



Office of Criminal Justice Services
Traffic Safety Section

FFY 2013 PRE-ACTIVITY FORM

Directions: Complete this form while viewing the FFY 2013 Pre-Activity Power Point Presentation. The Project Director is required to complete both the presentation the pre-activity form prior to starting activity on the grant. OCJS encourages the grant's Fiscal Officer view the presentation.

Agency _____ Date _____

County _____

HVEO Safe Communities OVI Task Force Engineering General

Reimbursement Claim Schedule: Monthly Quarterly

- 1. Beginning and ending dates per approval letter
- 2. Generate full PDF of grant outlining goals, baseline, scope of work, evaluation & budget
- 3. Mandatory National Mobilizations:
 - Click It or Ticket
 - Drive Sober or Get Pulled Over
- 4. Allowable and unallowable costs
- 5. "Request to Purchase" form use
- 6. Grant Revisions: Deadline - September 1, 2013
- 7. Terms and Conditions
- 8. Report Process
- 9. Reimbursement Claim Process
- 10. Revision Process
- 11. Controlling Access to the grant and the GRANTS System

Comments: _____

By signing below, the project director acknowledges that he/she has read and understands the Pre-Activity presentation in its entirety.

X _____
Project Director (**Print Name**)

X _____
Project Director **Signature**

For OCJS Use Only

OCJS Fiscal Representative Signature

Date _____

Agreement # _____