



# Highway Safety Single Project Grant Application

State of Alaska, DOT & PF  
PO Box 112500, Suite #200  
Juneau AK 99811-2500  
Phone: 907-465-2446  
Fax: 907-465-4030

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dot.alaska.gov/highwaysafety

NOV 17 2008

## A. Cover Page

Project Type: <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Training <input checked="" type="checkbox"/> Education/Promotion		Event Date(s): Nov. '08 – Feb. 09
Applicant Organization: The Forget-Me-Not Mission, LLC (Name on Reimbursement Check)		Phone: 907/978-7809 Fax:
Project Director Nancy J. Bidwell		E-mail Address: royal-nancy@hotmail.com
Mailing & Street Address: 5068 Pinnacle Ridge Circle Wasilla, AK 99654	Project Location (city/town): Anchorage, Fairbanks, Wasilla, Kenai, Juneau	
Non-Profit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Employer Identification Number: 20-5294740	

## Proposed Budget Request:

Cost Category	Requested from AHSO	Grantee Match	Total
(100) Personnel Services			
(200) Travel			
(300) Contractual Services	\$ 4,725.00	\$ 1,575.00	\$6,300.00
(400) Commodities	\$ 262.50	\$ 87.50	\$ 350.00
(500) Equipment			
<b>Totals</b>	<b>\$ 4,987.50</b>	<b>\$ 1,662.50</b>	<b>\$ 6,650.00</b>

**Acceptance of conditions:** It is understood and agreed by the undersigned that any funds received as a result of the approval of this application are subject to all State and Federal Governmental Regulations. This project does or will constitute an official part of the Highway Safety Program of the State of Alaska, and will meet all requirements and administrative regulations of the National Highway Traffic Safety Administration and the Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. Subject to the availability of Federal funding, reimbursement will be made upon submission of a final evaluation report and reimbursement request following completion of grant activities.

**If approved, Reimbursement Request and Final Report will be due within 60 days of the event.**

### Responsible Individuals within Applicant Organization:

Financial Manager (second contact): Royal N. Bidwell		Phone: 907/978-8595	
Title: Pres.	E-mail: royal-nancy@hotmail.com		
Signature: <i>Royal N. Bidwell</i>	Date: Nov. 4, 2008	Fax:	
Authorizing Official (authority to spend organization funds):		Phone:	
Title: Director - Nancy Bidwell	E-mail:		
Signature: <i>Nancy Bidwell</i>	Date: Nov 4, 2008	Fax:	

**AHSO Use Only**

Staff Comments:		Grant #: 402 MC 09-03-04
Project Assistant (AHSO): <i>Kathy Budke</i>		CC: 226 1906
Approved by (AHSO): <i>C. J. Gashen</i>	Date: 11/13/08	PGM: 57870 F. 80219

**B. Budget Detail (See Instructions)**

Funds for this project may not be used to purchase paid advertising in the mass media (development of advertisements and PSA's may be permissible), office furniture and fixtures, alcoholic beverages, costs for entertainment, or any kind of supplanting of existing funds.

(100) - Personnel Services - Payroll	AHSO	Grantee Match	Total
1.			
2.			
3.			
4.			
Personnel Total:			
(200) - Travel			
1.			
2.			
3.			
4.			
Travel Total:			
(300) - Contractual Services			
1. Advertising	\$ 1,125.00	\$ 375.00	\$ 1,500.00
2. Fuel	\$ 225.00	\$ 75.00	\$ 300.00
3. Design, Printing, Website Services	\$ 3,375.00	\$ 1,125.00	\$ 4,500.00
4.			
Contractual Total:	<b>\$ 4,725.00</b>	<b>\$ 1,575.00</b>	<b>\$ 6,300.00</b>
(400) - Commodities			
1. Office Supplies	\$ 112.50	\$ 37.50	\$ 150.00
2. Postage	\$ 150.00	\$ 50.00	\$ 200.00
3.			
4.			
Commodities Total:	<b>\$ 262.50</b>	<b>\$ 87.50</b>	<b>\$ 350.00</b>
(500) - Equipment - including Shipping on Separate Line			
1.			
2.			
Equipment Total:			
<b>Total Project Costs:</b>	<b>\$ 4,987.50</b>	<b>\$ 1,662.50</b>	<b>\$ 6,650.00</b>

## C. Project Detail

For grants to educational events and trainings: a list of the attended sessions and a two-paragraph summary must accompany all reimbursement claim forms.

Also Include:

1. Activities that are planned (Use additional pages if necessary)
2. How does your project meet the goals of AHSO
3. When and where the activities will take place
4. The number of participants expected
5. A list of other organization that will assist with activities
6. How you will evaluate the effectiveness of the project

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Events planned for 2009 include a walk/run to be held on June 6 in the major communities of Alaska; Anchorage, Fairbanks, Wasilla, Kenai and Juneau. We expect to attract at least 3,000 participants to this event and raise around \$100,000. There will also be a repeat event of Throttle Thunder Relay, which begins in Fairbanks and ends in Soldotna with stops at Denali Park, Wasilla and Anchorage over a two-day period, June 6 and 7. Funds will be raised through entry fees and sponsor contributions and are expected to be in the range of \$30,000 to \$40,000. We have preliminary commitments from Harley Owners Group chapters in Fairbanks, Wasilla, Anchorage and Soldotna; Christian Motorcycle Association members in Fairbanks; MADD volunteers in Fairbanks. We will be soliciting volunteers from other organizations in all five communities as planning progresses.

We are creating a Victim Impact Booklet which will contain many DUI victim's stories and photos and will be distributed statewide to raise public awareness with actual personal tragedies and the life-changing effects they have on victim's families and crash survivors. We will begin to advertise for contributions to the booklet immediately.

The Forget-Me-Not Mission will begin to advertise for 2009 events and activities immediately to attract interest in those events so potential participants can begin to plan for them. We also will solicit help from volunteers to begin organizing those events.

We are in the process of updating our website to be more informative and easier to use, with detailed information about 2009 events and activities, and instructions for volunteering and participating.

Our mission is to educate the public and raise public awareness about impaired driving in Alaska, with the goal of eradicating drunk driving crashes and underage drinking. The Victim Impact Booklet will be a high impact publication that will contain a powerful message about the huge impact of drunk driving crashes on victims and their families. Planned events for 2009 will be high profile activities that will attract large numbers of participants and high media coverage. Throughout the events, there is a lot of emphasis placed on the effects of impaired driving and the necessity to be responsible for one's behavior.

The effectiveness of our projects and events can be measured by the level of participation and volunteerism as well as by the amount of money they bring in. Large numbers of participants will bring high media coverage, raising public awareness. Funds will be used to further educate the public, raise public awareness, assist other nonprofit organizations that are attempting to have a positive influence on the DUI problem in Alaska, or are providing some kind of assistance to the victims and their families. The more money we can raise, the greater the effectiveness of our efforts.

# AGREEMENT CONDITIONS

THE FOLLOWING CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT:

- A. **Property:** State and Local Agencies and Other Non-State Subgrantees: Equipment and other property acquired under this Agreement for use in highway safety projects shall be used and kept in operation for highway safety purposes. State Agencies: Property management standards described in the "State Property Accounting Manual" will be used in accounting for equipment purchased under this Agreement. Local Agencies and Other Non-State Subgrantees: Standards for property management described in 49 CFR 18.32(c) through(e) will be used in accounting for equipment purchased under this Agreement. The Applicant Agency shall seek disposition instructions from the Alaska Highway Safety Office prior to disposing of any item of equipment purchased under this project. Nothing in this Agreement shall prevent the Applicant Agency from following existing property management standards that exceed the requirements set out in 49 CFR 18.32(c) through (e).
- B. **Copyright:** The Alaska Highway Safety Office and the U.S. Department of Transportation reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or federal government purposes: (1) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (2) any rights of copyright to which a grantee, subgrantee, or a contractor purchases ownership with grant support.
- C. **Standards for Americans with Disabilities:** Grantees, contractors, and others who receive funding from the State of Alaska, Department of Transportation and Public Facilities, to provide a service or services to the general public as an agent of the state must certify that all programs, services, and activities operated under the grant or contract are made available to the general public in compliance with the Americans with Disabilities Act of 1990. Grant or contract recipients are subject to state review.
- D. **Procurement Standards:** Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 49 CFR 18.36.
- E. **Progress Reports:** The Applicant Agency will submit a narrative final evaluation report within thirty days of the conclusion of grant activities with grant activities not taking place after September 30<sup>th</sup> of the grant year.
- F. **Financial Reports:** The Applicant Agency certifies that it has an accounting system capable of properly accounting for expenditures made under this project. Claims will be accompanied by copies of receipts and other supporting documentation.
- G. **News Releases:** The Alaska Highway Safety Office encourages agencies to publicize Highway Safety project approval. The Alaska Highway Safety Office shall be named as the granting agency in any news releases announcing the approval of this project. Any subsequent news releases written by the Applicant Agency shall mention the Alaska Highway Safety Office.
- H. **Highway Safety Logo:** The Alaska Highway Safety Office shall be noted as the sponsor or co-sponsor in any public information materials developed under a highway safety project. This requirement includes: public service announcements on radio and television, newspaper advertisements, pamphlets and brochures, and promotional "give-aways" such as bumper stickers, key chains, etc.
- I. **Record Retention:** All financial and programmatic records, supporting documents, statistical records, and other records of the Applicant Agency which are required to be maintained by the terms of 49 CFR 18.42 and other records reasonably considered as pertinent to program regulations or the project agreement must be retained for a period of three years after submittal of the final claim. Additional record retention requirements may be found in 49 CFR 18.42 and are incorporated and made part of this Agreement by reference. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.
- J. **Enforcement:** If the Applicant Agency materially fails to comply with any term of this Agreement, the Alaska Highway Safety Office may take one or more of the actions listed in 49 CFR 18.43(a)(1) through (5), as appropriate in the circumstances. Additional provisions for enforcement are listed in 49 CFR 18.45(b) through (d).

- K. **Termination for Convenience:** Except as provided in 49 CFR 18.43, this Agreement may be terminated in whole or in part only as follows: (a) by the Alaska Highway Safety Office with the consent of the Applicant Agency, in which case the two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated, or (b) by the Applicant Agency upon written notification to the Alaska Highway Safety Office, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If, however, in the case of a partial termination, the Alaska Highway Safety Office determines that the remaining portion of this Agreement will not accomplish the purposes for which the award was made, the Alaska Highway Safety Office may terminate the Agreement in its entirety under either 49 CFR 18.43 or paragraph (a) of this section.
- L. **Audit:** The Applicant Agency agrees to arrange for a financial and compliance audit as required under the Single Audit Act of 1984 and to provide a copy of the final audit report to the Alaska Highway Safety Office upon request. The CFDA (Catalog of Federal Domestic Assistance) number of the State and Community Highway Safety Program is 20.600 – 20.613. The financial agency responsible for arranging for the audit shall be advised by the applicant agency of this number.
- M. **Laws of Alaska:** This Agreement shall be governed in all respects by the laws of the State of Alaska.
- N. **Limited English Proficient Persons (LEP) Guidance:** There are two federal authorities, title VI of the civil Rights Act of 1964 and the Presidential Executive Order (EO) 13166, Improving Access to Services for Persons with Limited English Proficiency, that require the ADOT&PF to provide LEP persons with meaningful access to programs, activities and services. To fully implement Title VI and EO 13166, the US DOT published guidance to its recipients of federal assistance on December 14, 2005 in the Federal Register. ADOT&PF is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. By 2/2/2008, the department's Civil Rights Office staff had developed a plan, in cooperation with staff from all three regions. A policy and procedure manual is being created to explain how to implement this plan. If you have any questions, please contact Jon Dunham, Civil Right Manager, at 907 269-0850.

Signature of Project Coordinator:

Date:

*Nancy Bidwell*

*NOV. 4, 2008*

**CERTIFICATION REGARDING FEDERAL LOBBYING:**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements:**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

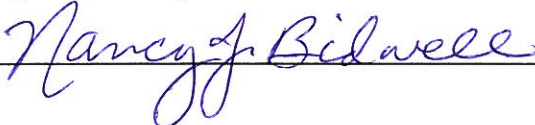
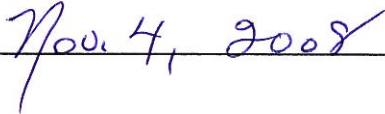
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Signature of Project Coordinator: 	Date: 
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