



**Nebraska Department of Roads (NDOR)  
Highway Safety Improvement Program (HSIP)  
Funding Request for Selective Overtime Enforcement**

**Please Type**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO.: ( ) \_\_\_\_\_

FEDERAL I.D. NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT DESCRIPTION: The purpose of this funding request is to provide funding assistance to law enforcement agencies for selective overtime enforcement in the emphasis area of **(Check one)**  Impaired Driving,  Younger Drivers, or  Occupant Restraint. The funding assistance will provide reimbursement for overtime salaries and/or mileage. Regular traffic enforcement must remain at the current level and all activities funded by this mini-grant must be above and beyond the current level of enforcement activity.

**1. Baseline Information:**

**2. Selective Overtime Enforcement Objective:**

**3. Selective Overtime Enforcement Activity:**

**4. Selective Overtime Enforcement Budget:**

**5. Impact Evaluation:**

The NDOR will fund approved projects on a reimbursement basis at 90%. The applicant/organization must provide the balance of funding. The NDOR reserves the right to determine appropriate hard match contributions. The applicant/organization must receive written approval from NDOR for the activity before applicant incurs any expenses in order to receive the federal share of the funding request. At the conclusion of the overtime activity, the applicant must request reimbursement from the NDOR and provide the following supporting documentation:

1. Invoice – from the applicant to the NDOR
2. Copies of the pre- and post publicity announcing the overtime enforcement activity
3. Activity Report and Project Summary
4. Total miles driven (*if mileage reimbursement is requested*)
5. Report listing the name, number of hours worked, regular and overtime hourly rates for each officer
6. Report of amount paid to each officer and payroll documents to substantiate each expenditure

Applicant must submit a reimbursement request within sixty (60) days from the conclusion of the activity. After sixty (60) days, NDOR will not honor reimbursements.

\_\_\_\_\_  
Authorized Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Nebraska Department of Roads' Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Return completed form to: Nebraska Department of Roads, Attn: Traffic Engineering, P.O. Box 94759, Lincoln, NE 68509-4759  
Phone: (402) 479-4594 FAX: (402) 479-3606

**TO BE COMPLETED BY NDOR**

**FUNDING ASSISTANCE:** The NDOR will provide reimbursement for the following expenditures:

Overtime Salaries \$ \_\_\_\_\_ and Mileage \$ \_\_\_\_\_

Total Reimbursement not to Exceed \$ \_\_\_\_\_

**FOR NDOR USE ONLY:** Project No.: \_\_\_\_\_ C.N. \_\_\_\_\_ AFE: \_\_\_\_\_ Contract Approval Date: \_\_\_\_\_

# Definitions

**BASELINE INFORMATION** explains the following:

- Who** is being affected by a specific injury problem
- What** injuries are occurring (type, severity, and frequency of fatal and non-fatal injury) include at least 3 years of data
- When** the injuries are occurring (i.e., time of day, day of week)
- Where** the injuries are occurring (specific geographic location)
- Why** the injuries are occurring (contributing factors – i.e., alcohol, speed, lack of belt use, etc.)

**NOTE:** The number of deaths is low in most communities. Non-fatal serious injury crash data may provide a more complete picture.

## SELECTIVE OVERTIME ENFORCEMENT OBJECTIVE

Every selective overtime enforcement activity must have an objective to reduce fatal and serious injury crashes as outlined by the baseline information. The objective states exactly how much injury reduction will be achieved in a specific period of time. The contributing factors must also be addressed (i.e., alcohol, speed, etc.). Every objective must be SMART: **S**pecific, **M**easurable, **A**ction oriented, **R**ealistic, and have a **T**ime frame.

## SELECTIVE OVERTIME ENFORCEMENT ACTIVITY

The activity must coincide with the problems outlined in the baseline data and respond to the stated objective. The specific locations, time of day, day of week, number of officers, and traffic problem (i.e. alcohol, speed, etc.) must be included.

## SELECTIVE OVERTIME ENFORCEMENT BUDGET

The budget must include the total number of officers, total number of hours, officers hourly rate of pay, the anticipated mileage, and the total amount of funding assistance being requested.

**IMPACT EVALUATION** answers the question “Did we reduce injuries?”

In the application, explain what you will evaluate. In the project summary (submitted after the completion of the activity), answer the following:

- Question #1: Did the activity reduce the types of injuries that were targeted?
- Question #2: Did the activity reduce those kinds of injuries by as much as predicted?