

State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information

Awarding Agency Name	Transportation
Agency Contact	Adam Gabany (Adam.Gabany@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	18-0343-03
Funding Opportunity Title	State and Community Highway Safety/National Priority Safety Program
CSFA Number	494-10-0343
CSFA Popular Name	Section 402 and Section 405
Anticipated Number of Awards	0
Estimated Total Program Funding	\$500,000
Award Range	Not Applicable
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	Yes : Sub-grantee (2 CFR Part 1200, Appendix VII.D.b) Non-Profits (2 CFR Part 200.414(f) and 2 CFR part 200, Appendix IV) Institute for Higher Education - (2 CFR Part 200, Appendix III)
Posted Date	12/05/2017
Application Date Range	12/05/2017 - 01/18/2018 : 5:00 pm
Grant Application Link	http://www.trafficsafetygrantsillinois.org
Technical Assistance Session	No

NOFO Supplemental (Agency-specific Content for the NOFO)

A. Program Description

Distracted Driving Crackdown Mini Grant – April 2018

While enforcement of distracted driving laws is a particularly challenging undertaking for law enforcement, as laws have been strengthened, both the Illinois State Police and local Illinois law enforcement (police and sheriffs) have steadily increased the number of distracted driving citations issued to motorists. Law enforcement continues to pursue more innovative ways in which to enforce these laws. The Distracted Driving Crackdown Mini Grant is intended to maximize the deterrent effect of Illinois' strong phone use laws.

The goal is to save lives and reduce injuries resulting from motor vehicle crashes by increasing the enforcement of Illinois' mobile phone and texting driving laws and raising awareness of the presence of these laws.

To help accomplish this goal, the Distracted Driving Crackdown Mini Grant will fund efforts to emphasize distracted driving laws during a two-week, high-visibility, distracted driving statewide crackdown in April, National Distracted Driving Awareness Month. The distracted driving crackdown will feature officer hireback enforcement details allowing stepped up enforcement of state distracted driving laws (in addition to other traffic laws) combined with a comprehensive statewide paid media effort exclusive to distracted driving.

B. Funding Information

On December 4, 2015, the President signed into law the Fixing America's Surface Transportation (FAST) Act that authorizes Federal highway, highway safety, transit and rail programs for five years from the Federal fiscal years (FFY) 2016 through 2020. The FAST Act maintains the current grant programs (i.e., occupant protection, State traffic safety information systems, impaired driving countermeasures, distracted driving, motorcyclist safety, State graduated driver licensing). The FAST Act does add a new grant, non-motorized safety.

The federal funding under FAST Act related to this NOFO will be:

Section 405e – Distracted Driving: Encourages states to enact and enforce laws prohibiting texting while driving and youth cell phone use while driving.

C. Eligibility Information

1. Eligible Applicants: Local and County law enforcement agencies

All grantees receiving federal highway safety funds must have an acceptable accounting system in existence capable of identifying the federal-related costs separately from their general operating costs.

2. Cost Sharing or Matching: N/A

3. Indirect Cost Rate: Yes. Citations: Sub-grantee - (2 CFR Part 200, Appendix VII.D.b), Non-Profits - (2 CFR 200.414(f) and 2 CFR Part 200, Appendix IV), Institute for Higher Education - (2 CFR Part 200, Appendix III).
4. Other, if applicable: N/A

D. Application and Submission Information

1. Address to Request Information Package:
Illinois Department of Transportation
2300 South Dirksen Parkway
Room 007
Springfield, Illinois 62764
2. Content and Form of Application Submission:
Electronic submission only to dot.tsgrants@illinois.gov. Type agency name and "Application" in the subject line
3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM):
Requires active DUNS in sam.gov
4. Submission Dates and Times:
All submissions must be emailed to dot.tsgrants@illinois.gov by 5:00 p.m. on Thursday, January 18, 2018, to be considered as an FFY18 applicant.
5. Intergovernmental Review, if applicable: N/A
6. Funding Restrictions: Per the National Highway Traffic Safety Administration (NHTSA) Grant Funding Policy, the following costs are allowable under specific conditions. Illinois may request additional information relating to allowable and unallowable cost items from the NHTSA Region 5 Office. Review grant specifications and individual grant budgets for allowable/unallowable costs. Not all costs are allowed in every grant program.
7. Other Submission Requirements: N/A

**Applying for Federal Highway Safety Grant Funds
Illinois Department of Transportation – Bureau of Safety Programs and Engineering**

Notice of Funding Opportunity (NOFO)

- The NOFO for the FFY 2018 Highway Safety Grant Funds for hireback for Distracted Driving Crackdown Mini Mobilization is located at the link below. Read the NOFO carefully.
www.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx
- The NOFO will be listed as 18-0343-03 State and Community Highway Safety/National Priority Safety Programs. This is the number and title for this grant request.

Grant Accountability and Transparency Act (GATA)

- In addition to completing the grant itself, each entity should check with their County or Municipalities' highest level (generally the treasurer, clerk, etc.) to see how they are currently registered in the GATA portal. Entities must be pre-qualified to apply for a grant.
- For Local Governments there are two type's of registrations, which include:
 1. Centralized – primarily for Local Governments (most common type) – Counties and Municipalities with multiple departments and divisions where the funds/awards go to the county or municipality's highest level and then to the specific division or department. The highest entity level would register for all departments and divisions. All entities that fall under this centralized registration would be listed/identified in a "Grantee Note" by the registrant or the registrant can obtain assistance from DOT.GATA@illinois.gov to enter in the additional entities for them. All of the awards for any of the entities listed would go to the registered FEIN, DUN and GATA registration (a.k.a. Organization ID) numbers listed on the centralized registration. **One** Internal Control Questionnaire (ICQ) would be completed and **ONE** Indirect Cost Rate would be identified for all entities identified under the registration.
 2. Parent/Child – primarily for Local Governments (least common type) – Counties and Municipalities with multiple departments and divisions that have their own DUNS numbers AND receive the funds/awards directly. The funds/awards DO NOT go through the highest level. The highest entity (the parent) level would register their FEIN and DUNS, complete an ICQ and select an indirect cost rate just for their use. Each department and/or division (the children) would then register their DUNS, complete an ICQ and select an indirect cost rate just for their individual use.
- If you have questions on how your entity is currently registered, or if you need help determining how to register in the GATA portal, please contact DOT.GATA@illinois.gov and someone will reach out to assist you.

Go to www.trafficsafetygrantsillinois.org and complete the application package

Application Package:

- The following documents are **required** to successfully apply for a grant:
 - a) Uniform Application for State Grant Assistance
 - b) Uniform Budget Template
 - c) Grant Attachment A
 - d) Programmatic Risk Assessment
 - e) Conflict of Interest
- Complete all of the appropriate paperwork.
- Save each document to your computer naming it "YOUR AGENCY NAME – FFY 2018 APPLICATION (or BUDGET, ATTACHMENT A, RISK ASSESSMENT, CONFLICT OF INTEREST)".
- Email to dot.tsgrants@illinois.gov. List your agency name and FFY 2018 Application in the Subject line of your email. Include each of the following as a **separate** inserted document in the original format but in one single email submission:
 - a) Uniform Application for State Grant Assistance
 - b) Uniform Budget Template
 - c) Grant Attachment A
 - d) Programmatic Risk Assessment

e) Conflict of Interest

- If you have any questions regarding the application process, please contact your Law Enforcement Liaison or Grant Administrator first. If you need additional assistance, contact Adam Gabany at 217/785-1582 or Adam.Gabany@illinois.gov.

Notification

The Illinois Department of Transportation will reply with an electronic receipt of delivery once received (Please allow 2-3 business days for this email to arrive).

If all required attachments are not within the e-mail, the applicant will be contacted immediately. It will not be considered a complete application until all required documents are confirmed as received.

*Applications will not be evaluated and considered for funding if received through U.S. Postal Service for FFY 2018.

APPLICATION DUE DATE: January 18, 2018

E. Application Review Information

1. **Criteria:** This Notice of Funding Opportunity is to encourage and seek Illinois law enforcement agencies' participation in enhanced distracted driving traffic enforcement. Agencies wanting to participate must submit applications to seek funding for officer hireback hours and also appropriate equipment. All Illinois law enforcement agencies are eligible to apply for this grant. Crash data shows a trend towards distraction (specifically electronic device distraction) playing an increasing role in fatal and injury motor vehicle crashes. With the Distracted Driving Crackdown Mini Grant, the Illinois Department of Transportation (IDOT) is wanting to give local law enforcement agencies the resources to emphasize enforcement of distracted driving laws during a two-week, high-visibility, distracted driving statewide crackdown in April, National Distracted Driving Awareness Month.
2. **Review and Selection Process:** During the last two years, Illinois has developed a process for selecting the appropriate projects for solving our highway safety problems and meeting our highway safety performance goals. The primary goal of all highway safety programs is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-state owned roads and tribal roads. All highway safety programs require a strategic, data-driven approach improving highway safety. In addition, all the local project specifications are revised in November annually to include new objectives, strategies and performance-directed measures to keep projects focused on reducing injuries and fatalities on Illinois roadways. The Evaluation Unit provides updated objectives and performance driven measures for local project specifications and grantees are required to focus enforcement squarely behind each holiday mobilization. All grant applications are assigned to Bureau of Safety Programs and Engineering (BSPE) staff for reviewing and scoring based on specific criteria. First, an application is assigned to a staff member along with a project evaluation template for an initial review. A second review will be completed by one of IDOT's program coordinator's (i.e., occupant protection, impaired driving), or by either a member of the HSP Committee or an executive staff member. Then, the final score will be calculated by averaging the first two reviewer's scores.
3. **Anticipated Announcement and State Award Dates, if applicable:** Announce awards by February 1, 2018 with campaign date of April 16-30, 2018.

F. Award Administration Information

1. **State Award Notices:** Notices Within 1-3 days of submission of the application to the dot.tsgrants@illinois.gov email, the agency will receive an electronic acknowledgement of receipt of the application. This is not an authorization to begin performance. Once all applications have been reviewed by the Highway Safety Planning Committee and scored, a Notice of State Award or a denial letter will be sent to each applicant.
2. **Administrative and National Policy Requirements:** N/A
3. **Reporting:** Post-State award reporting requirements will be met by each agency submitting a BSPE 205 Local/State Mobilizations Data Collection form with the campaign worked. No claims for reimbursement will be paid without an attached BSPE 205.

G. State Awarding Agency Contacts:

Adam Gabany
Illinois Department of Transportation
Bureau of Safety Programs and Engineering
2300 South Dirksen Parkway
Room 007
Springfield, IL 62764
217/785-1582
dot.tsgrants@illinois.gov

H. Other Information – Certifications and Assurances, and other information if applicable

Certifications:

1. **Bribery:** Applicant certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).
2. **Bid Rigging:** Applicant certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
3. **Debt to State:** Applicant certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Applicant, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Applicant, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and Applicant acknowledges Grantor may declare the Agreement void if the certification is false (30 ILCS 500/50-11).
4. **Internal Revenue Code Compliance:** Applicant certifies that it does and will comply with all provisions of the Federal Internal Revenue Code (26 USC 1), the Illinois Revenue Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.
5. **Lobbying:** Applicant certifies that it has not paid prior grant funds, or upon receiving an Award and Grant Agreement, will not be paying Grant Funds by or on behalf of Applicant to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General

Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative or intergovernmental agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative or intergovernmental agreement. 31 USC 1352. Additionally, Applicant certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

- i. **Federal Form LLL:** If any funds, other than Federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with a Uniform Application for State Grant Assistance and subsequent Award and Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.
 - ii. **Lobbying Costs:** Applicant certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR Part 200.450. For any Indirect Costs associated with a Grant Agreement pursuant to an Award, total lobbying costs shall be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.
 - iii. **Procurement Lobbying:** Applicant warrants and certifies that it and, to the best of its knowledge, its sub-grantees, if Applicant intends to use sub-grantees upon issuance of an Award and subsequent Grant Agreement, have complied and will comply with Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
 - iv. **Sub-awards:** If Applicant is issued an Award and subsequent, Grant Agreement, and intends to utilize sub-Grantees, Applicant certifies it will include the language of this certification in the award documents for any sub-awards made pursuant to this Award at all tiers. All sub-awardees are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Applicant shall forward all disclosures by contractors regarding this certification to Grantor.
6. **Educational Loan:** Applicant certifies that it is not barred from receiving State awards or agreements as a result of default on an educational loan (5 ILCS 385/1 *et seq.*).
7. **International Boycott:** Applicant certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provision of the U.S. Export Administration Act of 1979 (50 USC Appendix 2401 *et seq.* or the regulations of the U.S. Department of Commerce promulgated under that Act (15 CFR Parts 730 through 774).
8. **Dues and Fees to a Discriminatory Club:** Applicant certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1 *et seq.*).
9. **Pro-Children Act:** Applicant certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early

childhood development services, education or library services to children under the age of eighteen (18), which services are supported by Federal or State government assistance (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

10. **Drug-Free Work Place:** If Applicant is not an individual, Applicant certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Applicant is an individual and the Award applied for is valued at more than \$5,000, Applicant certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Applicant further certifies that it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8102.
11. **Motor Voter Law:** Applicant certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).
12. **Clean Air Act and Clean Water Act:** Applicant certifies that it is in compliance with all applicable standards, order or regulations issued pursuant to the Clean Air Act (42 USC §7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC §1251 *et seq.*).
13. **Debarment:** Applicant certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal department or agency (45 CFR Part 76), or by the State (See 30 ILCS 708/25(6)(G)).
14. **Non-procurement Debarment and Suspension:** Applicant certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.
15. **Grant for the Construction of Fixed Works:** Applicant certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Notice of Funding Opportunity shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, Applicant shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.
16. **Health Insurance Portability and Accountability Act:** Applicant certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Applicant shall maintain, for a minimum of six (6) years, all protected health information.
17. **Criminal Convictions:** Applicant certifies that neither it nor any officer, director, partner or other managerial agent of Applicant has been convicted of a felony under the Sarbanes-Oxley Act of

2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. Applicant further certifies that it is not barred from receiving an Award under 30 ILCS 500/50-10.5, and acknowledges that Grantor shall declare the Award and subsequent Grant Agreement void if this certification is false (30 ILCS 500/50-10.5).

18. **Forced Labor Act:** Applicant certifies that it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that, if it receives an Award and subsequent Grant Agreement, no foreign-made equipment, materials, or supplies furnished to the State under the Agreement have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583).
19. **Illinois Use Tax:** Applicant certifies in accordance with 30 ILCS 500/50-12 that it is not barred from receiving an Award under this Paragraph. Applicant acknowledges that the Award and subsequent Grant Agreement may be declared void if this certification is false.
20. **Environmental Protection Act Violations:** Applicant certifies in accordance with 30 ILCS 500/50-14 that it is not barred from receiving an Award. Grantee acknowledges that the Award and subsequent Grant Agreement may be declared void if this certification is false.
21. **Goods from Child Labor Act:** Applicant certifies that no foreign-made equipment, materials, or supplies furnished to the State under a Grant Agreement executed pursuant to an Award have been or will be produced in whole or in part by the labor of any child under the age of twelve (12) (30 ILCS 584).
22. **Federal Funding Accountability and Transparency Act of 2006:** Applicant certifies that it is in compliance with the terms and requirements of 31 USC 6101. Applicant further certifies it does and will comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA) with respect to Federal Awards greater than or equal to \$25,000. A FFATA sub-award report must be filed by the end of the month following the month in which the award was made.
23. **Compliance with Uniform Grant Rules (2 CFR Part 200):** Applicant certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference. See 44 Ill. Admin. Code 7000.30(b)(1)(A).
24. **Compliance with Non-Discrimination Laws:** Applicant, its employees and subcontractors under subcontract made pursuant to an Award and subsequent Grant Agreement, certifies that it shall comply with all applicable provisions of State and Federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:
 - (a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Illinois Administrative Code Part 750, which is incorporated herein;
 - (b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);

- (c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (See also guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);
- (d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- (e) The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*); and
- (f) The Age Discrimination Act (42 USC 6101 *et seq.*).

II. Assurances:

1. **Applicant Standing and Authority:** Applicant assures it is duly organized, validly existing and in good standing under the laws of the State in which it was incorporated or organized and that it has the requisite power and authority to:
 - i. Execute and deliver the Uniform Application for State Grant Assistance on behalf of the Applicant;
 - ii. Execute and file the required certifications, assurances, Intergovernmental Agreements and Grant Agreements on behalf of the Applicant binding the Applicant;
 - iii. Execute Grant Agreements, Intergovernmental Agreements, and all other documents to be executed by Applicant in connection with the Award and subsequent Agreement with Grantor on behalf of the Applicant.
 - iv. Upon receiving an award and subsequent Intergovernmental Agreement or Grant Agreement, perform its obligations hereunder and to consummate the transactions contemplated within the Agreement.
 - v. If Applicant is organized under the laws of another jurisdiction, Applicant warrants that it is also duly qualified to do business in Illinois and, if applicable, is in good standing with the Illinois Secretary of State.

2. **General Assurances:**

- i. Applicant assures it will comply with all applicable State, Federal and local laws and State administrative regulations in carrying out any project supported by a State of Illinois Grant Agreement or Intergovernmental Agreement, and any and all license requirements or professional certification provisions.
- ii. Applicant agrees that it is under a continuing obligation to comply with the terms and conditions of the Grant Agreement or Intergovernmental Agreement with Grantor issued for its project.
- iii. Where applicable, Applicant assures it will comply with applicable State and Federal statutes, Federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Applicant concerning persons served under an Intergovernmental Agreement or Grant Agreement. The records and information shall be protected by Applicant from unauthorized disclosure.
- iv. Applicant recognizes that Federal and State laws and regulations may be modified from time to time, and those modifications may affect project implementation. The Applicant understands that Presidential executive orders, executive orders from the Office of the Governor, Federal and State directives, including policies and program guidance may be

- issued concerning matters affecting the Applicant or the project.
- v. The Applicant agrees that the most recent Federal and State laws, regulations, and directives will apply to the project, unless Grantor issues a written determination otherwise.

3. **Registration Assurance:** Applicant assures it and any sub-grantees it might intend to utilize shall:
- i. be registered with the Federal SAM;
 - ii. be in good standing with the Illinois Secretary of State, if applicable; and
 - iii. have a valid DUNS number.

Applicant understands its responsibility to remain current with these registrations and requirements. If Applicant's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Application for State Grant Assistance changes, Applicant must notify the Grantor.

4. **Gift Ban Assurance:** Applicant understands it is prohibited from giving gifts to State employees and assures it will not give any gifts pursuant to Officials and Employees Ethics Act (5 ILCS 430/10-10) and Executive Order 15-09.
5. **Freedom of Information Act (FOIA) Assurance:** Applicant assures that upon request, Applicant shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

Other information, if applicable:

Mandatory Forms -- Required for All Agencies

- 1. Uniform State Grant Application
- 2. Project Narrative
- 3. Budget
- 4. Budget Narrative



Applicant Agency Name

Lake County Sheriff's Office

Personnel (Salaries & Wages) Budget	Distracted Driving Enforcement
Distracted Driving Crackdown Officer Hireback Total	\$12,090.96

Campaign Breakdown

Distracted Driving Crackdown (April 16-30, 2018)						
Distracted Driving	# of officers	# of hours	# of details	Total Hours	Overtime Rate	Total Campaign Budget
Daytime	4	3	7	84	\$71.97	\$6,045.48
Nighttime	4	3	7	84	\$71.97	\$6,045.48
TOTAL						\$12,090.96

**FY 2018 Distracted Driving Grant
Enforcement Campaign Dates**

Campaign	Paid Advertising Campaign	Potential Kickoff Press Release Dates	Enforcement	Post Enforcement Media Release	Grant Data Collection Form Due
Distracted Driving Awareness Month	Yes	April 16-18, 2018	April 16-30, 2018	May 1-3, 2018	May 14, 2018

Internal Use Only

Project Number

Received By

Uniform Application for State Grant Assistance

Agency Completed Section

1.	Type of Submission	<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed / Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date / Time Received by State	Completed by State Agency upon Receipt of Application
4.	Name of the Awarding State Agency	Illinois Department of Transportation
5.	Catalog of State Financial Assistance (CSFA) Number	494-10-0343
6.	CSFA Title	State and Community Highway Safety National Priority Safety Program
Catalog of Federal Domestic Assistance (CFDA) <input type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	20.616
8.	CFDA Title	National Priority Safety Programs
9.	CFDA Number	
10.	CFDA Title	
Funding Opportunity Information		
11.	Funding Opportunity Number	18-0343-03
12.	Funding Opportunity Title	Distracted Driving Crackdown Mini Grant
Competition Identification <input checked="" type="checkbox"/> Not Applicable		
13.	Competition Identification Number	
14.	Competition Identification Title	

Applicant Completed Section

Applicant Information

15.	Legal Name	Lake County Sheriff's Office
16.	Common Name (DBA)	Lake County Sheriff's Office
17.	Employer / Taxpayer Identification Number (EIN, TIN)	36-6006600
18.	Organizational DUNS number	021115204
19.	SAM Cage Code	3MAPO
20.	Business Address	Street address: 25 W. Martin Luther King Jr. Ave. City: Waukegan State: IL County: Lake Zip + 4: 60085-

Applicant's Organizational Unit

21.	Department Name	Lake County Sheriff's Office
22.	Division Name	Highway Division

Applicant's Name and Contact Information for Person to be Contacted for *Program* Matters involving this Application

23.	First Name	Thomas
24.	Last Name	Struck
25.	Suffix	
26.	Title	Sergeant
27.	Organizational Affiliation	Sergeant
28.	Telephone Number	(847) 377-7053
29.	Fax Number	(847) 549-6097
30.	Email address	tstruck@lakecountyil.gov

Applicant's Name and Contact Information for Person to be Contacted for *Business/Administrative Office* Matters involving this Application

31.	First Name	Dawn
32.	Last Name	Wucki-Rossbach
33.	Suffix	
34.	Title	Business Manager
35.	Organizational Affiliation	Business Manager
36.	Telephone Number	(847) 377-4217
37.	Fax Number	(847) 984-5737
38.	Email address	dwuckirossbach@lakecountyil.gov

Applicant Completed Section		
Areas Affected		
39.	Areas Affected by the Project (cities, counties, state-wide)	Add Attachments (e.g., maps) Unincorporated Lake County, Deer Park, Beach Park, Long Grove, Volo, Mettawa, Lake Barrington and North Barrington
40.	Legislative and Congressional Districts of Applicant	6 and 14
41.	Legislative and Congressional Districts of Program / Project	6, 14 and 10
Applicant's Project		
42.	Description Title of Applicant's Project	Distracted Driving Crackdown
43.	Proposed Project Term	Start Date: 04/16/2018 End Date: 04/30/2018
44.	Estimated Funding (include all that apply)	<input checked="" type="checkbox"/> Amount Requested from the State: \$12,090.96 <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): <input type="checkbox"/> Local Contribution: <input type="checkbox"/> Other Source of Contribution: <input type="checkbox"/> Program Income: <div style="text-align: right;">Total Amount \$12,090.96</div>
Applicant Certification: <p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)</p> <p>(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.</p> <p style="text-align: center;"><input checked="" type="checkbox"/> I agree</p>		
Authorized Representative		
45.	First Name	Dawn
46.	Last Name	Wucki-Rossbach
47.	Suffix	
48.	Title	Business Manager
49.	Telephone Number	(847) 377-4217
50.	Fax Number	(847) 984-5737
51.	Email Address	dwuckirossbach@lakecountyil.gov
52.	Signature of Authorized Representative	

Applicant Completed Section		
53.	Date Signed	12/16/18

Programmatic Risk Assessment Questionnaire

The purpose of this assessment is to evaluate the programmatic risk of the applicant. Limited program experience, protocols and internal control governing program delivery will increase an applicant's degree of risk but will not preclude the applicant from becoming a grantee. The applicant's degree of risk may require additional conditions to be incorporated into the grant award pursuant to 2 CFR 200.207.

Patterns or trends in programmatic risk will influence GATA training as well as the agency's monitoring plan. Appropriate support must be provided by GATU and the agency to build grantee capacity.

Process:

- A. The agency adds agency and / or grant-specific questions under section 6.
- B. The questionnaire (including the agency and/or grant-specific questions) is distributed to the applicant by the agency prior to an awarding decision.
- C. The applicant returns the completed questionnaire to the agency. The agency scores the questionnaire based on the responses provided by the applicant. (The automated form will score the responses.)
- D. The calculated responses equate to a risk profile for each of the 5 risk categories.
- E. The agency aligns the risk profile to the applicable specific condition(s) for medium and high risk applicants in each of the 5 risk categories.
- F. The agency communicates the applicable specific condition(s) within the Notice of State Award.

A separate programmatic risk assessment
is required for each grant application.

Responses should be program-specific.

Program Associated with this Programmatic Risk Assessment:	Distracted Driving Mini Grant
Awarding State Agency:	Illinois Department of Transportation, Bureau of Safety Programs & Engineering
Entity Completing Programmatic Risk Assessment:	Lake County Sheriff's Office
Individual Completing Programmatic Risk Assessment:	Dawn Wucki-Rosbach
Contact Information for Completer (Phone and Email):	(847) 377-4217; dwuckirossbach@lakecountyil.gov

In response to the requirements of 2 CFR 200.205, the awarding agency is required to review the programmatic risk posed by applicants. Five risk categories are assessed through this questionnaire:

1. Quality of management systems and ability to meet the management standards
2. History of performance
3. Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audit
4. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.
5. Agency-specific Questions (As applicable based on terms of the Notice of Funding Opportunity)

1. Quality of management systems and ability to meet the management standards

1.1. Do you have written policies and procedures that guide program delivery on the topics of:

- | | |
|--|--|
| a. Quality assurance | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| b. Outcome tracking and reporting mechanisms | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| c. Relevant documentation of services/goods delivered | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| d. Staff performance management policies and procedures | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| e. Personnel policies and procedures that include conflict of interest statements | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| f. Complaint/grievance resolution policies and procedures | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| g. Governing body policies and procedures that include conflict of interest statements | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| h. Safeguarding funds, property and other assets against loss from unauthorized use or disposition | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| i. Management of grant term extensions, where applicable | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |

1.2. Do you have internal controls that govern program delivery on the topics of:

- | | |
|---|--|
| a. Quality assurance reporting | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| b. Appropriate (to industry) supervision of staff | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| c. Unit costs analysis and management | <input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO |
| d. Accreditation/licensing compliance program | <input type="checkbox"/> YES/ <input type="checkbox"/> NO / <input checked="" type="checkbox"/> NOT APPLICABLE |

1.3. Does the organization have written standards of conduct covering real or perceived conflict of interest related to actions of employees engaged in the selection, award or administration of contracts supported by grant awards? ☒ YES/☐ NO

1.4. How many years of experience does the project leader have managing the scope of services required under this program?

- ☐ More than five years
☒ One to five years
☐ Less than one year

1.5. Does the organization have a time and effort system that:

- | | |
|---|---|
| a. Records all time worked, including time not charged to awards? | <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO |
|---|---|

- b. Is signed-off by the employee and a supervisor? ☒ YES/☐ NO
c. Includes an approved methodology? ☒ YES/☐ NO/☐ NOT APPLICABLE

☐ Question is not applicable because grants are based on a set rate or a per unit of service. Go to question 1.6.

1.6. Does the organization have controls for invoicing grants paid based on a rate or unit of service?

☒ YES/☐ NO

1.7. Does the organization apply the same standard for match requirements as it does for expenses?

☒ YES/☐ NO/☐ NOT APPLICABLE - WE'VE NOT BEEN SUBJECT TO MATCH REQUIREMENTS

1.8. To what extent are you able to produce periodic grant status reports to inform stakeholders about program outcomes?

- ☒ Reports are an established part of grant management procedures
☐ We're developing reports as part of grant management procedures
☐ We do not currently have established reports as part of grant management

2. **History of performance** (The applicant's record in managing grant awards, if it is a prior recipient of awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards)

2.1. How many years of experience does your organization have with grants of comparable scope and/or capacity?

- ☒ More than five years
☐ One to five years
☐ Less than one year
☐ No experience GO TO QUESTION 3.3

2.2. If your organization has experience with grants of comparable scope and/or capacity, provide a brief description of similar project goals and outcomes; specify the applicable year: (Text response)

2.3. During your last two fiscal years, how frequently has your organization submitted project performance reports on time?

- ☒ Always
☐ Reported late up to three times
☐ Reported late four or more times
☐ Not applicable – not a requirement of awards previously received

2.4. Have there been any significant changes in your organization in the last fiscal year related to:

- a. Leadership change(s) ☒ YES/☐ NO
b. Significant program / grant initiative(s) ☐ YES/☒ NO

- c. Structural changes ☒ YES/☐ NO
- d. Fiscal changes ☐ YES/☒ NO
- e. Statutory or regulatory requirements ☐ YES/☒ NO
- f. Other ☐ YES/☐ NO

2.5. Provide a brief explanation for all "YES" responses to question 2.4. The Sheriff's Office currently has a new Undersheriff. We consolidated two divisions into one creating a new Law Enforcement and Community Services Division. We also consolidated our Warrants Division into our Criminal Investigations Division.

2.6. Does the organization utilize a sub-grantee/sub-recipient / sub-award to manage, administer or complete a project? ☐ YES/☒ NO If NO, go to question 2.10.

2.7. What responsibilities does the sub-grantee/sub-recipient/sub-award perform?

- a. Participant eligibility determination ☐ YES/☐ NO
- b. Performance reporting ☐ YES/☐ NO
- c. Program delivery functions ☐ YES/☐ NO
- d. Financial reporting ☐ YES/☐ NO
- e. Other ☐ YES/☐ NO

2.8. What percentage of grant funds does the organization pass on to sub-grantees/sub-recipients/sub-awards?

- ☐ Less than 10%
- ☐ 10-20%
- ☐ More than 20%

2.9. Does your organization have an implemented policy for sub-grantee monitoring? ☐ YES/☐ NO

If NO, go to 2.10. If YES, does it include:

- ☐ on-site review
- ☐ review of prior monitoring
- ☐ desk / quantitative review

2.10 Do you obtain prior written approval from the funding agency when:

- a. The scope or objective of the program changes ☒ YES/☐ NO
- b. Key personnel specified in the application change ☒ YES/☐ NO
- c. The approved project director disengages for more than 3 months or reduces 25% of time devoted to the project ☒ YES/☐ NO

☐ Question is not applicable because organization has not been subject to these requirements

2.11 Does your organization have performance measurements that tie to financial data?

☒ YES/☐ NO

3. Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audit

3.1. During the last two fiscal years, has your organization been out of compliance with *programmatic* terms and conditions of awards?

- ☐ Organization has not been audited; Go to Question 3.6
- ☒ No occurrences of non-compliance; Go to Question 3.6
- ☐ One to three occurrences of non-compliance
- ☐ Four or more occurrences of non-compliance

3.2. If your organization had at least one occurrence of non-compliance with programmatic terms and conditions, summarize each occurrence. (Text response)

3.3. Have corrective actions been implemented within the specified timeframe? ☐ YES/☐ NO

3.4. Provide explanation for any corrective actions that were not implemented within the timeframe specified and for any corrective actions that remain open. (Text response)

3.5. Have there been conflict of interest-related findings within the last two fiscal years? ☐ YES/☐ NO

- a. If NO, go to question 3.6
- b. If YES, specify the conflict of interest-related finding and your response to the finding.
(Text response)

3.6. Has your organization been subject to conditional approvals due to program issues? ☐ YES/☒ NO

- a. If NO, to go question 4.1.
- b. If YES, specify the terms of the special condition and whether or not the special condition is still applicable. (Text response)

4. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.

4.1. To what extent does your organization have policies to ensure programmatic expenses are reasonable, necessary and prudent (allowable)?

- ☒ Policies are implemented and followed
- ☐ Policies are not fully implemented
- ☐ The organization does not currently have these types of policies

4.2. To what extent does your organization have policies to ensure programmatic activities are allowable?

- ☐ Policies are implemented and followed
- ☐ Policies are not fully implemented
- ☐ The organization does not currently have these types of policies

4.3. To what extent is your organization able to comply with all statutory requirements of this program?

- ☒ Fully able to comply with all statutory requirements
☐ With the following exception(s), the organization is able to comply: Text response of exception(s)

4.4. Has the organization been out of compliance with any statutory, regulatory or other requirements of grant funding within the last two fiscal years? ☐ YES/☒ NO

If YES, provide explanation. (Text response)

Certification Section –

I certify that the responses provided to this Programmatic Risk Assessment Questionnaire are true and accurate and that all occurrence of non-compliance with programmatic requirements addressed through this questionnaire have been disclosed.

Authorized Signature

Date



Agreement No. _____

Employee or Officer Name Thomas Struck

Position of Employee or Officer Sergeant

Grantee's disclosure of the information contained in this Form is required by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Title 2, Part 200 of the Code of Federal Regulations, 2 CFR 200.112, and 44 Ill. Admin Code 7000.40(b)(3). As an Employee or Officer of Grantee, I will remain bias-free before, during and after the award process of the Grant Agreement. Pursuant to the above referenced Uniform Guidance and Administrative Rules, I have identified below any relationship I have, or have had, of a family, political, financial, or social nature with any of Grantor's employees related to this Grant Agreement, and wait for direction from the Grants Unit Manager and the Department's Ethics Officer before proceeding to participate with Grantor in the award process. After submittal of this Disclosure to the Department's Bureau of Business Services, the Bureau of Business Services will provide this form to the Ethics Officer if a conflict is noted.

Check statement 1 or 2. If you check statement 1, please sign and date the form. If you check statement 2, please complete the information and then sign and date the form.

1. X I do not have, nor have I had, any relationship described above nor any other conflict of interest with any of Grantor's employees for this Grant Agreement.

2. _____ I have, or have had, a relationship described above or other conflict of interest with the following employees of Grantor for this Grant Agreement.

_____ Name of Grantor's employee

_____ Nature of Potential Conflict

_____ Name of Grantor's employee

_____ Nature of Potential Conflict

_____ Name of Grantor's employee

_____ Nature of Potential Conflict

(The back side of this form may be used if additional space is needed.)

Thomas J Struck 1784
Signature of Employee

1/2/18
Date



Agreement No. _____

Employee or Officer Name Dawn Wucki-Rossbach

Position of Employee or Officer Business Manager

Grantee's disclosure of the information contained in this Form is required by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Title 2, Part 200 of the Code of Federal Regulations, 2 CFR 200.112, and 44 Ill. Admin Code 7000.40(b)(3). As an Employee or Officer of Grantee, I will remain bias-free before, during and after the award process of the Grant Agreement. Pursuant to the above referenced Uniform Guidance and Administrative Rules, I have identified below any relationship I have, or have had, of a family, political, financial, or social nature with any of Grantor's employees related to this Grant Agreement, and wait for direction from the Grants Unit Manager and the Department's Ethics Officer before proceeding to participate with Grantor in the award process. After submittal of this Disclosure to the Department's Bureau of Business Services, the Bureau of Business Services will provide this form to the Ethics Officer if a conflict is noted.

Check statement 1 or 2. If you check statement 1, please sign and date the form. If you check statement 2, please complete the information and then sign and date the form.

1. X

I do not have, nor have I had, any relationship described above nor any other conflict of interest with any of Grantor's employees for this Grant Agreement.

2. _____

I have, or have had, a relationship described above or other conflict of interest with the following employees of Grantor for this Grant Agreement.

_____ Name of Grantor's employee

_____ Nature of Potential Conflict

_____ Name of Grantor's employee

_____ Nature of Potential Conflict

_____ Name of Grantor's employee

_____ Nature of Potential Conflict

(The back side of this form may be used if additional space is needed.)

Dawn Wucki-Rossbach
Signature of Employee

01/07/18
Date