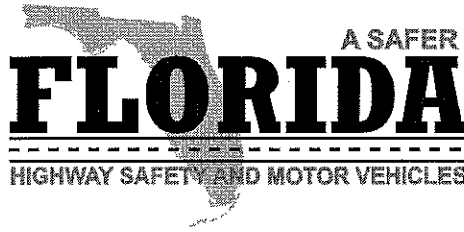


Julie L. Jones
Executive Director

2900 Apalachee Parkway
Tallahassee, Florida 32399-0500
www.flhsmv.gov



Rick Scott
Governor

Pam Bondi
Attorney General

Jeff Atwater
Chief Financial Officer

Adam Putnam
Commissioner of Agriculture

February 20, 2014

TO: All Law Enforcement Agencies Receiving Safety Data Improvement Project
(2012 SaDIP) Portable Computing Devices and Mounting Hardware Funding
Awards

FROM: Maureen Johnson, Chief *M. Johnson*
Division of Motorist Services
Bureau of Records

SUBJECT: Technical Assistance: Reimbursement Guidelines

In an effort to assist law enforcement agencies in increasing their use of e-crash reporting, the Department of Highway Safety and Motor Vehicles (DHSMV) applied for, and was granted, a Federal Motor Carrier Safety Administration (FMCSA) Safety Data Improvement Project (SaDIP) grant.

After the successful execution of the Sub-Recipient Agreement (SRA) between your agency and the Department of Highway Safety and Motor Vehicles, your agency will be reimbursed for the purchase price of Portable Computing Devices and mounting hardware to be used for electronically reporting CMV crash data.

Each awarded agency is asked to read, accept and sign the attached SRA in order to receive reimbursement, for the purchase of Portable Computing Devices and mounting hardware, through funds allotted to the Department by the SaDIP grant. As a sub-recipient of federal funds, your agency is bound by the Code of Federal Regulations- Title 49: Transportation, subpart 49 CFR 18.26, 18.36 and 19.40. Please review and comply with these guidelines when purchasing your hardware.

It is important that the SRA is reviewed and signed by the appropriate authority within your organization to ensure that the policies of the SRA are maintained within your entire organization. Only one SRA is required per organization. Changes in Administration or of a contact person do not constitute the need to re-issue another SRA. Written notification of such changes should be submitted to the DHSMV at E-Crash@flhsmv.gov.

The Department will be reimbursing award recipients through My Florida Market Place (MFMP). In order to receive your award, your agency must be a MFMP registered vendor with a validated W-9. If your agency is not currently a registered vendor, you can register at:

• Service • Integrity • Courtesy • Professionalism • Innovation • Excellence •
An Equal Opportunity Employer.

http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/vendor_toolkit/mfmp_vendor_registration

If your agency needs assistance registering as a vendor, please contact Laura Adams at lauraadams@flhsmv.gov or 850-617-3203. ***Please note that no funds will be distributed to agencies that are not MFMP registered vendors with a validated W-9.***

In addition, when submitting your original itemized invoices for reimbursement please ensure that the following information is included:

- Proof of payment (If unsure of proof of payment documentation requirements, please contact ***The Bureau of Accounting, Virgil Walker, at virgilwalker@flhsmv.gov***)
- Serial numbers of all hardware purchased

Your Agency's SRA is attached. To complete a SRA, please follow the instructions below:

- Print the SRA attached
- Complete the SRA
- Return the signed SRA to E-Crash@flhsmv.gov for expedited processing.
- Mail the signed SRA to:
Department of Highway Safety & Motor Vehicles
Attn: Phillip Fender
2900 Apalachee Parkway
Room A213
Tallahassee, FL 32399

For questions regarding the completion of the Sub-Recipient Agreement, please contact Phillip Fender at (850) 617-2584 or E-Crash@flhsmv.gov.