

Please Type DATE: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ FEDERAL I.D. #: \_\_\_\_\_  
Data Univ. Unique Entity Identifier (UEI) #: \_\_\_\_\_ Commercial and Government Entity (CAGE) Code: \_\_\_\_\_

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to law enforcement agencies to acquire equipment for eCitations and eCrash. The NDOT-HSO will provide funding assistance for **either 75% of the equipment total, or \$15,000.00, whichever cost is lower.**

**The applicant must submit the following supporting documentation with this application:**

- 1) equipment bids from at least three vendors;
- 2) a copy of your agency's current seat belt policy and drug-free workplace policy (unless on file with the HSO).

**Upon receipt of the equipment, the agency agrees to:**

- 1) fully implement the eCitation process within one year of the date of the signed contract;
- 2) maintain submitting electronic citations for a minimum of five years;
- 3) purchase, install, and use the equipment to positively affect traffic records;
- 4) the additional obligations as written in Addendum A (attached).

**BUDGET:**

1) Vendor of equipment being purchased:	_____
2) Cost to Law Enforcement Agency:	\$ _____
3) Cost to NDOT-Highway Safety Office:	\$ _____

The applicant will be responsible for the bid process, selection, acquisition, initial payment, installation, maintenance and provide operator training for personnel utilizing the equipment. Within sixty (60) days from the date of this award, the reimbursement request must be submitted to NDOT-HSO. **After sixty (60) days, reimbursements may not be honored.**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NDOT-HSO prior to purchase; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a Mini-Grant Contract Claim for Reimbursement (CR) form; and 4) complete the CR and attach the required supporting documentation as described below:

- a) Itemize each expenditure on the Claim for Reimbursement form located on the NDOT-HSO website at:  
[https://dot.nebraska.gov/media/6204/cr\\_minigrant.pdf](https://dot.nebraska.gov/media/6204/cr_minigrant.pdf)
- b) Attach a copy of the invoice(s) from the vendor with the itemized costs of the equipment
- c) Attach a copy of the check(s) paid by the applicant to the vendor for the equipment
- d) Provide the serial numbers for the applicable equipment on the Equipment Inventory Log located on the NDOT-HSO website at:  
<https://dot.nebraska.gov/media/6205/hsinvlog.pdf>

**Acceptance of Conditions:** The Mini-Grant Contract Award recipient agrees to comply with addendum A of this application, 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 can be found on the NDOT-HSO website at <http://dot.nebraska.gov/safety/hso/grants/>. 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 Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
NDOT - Highway Safety Office

\_\_\_\_\_  
Date

William J. Kovarik, Administrator  
\_\_\_\_\_  
Print or Type Name and Title

**Return completed form to:**

NDOT - Highway Safety Office  
P.O. Box 94612  
Lincoln, Nebraska 68509-4612

Email: [ndot.hso@nebraska.gov](mailto:ndot.hso@nebraska.gov)  
Phone (402) 471-2515  
FAX (402) 471-3865

**TO BE COMPLETED BY NDOT-HSO**

**FUNDING ASSISTANCE:** The NDOT-HSO will provide reimbursement for the expenditures outlined in the Budget 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 20.611.  
Federal Aid Identification Number (FAIN): \_\_\_\_\_