

<b>NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT</b>	<b>FOR DHTS USE ONLY</b>	
	PSP#:	STANDARD:
	TASK #:	PROGRAM AREA:
	PROJECT #:	DATE RECEIVED:

**PART I GENERAL INFORMATION**

CFDA No.

A. PROJECT TITLE	B. TYPE OF APPLICATION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISION <input type="checkbox"/> CONT. <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3
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C. PROJECT CONTACT NAME AND E-MAIL (REQUIRED)	D. NAME OF APPLICANT AGENCY
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E. TELEPHONE NUMBER (OF C.)	F. ADDRESS
G. D-U-N-S Number :	
H. CCR REGISTERED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
I. FAX NUMBER	
J. FEDERAL TAX ID #	

K. TYPE OF GOVERNMENTAL UNIT

STATE     COUNTY     CITY     OTHER

L. GRANT PERIOD	M. PROJECT PERIOD
FROM:	FROM:
TO:	TO:

**BUDGET (Please complete pages 4 & 5)**

A. COST CATEGORY	PROJECT PERIOD	TOTAL EXPENDITURES PRIOR YEARS	TOTAL
(A) PERSONAL SERVICES			
(B) CONTRACTUAL SVS.			
(C) COMMODITIES			
(D) OTHER DIRECT COSTS			
(E) INDIRECT COSTS			
TOTAL ESTIMATED COSTS (Including Non-Federal Share)			

**B. SOURCE OF FUNDS**

(1) FEDERAL	(2) STATE	(3) POLITICAL SUBDIVISION	(4) OTHER	TOTAL

**PART II****ACCEPTANCE OF CONDITIONS**

This application is approved for federal fiscal year \_\_\_\_\_ and authorization to proceed with this highway safety project is granted subject to the State and Federal laws and regulations applicable to the New Jersey Division of Highway Traffic Safety (DHTS) and the conditions stated below:

1. Unless otherwise directed, applicants must submit quarterly reports to the DHTS which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status quarterly and shall be submitted to the DHTS no later than fifteen (15) days subsequent to the termination of each quarter. A final accomplishment report must be submitted to the DHTS within thirty (30) days of completion of the project unless otherwise directed. All contractors that are delinquent in submitting quarterly and/or final accomplishment reports, or reports that lack sufficient detail of progress during the period in question will be subject to having reimbursement requests withheld.
2. Applicants making purchases or entering into contracts as provided for by this project must adhere to the policies and procedures of all pertinent governmental agencies.
3. All out-of-state travel must have prior approval of the Division of Highway Traffic Safety. Requests for approval should be submitted to the DHTS at least forty-five (45) days prior to the intended date of travel.
4. Applicants shall account for program income. Program income earned during the contract period shall be retained by the applicant and added to the funds committed to the project by the DHTS and used to further eligible program objectives.
5. Any reports, publications, etc., developed using funds from this contract must be approved by the DHTS prior to their release.
6. Any printed material must contain the name of the Division of Highway Traffic Safety.
7. Prior approval is required for changes to project scope, objectives, or budget.
8. No equipment purchased under an approved DHTS grant will be conveyed, sold, salvaged, or transferred without written approval from the DHTS.
9. Financial and programmatic records as well as other supporting documents or statistical records must be maintained for a period of three years. The retention period for these records begins on the day the single or last expenditure report of the Federal Fiscal Year is submitted to the DHTS.
10. The DHTS has the right to access any pertinent books, documents, papers or other records in order to make audits, examinations, excerpts, and transcripts. The rights of access is not limited to the required retention period but must last as long as the records are retained.
11. Applicants are required to submit to DHTS a copy of the audit report required under the federal Single Audit Act 31 U.S.C. 7502 and/or the State Single Audit Policy established by OMB Circular 98-07. An applicant who expends a total amount of Federal awards of less than \$300,000 in its fiscal year is exempt from federal single audit requirements, but will be required to certify the total amount of federal assistance expended during the fiscal year and may also be required under the State Single Audit Policy established by OMB Circular 98-07 to have a single audit or a financial statement audit or a program specific audit performed.
12. All provisions outlined in the DHTS's uniform requirements for the administration's reporting of expenditures will be adhered to.
13. Policies and procedures of the following will be, if applicable, adhered to:  
49 CFR Part 18 - DOT Implementation of Common Grant Rule, CFR Title 23 - Part 1200 - Uniform Procedures for SHSP, OMB Circular A-87, OMB Circular A-21, OMB Circular A-110, OMB Circular A-122, and OMB Circular A-133.
14. The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of the Department to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Agreement by the Department or an event of default under the Agreement and the Department shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department beyond the duration of the award period set forth in the Grant/Loan Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Grant/Loan Agreement.

**PART III SIGNATURES**

**PROJECT DIRECTOR (Read Part II, "Acceptance of Conditions" before signing)**

<b>NAME</b>	<b>TITLE</b>	<b>TELEPHONE NUMBER</b>
<b>SIGNATURE</b>	<b>ADDRESS</b>	
<b>E-MAIL ADDRESS (REQUIRED)</b>		

**FINANCIAL DIRECTOR (Read Part II, "Acceptance of Conditions" before signing)**

<b>NAME</b>	<b>TITLE</b>	<b>TELEPHONE NUMBER</b>
<b>SIGNATURE</b>	<b>ADDRESS</b>	
<b>E-MAIL ADDRESS (REQUIRED)</b>		

**AUTHORIZING OFFICIAL OF GOVERNMENTAL AGENCY (Read Part II before signing)**

<b>NAME</b>	<b>TITLE</b>	<b>TELEPHONE NUMBER</b>
<b>SIGNATURE</b>	<b>ADDRESS</b>	
<b>E-MAIL ADDRESS (REQUIRED)</b>		

**APPROVAL INFORMATION (FOR DHTS USE ONLY)**

<b>SIGNATURE</b>	<b>TITLE</b>	<b>APPROVAL DATE</b>
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**PART IV NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY  
APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT**

*See instructions for content and format of  
fiscal information and cost categories*

PROJECT TITLE:	BUDGET SUMMARY		
ITEMIZED EXPENDITURE CATEGORIES <i>Specify proposed expenditure and basis for computation of cost</i>	FEDERAL SHARE	STATE/LOCAL SHARE	TOTAL AMOUNT
A. PERSONAL SERVICES			
<b>TOTAL</b>			
B. CONTRACTUAL SERVICES			
<b>TOTAL</b>			

**PART IV NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY  
APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT (continued)**

PROJECT TITLE:	BUDGET SUMMARY		
	FEDERAL SHARE	STATE/LOCAL SHARE	TOTAL AMOUNT
ITEMIZED EXPENDITURE CATEGORIES			
C. COMMODITIES			
<b>TOTAL</b>			
D. OTHER DIRECT COSTS			
<b>TOTAL</b>			
E. INDIRECT COSTS (IF APPLICABLE)			
<b>TOTAL</b>			

A. PERSONAL SERVICES			
B. CONTRACTUAL SERVICES			
C. COMMODITIES			
D. OTHER DIRECT			
E. INDIRECT			
<b>TOTAL</b>			

**NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY  
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**PART V      NARRATIVE DESCRIPTION OF PROJECT**

**NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY  
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**PART V      NARRATIVE DESCRIPTION OF PROJECT (continued)**