


Date: March 6, 2015

TO: **City of Ft. Lauderdale Police Department**
C/O Dayna Bhaggan
1300 W. Broward Blvd,
Fort Lauderdale, FL 33312
dbhaggan@fortlauderdale.gov

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

SUBJECT: 2014 SaDIP Funding Award and Technical Assistance: Reimbursement Guidelines

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

The DHSMV received your application requesting funding for Portable Computing Device (PCD) and mounting hardware to enable your agency to increase e-crash reporting of Commercial Motor Vehicle (CMV) to DHSMV.

After reviewing all submitted applications, the Department has selected your agency to receive funding up to, but not exceeding; **\$35,000.00**.

After the successful execution of the Sub-Recipient Agreement (SRA) between your agency and the Department, and the successful submission of the associated invoice, your agency will be reimbursed for the purchase price of PCDs and mounting hardware purchased under this agreement up to the awarded amount. ***Please note that your agency will not be reimbursed for any costs exceeding \$35,000.00.***

It is important that the attached 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 a SRA. Notification of such changes should be submitted to the DHSMV at e-Crash@flhsmv.gov.

The attached SRA must be signed and returned to the DHSMV in order to receive reimbursement, for the purchase of PCD and mounting hardware, through funds allotted to the Department by the SaDIP 2014 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.

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:

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

If vendor registration assistance is needed, 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.)

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

- Proof of payment
- Serial numbers of all PCDs and hardware purchased

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

- Print and complete the attached SRA
- Return the signed SRA to e-Crash@flhsmv.gov for expedited processing or,
- Mail the signed SRA to:

Department of Highway Safety & Motor Vehicles
Attn: Phillip Fender
2900 Apalachee Parkway
Mail Stop 89 - Room A213
Tallahassee, FL 32399

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