



FFY09
GRANT APPLICATION
AGREEMENT

RECEIVED

DEC 15 2008

ALASKA HIGHWAY
SAFETY OFFICE

State of Alaska

Department of Transportation and Public

Facilities

P.O. 112500; Suite # 200

Juneau AK 99811-2500

Ph: 907-465-2446

Fax: 907-465-4030

www.alaska.gov/highwaysafety

AGENCY NAME AND ADDRESS:		PROJECT TITLE:	
Juneau ABATE, Inc. P. O. Box 34816 Juneau, AK 99803		Motorcycle Safety Training and Awareness	
Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		PROJECT LOCATION:	
GRANT PERIOD:		Juneau, AK	
Begin: 10/01/2008	End: 09/30/2009	APPLICATION DATE:	May 31, 2008 REVISED 12/08
If this is a continuation of a previous grant, indicate previous AHSO project number: 2101K6-071201			
If previously funded, indicate the total number of months of federal support: 30			
Other Federal or State Support (If using other federal support on this project, it must be identified and explained):			
COST CATEGORY	AHSO	MATCH	TOTAL
(100) Personnel Services	00	00	00
(200) Travel			
(300) Contractual Services	17,474		17,474
(400) Commodities	5080		5080
(500) Equipment	10,000		10,000
(600) Indirect Costs (10% of total budget maximum)			
Total	32,554		32,554

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.

Financial Manager (second contact): Bob Heflin		Phone: 789-3415	
Title: Treasurer	E-mail: bob.heflin@gmail.com		
Signature: <i>[Signature]</i>	Date: <i>12/15/08</i>	Fax:	
Auth. Official (authority to spend org. funds):		Phone: 321-2313	
Title: President	E-mail: dan.mccrummen@gmail.com		
Signature: <i>[Signature]</i>	Date: <i>12-12-08</i>	Fax:	

AHSO ONLY:

Project Assistant (AHSO):		Grant #:	
		CC:	
		LC:	
Approved by (AHSO): <i>[Signature]</i>	Date: <i>5/16/08</i>	PGM: 57870	PJ:

Section 1. Project Budget (See Grant Guidebook, page 3)

(100) - Personnel Services - Payroll	AHSO	Grantee Match	Total
1. None			
2.			
3.			
Personnel Total:	00.00	00.00	00.00
(200) - Travel			
Travel Total:			
(300) - Contractual Services			
1. Rider Coach Trainer	3,000		3,000
2. Rider Coaches	4,800		4,800
3. Rent - Equipment, Storage & Range	2,924		2,924
4. Phone, Training Class Coordinator, Online Registration	1,600		1,600
5. Advertising	4,500		4,500
6. Newsletter	500		500
7. Membership/Dues	150		150
Contractual Total:	17,474		17,474
(400) - Commodities			
1. Equipment maintenance	1,800		1,800
2. Insurance	1,050		1,050
3. Program expenses	1,600		1,600
4. Minor costs	630		630
Commodities Total:	5,080		5,080
(500) - Equipment			
1. Trainer motorcycles (2)	8,000		8,000
2. Motorcycle trailer	2,000		2,000
3.			
Equipment Total:	10,000		10,000
(600) - Indirect Costs (10% maximum of total budget)			
Indirect Costs Total:			
Total Project Costs:	32,554		32,544

FFY09 Grant Application Agreement – Juneau ABATE, Inc. Section 2 – Budget Narrative

Juneau ABATE, Inc. proposes to continue to develop its successful motorcycle rider education and motorcycle awareness campaigns in 2009 as it develops a sustainable financial operating base. The costs associated with the planned program activities include:

Personnel Services

- None

Travel

- None
-

Contractual Services

- Rider Coach trainer fee – fixed fee for certified coach trainer from Anchorage, \$1000 per student x 3 students (\$3000)
- Rider Coach fees - \$600/class for 8 classes (\$4800)
- Rent – Equipment, Storage & Range Rent – portable toilet rental @100/mo x 6 (\$600); storage unit rent @\$152/mo x 12 (\$1824); Range, lease with DOT/PF @\$100/mo x 5 (\$500)
- Phone \$5/mo for 12 months (\$60), training class coordinator \$150/month for 6 months (\$900), online registration services-\$10 per student (\$640)
- Advertising – newspaper, radio, theater advertising for the Motorcycle Awareness and You campaign and rider education class promotion from March to August
- Quarterly newsletter to Juneau ABATE members, local retailers, and other interested parties (\$500)
- Membership dues as a sustaining member of the Motorcycle Riders Foundation, a national motorcycle rights organization (\$100), and as a member of ABATE of Alaska (\$50)
-

Commodities

- Equipment maintenance – annual and preventive maintenance on 12 trainer motorcycles including battery replacement, winterization and spring tune-up at \$150/motorcycle (\$1800)
- Insurance – MAY Rally event insurance at \$500 and MSF course activity insurance at \$550 (\$1050)
- Program Expenses – Safety, Promotional, and Training Materials – annual MAY Rally promotional materials (\$200); safety products from the MSF (\$250); maintaining training program web presence (website expenses-\$150); rider education training registration pamphlets, study guides, test materials, classroom materials for students, and coach range cards (\$500); coach registration fees for annual continuing education training conferences (\$400); Juneau ABATE dues to MSF (\$100)

FFY09 Grant Application Agreement – Juneau ABATE, Inc.
Section 2 – Budget Narrative

- Minor costs – operating expenses for rider education mailings (\$250), post office box (\$130), range pavement marking material and other minor costs (\$250)

Equipment

- Acquisition of one small and one midsized training motorcycle to allow for a total of 12 motorcycles in good condition. Our classes are limited to a maximum of eight students. We maintain four each of three different size bikes for differences in student physical size. Estimate includes shipping costs from Anchorage/Seattle to Juneau

Indirect Costs

- None

Section 2

Budget Narrative *1-3 pages* (See Grant Guidebook, page 8)

On separate pages, explain the relationship between budgeted items listed in Section 2 and project activities. Include information (data and criteria) as to how you arrived at budget estimates. Discuss all items by category (i.e., completely describe all activities under A. Personnel before moving on.)

Section 3

Project Narrative *Not to exceed 12 pages* (See Grant Guidebook, page 10)

- Executive Summary
- Problem/Needs Statement
- Goals & Objectives
- Implementation Plan
- Evaluation & Internal Assessment
- Future Funding Plan (if project is to be continued)

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. **Project Director's Manual:** The Project Director's Manual is a part of this Agreement and is incorporated and made part of this Agreement by reference.
- B. **Property: State and Local Agencies and Other Non-State Sub grantees:** 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 Sub grantees: 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).
- C. **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, sub grant, or contract under a grant or sub grant; and (2) any rights of copyright to which a grantee, sub grantee, or a contractor purchases ownership with grant support.
- D. **Sub Awards to Debarred and Suspended Parties:** Grantees and sub grantees must not make any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- E. **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.
- F. **Procurement Standards:** Grantees and sub grantees 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.
- G. **Progress Reports:** The Applicant Agency will submit quarterly narrative progress reports by the 15th of the month following the end of each calendar quarter and an annual evaluation report by November 15th during the life of the project.
- H. **Financial Reports:** The Applicant Agency certifies that it has an accounting system capable of properly accounting for expenditures made under this project. Claims for costs incurred must be submitted on a monthly basis. Claims must be accompanied by supporting documentation as described in the Project Director's Manual.
- I. **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.
- J. **Highway Safety Tag:** 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.
- K. **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, reports, and transcripts.

- L. **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).
- M. **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.
- N. **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.
- O. **Laws of Alaska:** This Agreement shall be governed in all respects by the laws of the State of Alaska.

Signature of Project Director:

Date:

Dan Mc Cumber

12-12-08

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, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients 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 Director:

Date:

Dan McCrummen

12-12-08