

Nebraska Department of Roads Highway Safety Office (NDOR-HSO)

TRAFFIC TRAINING SUPPORT

MINI-GRANT CONTRACT APPLICATION AND AWARD

MUST BE APPROVED BY NDOR-HSO 30 DAYS PRIOR TO THE ACTIVITY

Please Type DATE: _____

APPLICANT (Agency) : _____

ADDRESS : _____

CITY, STATE, ZIP : _____

TELEPHONE : _____ **FEDERAL I.D. NO.:** _____ **EMAIL:** _____

STARTING DATE : _____ **COMPLETION DATE:** _____

PROJECT DESCRIPTION: This reimbursement Mini-Grant Contract provides funding assistance for individuals to attend training/workshops/conferences. Complete items 1 – 4 along with copies of the training/workshop/conference agenda/description and your agency’s current seat belt and drug-free workplace policy and submit to NDOR-HSO for consideration.

1. Description of training/workshop/conference to be attended. Include dates and location.

2. Itemized breakdown of all expenses associated with the training/workshop/conference:

Registration Fee/Tuition: \$ _____ Lodging: \$ _____ Airfare: \$ _____ Total Request: \$ _____

3. Justification of why the training/workshop/conference is needed:

4. Name of individual(s) attending the training/workshop/conference:

Within sixty (60) days from the conclusion of the training the reimbursement request form must be submitted. **After sixty (60) days, reimbursements may not be honored. THE NDOR-HSO WILL ONLY PROCESS REIMBURSEMENTS TO AN AGENCY, ORGANIZATION, ETC. (NOT TO INDIVIDUALS).**

The applicant must 1) receive approval of the Mini-Grant Contract from the NDOR-HSO prior to incurring any costs; 2) pay the expenses; 3) request reimbursement for the amount awarded on a “Mini-Grant Contract Claim for Reimbursement (CR) form; and 4) and attach the required supporting documentation as prescribed below.

- a) Itemize each expenditure on the Claim for Reimbursement form.
- b) Attach copies of check(s) paid by the applicant for the expenses.
- c) Attach copies of receipts – one copy of each receipt that corresponds with each expense listed on the CR form.
- d) Attach a completed Grant Funded Training/Conference Evaluation Report Form.
- e) If applicable, attach copies of the course completion certificate(s) if the course was pass/fail.

Acceptance of Conditions: The Mini-Grant Contract Award recipient agrees to comply with all applicable federal and state laws, rules and regulations, and certification and assurances located in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures. The Guide and forms can be found on the **NDOR-HSO website at www.transportation.nebraska.gov/nohs/contract.html**. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

Authorized Signature of Agency	Date	Print or Type Name and Title
NDOR - Highway Safety Office	Date	Fred E Zwonechek, Administrator
Return completed form to:	NDOR - Highway Safety Office	Phone (402) 471-2515
	P.O. Box 94612	FAX (402) 471-3865
	Lincoln, Nebraska 68509-4612	

TO BE COMPLETED BY NDOR-HSO

FUNDING ASSISTANCE: The NDOR-HSO will provide reimbursement for the following expenditures:
 Registration Fee/Tuition \$ _____, Lodging \$ _____, and Airfare \$ _____.
 Total Reimbursement not to Exceed \$ _____.

Project No.: _____ **SB:** **DF:** **RA:** **Contract Approval Date:** _____

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is _____.