Enforcement activity will be conducted during the entire grant period.

The grant-funded officer(s) will conduct specialized saturation patrols and checkpoints in support of the Target Zero Challenge of the SC Department of Public Safety based on the schedule outlined by the Office of Highway Safety and Justice Programs. This will include additional nights of enforcement activity during two DUI mobilization crackdowns, Sober or Slammer!, during the Christmas/New Year's holidays of 2019-2020 and during the days leading up to and including the Labor Day holiday of 2020, as well as education and media activities in support of these mobilizations. The grant-funded officer(s) will also fully participate in enforcement, education and media activities associated with the state's occupant protection enforcement crackdown, Buckle Up, South Carolina, leading up to and including Memorial Day 2020. Other national campaign emphases, including National Child Passenger Safety Week in September 2020 and Operation Southern Shield enforcement events in the summer of 2020, will be observed.

Routine officer work schedules will vary in an attempt to address all of the traffic safety problems being experienced in the county. At least one week out of each month, the Traffic Unit will work nights, including weekend nights, to concentrate its efforts on impaired driving enforcement.

Preventive and Awareness Educational Outreach

The grant-funded officer(s) will conduct educational presentations on traffic safety issues for schools, businesses, and faith-based or civic organizations within Georgetown County. The presentations will include a thorough explanation of the traffic problems being experienced in the county and the countermeasures being implemented by the Georgetown County Sheriff's Office's Traffic Unit. The Project Director will work with the Traffic Unit to schedule the presentations in advance. Special attention will be given to schools and churches during prom and graduation seasons.

Media for Public Education

The Public Information Officer (PIO) of the Georgetown County Sheriff's Office, in coordination with the Project Director and Sheriff, will send out monthly press releases to announce the grant award initially and to keep the public informed of the activity of the grant funded officer(s) as well as social media posts. The PIO will also develop and implement public awareness/education campaigns to reach out to all citizens of Georgetown County with traffic safety messaging and to alert all citizens of the work of the Traffic Unit. These campaign efforts will utilize Georgetown County's existing communication tools (i.e. utility bill inserts, government cable channel, website, social media sites, and local media outlets). Special enforcement operations will be announced in advance, and the results of these operations will be provided to the media. Media notification will continue throughout the entire grant period. The Georgetown County Sheriff's Office's Traffic Unit will also support any OHSJP media initiatives associated with major statewide enforcement campaigns.

Local Judge Coordination

The grant-funded officer(s) will work with local judges and magistrates by the end of the first quarter of the grant period to inform them of the goals and objectives of the grant and to seek their support in impacting the traffic problems being experienced in Georgetown County. Judges and magistrates will be notified to expect an increase in the number of defendants coming through the system with traffic-related violations. Documentation to substantiate this meeting and other communications will be maintained in grant files.

Reporting Activity

Monthly Enforcement Data Report Forms and all supporting documentation will be submitted each month for the grant funded activity. Additionally, the grant-funded officers will maintain daily logs of contacts made during the course of patrolling for review by the OHSJP when necessary. The Project Director will submit Quarterly Progress reports, a Final Narrative Report for the project and Requests for Payment according to schedule. The Georgetown County Sheriff's Office will report monthly to the SCDPS data required by law which is collected from non-arrest and non-citation traffic stops, to include gender, race and age of individuals stopped.

PROJECT EVALUATION: The purpose of evaluating a project is to assess how well it has been implemented in your jurisdiction and to assess the extent to which the activities funded have achieved the project's goals. In this section, describe the plan or process

for assessing the impact on the highway safety problem(s) in your jurisdiction. The completed evaluation report should be included in the Final Narrative Report submitted for the project.

The project will be evaluated by determining the degree to which the goals and objectives of the grant were met. Statistical information will be compared to the year prior, and the objectives will be evaluated to determine if they were met and to what degree. The Project Director will evaluate the project periodically throughout the grant period to determine any shortfalls or obstacles. Strategies will be updated to ensure the goals and objectives will be met.

PROJECT CONTINUATION: Explain how the project activity will be continued after federal funding assistance is no longer available.

The increased traffic enforcement operations, coupled with the public awareness/education campaigns developed as a result of this project, are essential to alleviate the dangerous traffic problems that are currently experienced on the roadways of Georgetown County. Once the grant is awarded, the Sheriff will begin working with the County Council to garner their support for the project and their commitment to future funding to support the continuation of the project. The Sheriff will keep the Council informed of the success of the Traffic Unit and the difference they are making.

MEDIA PLAN: Discuss your plans for announcing the award of this grant to your community through media outlets available to you. Also, please discuss how you plan to keep the public informed of grant activities throughout the entire project period.

Upon notification of the grant award, the Georgetown County Sheriff's Office will issue a press release announcing the SCDPS highway safety Grant Award and the benefits it will bring to Georgetown County. The sheriff's office will issue press releases and provide information on social media outlets throughout the grant period on the successes, activities and actions of the traffic enforcement unit. Information on traffic safety and traffic safety programs conducted by the Georgetown County Sheriff's Office and the south Carolina Department of Public Safety will be promoted and released throughout the year. The sheriff's office will coordinate with local media outlets in Georgetown County and the major regional outlets located in Charleston and Myrtle Beach which service the Georgetown County Area.

Program Narrative - Counts

TOTAL PROJECT AREA POPULATION: Provide the most current population figures for the area served by this project. The population of the project area may be larger than the population of the recipient unit of government (e.g. the project is a multi-jurisdictional effort) or smaller (e.g. the project targets a specific segment of the jurisdiction). Cite the source of the information presented.

**Total Population for
county(ies) or City/Town:** 61399

**Cite source of
information:** County 2015 US Census Estimate

AGENCY INFORMATION: (For Law Enforcement Agencies ONLY) Provide agency staff information, as well as the current level of enforcement activity for the entire department for the three previous calendar years.

**# of sworn officers in
agency:** 87

**# of non-sworn staff in
agency:** 15

**Total # of personnel in
agency:** 102

NUMBER BY CALENDAR YEAR

<u>ACTIVITY</u>	CY: 2016	CY: 2017	CY: 2018
DUI Arrests	1	10	4
Speeding (All Cases)	3074	4133	2815
Safety Belt Violations	43	76	146
Child Restraint Violations	5	32	21
All Other Traffic Violations	716	831	925
Traffic Crashes Investigated	2	6	6
Check Points Conducted	10	6	6

Implementation Schedule

IMPLEMENTATION SCHEDULE

The Implementation Schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. The "Implementation Actual Time Frame" section will be used to reflect the actual activities, dates, etc. when submitting your Progress Report after the grant is approved.

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual Time Frame (Actual Dates)				Date
		1 Qtr	2 Qtr	3 Qtr	4 Qtr	1 Qtr	2 Qtr	3 Qtr	4 Qtr	
Hire deputies for Traffic Unit	Project Director / Sheriff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purchase Equipment	Project Director / Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Media Notification / Press Releases	Project Director / GCSO PIO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine Enforcement Locations	GCSO Command Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with Judges	Project Director / Traffic Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Activity Report	Project Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satuation Patrols / Traffic Enforcement	Traffic Unit Deputies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conducted Presentation	Traffic Unit Deputies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct Check Points	Traffic Unit Deputies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LEN Participation	Traffic Unit Deputies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State-wide Campaigns	Traffic Unit Deputies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
maintain Logs / Record Activities	Traffic Unit Deputies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule Presentations	Traffic Unit Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
prepare for continuation of the Grant	Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Acceptance of Audit Requirements

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's Office do not have to complete this form.

We agree to have an audit conducted in compliance with 2 CFR 200.501, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter, if applicable, to:

Grants Administration Accountant - D2
S.C. Department of Public Safety
10311 Wilson Blvd., PO Box 1993
Blythwood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. *Audit Period: Beginning

2019-07-01

Ending

2020-06-30

2. Audit or written certification will be submitted to the Office of Highway Safety and Justice Programs by:

2020-12-31

(Date)

NOTE: The audit or written certification must be submitted to the Office of Safety and Justice Programs, S.C. Department of Public Safety, no later than the ninth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with 2 CFR 200.501.

Any information regarding the CFR audit requirements will be furnished by the Office of Safety and Justice Programs, S.C. Department of Public Safety, upon request.

***NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Terms & Conditions

Terms and Conditions

1. Availability of Federal Funds:

This grant award is contingent upon the availability of funds approved by the statutory governing body for those funds. For federal funds, availability is controlled by the United States Congress.

2. Applicable Federal Regulations:

The subgrantee will comply with applicable statutes and regulations, including but not limited to 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended; Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94; [23 CFR Part 1300](#) - Uniform Procedures for State Highway Safety Grant Programs; [2 CFR Part 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards; 2 CFR Part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Administrative Orders issued by the National Highway Traffic Safety Administration (NHTSA).

3. Allowable Costs:

The allowability of costs incurred under any grant shall be determined in accordance with the cost principles outlined in [2 CFR Part 200](#) and NHTSA policy and guidance to determine necessary, reasonable, allocable, and allowable costs consistent with policies, rules, and regulations conforming to limitations or exclusion of costs as set forth in the applicable Super Circular referenced above.

4. Audit Requirements:

According to the Office of Management and Budget (OMB) 2 CFR Subpart F §200.501 – Audit Requirements, a non-federal entity that expends \$750,000.00 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with OMB 2 CFR Subpart F § 200.514. Please see OMB 2 CFR Subpart F § 200.502, Basis for determining Federal awards expended - to ensure all expended funds are accounted for. A copy of the audit must be made available to the Office of Highway Safety and Justice Programs within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. In addition, all grant contractors are subject to a financial and compliance audit by state and/or federal auditors. All documents associated with the grant project must be made available at any time for inspection by the Office of Highway Safety and Justice Programs or their designated representatives. The OMB 2 CFR Subpart F § 200.333, provides information on "Retention requirements for records". All financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, until any outstanding audits are completed. The Office of Highway Safety and Justice Programs will only pay the grant portion of compliance audit costs and only if a compliance audit is required. Funding for accounting services is not allowed.

5. Non-Discrimination:

During the performance of this contract/funding agreement, the subgrantee agrees:

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time. These include but are not limited to:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat.252), (prohibits discrimination on the basis of race, color or national origin) and 49 CFR Part 21;
 - ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - iii. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), (prohibits discrimination on the basis of sex);
 - iv. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq), (prohibits discrimination on the basis of disability) and 49 CFR part 27;
 - v. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq), (prohibits discrimination on the basis of age);
 - vi. The Civil Rights Restoration Act of 1987 (Pub. L. 100-259), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);
 - vii. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
 - viii. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087 to 74100).
 - ix. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies and activities, and activities with disproportionately high and adverse human health or environmental effects on minority and low income populations); and
 - x. The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - xi. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; and
 - xii. Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse.
 - a. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
 - b. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - c. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a

- d. To insert this clause, including paragraphs a through c, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.
 - e. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the Office of Highway Safety and Justice Programs.
- 6. **Minority Business Enterprise (MBE) Obligation:**
A grant contractor shall make every effort to consult vendors representing minority and women's business enterprises before expending federal highway safety funds. A minority and women's business enterprise is defined as a small business, which is owned and controlled by socially and economically disadvantaged individuals. "Socially and economically disadvantaged individual" means a citizen of the United States or person lawfully residing in the United States or its possessions who is a minority or woman regardless of race or ethnicity or any other individual found disadvantaged by the Small Business Administration.
- 7. **Conflict Of Interest:**
Personnel and other officials connected with this grant shall adhere to the requirements given below:
 - a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.
 - b. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:
 - 1. Using his or her official position for private gain;
 - 2. Giving preferential treatment to any person;
 - 3. Losing complete independence or impartiality;
 - 4. Making an official decision outside official channels; or
 - 5. Affecting adversely the confidence of the public in the integrity of the government or the program.
- 8. **Bonding:**
It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.
- 9. **§200.444 General Costs of Government:**
 - A. For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in §200.474 Travel costs). Unallowable costs include:
 - 1. Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;
 - 2. Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;
 - 3. Costs of the judicial branch of a government;
 - 4. Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and
 - 5. Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.
 - B. For Indian tribes and Councils of Governments (COGs) (see §200.64 Local government), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75886, Dec. 19, 2014]

- 10. **Project Implementation:**
The subgrantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report.
- 11. **Written Approval of Changes:**
Any changes to the subgrant, which are mutually agreed upon, must be approved, in writing, by the Office of Highway Safety and Justice Programs prior to implementation or obligation and shall be incorporated in written amendments to the grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application. Request for grant revisions transferring funds from one budget line item to another should be submitted as soon as it becomes apparent that there is a need for a change; however, budget revision requests will not be accepted after June 30th of the funding cycle.
- 12. **Budget Revision Requirements:**
The major budget categories are: Personnel, Contractual Services, Travel, Equipment, and Other.
A budget revision will not be required unless:
 - a. The expended amount in a major budget category exceeds the amount budgeted for the amount budgeted for that major budget category by 10%;
 - b. The quantity of Personnel or Equipment changes;
 - c. Or an item to be purchased is not listed in the grant budget;
 - d. The Final grant revisions are requested to be submitted by the June 30th day before the close of the project year listed on the grant award documents. Revisions submitted after this date must have thorough justification as to why the revision is needed for the success of the project. Revisions must be completed online via GMIS. Every change made to the original application or subsequent revisions, is considered a revision and will require you to create a revision, and justify the revision. Should you need assistance, please contact the appropriate Program Staff;
 - e. Retroactive approval of revisions will not be granted; costs incurred in such situations will not be reimbursed;
 - f. Revision requests for new or different activities not related to the scope of the original approved grant will not be considered.
- 13. **Contract Approval Requirements:**
The Subgrantee must receive approval of all contract agreements for services and products from the Office of Highway Safety and Justice Programs prior to execution. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written

approval of the contract is given, an executed copy of the contract must be submitted to the Office of Highway Safety and Justice Programs prior to payment or within 30 days of signature, whichever comes first. In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file quarterly progress and fiscal reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.

14. **Individual Consultants:**

Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, as required by the federal oversight agency. The current federally-approved rate must not to exceed the maximum of \$650.00 per day or \$81.25 per hour.

15. **Dual Employment Compensation:**

Dual employment compensation must be approved by the Office of Highway Safety and Justice Programs prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the Office of Highway Safety and Justice Programs.

16. **Sole Source Procurement:**

(All purchases must be pre-approved by the Office of Highway Safety and Justice Programs). Use of sole source procurement is discouraged. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source purchases will require the explicit prior written approval of the Office of Highway Safety and Justice Programs.

17. **Bidding Requirements:**

(All purchases must be pre-approved by Office of Highway Safety and Justice Programs) The subgrantee must comply with proper competitive bidding procedures as required by 2 CFR 200. *Bids must be submitted to the Office of Highway Safety and Justice Programs for review and approval prior to acceptance of any quote/bid on any items, including those bids in the aggregate, whose total cost requires a bid.* Provide a copy of all bids submitted; the bid selected; and the criteria used for selection. If other than the low bid was selected, provide justification. This includes state agencies. *Note that approved, budgeted items purchased through State Purchasing (General Services) under a state contract are still required to be submitted to the Office of Highway Safety and Justice Programs for approval.* Include the state contract number and the contract ending date on the invoice when it is submitted with the Request for Payment.

- a. **Purchases \$2,500 and less:** Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. Subgrantee grant budget items equal to or less than \$2,500 will be evaluated by the Office of Highway Safety and Justice Programs Financial staff at the time of grant budget approval or revision, and only fair and reasonable costs will be approved for inclusion in the subgrantee grant budget.
- b. **Purchases from \$2,500.01 to \$4,999.99,** this documentation must include three (3) written quotes. The award must be made to the lowest responsive and responsible sources.
- c. **Purchases from \$5,000 to \$10,000,** on any items, including those bids in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to the Office of Highway Safety and Justice Programs for review and approval prior to acceptance of any bid. Provide the following information:
 1. A copy of all bids submitted.
 2. The bids selected.
 3. The criteria used for selection.
 4. If other than low bid selected, provide justification.
- d. **Purchases from \$10,000.01 to \$50,000:** Requires bid specification that must be submitted to the Office of Highway Safety and Justice Programs prior to solicitation of written bids or proposals. Also requires solicitation of written bids or proposals that must be advertised at least once in the SC Business Opportunities publication or through a means of central electronic advertising. Award must be made to the lowest responsive and responsible source or when a Request for Proposal is used, the highest ranking offer. Submit to the Office of Highway Safety and Justice Programs for approval prior to obligation of grant funds.

18. **Personnel:**

All personnel funded under this grant must be identified by name and date of hire. Any changes in grant personnel, reassignments or terminations must be reported by the subgrantee agency in writing within 30 days from the date of hire, or the date the change occurs. Costs for personnel can only be reimbursed for the time spent directly on the implementation of the project (if benefits are included, this encompasses accrued annual and sick leave). All Requests for Payment (RFP) must include timesheets for grant-funded personnel. Payment will not be processed without submission of timesheets. Agency timesheets may be used, or a timesheet can be provided by Office of Highway Safety and Justice Programs upon request. The timesheets must include the time period requested for reimbursement. These records must be available for review when a monitoring visit is made by the Office of Highway Safety and Justice Programs.

19. **Use of Grant-Funded Traffic Officers:**

The purpose of funding traffic safety units is to increase the level of traffic enforcement in a community. Subgrantees funded for traffic safety enforcement units must ensure that the level of enforcement for traffic-related offenses is increased above and beyond enforcement levels experienced prior to the establishment of the grant-funded unit. In other words, the grant-funded traffic officers are not to replace existing personnel who are performing traffic enforcement duties. Existing personnel should continue traffic enforcement efforts. Progress reports must reflect the activity level of existing personnel separate from grant-funded personnel. Grant-funded traffic officers are not permitted to provide any type of escort services (funeral processions, parades, etc.) since their primary responsibility is traffic law enforcement and traffic safety education. They may only perform those tasks specified in the approved grant agreement.

20. **Travel Costs:**

Travel costs for lodging must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at www.gsa.gov. Attendees will only be reimbursed up to the maximum allowable rate for lodging, excluding taxes and surcharges. If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Board's signed minutes, which provides mileage rates, must be submitted with the application. Meals will be covered at the state rate of \$25 per day for in-state travel and \$32 per day for out-of-state travel. **Out-of-State Travel:** The subgrantee must receive prior approval from the Office of Highway Safety and Justice Programs on all out-of-state travel not specified in the approved grant application. Lodging receipts are required and must itemize room charges and taxes by date. Reimbursement for checked baggage fee is limited to only one (1) checked bag and must be within the airlines' size & weight restrictions (with receipt). The Office of Highway Safety and Justice Programs will not reimburse any overweight and oversized baggage fees if your bag exceeds weight or size limits. Hotels that are booked through websites like Expedia, Kayak and Travelocity are not allowed and will not be reimbursed. The most economical means of transportation must be utilized. Fares for taxis, bus, or light rail service to and/or from an airport are reimbursable with a valid receipt. The Office of Highway Safety and Justice Programs will not reimburse any

amounts for tips. A rental car should only be used when other forms of transportation are not available and prior approval from the Office of Highway Safety and Justice Programs must be granted. Documentation is required for reimbursement of the rental fee and gas. Car rental insurance is not reimbursable.

21. **Training Approval:**

When grant funds are used to pay for the training of grant-funded personnel (e.g., registration, lodging, meals, or mileage) prior written approval by the Office of Highway Safety and Justice Programs must be obtained. A copy of the agenda must also be submitted to the Office of Highway Safety and Justice Programs.

22. **Obligation of Grant Funds:**

Grant funds must not be obligated prior to the effective date of award or approved revision or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.

23. **Utilization and Payment of Grant Funds:**

Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented as detailed in the Request for Payment Instructions.

24. **Recording and Documentation of Receipts and Expenditures:**

Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

25. **Financial Responsibility:**

The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- c. The accounting system should provide accurate and current financial reporting information.
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

26. **Reports:**

The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the Office of Highway Safety and Justice Programs may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports. The subgrantee shall provide a final narrative report on project performance within 30 days after the close of the grant period.

27. **Program Income:**

All program income generated by this grant during the project must be reported to the Office of Highway Safety and Justice Programs quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the Office of Highway Safety and Justice Programs.

28. **Cash Depositories:**

Subgrantees are required to deposit grant funds in a federally insured banking institution and the balance exceeding insurance coverage must be collaterally secured.

29. **Retention of Records:**

Records for non-expendable property purchased totally or partially with grantor funds must be retained for three (3) years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three (3) years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three-year period, then records must be retained for three (3) years after the litigation, claim or audit is resolved.

30. **Property Control:**

Effective control and accountability must be maintained for all personal property. Subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property:

- a. **Title:** Subject to the obligations and conditions set forth in 2 CFR 200.313, and 2 CFR 439 title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- b. **Property Control Record Form:** At the time the final request for payment is submitted, the subgrantee must file with the Office of Highway Safety and Justice Programs a copy of the Property Control Record Form (provided by the Office of Highway Safety and Justice Programs) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the Office of Highway Safety and Justice Programs and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.
- c. **Use and Disposition:** Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the Office of Highway Safety and Justice Programs prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the Office of Highway Safety and Justice Programs immediately.

31. **Performance:**

This grant may be terminated or fund payments discontinued by the Office of Highway Safety and Justice Programs where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the Office of Highway Safety and Justice Programs. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the Office of Highway Safety and Justice Programs, the subgrantee shall reimburse the Office of Highway Safety and Justice Programs the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the Office of Highway Safety and Justice Programs for payments made.

32. **Deobligation of Grant Funds:**

All grants must be deobligated within forty-five (45) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the Office of Highway Safety and Justice Programs.

33. Copyright:

Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or Office of Highway Safety and Justice Programs (Office of Highway Safety and Justice Programs) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or Office of Highway Safety and Justice Programs purposes:

- a. the copyright in any work developed under this grant or through a contract under this grant, and;
- b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the Office of Highway Safety and Justice Programs' rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

34. Produced Materials/Publications:

Materials produced as part of the grant shall indicate that the project is sponsored by the Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety. All public awareness/education materials developed as a part of a highway safety grant are to be submitted in draft to the Office of Highway Safety and Justice Programs for written approval prior to final production and/or distribution. Prior to submission of the final request for payment, the subgrantee shall submit to the Office of Highway Safety and Justice Programs two copies of all materials produced as part of the grant.

35. Closed Captioning of Public Service Announcements:

Any television public announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.

36. Confidential Information:

Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the Office of Highway Safety and Justice Programs requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the Office of Highway Safety and Justice Programs.

37. Disclosure of Federal Participation:

In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services for the Project to apply to a procurement for goods or services that has an aggregate value of \$500,000 or more unless the subgrantee:

- a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved the amount of Federal funds that will be used to finance the acquisition, and;
- b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

38. Cost Assumption:

The applicant agrees to the assumption of the cost of the project after the federal funding period has expired.

39. Political Activity (Hatch Act):

The subgrantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

40. Equipment Purchase:

All equipment purchases must be specifically itemized in the budget proposal. If not included in the original budget proposal, expressed written approval from the Office of Highway Safety and Justice Programs is required prior to any purchase. Upon receipt of any equipment purchased with federal funds, the grant contractor must complete an "Equipment Inventory Log" and submit it to the Office of Highway Safety and Justice Programs. The "Equipment Inventory Log" is located on the Office of Highway Safety and Justice Programs website. The subgrantee must appropriately maintain any equipment purchased under the grant contract. Office of Highway Safety and Justice Programs staff will provide an OHSJP inventory tag to be placed on all equipment purchases.

41. Equipment Use:

Facilities and equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the state; or the state, by formal agreement with appropriate officials of a political subdivision or state agency, shall cause such facilities and equipment to be used and kept in operation for highway safety purposes.

42. Observance of National Safety Weeks:

All subgrantees shall assist the Office of Highway Safety and Justice Programs in activities associated with Sober or Slammer/Christmas /New Year's (December and January); Buckle Up South Carolina (May); Operation Southern Shield (July), Sober or Slammer/Labor Day (September); and the observance of National Child Passenger Safety Week (September).

43. Specialized Equipment/Occupant Protection Device Purchases:

The purchase of police traffic radar and speed measuring devices negotiated must provide for a certification by the manufacturer that the device will meet recommended U.S. DOT standards. The contractor must also agree to assume any costs required to bring each device in compliance with the recommended standards.

Child restraint devices purchased with Highway Safety grant funds must meet Federal Motor Vehicle Safety Standard 213. Bicycle helmets purchased with Highway Safety grant funds must meet ANSI standards or those of the Snell Memorial Foundation.

44. Purchasing Deadlines Required to Meet Federal Fiscal Year Close-Out:

Purchases in excess of \$5,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through standard approval process prior to August 1st each year. All grant-funded expenditures must be requested, purchased, invoiced, and delivered prior to September 30th.

45. Fiscal Regulations:

The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the Office of Highway Safety and Justice Programs Guidelines or "Special Conditions" placed on the grant award.

46. Compliance Agreement:

The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the Office of Highway Safety and Justice Programs. Failure to comply could result in a "Stop Payment" being placed on the grant and/or repayment by the subgrantee of costs deemed unallowable.

47. Suspension or Termination of Funding:

The Office of Highway Safety and Justice Programs may suspend, in whole or in part, and/or terminate funding or impose another sanction on a subgrantee for any of the following reasons:

1. Failure to adhere to the requirements, standard conditions or special conditions.

2. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
3. Failure to submit reports.
4. Filing a false certification in this application or other report or document.
5. Other good cause shown.

48. **Buy America Act:**

The subgrantee will comply with the provisions of the Buy America Act (23 U.S.C. §313), which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

49. **Restriction on State Lobbying:**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

50. **Federal Funding Accountability and Transparency Act (FFATA):**

The Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act – Pub.L. 109-282, as amended by section 6202(a) of Pub.L. 110-251) requires the Office of Management and Budget (OMB) to maintain a single searchable website that contains information on all federal spending awards. The site is www.USASpending.gov. The Transparency Act requires every grant/sub-grant/contract/sub-contract equal to or greater than \$25,000.00 awarded by the Office of Highway Safety and Justice Programs to be accounted for on the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) at www.fsrs.gov. All contractors awarded federal funding equal to or greater than \$25,000.00 will be required to submit specific information requested by the Office of Highway Safety and Justice Programs to comply with the Transparency Act.

51. **Prohibition on Using Grant Funds to Check for Helmet Usage:**

The subgrantee must not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

52. **Policy on Seat Belt Use:**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's Web site at www.nhtsa.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit www.trafficsafety.org.

53. **Policy on Banning Text Messaging While Driving:**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

54. **Indirect Costs:**

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost. Indirect costs are normally charged to Federal awards by the use of an indirect cost rate. A separate indirect cost rate(s) or IDCR is usually necessary for each department or agency of the governmental unit claiming indirect costs under Federal awards.

2 C.F.R. §200.331(a)(4) and 2 C.F.R. §200.414(f) states...if a subrecipient does not have a federally negotiated indirect cost rate, the pass-through entity may either negotiate a rate with that subrecipient or apply the de minimis indirect cost rate of 10% of modified total direct costs (MTDC). The pass-through entity may not force or entice the subrecipient without a federally negotiated indirect cost rate to accept a rate lower than the de minimis rate of 10%. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract under the award (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

55. **Active DUNS number, Central Contractor Registration (CCR) registration, and South Carolina State Vendor ID are required for federal reporting purposes and reimbursement:**

A DUNS number is required during the application process: A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information, and registration is required only once. The DUNS number will be used throughout the grant life cycle. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <https://fedgov.dnb.com/webform>.

- a. **System for Award Management (formerly Central Contractor Registration [CCR]):** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB). SAM is a Federal Government-owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes. If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to

- receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box. <https://www.sam.gov/portal/public/SAM/>.
- b. **South Carolina State Vendor Number:** To ensure that your agency is registered with the state, in order to receive reimbursement for grant-eligible expenses, an agency or entity will need to go to the following link and register to obtain a SC State Vendor number. <http://www.mmo.sc.gov/PS/vendor/PS-vendor-registration.phptm>. This information should be sent with the first Request for Reimbursement to the person listed on the cover letter in your award packet.

56. Certifications Regarding Federal Lobbying, Debarment and Suspension and Drug-Free Workplace Requirements and other Responsibility Matters:

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Highway Safety and Justice Programs determines to award the covered transaction, grant, or cooperative agreement.

57. Certification Regarding Federal Lobbying:

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. The undersigned certifies, to the best of his or her knowledge and belief, that: No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

58. Certification Regarding Debarment and Suspension: Instructions for Primary Certification (States):

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR Part 180. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

59. Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions:

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

60. Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require low tier participants to comply with 2 CFR Parts 180 and 1300.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

61. Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

62. Drug-Free Workplace Certification Act 1988 (41 U.S.C. 8103):

The State will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The grantee's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
 - e. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
3. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no

- later than five days after such conviction.
4. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
 5. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs of all of the paragraphs above.

Certification by Project Director

CERTIFICATION BY PROJECT DIRECTOR *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

Prefix: Mr

Name: THOMAS L STAUB

Suffix: JR

Title: MAJOR

Agency: GEORGETOWN COUNTY SHERIFF'S OFFICE

Mailing Address: POST OFFICE BOX 1292

City: GEORGETOWN

State: SC

9 Digit Zip: 29442-

(Area) Phone Number: (843) 546-5102

(Area) Fax Number: (843) 546-8912

E-Mail Address: tstaub@gtcounty.org

Signature: Thomas L Staub

Bonded: yes ☐ no ☒

☒ I certify that the Authorized Official and Chief Financial Officer are aware and in agreement with the grant as set forth above.

Certification by Financial Officer

CERTIFICATION BY FINANCIAL OFFICER *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

Prefix: Mr

Name: Scott Proctor

Suffix:

Title: Finance Director

Agency: Georgetown County

Mailing Address: 129 Screvens St

City: Georgetown

State: SC

9 Digit Zip: 29440-3641

(Area) Phone Number: (843) 545-3065

(Area) Fax Number: (843) 545-3295

E-Mail Address: sproctor@gtcounty.org

Signature: Scott Proctor

Bonded: yes ☒ no ☐

Certification by Official Authorized to Sign

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would have otherwise been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

Prefix: Mr

Name: Sel Hemingway

Suffix:

Title: County Administrator

Agency: Georgetown County

Mailing Address: 129 Screvens St

City: Georgetown

State: SC

9 Digit Zip: 29440-3641

(Area) Phone Number: (843) 545-3006

(Area) Fax Number: (843) 545-3121

E-Mail Address: shemingway@gtcounty.org

Signature: Sel Hemingway

Bonded: yes^o no^o

* NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT NOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT SFA APPROVAL.

Review

Revision By State In Progress

Save & Continue

Save changes and continue

Pending Funds

Put application into Pending Funds status

Award

Put application into Awarded status

Reason for Denial:

Deny

Deny this application and put in Denied (Pending) status

Federal Fiscal Year 2020 Grant Terms and Conditions

1. **Availability of Federal Funds:**

This grant award is contingent upon the availability of funds approved by the statutory governing body for those funds. For federal funds, availability is controlled by the United States Congress.

2. **Applicable Federal Regulations:**

The subgrantee will comply with applicable statutes and regulations, including but not limited to 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended; Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94; 23 CFR Part 1300 - Uniform Procedures for State Highway Safety Grant Programs; 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards; 2 CFR Part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Administrative Orders issued by the National Highway Traffic Safety Administration (NHTSA).

3. **Allowable Costs:**

The allowability of costs incurred under any grant shall be determined in accordance with the cost principles outlined in 2 CFR Part 200 and NHTSA policy and guidance to determine necessary, reasonable, allocable, and allowable costs consistent with policies, rules, and regulations conforming to limitations or exclusion of costs as set forth in the applicable Super Circular referenced above.

4. **Audit Requirements:**

According to the Office of Management and Budget (OMB) 2 CFR Subpart F §200.501 – Audit Requirements, a non-federal entity that expends \$750,000.00 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with OMB 2 CFR Subpart F § 200.514. Please see OMB 2 CFR Subpart F § 200.502, Basis for determining Federal awards expended - to ensure all expended funds are accounted for. A copy of the audit must be made available to the Office of Highway Safety and Justice Programs within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. In addition, all grant contractors are subject to a financial and compliance audit by state and/or federal auditors. All documents associated with the grant project must be made available at any time for inspection by the Office of Highway Safety and Justice Programs or their designated representatives. The OMB 2 CFR Subpart F § 200.333, provides information on "Retention requirements for records". All financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, until any outstanding audits are completed. The Office of Highway Safety and Justice Programs will only pay the grant portion of compliance audit costs and only if a compliance audit is required. Funding for accounting services is not allowed.

5. **Non-Discrimination:**

During the performance of this contract/funding agreement, the subgrantee agrees: A.

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time. These include but are not limited to:
 - i. **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat.252), (prohibits discrimination on the basis of race, color or national origin) and 49 CFR Part 21;
 - ii. **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

- iii. **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686), (prohibits discrimination on the basis of sex);
- iv. **Section 504 of the Rehabilitation Act of 1973**, as amended (29 U.S.C. 794 *et seq.*), (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- v. **The Age Discrimination Act of 1975**, as amended (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- vi. **The Civil Rights Restoration Act of 1987** (Pub. L. 100-259), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);
- vii. **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- viii. **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087 to 74100).
- ix. **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies and activities, and activities with disproportionately high and adverse human health or environmental effects on minority and low income populations); and
- x. **The Drug Abuse Office and Treatment Act of 1972** (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- xi. **The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970** (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; and
- xii. **Sections 523 and 527 of the Public Health Service Act of 1912**, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse.
 - a. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
 - b. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - c. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and

- d. To insert this clause, including paragraphs a through e, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.
 - e. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the Office of Highway Safety and Justice Programs.
- 6. **Minority Business Enterprise (MBE) Obligation:**
 A grant contractor shall make every effort to consult vendors representing minority and women's business enterprises before expending federal highway safety funds. A minority and women's business enterprise is defined as a small business, which is owned and controlled by socially and economically disadvantaged individuals. "Socially and economically disadvantaged individual" means a citizen of the United States or person lawfully residing in the United States or its possessions who is a minority or woman regardless of race or ethnicity or any other individual found disadvantaged by the Small Business Administration.
- 7. **Conflict Of Interest:**
 Personnel and other officials connected with this grant shall adhere to the requirements given below:
 - a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.
 - b. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:
 - 1) Using his or her official position for private gain;
 - 2) Giving preferential treatment to any person;
 - 3) Losing complete independence or impartiality;
 - 4) Making an official decision outside official channels; or
 - 5) Affecting adversely the confidence of the public in the integrity of the government or the program.
- 8. **Bonding:**
 It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.
- 9. **General Costs of Government:**
 A. Federal grant funds may not be used for activities considered "general costs of government" (reference 2 CFR § 200.444 in the Supercircular) according to long-standing Federal law. The rationale is that Federal funds should not support costs incurred by a State or locality in the ordinary course of conducting its own affairs. General costs of government include salaries and other expenses associated with government operation. The Supercircular specifically

identifies “police” (i.e., law enforcement) and “prosecutors,” who carry out government services normally provided to the general public. (2 CFR § 200.444(a)(4-5)).

- B. For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in §200.474 Travel costs). Unallowable costs include:
1. Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;
 2. Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;
 3. Costs of the judicial branch of a government;
 4. Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and
 5. Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.
- C. For Indian tribes and Councils of Governments (COGs) (see §200.64 Local government), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75886, Dec. 19, 2014]

10. Project Implementation:

The subgrantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report.

11. Written Approval of Changes:

Any changes to the subgrant, which are mutually agreed upon, must be approved, in writing, by the Office of Highway Safety and Justice Programs prior to implementation or obligation and shall be incorporated in written amendments to the grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application. Request for grant revisions transferring funds from one budget line item to another should be submitted as soon as it becomes apparent that there is a need for a change; however, budget revision requests will not be accepted after June 30th of the funding cycle.

12. Budget Revision Requirements:

The major budget categories are: Personnel/Activity Hours, Contractual Services, Travel, Equipment, and Other. A budget revision will not be required unless:

- a. The expended amount in a major budget category exceeds the amount budgeted for the amount budgeted for that major budget category by 10%;
- b. The quantity of Personnel, number of activity hours, or Equipment changes;

- c. or an item to be purchased is not listed in the grant budget;
- d. The final grant revisions are requested to be submitted by the June 30th day before the close of the project year listed on the grant award documents. Revisions submitted after this date must have thorough justification as to why the revision is needed for the success of the project. Revisions must be completed online via SCDPS Grants (www.scdpsgrants.com). Every change made to the original application or subsequent revisions, is considered a revision and will require you to create a revision, and justify the revision.
Should you need assistance, please contact the appropriate Program Staff;
- e. Retroactive approval of revisions will not be granted; costs incurred in such situations will not be reimbursed;
- f. Revision requests for new or different activities not related to the scope of the original approved grant will not be considered.

13. Contract Approval Requirements:

The Subgrantee must receive approval of all contract agreements for services and products from the Office of Highway Safety and Justice Programs **prior to execution**. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the Office of Highway Safety and Justice Programs prior to payment or within 30 days of signature, whichever comes first. In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file quarterly progress and fiscal reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.

14. Individual Consultants:

Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, as required by the federal oversight agency. The current federally-approved rate must not to exceed the maximum of \$650.00 per day or \$81.25 per hour.

15. Dual Employment Compensation:

Dual employment compensation must be approved by the Office of Highway Safety and Justice Programs prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the Office of Highway Safety and Justice Programs.

16. Sole Source Procurement:

(All purchases must be pre-approved by the Office of Highway Safety and Justice Programs). Use of sole source procurement is discouraged. In cases of reasonable doubt, competition must be solicited. Any decision by a governmental body that a procurement be restricted to one potential vendor must be accompanied by a thorough, detailed explanation as to why no other will be suitable or acceptable to meet the need. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code, Section 11-35-1560. All sole source purchases will require the explicit prior written approval of the Office of Highway Safety and Justice Programs.

17. **Bidding Requirements:**

- a. **(All purchases must be pre-approved by Office of Highway Safety and Justice Programs)** The subgrantee must comply with proper competitive bidding procedures as required by 2 CFR 200. Bids must be submitted to the Office of Highway Safety and Justice Programs for review and approval prior to acceptance of any quote/bid on any items, including those bids in the aggregate, whose total cost requires a bid. Provide a copy of all bids submitted; the bid selected; and the criteria used for selection. If other than the low bid was selected, provide justification. This includes state agencies. *Note that approved, budgeted items purchased through State Purchasing (General Services) under a state contract are still required to be submitted to the Office of Highway Safety and Justice Programs for approval.* Include the state contract number and the contract ending date on the invoice when it is submitted with the Request for Payment. If an agency chooses to utilize a vendor that is not listed on state contract for items that are on state contract, the agency's Procurement Officer must provide documentation to justify this decision and certify that the purchase price is considered fair and reasonable. Additionally, the purchase price must be at least ten percent less than the state contract vendor.
- b. **Small Purchases (\$0-\$10,000):** Small purchases not exceeding ten thousand dollars may be accomplished without securing competitive quotations if the prices are considered reasonable. Your Agency's purchasing department must annotate the purchase requisition: 'Price is fair and reasonable' and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. Subgrantee grant budget items equal to or less than \$10,000 will be evaluated by the Office of Highway Safety and Justice Programs Financial staff at the time of grant budget approval or revision, and only fair and reasonable costs will be approved for inclusion in the subgrantee grant budget.
- c. **Small Purchases (\$10,001-\$25,000):** Written request for written quotes from a minimum of three qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase over ten thousand dollars but not in excess of twenty-five thousand dollars, or for a small purchase of commercially available off-the-shelf products not in excess of one hundred thousand dollars, or for a small purchase of construction not in excess of one hundred thousand dollars. The award must be made to the lowest responsive and responsible sources. The request for quotes must include a purchase description. Requests must be distributed equitably among qualified supplies unless advertised as provided above.
- d. **Advertised Small Purchases (\$25,001-\$100,000):** Written solicitation of written quotes, bids, or proposals may be made for a small purchase, other than a small purchase of construction, not in excess of one hundred thousand dollars. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror. On any items, including those bids in the aggregate, whose total cost is \$25,000 or more, bids must be submitted to the Office of Highway Safety and Justice Programs for review and approval prior to acceptance of any bid.

Provide the following information:

1. A copy of all bids submitted.
2. The bids selected.
3. The criteria used for selection.
4. If other than low bid selected, provide justification.

Advertising Threshold: Except for procurements of either commercially available off-the-shelf products or construction, if conducted pursuant to item(2)(b), all competitive procurements above twenty-five thousand dollars must be advertised at least once in the South Carolina Business Opportunities publication. Governmental bodies may charge vendors the cost incurred for copying and mailing bid or proposal documents requested in response to a procurement.

18. Personnel/Persons Performing Activity Hours:

All persons performing activity hours under this grant must be identified by name and date of assignment to the performance of grant activities. Any changes in persons performing activity hours, reassignments or terminations must be reported by the subgrantee agency in writing within 30 days from the date of assignment, or the date the change occurs. Costs for persons performing activity hours can only be reimbursed for the time spent directly on the implementation of the project activities (if benefits are included, this encompasses accrued annual and sick leave). All Requests for Payment (RFP) must include timesheets for persons performing activity hours. Payment will not be processed without submission of timesheets. Agency timesheets may be used, or a timesheet can be provided by Office of Highway Safety and Justice Programs upon request. The timesheets must include the time period requested for reimbursement. These records must be available for review when a monitoring visit is made by the Office of Highway Safety and Justice Programs. Reimbursement can include compensation for the activity hours spent working toward grant activities, and the pro rata share of fringe benefits, including annual, sick, and holiday compensatory time.

19. Use of Persons Performing Activity Hours:

The purpose of funding traffic enforcement activity hours is to increase the level of traffic enforcement in a community. Subgrantees funded for traffic enforcement activity hours must ensure that the level of enforcement activity for traffic-related offenses is increased above and beyond enforcement levels experienced prior to the establishment of the grant project. Grant-funded traffic enforcement activity hours are not intended to replace agency-wide traffic enforcement duties. Progress reports must reflect the activity level of existing personnel separate from the activity performed by persons performing grant project activity hours. Costs for persons performing activity hours will only be reimbursed for those activities specified in the approved grant project agreement and outlined within the grant project's specific objectives. All other activities, such as escort services (funeral processions, parades, etc.) and time spent carrying out duties associated with inclement-weather procedures are not reimbursable costs.

20. Travel Costs:

Travel costs for lodging must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at www.gsa.gov. Attendees will only be reimbursed up to the maximum allowable rate for lodging, excluding taxes and surcharges. If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Board's signed minutes, which provides mileage rates, must be submitted with the application. Meals will be covered at the state rate of \$32 per day for in-state travel and \$50 per day for out-of-state travel. *Out-of-State Travel:* The

subgrantee must receive prior approval from the Office of Highway Safety and Justice Programs on all out-of-state travel not specified in the approved grant application. Lodging receipts are required and must itemize room charges and taxes by date. Reimbursement for checked baggage fee is limited to only one (1) checked bag and must be within the airlines' size & weight restrictions (with receipt). The Office of Highway Safety and Justice Programs will not reimburse any overweight and oversized baggage fees if your bag exceeds weight or size limits. Hotels that are booked through websites like Expedia, Kayak and Travelocity are not allowed and will not be reimbursed. The most economical means of transportation must be utilized. Fares for taxis, bus, or light rail service to and/or from an airport are reimbursable with a valid receipt. The Office of Highway Safety and Justice Programs will not reimburse any amounts for tips. A rental car should only be used when other forms of transportation are not available and prior approval from the Office of Highway Safety and Justice Programs must be granted. Documentation is required for reimbursement of the rental fee and gas. Car rental insurance is not reimbursable.

21. Reimbursement of Travel Expenditures:

Reimbursement for travel expenditures must be in accordance with the Approved Budget. All trainings and/or conferences must be approved by the OHSJP prior to attendance and must be listed in the project agreement. Failure to obtain such prior written approval will result in such travel expense claims being denied for reimbursement using grant funds. If individuals performing project activities are unable to travel for any reason, the OHSJP will not reimburse for those expenditures. The subgrantee is encouraged to request a refund from the original vendor to be reimbursed for any unused travel expenses.

22. Training Costs:

Training costs (e.g., registration, lodging, meals, or mileage, and compensation for time spent at training) are only eligible for reimbursement if the training has received *prior* written approval from the Office of Highway Safety and Justice Programs *and* is listed as a project activity in the grant project agreement. Failure to request prior written approval will result in the trainings costs being ineligible for reimbursement.

23. Obligation of Grant Funds:

Grant funds must not be obligated prior to the effective date of award or approved revision or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.

24. Utilization and Payment of Grant Funds:

Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter.

Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented as detailed in the Request for Payment Instructions.

25. Recording and Documentation of Receipts and Expenditures:

Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes.

Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

26. Financial Responsibility:

The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- c. The accounting system should provide accurate and current financial reporting information.
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

27. Reports:

The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the Office of Highway Safety and Justice Programs may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports. The subgrantee shall provide a final narrative report on project performance within 30 days after the close of the grant period.

28. Program Income:

All program income generated by this grant during the project must be reported to the Office of Highway Safety and Justice Programs quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the Office of Highway Safety and Justice Programs.

29. Cash Depositories:

Subgrantees are required to deposit grant funds in a federally insured banking institution and the balance exceeding insurance coverage must be collaterally secured.

30. Retention of Records:

Records for non-expendable property purchased totally or partially with grantor funds must be retained for three (3) years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three (3) years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three-year period, then records must be retained for three (3) years after the litigation, claim or audit is resolved.

31. Property Control:

Effective control and accountability must be maintained for all personal property. Subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property:

- a. **Title:** Subject to the obligations and conditions set forth in 2 CFR 200.313, and 2 CFR 439 title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- b. **Property Control Record Form:** At the time the final request for payment is submitted, the

subgrantee must file with the Office of Highway Safety and Justice Programs a copy of the Property Control Record Form (provided by the Office of Highway Safety and Justice Programs) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the Office of Highway Safety and Justice Programs and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.

- c. **Use and Disposition:** Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the Office of Highway Safety and Justice Programs prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the Office of Highway Safety and Justice Programs immediately.

32. Performance:

This grant may be terminated or fund payments discontinued by the Office of Highway Safety and Justice Programs where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the Office of Highway Safety and Justice Programs. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the Office of Highway Safety and Justice Programs, the subgrantee shall reimburse the Office of Highway Safety and Justice Programs the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the Office of Highway Safety and Justice Programs for payments made.

33. Deobligation of Grant Funds:

All grants must be deobligated within forty-five (45) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the Office of Highway Safety and Justice Programs.

34. Copyright:

Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or Office of Highway Safety and Justice Programs (Office of Highway Safety and Justice Programs) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or Office of Highway Safety and Justice Programs purposes:

- a. the copyright in any work developed under this grant or through a contract under this grant, and;
- b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the Office of Highway Safety and Justice Programs' rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

35. Produced Materials/Publications:

Materials produced as part of the grant shall indicate that the project is sponsored by the Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety. All public awareness/education materials developed as a part of a highway safety grant are to be submitted in draft to the Office of Highway Safety and Justice Programs for written approval

prior to final production and/or distribution. Prior to submission of the final request for payment, the subgrantee shall submit to the Office of Highway Safety and Justice Programs two copies of all materials produced as part of the grant.

36. Closed Captioning of Public Service Announcements:

Any television public announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.

37. Confidential Information:

Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the Office of Highway Safety and Justice Programs requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the Office of Highway Safety and Justice Programs.

38. Disclosure of Federal Participation:

In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services for the Project to apply to a procurement for goods or services that has an aggregate value of \$500,000 or more unless the subgrantee:

- a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved the amount of Federal funds that will be used to finance the acquisition, and;
- b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

39. Political Activity (Hatch Act):

The subgrantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

40. Equipment Purchase:

All equipment purchases must be specifically itemized in the budget proposal. If not included in the original budget proposal, expressed written approval from the Office of Highway Safety and Justice Programs is required prior to any purchase. Upon receipt of any equipment purchased with federal funds, the grant contractor must complete a "Property Control Form" and submit it to the Office of Highway Safety and Justice Programs. The "Property Control" is located on the Office of Highway Safety and Justice Programs website. The subgrantee must appropriately maintain any equipment purchased under the grant contract. The Office of Highway Safety and Justice Programs staff will provide an OHSJP inventory tag to be placed on all equipment purchases if the agency does not have an asset tag system.

41. Equipment Use:

Facilities and equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the state; or the state, by formal agreement with appropriate officials of a political subdivision or state agency, shall cause such facilities and equipment to be used and kept in operation for highway safety purposes.

42. Observance of National Safety Weeks:

All subgrantees shall assist the Office of Highway Safety and Justice Programs in activities associated with *Sober or Slammer/Christmas /New Year's* (December and January); *Buckle Up South Carolina* (May); *Operation Southern Shield* (July); *Sober or Slammer/Labor Day* (September); and the observance of National Child Passenger Safety Week (September).

43. Specialized Equipment/Occupant Protection Device Purchases:

The purchase of police traffic radar and speed measuring devices negotiated must provide for a

certification by the manufacturer that the device will meet recommended U.S. DOT standards. The contractor must also agree to assume any costs required to bring each device in compliance with the recommended standards.

Child restraint devices purchased with Highway Safety grant funds must meet Federal Motor Vehicle Safety Standard 213. Bicycle helmets purchased with Highway Safety grant funds must meet ANSI standards or those of the Snell Memorial Foundation.

44. Purchasing Deadlines Required to Meet Federal Fiscal Year Close-Out:

Purchases in excess of \$5,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through standard approval process prior to August 1st each year. All grant-funded expenditures must be requested, purchased, invoiced, delivered, and paid prior to September 30th.

45. Fiscal Regulations:

The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the Office of Highway Safety and Justice Programs Guidelines or "Special Conditions" placed on the grant award.

46. Compliance Agreement:

The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the Office of Highway Safety and Justice Programs. Failure to comply could result in a "Stop Payment" being placed on the grant and/or repayment by the subgrantee of costs deemed unallowable.

47. Suspension or Termination of Funding:

The Office of Highway Safety and Justice Programs may suspend, in whole or in part, and/or terminate funding or impose another sanction on a subgrantee for any of the following reasons:

1. Failure to adhere to the requirements, standard conditions or special conditions.
2. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
3. Failure to submit reports.
4. Filing a false certification in this application or other report or document.
5. Other good cause shown.

48. Buy America Act:

The subgrantee will comply with the provisions of the Buy America Act (23 U.S.C. §313), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

49. Restriction on State Lobbying:

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State

practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

50. Federal Funding Accountability and Transparency Act (FFATA):

The Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act – Pub.L. 109-282, as amended by section 6202(a) of Pub.L. 110-251) requires the Office of Management and Budget (OMB) to maintain a single searchable website that contains information on all federal spending awards. The site is www.USASpending.gov. The Transparency Act requires every grant/sub-grant/contract/sub-contract equal to or greater than \$25,000.00 awarded by the Office of Highway Safety and Justice Programs to be accounted for on the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) at www.fsrs.gov. All contractors awarded federal funding equal to or greater than \$25,000.00 will be required to submit specific information requested by the Office of Highway Safety and Justice Programs to comply with the Transparency Act.

51. Prohibition on Using Grant Funds to Check for Helmet Usage:

The subgrantee must not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

52. Policy on Seat Belt Use:

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. As a condition of receiving federal grant funds, the Highway Safety Grant program subgrantee must develop and enforce a seat belt use policy for their employees when operating agency-owned, rented, or personal vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's Web site at www.nhtsa.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit www.trafficsafety.org.

53. Policy on Banning Text Messaging While Driving:

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

54. Indirect Costs:

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are

those remaining to be allocated to benefited cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost. Indirect costs are normally charged to Federal awards by the use of an indirect cost rate. A separate indirect cost rate(s) or IDCRC is usually necessary for each department or agency of the governmental unit claiming indirect costs under Federal awards.

2 C.F.R. §200.331(a)(4) and 2 C.F.R. §200.414(4)(f) states...*if a subrecipient does not have a federally negotiated indirect cost rate, the pass-through entity may either negotiate a rate with that subrecipient or apply the de minimis indirect cost rate of 10% of modified total direct costs (MTDC). The pass-through entity may not force or entice the subrecipient without a federally negotiated indirect cost rate to accept a rate lower than the de minimis rate of 10%. MTDC* means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract under the award (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

55. Active DUNS number, Central Contractor Registration (CCR) registration, and South Carolina State Vendor ID are required for federal reporting purposes and reimbursement:

A DUNS number is required during the application process: A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information, and registration is required only once. The DUNS number will be used throughout the grant life cycle. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <https://fedgov.dnb.com/webform>.

- a. **System for Award Management (formerly Central Contractor Registration [CCR]):**
The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB). SAM is a Federal Government-owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes. If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration.

SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box. <https://www.sam.gov/portal/public/SAM/>.

- b. **South Carolina State Vendor Number:** To ensure that your agency is registered with the state, in order to receive reimbursement for grant-eligible expenses, an agency or entity will need to go to the following link and register to obtain a SC State Vendor number. <http://www.mmo.sc.gov/PS/vendor/PS-vendor-registration.phtm>. This information should be sent with the first Request for Reimbursement to the person listed on the cover letter in your award packet.

56. Certifications Regarding Federal Lobbying, Debarment and Suspension and Drug-Free Workplace Requirements and other Responsibility Matters:

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Highway Safety and Justice Programs determines to award the covered transaction, grant, or cooperative agreement.

57. Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. The undersigned certifies, to the best of his or her knowledge and belief, that: No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

58. Certification Regarding Debarment and Suspension: Instructions for Primary Certification (States):

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance

was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR Part 180. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

**59. Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions:**

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

60. Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower

tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require low tier participants to comply with 2 CFR Parts 180 and 1300.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

61. Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

62. Drug-Free Workplace Certification Act 1988 (41 U.S.C. 8103):

The State will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The grantee's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
 - e. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
3. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
5. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination.
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs of all of the paragraphs above.

Special Conditions

Subgrantee: Georgetown County

Grant Title: Georgetown County Sheriff's Office Traffic Unit

Grant Number: PT-2020-HS-30-20

Award Date: 10/01/19

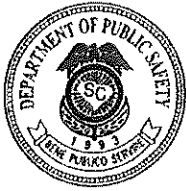
1. Please be advised that your agency is receiving updated Grant Terms and Conditions, based on the Fixing America's Surface Transportation (FAST) Act and the federal Omnibus Super Circular. The enactment of these updates reflects federal requirements but should not change the scope, activity, or reimbursement schedules for your grant project(s). The officials (Project Director, Chief Financial Officer, and Official Authorized to Sign) who signed the original grant application(s) for your project(s) are required to read and agree to the provisions outlined in the updated Grant Terms and Conditions. The acceptance of the Grant Award signifies the agreement of the provisions outlined in the updated Grant Terms and Conditions that are provided by the OHSJP.
2. This grant award is contingent upon approval and availability of funds from the federal funding agency.
3. Comply with 2 CFR Part 200 Subpart F, Audit Requirement. Expending \$750,000 or more in federal funds annually requires an audit. Indicate the acceptance of these requirements by returning a completed copy of the Acceptance of Audit Requirement on page 6 of the grant application.
4. All persons performing project activity hours under this grant must be identified by name and date assigned on agency letterhead. The amount of leave, as of 9/30/2019, (annual leave, sick leave, and holiday compensatory time) must also be identified on agency letterhead, as well as detailed information pertaining to the rate at which the identified individual(s) earns/accrues leave. Leave hours are only eligible for reimbursement if the hours have been earned/accrued during the hours spent performing activity under the grant. Any changes in persons performing project activity hours, reassignments or terminations must be reported by the subgrantee agency in writing.
5. Submit pages 26 and 27 of the grant application with the appropriate original signature of the Project Director, Financial Officer and the Official Authorized to Sign.
6. Submit a copy of your agency's travel regulations; your agency's seatbelt use policy; and your agency's leave policy by the date of the scheduled Pre-Work Conference and updates when they occur.
7. Subrecipients using Highway Safety Funds are required to send the Project Director and the individual who will be completing Request for Payment forms and financial transactions to attend and fully participate in the Project Management Course. The date and time will be sent via email to the Project Director listed on the initial application.
8. The deadline for final grant revisions is June 30, 2020.
9. Georgetown County will comply, relative to this grant project, with the provisions of the Buy America Act (23 U.S.C. §313) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project

contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation. Products manufactured or assembled in the United States do not require a waiver.

10. All recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the most highly compensated executives of the recipients. The Agency must complete and submit a DUNS number on the required form by the date of the Project Management workshop. No reimbursements can be made until this information is on file with the Office of Highway Safety and Justice Programs.
11. All purchases must be approved by the OHSJP prior to purchase.
12. The OHSJP recommends procurement of approved and budgeted equipment items through State Purchasing (General Services) under a state contract, if available.
13. The following revisions have been made to your approved grant:
 - a. All Specific Objectives have been revised/clarified by the OHSJP in an effort to ensure that all projects have uniform objectives that support the 2020 SC Highway Safety Plan. Please review the "Specific Objective Addendum" included in your grant award packet. After reviewing the addendum, please provide your signature to acknowledge and accept the revisions made to your submitted Highway Safety grant application.
 - b. Program Goal #7 was removed because it is addressed in Specific Objectives.
 - c. The Project Narrative section has been revised/clarified by the OHSJP in an effort to ensure that all project descriptions support the 2020 SC Highway Safety Plan.
14. Please separate Program Goal #5 into two (2) separate goals and add corresponding Impact Indicators.
15. Some programmatic and/or financial changes resulting from adjustments to the approved grant budget have been addressed on pages 1 - 13 of the grant and revised accordingly to reflect the approved grant budget; however, additional changes may be required.
16. Since the primary function of funding enforcement project activity hours is to prevent and reduce collisions, injuries and fatalities by proactive enforcement measures, responding to traffic collisions and providing parade or funeral escorts are not reimbursable costs.
17. Monthly logs of traffic enforcement activities are required monthly and are due by the 10th of each month for the month prior.
18. Georgetown County shall participate actively in the 15th Circuit Law Enforcement Network.
19. Georgetown County shall fully participate in the 2020 Target Zero Challenge.
20. Georgetown County shall fully participate in the statewide DUI enforcement and public information and education campaign, *Sober or Slammer!*
21. Georgetown County is encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect.
22. Georgetown County shall fully participate in the statewide seat belt enforcement and public information and education campaign, *Buckle up South Carolina. It's the law and it's enforced.*
23. All trainings and/or conferences must be listed in the grant application, and all trainings and/or conferences must be approved by the OHSJP prior to attendance.

24. Equipment purchased with grant funds can only be used in conjunction with project activity hours as listed in the Program Objectives.
25. Vehicles purchased utilizing highway safety grant funds must be properly marked with OHSJP-required decals and have a light bar affixed to the top of the vehicle. Purchased vehicles must be made or assembled in the United States per Special Condition #09. Police Vehicles and all other equipment items identified in the grant budget should be purchased during the First Quarter of the grant period. A Request for Payment for all purchased grant equipment shall be submitted to the OHSJP no later than May 1, 2020.
26. The Subgrantee must receive approval of all contract agreements for services and products from the OHSJP prior to execution. The contract will require review and approval by appropriate OHSJP staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the OHSJP prior to payment or within 30 days of signature, whichever comes first.
27. The budget line items and budget narrative for the Equipment and Other should specify all items required, for example, power cords, mounts, installation costs, cables, chargers, accessories, as well as any other items that would be included when purchasing each individual item. All items must be specifically identified in the grant and used in conjunction with project activity hours to qualify for reimbursement.
28. Prior Approval of Bid Specifications/Requests for Proposals: On any items, including those bid in the aggregate, whose total is \$25,000 or more, a copy of the proposed bid specifications or the Request for Proposals (RFP) must be submitted to the OHSJP for review and approval prior to issuance. Once bids/proposals are received, Subgrantee must submit bids/proposals for review and approval prior to acceptance of any bid.



South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

FFY2020 Special Condition Requirement: This year the Office of Highway Safety and Justice Programs (OHSJP) has revised/clarified the Specific Objectives for Police Traffic Services Enforcement Projects. All projects will have uniform objectives that support the 2020 South Carolina Highway Safety Plan. We believe these changes will enhance our collective ability to duplicate best countermeasure strategies for improving traffic safety in the state of South Carolina.

The revised Specific Objectives will also be added to the electronic version of your grant application, which will be available in the State's grants management system, SCDPS Grants, on October 1, 2019.

SPECIFIC OBJECTIVE(S) for Police Traffic Services Enforcement Projects
1) The grant-funded officer (s) will participate in 12 checkpoints within his/her agency's jurisdiction during the grant year. Six checkpoints must occur within the first half of the grant year, and the remainder must be completed by the end of the grant year.
2) To have an appropriate, corresponding increase in citations for violations such as failure to yield right-of-way, following too closely, disregarding sign/signal, improper turn, and improper lane change by September 30, 2020, due to enhanced traffic enforcement efforts over the course of the grant period.
3) To have an appropriate, corresponding increase in speeding citations by September 30, 2020, due to enhanced enforcement efforts over the course of the grant period.
4) To have an appropriate, corresponding increase in citations for safety belt and child restraint violations by September 30, 2020, due to enhanced enforcement efforts over the course of the grant period.
5) To have an appropriate, corresponding increase in DUI arrests by September 30, 2020 due to enhanced traffic enforcement efforts over the course of the grant period.
6) To conduct a minimum of 12 traffic safety presentations on topics including, but not limited to, the dangers of speeding, the dangers of distracted driving, the dangers of driving while impaired, and the importance of using appropriate occupant restraint devices for area middle schools, high schools, colleges/universities, businesses, military installations, churches and civic groups by September 30, 2020.
7) To issue monthly press releases to the local media outlets or social media posts detailing the activities of the Traffic Unit.
8) The grant-funded officer (s) will participate actively in the local Law Enforcement Network. Active participation is defined as the following: <ul style="list-style-type: none"> • submission of a signed Participation Statement for the 2020 Target Zero Challenge; • attendance at a minimum of 50% of the local LEN meetings; and • timely submission of required Target Zero Challenge reports, which are due by the 10th of the month for the previous month, and 10 days following the completion of the four (4) campaigns required for the Target Zero challenge (Christmas/New Year's and Labor Day <i>Sober or Slammer</i> campaigns, <i>Buckle Up</i>, <i>South Carolina</i>, and <i>Operation Southern Shield</i>).
9) To plan and conduct special enforcement and education activities in support of national and statewide highway safety initiatives, to include <i>Buckle Up</i> , <i>South Carolina (BUSC)</i> in May 2020 and National Child Passenger Safety Week in September 2020. The special enforcement and education activities in support of these national and statewide highway safety initiatives must be above and beyond what is expected as a participant in the local LEN.

10) The grant-funded officer(s) will participate in all aspects (enforcement, education and media) of the <i>Sober or Slammer</i> sustained DUI enforcement campaign to include at least one (1) specialized DUI enforcement activity (checkpoints and saturation patrols) per month and four (4) nights of specialized DUI enforcement activity during the Christmas/New Year s and Labor Day enforcement crackdowns.
11) To submit a Monthly Enforcement Data Report Form by the 10th of the month for the previous month.
12) The Law Enforcement Agency will report monthly to the SCDPS data required by law which is collected from non-arrest and non-citation traffic stops.
13) To meet with local judges and magistrates to inform them of the grant activities by the end of the first quarter of the grant.
14) To ensure that the grant-funded officer(s) assigned to the grant has the appropriate Office of Highway Safety and Justice Programs (OHSJP)-recommended certifications and training within 90 days of the start of the grant.

ACCEPTANCE FOR THE SUBGRANTEE

Project Director's Printed Name

Signature of the Project Director

GRANT AWARD DATA: THIS AWARD IS SUBJECT TO SPECIAL CONDITIONS AND
TERMS AND CONDITIONS ATTACHED.

The Office of Highway Safety and Justice Programs (OHSJP)

Instructions for Completing the FFATA Data Collection Form

for Subrecipients of Federal Funds

Please fill out all highlighted sections

Federal Award ID #	The Federal Award ID Number (FAIN) of the Grant Award from the federal awarding agency to OHSJP
Date of Federal Award	The date the federal agency executed the legal, binding award document with OHSJP. The date of the last signature on a grant agreement between the federal agency and OHSJP, or the date the federal project was authorized in FMIS. This would be the date the federal award number was first awarded or authorized; it would not be the date of any modifications or amendments made to that federal award number.
Federal Award Amount	The amount awarded/authorized by the federal agency to OHSJP on this federal award number transaction.
CFDA #	The CFDA number for the federal award, as indicated on the federal grant award.
Subrecipient Legal Name	Full legal name of the entity that is receiving federal funds from OHSJP.
Subrecipient Address	Street Address of the subrecipient entity, which is typically their headquarters office or main location.
Subrecipient City	City of the subrecipient's address.
County	OPTIONAL: For internal use to help track the project information. Subrecipient's county location. The County where the subrecipient is located.
Subrecipient State	State of the subrecipient's address.
Subrecipient Zip Code (9 digits)	Zip code for the subrecipient's address. The 9 digit zip code of the subrecipient's headquarter location is required.
Subrecipient DUNS + 4	The 9 digit Data Universal Numbering System (DUNS) Number of the Subrecipient, plus the 4 digit extension some entities have. The "PLUS 4" designation is optional. If there is not a "PLUS 4" number, enter 4 zeroes (Example: 123456789-0000). FFATA requires each Subrecipients to have a DUNS number.
Cong Dist	2 DIGITS. Congressional District of the Subrecipient, as recorded in their DUNS Registration/CCR Registration, if they have one, which is based on the 9 digit zip code associated with their address. This information is pre-populated in FSRS by pulling the data from their Dun & Bradstreet and/or CCR records. Collect this information from the Subrecipient so that when the information is pre-populated on the report, OHSJP can use it to verify that OHSJP is reporting what the Subrecipient anticipated the Congressional District to be.
Is the FFATA provision included in the Grant Agreement / Contract?	
	Yes. Federal law requires this provision to be included in OHSJP's subawards.
Is Subrecipient Registered in SAM/CCR?	Answer "Yes" or "No" by placing an "X" in the appropriate box. Subrecipients are not currently required to be registered in SAM as part of FFATA. However, if the subrecipient is registered in CCR, the FFATA reporting system will interface to CCR and pre-populate many of their data elements, such as subrecipient address and executive compensation information (which is entered into CCR)
If YES, their CAGE # (Optional)	OPTIONAL INFORMATION: If the subrecipient is registered in CCR, and you chose to collect this information, enter their CAGE #, which is a federally issued number associated with their CCR Registration. Otherwise, leave blank.
Date their /SAMCCR registration expires:	OPTIONAL INFORMATION: If the subrecipient is registered in CCR, and you chose to collect this information, enter the date their current CCR registration expires. The CCR registration is only valid for one year, from the date it was completed or renewed. Therefore, to maintain a valid CCR Registration, the subrecipient must renew it each year.
The next 2 questions are to determine whether the Subrecipient is required to report Executive Compensation	
In the subrecipient's previous financial/fiscal year, did they receive (1) 80% or more of their annual gross revenues in federal funds; and (2) \$25 million or more in annual gross revenues from federal funds?	
Answer "Yes" or "No" by placing an "X" in the appropriate box.	
Does the public have access to information about the compensation of the senior executives in the subrecipient's organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986?	
Answer "Yes" or "No" by placing an "X" in the appropriate box.	
IF Question 1 is 'YES' and Question 2 is 'NO' complete the information below; if the subrecipient is NOT required to report Executive Compensation, leave this section blank.	
1. Official Name	Full legal name of the subrecipient's highest paid executive official
Compensation Amount	Total compensation amount (as defined by OMB) for the highest paid executive.
2. Official Name	Full legal name of the subrecipient's second highest paid executive official
Compensation Amount	Total compensation amount (as defined by OMB). This amount should be less than the Compensation Amount reported for the highest paid executive official.
3. Official Name	Full legal name of the subrecipient's third paid executive official

Compensation Amount	Total compensation amount (as defined by OMB). This amount should be less than the Compensation Amount reported for the second highest paid executive official.
4. Official Name	Full legal name of the subrecipient's fourth paid executive official
Compensation Amount	Total compensation amount (as defined by OMB). This amount should be less than the Compensation Amount reported for the third highest paid executive official.
5. Official Name	Full legal name of the subrecipient's fifth paid executive official
Compensation Amount	Total compensation amount (as defined by OMB). This amount should be less than the Compensation Amount reported for the fourth highest paid executive official.
SUBAWARD INFORMATION	
State Project Number	OHSJP's assigned State Project Number(s). For internal use to help track the project information
Date of Award	The date the subaward legal binding document was fully executed or signed between OHSJP and the subrecipient.
Amount of Subaward	The federally funded amount of the grant or subaward.
Principal Place of Performance City	The city name of the principal place of performance for the subaward. The primary place where the subaward will be performed. If work will be performed in multiple places, enter the place where the majority of the work will be performed.
Principal Place of Performance State	The state or territory of the principal place of performance for the subaward. The primary place where the subaward will be performed. If work will be performed in multiple places, enter the place where the majority of the work will be performed.
Principal Place of Performance Zip Code (9 digit zip)	The 9 digit zip code (zip+4) of the principal place of performance for the subaward. <u>The 9 digit zip code is required.</u> The FSRS system will look up this zip code and pre-populate the Congressional District information (next data item on this form), in the report.
Congressional District for Place of Performance	2 Digits. The Congressional District of the principal place of performance of the subaward. The 9 digit zip code must correlate to, or match, the Congressional District. Collect this information from the subrecipient so that when the information is pre-populated on the report, OHSJP can use it to verify that we are reporting what the subrecipient anticipated the Congressional District to be.
Subaward Project Description (up to 4,000 characters)	A brief description of the subawarded program or project. It should be written so that any one can read the description and understand what is being done. It should not include acronyms. It can also include the overall purpose of the program, expected outcomes from the subaward, and, if appropriate, significant deliverables of the subaward. It is limited to 4,000 characters.

The Office of Highway Safety and Justice Programs (OHSJP)

FFATA Data Collection Form

for Subrecipients of Federal Funds

Please fill out all highlighted sections

Federal Award ID #		Date of Federal Award	10/01/19
Federal Award Amount		CFDA #	
Subrecipient Legal Name			
Subrecipient Address			
Subrecipient City		County	
Subrecipient State	South Carolina	Subrecipient Zip Code (9 digits)	
Subrecipient DUNS + 4		Cong Dist	
Is the FFATA provision included in the Grant Agreement / Contract?		Check One	
		X	YES
Is Subrecipient Registered in SAM (formerly CCR)?			YES
If YES, their CAGE # (Opt)		Date their SAM/CCR registration expires:	
In the subrecipient's previous financial/fiscal year, did they receive (1) 80% or more of their annual gross revenues in federal funds; and (2) \$25 million or more in annual gross revenues from federal funds?			YES
Does the public have access to information about the compensation of the senior executives in the subrecipient's organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986?			YES
*If Subrecipient answered "YES" to the first question and "NO" to the second question, provide the following: list the 5 highest paid executives and his/her compensation amounts in descending order (the highest paid official is listed first):			
1. Official Name		Compensation Amount	
2. Official Name		Compensation Amount	
3. Official Name		Compensation Amount	
4. Official Name		Compensation Amount	
5. Official Name		Compensation Amount	
Subaward Information			
State Project Number		Grant Number	
Date of Award	10/01/19		
Amount of Subaward		(Federal amount only)	
Principal Place of Performance City			
Principal Place of Performance State	South Carolina		
Principal Place of Performance Zip Code		**9 Digit Zip Code Required	
Congressional District for Place of Perform		2 DIGITS / **Must match 9 digit zip code	
Subaward Project Description (up to 4,000 characters)			