



## **Kentucky Justice & Public Safety Cabinet**

Grants Management Branch

*125 Holmes Street  
Frankfort, KY 40601*

# **KENTUCKY MOTORCYCLE SAFETY EDUCATION PROGRAM (KMSEP) PROGRAM & FINANCIAL GUIDELINES**

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# Kentucky Motorcycle Safety Education Program

Administering Agency: Kentucky Justice and Public Safety Cabinet  
Grants Management Branch  
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## INTRODUCTION

This document is prepared by the Kentucky Justice and Public Safety Cabinet (JPSC), Grants Management Branch to establish program and financial policy and administrative guidance for the management of the Kentucky Motorcycle Safety Education Program (KMSEP). This document also describes the KMSEP application and grant management procedures, requirements and instructions.

## PURPOSE

The purpose of the motorcycle safety education program is to offer motorcycle rider training courses designed to develop and instill the knowledge, attitudes, habits, and skills necessary for the proper operation of a motorcycle. KRS 15A.358 establishes a restricted fund in the State Treasury that is appropriated for the purpose of providing motorcycle training courses as established in KRS 15A.350 to address the following:

- Instructor training courses;
- Instructor approval;
- Rider training courses for novice riders that shall be held at locations throughout the state;
- Rider training courses shall be open to any resident of the state who is eligible for a motor vehicle instruction permit;
- Rider training courses shall be provided free of charge to applicants under eighteen (18) years of age;
- Certificates of completion shall be given in a manner and form prescribed by administrative regulations to persons who satisfactorily complete the requirements of a motorcycle rider training course and;
- The Transportation Cabinet may exempt applicants for a motorcycle driver's license or endorsement from the licensing skill test if they present satisfactory evidence of successful completion of an approved rider training course that includes a similar test of skill.

According to statute, the program may provide for the following:

- Rider training courses for experienced riders;
- Activities to increase the awareness of a motorcyclist's knowledge of the effects of alcohol and drug use;
- Driver improvement efforts;
- Licensing improvement efforts;
- Program promotion activities;
- Enhancement of the public's awareness of motorcycles; and
- Enhancement of motorcycle safety through education.

Components of the motorcycle rider training courses shall include standards for course content, delivery, curriculum, materials, student evaluation, and the training and approval of instructors. Standards shall meet or exceed established national standards for motorcycle rider training courses prescribed by the Motorcycle Safety Foundation (MSF). Applicants should thoroughly review MFS guidelines (<http://online2.msf-usa.org/msf/Default.aspx>) and KRS 15A.350-366 at <http://www.lrc.ky.gov/KRS/015A00/CHAPTER.HTM> .

## **ADMINISTRATIVE REQUIREMENTS**

### **Eligible Applicants**

Any state agency, local unit of government (i.e., city, county, township, town or Area Development District) or not-for-profit organization may apply for funding to provide the motorcycle safety education program. Applicants must have proven ability to manage a state-wide education organization comprised of multiple sites/providers serving students of varied skill levels, in compliance with diverse local, state, federal and professional guidelines. This may include, but not be limited to: providing letters of reference, course description and complete program curriculum.

### **Award Amount**

One (1) award is anticipated as a result of this application process. No specific award limit has been determined, and proposed budgets should be limited to reasonable, justifiable, and allowable costs. Applicants may wish to note that total program administration/operation costs have averaged approximately \$760,000 over the past two fiscal years.

### **Applicant Questions**

Applicants may submit questions via email for clarification of Program and Financial Guidelines, where available, up to 72 hours prior to the close of the application. All questions must be submitted to [Askgmb@ky.gov](mailto:Askgmb@ky.gov) ; please allow three business days for a response. Questions and responses will be posted in a dedicated section of the webpage at <http://www.justice.ky.gov/departments/gmb/Motorcycle+Program.htm> . Note: some questions submitted may be duplicative of ones previously received. To limit the length of the FAQs (Frequently Asked Questions) listed, applicants' inquiries may be combined so that a question and response are answered only one time. This is the only manner in which application content questions will be answered. Users with computer system requirements questions may use any of the contact methods described in this document.

### **Application Process**

All grant activities are managed through the Kentucky Justice & Public Safety's electronic grants management system (EGMS). Applications must be submitted via the on-line EGMS by the due date and time referenced in EGMS, this document and other related information. Applicants are strongly encouraged to establish a user account and familiarize themselves with the system well in advance of the due date through use of the included user training materials prior to application submission at [www.kyjusticegms.com](http://www.kyjusticegms.com). Please note validation of new user accounts will take 48 – 72 hours. Applicants who have previously applied for grants on EGMS do not need to establish an additional account. More information about the application process can be found at <http://justice.ky.gov> .

**In addition to establishing a user account, applicants MUST specifically request access to the Motorcycle Safety Education Program application via email to [Askgmb@ky.gov](mailto:Askgmb@ky.gov) no later than 72 hours prior to the close of the application. Applicants should review the specific EGMS application in advance, as there are numerous required fields, information, and character limits.**

Upon successful submission of an application, the agency authorized official will receive a confirmation email; this should be retained for agency records. Applicants may also access the system after application submission to confirm status in the "Information" section or the screen header. If a user is unable to confirm application

submission status, believes they have cancelled an application in error, or believes a system error has occurred that prevented successful submission, they should contact GMB staff well in advance of the submission deadline in order to allow confirmation or further inquiry. Contact may be directed to the program staff identified in these Guidelines, or any GMB staff, at 502/564-3251 or askgmb@ky.gov. Requests for reconsideration of submission compliance will only be granted to users providing sufficient documentation of a) timely contact with GMB staff and b) identification of specific, verifiable system errors. User error will not be considered sufficient justification for submission deadline reconsideration.

**Designated Grant Officials**

The following persons are eligible to serve as the designated grant officials:

- Authorized Official/Agency Representative/CEO - The person authorized to apply for, accept, decline, or cancel the grant for the applicant agency (e.g., state agency head, county judge executive, city mayor, executive director, president, etc).
- Project Director/Agency Administrator - The employee of the applicant agency who will be responsible for operation of the project and program activity reporting.
- Financial Officer - The chief financial officer of the applicant agency (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all financial aspects of the grant's management, including financial report submission.

**Segregation of Duties**

Segregation of duties should be maintained among designated grant officials to ensure no individual has the ability to conceal or misdirect agency funds. The Financial Officer may not be assigned dual roles.

**Grant Period**

The Kentucky Motorcycle Safety Education Program (KMSEP) awards are made on a fiscal year basis, July 1 through June 30. Successful applicant will receive a one-year award, with maximum three (3) optional renewals. Applicants will be required to provide annual budgets for each renewal, along with updated program information.

**Application Review and Approval Process**

When a completed application has been submitted, it shall be subject to programmatic and financial review. Applications are reviewed by the Kentucky Motorcycle Safety Education Commission (KMSEC) members and appropriate GMB staff using set review criteria and assigned point values specific to the program.

<b>Kentucky Motorcycle Safety Education Program Application (KMSEP)</b>	
Statement of the Problem	20
Program Design	50
Goals and Objectives	10
Performance Measures	10
Budget Narrative and Budget Summary	10
<b>Total Points</b>	<b>100</b>

Following the initial review and scoring of the application, GMB may request additional information or explanation from the applicant in order to complete the review of the application. Notification may be in the form of a system-generated message, written letter, e-mail, or telephone call. Failure to respond in the time frame specified may result in the application not being further considered for funding during that application period. Responses to requests for follow-up information will be used to determine additional scoring consideration to justify the minimum required for funding.

An average score is determined from each reviewer's results, based on the criteria set forth here. Applications receiving a score of less than sixty-five percent (65%) of the total possible points will not be contacted for follow-up information; applications receiving a final score of less than seventy percent (70%) of the total possible points will not be funded.

Award recommendations are made by KMSEC and GMB to the Secretary of the Kentucky Justice and Public Safety Cabinet. Final approval of all grant applications rests with the Secretary and/or the Governor of the Commonwealth, who will provide GMB with approval to proceed with final funding decisions.

For additional information on the application review process, please access the Kentucky Justice and Public Safety Cabinets, Grants Management Branch, Policy and Procedure Manual at [www.justice.ky.gov/departments/gmb](http://www.justice.ky.gov/departments/gmb).

### **Application Format**

In addition to completing on-line application fields, applicants should attach separate Program Narrative and Budget Documents that conform to the following specifications on the application's General Information page:

### **Program Narrative**

The Program Narrative: may not exceed thirty (30) double-spaced pages; use twelve (12) point font and one (1) inch margins; pages should be numbered consecutively as "1 of \_\_\_"; and the document should include the following sections:

#### **1. Statement of the Problem**

Applicants should demonstrate knowledge of need for, and current state of, motorcycle safety education services in Kentucky. This may include accident, permit, and licensing statistics, as well as general demographic information, statutes, special populations, services for varied skill levels and equipment types, and related issues. Applicants should discuss need for geographic dispersal of services; preferred site, service provider(s), and curriculum selection methods; and current data needs. Applicants should briefly compare strengths and weaknesses of service delivery models used in other states, with appropriate data and literature citations, and how these may be best adapted or used in the Commonwealth of Kentucky in order to provide the desired services.

#### **2. Program Design**

Describe a long-term statewide strategy and implementation plan that identifies and includes the interests of stakeholders (e.g., students, service providers, insurers, licensing agencies, law enforcement), and demonstrates adherence to Motorcycle Safety Foundation's guidelines, Motorcycle Safety Education Commission goals (as defined here and in statute), and the Kentucky Justice and Public Safety Cabinet policies. Provide a concise summary of the proposed project, including a description of major tasks necessary to fully implement and maintain the proposed program. At a minimum, must include Basic Riders Course (BRC), Basic Riders Course 2 (BRC 2) and Advanced Riders Course (ARC), although others may be proposed; serving at least 4,500 students annually, at multiple sites.

Additionally, specific program design elements should:

- Provide information regarding applicant, organization structure, principal staff (include position descriptions and resumes – not counted against application page limit), organization competence and management capabilities (including accounting, technology, and data functions). Applicant should describe experience with previous provision of similar services.
- Describe knowledge of Motorcycle Safety Foundation guidelines and relationships. (Successful applicant will serve as the MSF State Program Coordinator).

- Describe site development, selection, and retention plans, including proposed compensation amounts and processes; how geographic diversity will be achieved; and how accurate reporting and communication will be maintained between the MSF State Program Coordinator and individual sites. All sites must maintain MSF certification throughout the duration of their involvement with the program.
- Describe equipment acquisition, maintenance, and distribution requirements.
- Recommend preferred student fee structure within statutory guidelines.
- Describe plan for hiring, compensation, training, certification, and retention of sufficient qualified rider coaches to serve all approved class sites/providers. All instructors must maintain MSF certification throughout the duration of their involvement with the program.
- Describe methods for preventing course cancellations and policies to be followed when they occur with a maximum three (3) percent cancellation rate due to non-availability of instructor staff.
- Propose a media strategy to promote program participation and public awareness of motorcycle safety education.

### **3. Primary Goals and Objectives**

#### **Goals**

Select a maximum of three (3) primary goals for the proposed project. Discuss their significance to the proposed program and describe how it will address and improve motorcycle safety education in the Commonwealth. Clearly provide description of long-term effect(s) the proposed project should achieve.

#### **Objectives**

Within each goal identified, describe quantitative measures of assessment. At a minimum, objectives must address proposed number and type of students, site providers, and instructors.

### **4. Performance Measures**

Describe proposed methods for collecting required data elements, including: students, sites, classes and instructors. Applicant must describe how data will be collected initially, and certify that they will utilize the Commission's (planned) online registration system when it becomes available. All data collection and retention methods must conform with statutory requirements, privacy guidelines, and related issues.

### **5. Performance Timeline**

Include a comprehensive performance timeline identifying milestones to be achieved in the project. Link identified program activities to goals/objectives. (Timeline does not count against application page limit.)

### **6. Proposed Site List**

Include a list of identified proposed (or operating) sites. Sites must qualify for, and subsequently maintain, Motorcycle Safety Foundation certification. (Site List does not count against application page limit.)

### **Budget Narrative and Summary**

Budget Narrative has no page limit, with twelve (12) point font, and 1 inch margins.

Provide a comprehensive budget and budget narrative which are complete, allowable, justified and clearly related to project goals, objectives and operations. Any proposed program start-up costs should be clearly identified and differentiated from on-going operating costs.

Although attached format (see Budget Detail Worksheet) is not required, all budget summaries must include comparable information.

## POST AWARD ACTIVITIES

### **Reporting:**

**Program Reporting:** Recipient shall be required to file periodic progress reports on a monthly basis. These reports shall include project data and a narrative summary that includes information relevant to the performance of the project. Upon implementation, recipient shall be required to utilize Commission-provided on-line student registration system.

**Financial Reporting:** Recipient shall be required to file financial reports on a monthly basis. The reports must contain all expenditures incurred by the recipient for the current reporting period. Back-up documentation for expenditures must be retained and will be randomly requested or reviewed during site monitoring visits by GMB staff. Financial reports shall be signed by the organization's Financial Director, as listed on the original grant application, or other qualified individual where GMB has received and approved written authorization. Electronic signatures are acceptable.

Unless otherwise required, progress and financial reports shall be submitted within 15 days of the close of each month. If recipient does not report by the published deadline, an extension must be specifically approved in eGMS by GMB staff.

### **Grant Adjustment Notices (GAN)**

Budget revisions must have prior approval from GMB through the Grant Adjustment Notice (GAN) process on the eGMS, before any obligation of grant funds. All requests for budget revisions must be submitted in writing at least sixty (60) days prior to the grant period end date.

Recipient agrees to notify GMB via the GAN process, as required, of all employee changes affecting the grant project including but not limited to, agency representative/CEO, project director/contact, and financial officer. The recipient also agrees to notify GMB, via the GAN process, of any employee change involving grant funded positions.

### **Commission Meetings**

Recipient is encouraged to attend meetings of the Kentucky Motorcycle Safety Education Commission. The Commission shall meet quarterly, or upon the call of the Chair, or at the request of the Secretary of the Justice and Public Safety Cabinet. Unless otherwise specified, the Commission's regularly scheduled meeting will fall on the second (2<sup>nd</sup>) Monday of the last month of each quarter. All commission meetings are subject to the Open Records and Open Meetings Act as defined in Kentucky Revised Statutes. For more information, see <http://www.justice.ky.gov/departments/gmb/Motorcycle+Program.htm> .

### **Evaluation and Monitoring**

Grants Management Branch monitoring includes desk reviews of periodic reports submitted by the awardee, and periodic on-site monitoring to review grant compliance, assess management controls, evaluate the applicable activities and provide technical assistance. In addition, the recipient agrees to maintain and provide any data or information requested for the purposes of monitoring and program evaluation. For additional information, see GMB Management Policies and Procedures Manual, [www.justice.ky.gov/departments/gmb](http://www.justice.ky.gov/departments/gmb).

## **GENERAL FINANCIAL REQUIREMENTS**

All KMSEP awards funded through the Grants Management Branch will be made on a reimbursable basis. Requests for reimbursement may be submitted on a monthly basis. Reimbursement payments may be delayed if awardees do not adhere to program and financial reporting requirements.

### **Nonsupplanting Requirement**

KMSEP funds cannot be used to supplant funds already in use for the same purpose(s). All applicants must certify grant monies will be used to increase the amount of funds available for the motorcycle safety education program.

### **Project Income**

Project income means gross income earned as a direct result of the grant award. Examples of project income could include sale of property, attorney's fees and costs, registration/tuition fees, and asset forfeitures.

All income generated as a direct result of an agency-funded project shall be deemed project income (e.g., if the purpose of the grant is to conduct conferences, any training fees generated would be considered project income). One hundred percent (100%) of project income must be reported. Project income must be used for the purposes and conditions applicable to the award. Unless specified by the awarding agency, project income should be used as earned and expended as soon as possible.

### **Matching Funds**

No matching funds are required, but applicant contributions should be noted for consideration during the proposal review process.

### **Expenditures By Budget Categories**

#### **Personnel**

Hiring decisions for funded positions must comply with an organization's policies and applicable statutes and be free from conflict of interest.

No grant will be made to supplement salaries for existing positions. Salaries for grant funded positions shall comply with state, city, county, or other relevant classification systems and shall be documented by appropriate time and attendance records.

Charges of the employees' time assigned to grant projects may be reimbursed or recognized only to the extent they are directly and exclusively related to grant purposes. In no case is dual compensation allowable. Where salaries apply to both project operation and non-project activity, or apply to two or more separate projects, proration of costs to each activity must be made based on time and attendance reports.

Each position must be listed by title (and name of employee, if applicable), monthly salary rate for the employee, the percentage of the employee's time to be devoted to the project and total employee cost for the project.

Funded part-time positions (positions devoting less than 100% of a standard work shift to the grant project) should be reported by a brief explanation of the incumbent employee's duties outside the grant project or by a statement that the employee is not employed elsewhere by the applicant.

Existing employees of the applicant may be transferred from other positions to fill the positions in the grant project; however, to avoid supplanting, the positions vacated must be filled by new hires so that the applicant's full staff of non-grant employees is not reduced in number by the award of the grant.



Payments for fringe benefits are allowable personnel costs and cannot exceed the amount paid by the employer. The fringe benefits must be reasonable and in line with state, city or county rates. Documentation must be submitted with the budget to reflect the actual rates being paid by the employer. The following are considered allowable benefits:

- A. Health, Dental and Life Insurance
- B. FICA
- C. Retirement
- D. Worker's Compensation
- E. Unemployment Insurance

### **Contractual Services – KMSEP Site Provider Reimbursements**

Compensation for site providers is to be reasonable and consistent with that paid for similar services in the market place.

Contractual arrangements with individuals must ensure the following:

- A. Dual compensation is not involved (i.e., the individual may not receive compensation from his regular employer and the applicant for work performed during a single period of time even though services performed benefit both).
- B. The contractual agreement is written, formal, proper and otherwise consistent with the applicant's usual practices
- C. Time and/or service for which payment will be made and rates of compensation must be supported by adequate compensation.
- D. Travel and subsistence costs are at an identified rate consistent with the cost allowed in Travel Section below.

### **Travel and Training**

Travel must be approved through the original grant application or a subsequent grant adjustment notice. Requested travel expenses shall not exceed the established mileage and subsistence policy as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. Please see 200 KAR 2:006 and <http://finance.ky.gov/internal/travel> for current rates and regulations. All expenses shall be supported by documentation that indicates destination, time and purpose of travel.

**NOTE: The applicant must follow the more restrictive travel policy and reimbursement requirements—the Commonwealth's or the applicant agency's.**

### **Operating Expenses**

Operating expenses include items necessary and essential for the ongoing operation of the project. Items must be individually listed and approved through the original grant application or in subsequent grant adjustment notices (GAN's) prior to actual expense.

### **Capital Equipment**

Capital equipment is defined as items with a unit price of \$5,000 and over and usefulness greater than one year. Items with unit prices under \$5,000 should be included under operating expenses. Authorization for equipment will be based on applicant's justification that the equipment is essential to the successful operation of the grant project. The applicant must adhere to the following guidelines:

- A. No other equipment owned by the applicant is suitable for the effort.
- B. Grant funds may not be used to provide reimbursement for the purchase of equipment acquired prior to start of grant and/or charged to other activities.
- C. Equipment purchased and used commonly for two or more programs has been appropriately prorated to each activity.

Items of equipment must be individually listed and approved through the original grant application or in subsequent grant adjustment notices (GAN's) prior to purchase of equipment.

Title to all equipment and nonexpendable personal property purchased with funds made available under this program shall vest in the agency purchasing the property if it certifies to the Grants Management Branch it will use the property for motorcycle safety education purposes. If such certification is not made, title to the property shall vest in the Justice and Public Safety Cabinet which shall seek to have the property used for motorcycle safety education purposes elsewhere in the state prior to using it or disposing of it in any other manner.

### **Indirect Costs**

Indirect costs should be minimized to the extent possible, and may not exceed 10% of operating costs. Indirect cost computation method should be fully described in the Budget Narrative.

### **Procurement Procedures**

Applicants shall use procurement procedures and regulations as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. Please see <http://finance.ky.gov/business/eprocurement/state-laws> for more information.

**NOTE: The applicant must follow the more restrictive policy, whether it is the Commonwealth of Kentucky, or the agency's policy.**

### **Prohibitions/Unallowable Costs:**

- Purchase of food and/or beverages for any meeting, conference, or other events. This restriction does not impact direct payment of per diem amounts to individuals following travel policy and reimbursement requirements as outlined in the budget, travel and training section of these guidelines. This restriction does not impact provision of items necessary for student safety (e.g., drinking water on hot days).
- Construction.
- Luxury items.
- Real estate or acquisition of land as found in Section 501(d) of the Consolidated Appropriations Act of 2005.
- Any equipment, activity, or expense not clearly (and primarily) intended for motorcycle safety education purposes.
- Any expense not reflected in the awardee's approved budget or subsequent modification.

### **Additional Information Resources**

For additional information regarding Grants Management Branch requirements, please refer to the GMB Management Policies and Procedures Manual, [www.justice.ky.gov/departments/gmb/](http://www.justice.ky.gov/departments/gmb/).

**ATTACHMENT**  
**Example Budget Detail Worksheet**

**A. Personnel-** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Add additional lines as necessary.

Description	Computation	Cost

**CATEGORY SUBTOTAL** \$ -

**B. Fringe Benefits -** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. Add additional lines as necessary.

Description	Computation	Cost

**CATEGORY SUBTOTAL** \$ -

**C. Travel-** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, trainee costs should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or State Travel Regulations. Add additional lines as necessary.



Description	Computation	Cost

**CATEGORY SUBTOTAL** \$ -

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval. Add additional lines as necessary.

Description	Computation	Cost

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). Add additional lines as necessary.

Description	Computation	Cost

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. Add additional lines as necessary.

Description	Computation	Cost

**CATEGORY SUBTOTAL** \$ -



## Example Budget Summary

Budget Summary - When you have completed the budget worksheet, transfer the total for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of funds requested and the amount of agency funds (if any) that will support the project.

	<b>Budget Category</b>	<b>Amount</b>
	<b>A. Personnel</b>	\$ -
	<b>B. Fringe Benefits</b>	\$ -
	<b>C. Travel</b>	\$ -
	<b>D. Equipment</b>	\$ -
	<b>E. Supplies</b>	\$ -
	<b>F. Construction</b>	\$ -
	<b>G. Consultants/Contracts</b>	\$ -
	<b>H. Other</b>	\$ -
	<b>Total Direct Costs</b>	\$ -
	<b>I. Indirect Costs</b>	\$ -
	<b>TOTAL PROJECT COSTS</b>	\$ -
<b>Grant Funds Requested</b>	\$ -	
<b>Match Provided</b>	\$ -	
<b>Total Project Cost</b>	\$ -	