



## Highway Safety Grant Pre-Application Worksheet

### Administrative Information

Information here will build a basic profile for your agency or organization. All information provided should be accurate.

1. Organization Name
2. Primary Contact Person
3. Primary Contact Phone Number
4. Primary Contact Email Address
5. Agency/Organization City
6. Agency/Organization County
7. How many sworn/commissioned law enforcement staff does your agency have currently employed\*?  
\*Only applicable to agencies who plan to apply for an enforcement grant
8. Does your agency/organization have an IRS 501(c)(3) designation\*?  
\*Will be required to submit proof if application is selected to move forward in the application process.  

Yes	No
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### Agency/Organization Detailed Information

#### 9. Type of accounting system?

If you do not know this information, contact your agency/organization financial manager.

Automated - **uses software** to store, manage and report financial information **digitally**.

Manual - uses registers, journals, ledgers, and other **physical account books** to record transactions.

Combination - uses both software and physical methods to record transactions.

10. Has your agency/organization had a previous federal grant or similar sub-award in the past five years? ***If not, skip to question 13.***

Funding received directly from the federal government or federal funds awarded to an organization and then granted to your organization (such as those from the Oklahoma Highway Safety Office) merit a "yes" response.

Yes

No

11. Has your agency/organization received a single audit in accordance with 2 CFR part 200.501 Subpart F within the preceding 3 years? ***If not, skip to question 13.***

If you do not know this information, contact your agency/organization financial manager. Single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. The federal government also has a searchable database at <https://facdissem.census.gov/SearchResults.aspx>.

Yes

No

12. Did the last available single audit report cover letter or summary report contain specific language stating they had an "Unqualified Opinion" or "Unmodified Opinion" of the audit report?

If you do not know this information, contact your agency/organization financial manager.

Yes

No

## Proposed Project Information

### 13. Project Type

Police Traffic Services

Impaired Driving

Speed Enforcement

Occupant Protection/Child Passenger Safety

Emergency Medical Services

Pedestrian/Bicycle Safety

Rail Safety

Traffic Records

Motorcycle Safety

Driver Education/Teen Programs

Distracted Driving

Judicial/Prosecutor Training

Crash Investigation

Older Driver Safety

14. Briefly describe the traffic safety problem in the community your proposed project will serve. Include supporting data that covers the problem magnitude, trend and characteristics

15. Briefly describe your proposed project and the evidence-based countermeasures you will use to improve the traffic safety problem described above if grant funds are awarded.

16. Please use question #16 to provide any additional information you feel is important for us to know when considering whether or not to fund this proposed project.