

RESOLUTION NO. 2014-133

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND ACCEPTING THE STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT AND AMENDING THE FY 2014-2015 OPERATING AND REVENUE BUDGETS

WHEREAS, the Rohnert Park Department of Public Safety has conducted numerous enforcement programs to ensure compliance with vehicle laws;

WHEREAS, the Public Safety Department has been awarded a State of California Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) grant for total award of \$120,000, (\$63,020 under Catalog of Federal Domestic Assistance (CFDA) Number 20.616 and \$56,980.00 under CFDA number 20.600) (hereinafter "OTS STEP Grant");

WHEREAS, the OTS STEP Grant has been awarded to fund the Rohnert Park Department of Public Safety's focused and increased enforcement to reduce the number of persons injured and killed in traffic collisions beginning October 1, 2014 through September 30, 2015; and,

WHEREAS, the the Public Safety Department seeks Council authority to accept the OTS STEP Grant and create an additional program budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rohnert Park does hereby authorize and accept the OTS STEP Grant Agreement attached hereto as **Exhibit A** and incorporated herein by reference, and further authorizes the Director of Finance, or his/her designee, to increase appropriations in the amount of \$120,000 in account 001-P209-400, and to make any other accounting adjustments necessary to execute the OTS STEP Grant in accordance with GAAP and applicable laws.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to implement this OTS STEP Grant for and on behalf of the City of Rohnert Park.

DULY AND REGULARLY ADOPTED this 28th day of October, 2014.



CITY OF ROHNERT PARK

Joseph T. Callinan
Joseph T. Callinan, Mayor

ATTEST:

JoAnne Buergler
JoAnne Buergler, City Clerk

Attachment: Grant and Program Budget

BELFORTE: *Aye* MACKENZIE: *Aye* STAFFORD: *Aye* AHANOTU: *Aye* CALLINAN: *Aye*
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

Exhibit A to Resolution

STATE OF CALIFORNIA

EDMUND G. BROWN JR., GOVERNOR

OFFICE OF TRAFFIC SAFETY

2208 KAUSEN DRIVE, SUITE 300
ELK GROVE, CA 95758
www.ots.ca.gov
(916) 509-3030
(800) 735-2929 (TT/TDD-Referral)
(916) 509-3055 (FAX)



September 30, 2014

Grant No. PT1525

Aaron Johnson, Sergeant
Department of Public Safety
City of Rohnert Park
500 City Center Drive
Rohnert Park, CA 94928

Dear Sergeant Johnson:

The Office of Traffic Safety (OTS) has approved your traffic safety grant as part of the California Traffic Safety Program.

Costs incurred must be in accordance with your grant agreement, and recorded in your accounting system. No other costs can be allowed without OTS approval. Costs incurred prior to the starting date or subsequent to the closing date of this grant are not reimbursable.

Within the first quarter of your grant period, your Coordinator will provide you with information about operational and fiscal requirements, as well as tools to manage your new grant.

Please refer to the above grant number in all your communications with this office. If you have any questions, please contact Donna Black, Regional Coordinator, at (916) 509-3015 or e-mail at donna.black@ots.ca.gov.

Sincerely,


RHONDA L. CRAFT
Director

DB:lkd

Enclosures

cc: Fiscal

1. GRANT TITLE

Selective Traffic Enforcement Program (STEP)

2. NAME OF APPLICANT AGENCY

City of Rohnert Park

3. AGENCY UNIT TO HANDLE GRANT

Department of Public Safety

4. GRANT PERIOD

From: 10/1/14

To: 9/30/15

5. GRANT DESCRIPTION

To reduce the number of persons killed and injured in crashes involving alcohol and other primary collision factors, "best practice" strategies will be conducted. The funded strategies may include: DUI checkpoints, DUI saturation patrols, warrant service operations, stakeouts operations, a "HOT Sheet" program, educational presentations, and court stings. The program may also concentrate on speed, distracted driving, seat belt enforcement, operations at intersections with disproportionate numbers of traffic crashes, and special enforcement operations encouraging motorcycle safety. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:

\$ 120,000.00

7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B (OTS-38d) – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 (OTS-38f) – Budget Narrative and Sub-Budget Narrative (if applicable)
- Exhibit A – Certifications and Assurances
- Exhibit B* - OTS Grant Program Manual

Items shown with an asterisk (), are hereby incorporated by reference and made a part of this agreement as if attached hereto.

These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

8. APPROVAL SIGNATURES

A. GRANT DIRECTOR

NAME: **Aaron Johnson**

PHONE: **707-584-2600**

TITLE: **Sergeant**

FAX: **707-584-2683**

ADDRESS: **500 City Center Drive
Rohnert Park, CA 94928**

E-MAIL: **ajohnson@rpcity.org**


(Signature)

7/23/14
(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: **Brian Masterson**

PHONE: **707-584-2650**

TITLE: **Chief**

FAX: **707-584-2656**

ADDRESS: **500 City Center Drive
Rohnert Park, CA 94928**

E-MAIL: **bmasterson@rpcity.org**


(Signature)

7-24-14
(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: **Terri Mazzanti**

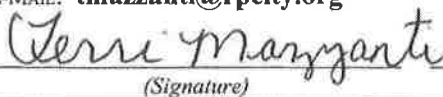
PHONE: **707-584-2648**

TITLE: **Tech Services Manager**

FAX: **707-584-2656**

ADDRESS: **500 City Center Drive
Rohnert Park, CA 94928**

E-MAIL: **tmazzanti@rpcity.org**


(Signature)

7/23/14
(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: **Finance Department**


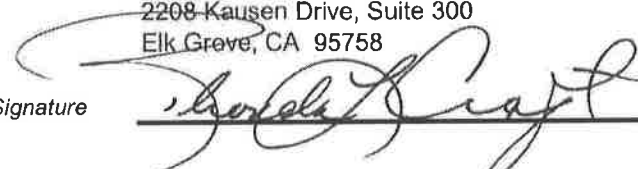
ADDRESS: **130 Avram Ave.
Rohnert Park, CA 94928**

9. DUNS NUMBER

DUNS #: **93-091-2980**

REGISTERED ADDRESS & ZIP: **500 City Center Drive
Rohnert Park, CA 94928**

EFFECTIVE DATE OF AGREEMENT: 10/1/2014		GRANTEE CITY OF ROHNERT PARK		GRANT NO. PT1525	
Fin Action No. 1 Date: 9/3/2014		10. TYPE OF AGREEMENT		Initial <input checked="" type="checkbox"/>	Revision <input type="checkbox"/>
Revision No. Date:		PAID MEDIA		PROGRAM INCOME	
				TASK NO.	
				F.F.Y. 2015	
9. Action Taken Initial approval of 2015 HSP funds obligated.		11. FUNDING DISPOSITION & STATUS			
		Fiscal Year		Amount	
		2014-15		120,000.00	

		Total		120,000.00	
		Obligated This Action		120,000.00	
		Previously Obligated		0.00	
		Total Amount Obligated		120,000.00	
		Amount Suspended		0.00	
		TOTAL FUNDS PROGRAMMED		120,000.00	
FUNDING DETAIL					
FUND	CFDA	ITEM/APPROPRIATION	FY	AMOUNT	
405d AL	20.616	0521-0890-101 (20/13)	2013	\$ 63,020.00	
402PT	20.600	0521-0890-101 (20/13)	2013	\$ 56,980.00	
12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING: 9/30/2015					
COST CATEGORY	2014-15 GRANT PERIOD	PRIOR GRANT	2014-15 TOTAL GRANT	TOTAL GRANT BUDGET ESTIMATE	
A. Personnel Costs	54,995.00	0.00	54,995.00	54,995.00	
B. Travel Expenses	6,000.00	0.00	6,000.00	6,000.00	
C. Contractual Services	0.00	0.00	0.00	0.00	
D. Equipment	47,000.00	0.00	47,000.00	47,000.00	
E. Other Direct Costs	12,005.00	0.00	12,005.00	12,005.00	
F. Indirect Costs	0.00	0.00	0.00	0.00	
TOTAL FEDERAL FUNDS	120,000.00	0.00	120,000.00	120,000.00	
13. GRANT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS					
A. APPROVAL RECOMMENDED BY			B. AGREEMENT & FUNDING AUTHORIZED BY		
NAME: DONNA BLACK TITLE: Regional Coordinator PHONE: (916) 509-3015 E-MAIL: donna.black@ots.ca.gov Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758			NAME: RHONDA L. CRAFT TITLE: Director Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758		
Signature 			Signature 		

SCHEDULE B
DETAILED BUDGET ESTIMATE
GRANT NO. PT1525

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405d AL	20.616	NATIONAL PRIORITY SAFETY PROGRAMS	\$63,020
402 PT	20.600	STATE AND COMMUNITY HIGHWAY SAFETY	\$56,980

COST CATEGORY	FISCAL YEAR ESTIMATES 10/1/14 thru 9/30/15			TOTAL COST TO GRANT
	CFDA	FY-1		
A. PERSONNEL COSTS				
Positions and Salaries				
<u>Overtime</u>				
DUI/DL Checkpoints	20.616	\$ 18,000.00		\$ 18,000.00
DUI Saturation Patrols	20.616	\$ 6,300.00		\$ 6,300.00
Warrant Service Operations	20.616	\$ 2,333.00		\$ 2,333.00
Benefits @ 0.0145	20.616	\$ 387.00		\$ 387.00
Traffic Enforcement Operations	20.600	\$ 8,800.00		\$ 8,800.00
Distracted Driving Operations	20.600	\$ 6,600.00		\$ 6,600.00
Night-time CIOT Enforcement Operations	20.600	\$ 3,375.00		\$ 3,375.00
Bike/Ped Enforcement Operations	20.600	\$ 8,800.00		\$ 8,800.00
Benefits @ 0.0145	20.600	\$ 400.00		\$ 400.00
Category Sub-Total		\$ 54,995.00		\$ 54,995.00
B. TRAVEL EXPENSE				
In-State	20.600	\$ 6,000.00		\$ 6,000.00
Category Sub-Total		\$ 6,000.00		\$ 6,000.00
C. CONTRACTUAL SERVICES				
None				\$ -
Category Sub-Total		\$ -		\$ -
D. EQUIPMENT				
DUI Trailer	20.616	\$ 35,000.00		\$ 35,000.00
Changeable Message Sign Trailer w/Radar	20.600	\$ 12,000.00		\$ 12,000.00
Category Sub-Total		\$ 47,000.00		\$ 47,000.00
E. OTHER DIRECT COSTS				
Educational Materials	20.600	\$ 2,505.00		\$ 2,505.00
Vehicle Speed Feedback Signs	20.600	\$ 7,000.00		\$ 7,000.00
Digital Traffic Briefing Board	20.600	\$ 1,500.00		\$ 1,500.00
DUI Checkpoint Supplies	20.616	\$ 1,000.00		\$ 1,000.00
Category Sub-Total		\$ 12,005.00		\$ 12,005.00
F. INDIRECT COSTS				
None				\$ -
Category Sub-Total		\$ -		\$ -
GRANT TOTAL		\$ 120,000.00		\$ 120,000.00

GRANTS MADE EASY - STEP
SCHEDULE A
GRANT DESCRIPTION
GRANT NO. PT1525

PAGE 1

1. PROBLEM STATEMENT

The City of Rohnert Park is a residential community located in the southern central portion of Sonoma County. Hwy 101 splits the city into two sections primarily comprised of commercial to the west and residential to the east. Based on the location of Rohnert Park in Sonoma County, tourists frequently drive through the community after spending a day or weekend in the wine country - this alone increases the City's DUI potential.

Currently the daytime population is 43,000 people; however, the city is home to Sonoma State University which brings an additional 11,000 students each year to the community. In addition to the university, Rohnert Park recently opened The Green Music Center which hosts world renowned musicians and performers. The seating capacity of the center is 2,000 people. All of the Music Center's patrons have the ability to dine in an upscale restaurant which is located on site of the concert hall. The Graton Rancheria also opened the largest Indian Resort and Casino in California in Rohnert Park on November 5, 2013. The resort is open 24 hours a day, 365 days a year. It was projected that the casino would create an increase in traffic to the area, not to mention the increase in impaired drivers. Three of the four access points to the casino traverse through the City of Rohnert Park, which has in fact seen an increase in both traffic collisions as well as impaired drivers since the opening of the casino.

Currently traffic collisions, as well as injuries, in Rohnert Park are on the rise. The 2011 ranking for impaired drivers under 21 is 5. In 10 of the OTS collision categories, the City of Rohnert Park is below average in six categories. Although the composite ranking by population is 70, this number is not a real reflection of the people in our community based on the seasonal increases. A better reflection is the ranking by daily miles travelled; wherein, our ranking is 46. This is below the average for comparable cities in our group. The department investigated three fatal collisions within three months in 2013 (it had been two years since the previous fatality). Although the department is working diligently to decrease injury collisions as well as impaired drivers, the traffic volume is increasing and putting a strain on the public safety force.

In 2008 the Department of Public Safety had 80 sworn officers to assist in combating the traffic issues in the community. Today, the City has twice the development and only 55 sworn officers. Like most agencies, the Department of Public Safety has to do more with less. Because part one crimes were and are a priority, traffic became an ancillary assignment until 2011. Since 2011, the Department of Public Safety has increased targeted traffic enforcement as well as DUI checkpoint and saturation details with the assistance of OTS. The agency has relied on the funding opportunities to do targeted enforcement solely because the time was not available for the officers on a regular shift. The overtime opportunities have ensured directed enforcement.

**GRANTS MADE EASY - STEP
SCHEDULE A
GRANT DESCRIPTION
GRANT NO. PT1525**

PAGE 2

A. Traffic Data Summary:

Collision Type	2011				2012				2013			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal	0		0		0		0		3		3	
Injury	72		91		104		143		104		135	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol - Involved	0	7	0	8	0	3	0	4	1	5	1	6
Hit & Run	0	1	0	1	0	6	0	7	1	2	1	2
Nighttime (2100-0259 hours)	0	8	0	9	0	9	0	14	0	10	0	11
Top 3 Primary Collision Factors									Fatal	Injury	Killed	Injured
#1 -	Unsafe Speed								1	29	1	34
#2 -	Unsafe turning movements								1	10	1	10
#3 -	Red light violations								0	9	0	10

2. PERFORMANCE MEASURES

A. Goals:

- 1) To reduce the number of persons killed in traffic collisions.
- 2) To reduce the number of persons injured in traffic collisions.
- 3) To reduce the number of persons killed in alcohol-involved collisions.
- 4) To reduce the number of persons injured in alcohol-involved collisions.
- 5) To reduce the number of persons killed in drug-involved collisions.
- 6) To reduce the number of persons injured in drug-involved collisions.
- 7) To reduce hit & run fatal collisions.
- 8) To reduce hit & run injury collisions.
- 9) To reduce nighttime (2100 - 0259 hours) fatal collisions.

**GRANTS MADE EASY - STEP
SCHEDULE A
GRANT DESCRIPTION
GRANT NO. PT1525**

PAGE 3

- 10) To reduce nighttime (2100 - 0259 hours) injury collisions.
- 11) To reduce the number of bicyclists killed in traffic collisions.
- 12) To reduce the number of bicyclists injured in traffic collisions.
- 13) To reduce the number of pedestrians killed in traffic collisions.
- 14) To reduce the number of pedestrians injured in traffic collisions.

B. Objectives:

- 1) To develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.
- 2) To send 4 law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hour) POST-certified training.
- 3) To send 2 law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
- 4) To send 1 law enforcement personnel to the IACP Drug Recognition Expert (DRE) training.
- 5) To conduct 4 DUI/DL Checkpoints. *Note: A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the NHTSA Summer Mobilization.*
- 6) To conduct 12 DUI Saturation Patrol operation(s).
- 7) To conduct 1 Warrant Service operation(s) targeting DUI offenders who fail to appear in court.
- 8) To conduct 16 Traffic Enforcement operation(s), including but not limited to, primary collision factor violations.
- 9) To conduct 12 Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.
- 10) To conduct 5 night-time (2100 - 0259 hours) Click It or Ticket enforcement operations.
- 11) To conduct 16 bicycle and pedestrian enforcement operations in identified areas of high bicycle and pedestrian traffic.

**GRANTS MADE EASY - STEP
SCHEDULE A
GRANT DESCRIPTION
GRANT NO. PT1525**

PAGE 4

12) To participate in the National Distracted Driving Awareness Month in April.

13) To participate in the NHTSA Click It or Ticket mobilization period in May.

14) To collaborate with the county's Avoid Lead Agency by: participating in planning/scheduling meetings and MADD/Avoid DUI Seminars; providing your agency's schedule of operations that occur during any Avoid campaign; and reporting your agency's DUI arrests & DUI fatality information during any Avoid campaign.

15) To collect and report DUI enforcement data for the NHTSA Winter and Summer Mobilizations.

NOTE: Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular police officer issue a specified or predetermined number of citations in pursuance of the goals and objectives hereunder.

NOTE: To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release for each checkpoint operation. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoint operations should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoint operations that begin prior to 1800 hours.

3. METHOD OF PROCEDURE

A. Phase 1 - Program Preparation, Training and Implementation (1st Quarter of Grant Year)

- The police department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training needed to implement the program should be conducted this quarter.
- All grant related purchases needed to implement the program should be made this quarter.
- In order to develop/maintain the "Hot Sheets," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The Hot Sheets may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. Hot Sheets should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high collision locations.

**GRANTS MADE EASY - STEP
SCHEDULE A
GRANT DESCRIPTION
GRANT NO. PT1525**

PAGE 5

Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

B. Phase 2 - Program Operations (Throughout Grant Year)

- The police department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator.
 - a) If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release should first be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
 - b) Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
 - c) Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval 14 days prior to the production or duplication.

**GRANTS MADE EASY - STEP
SCHEDULE A
GRANT DESCRIPTION
GRANT NO. PT1525**

PAGE 6

- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.
- Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.
- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full support of the City of Rohnert Park. Every effort will be made to continue the activities after the grant conclusion.

SCHEDULE B-1

GRANT NO. PT1525

STEP BUDGET NARRATIVE

Page 1

PERSONNEL

Overtime

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$40.00/hour to \$82.50/hour.

Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

Overtime Benefit Rates

Medicare	1.45
TOTAL BENEFIT RATE	1.45

TRAVEL EXPENSE

In State

Local mileage for grant activities and meetings is included. Anticipated travel may include the DUID Seminar and DRE Training. All conferences, seminars or training not specifically identified above must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

None.

EQUIPMENT

1 DUI Trailer - fully equipped trailer(s) to transport DUI checkpoint supplies and to serve as a communication and command post during OTS operations. Costs may include the trailer, sales tax, delivery, installation costs, and other modifications and accessories or other items necessary to make the trailer usable for grant purposes, such as a generator, lighting, paint and graphics. The trailer cannot include any furniture or fixtures not affixed to the trailer as noted in Chapter 2, Section 2.8 of the OTS Grant Program Manual.

1 Changeable Message Sign Trailer with Radar(s) - fully equipped changeable message sign trailer(s) with a radar device and digital display that is portable and fully programmable and will determine and display the speed of vehicles or post traffic safety information and messages during OTS funded operations.

SCHEDULE B-1
GRANT NO. PT1525

STEP BUDGET NARRATIVE

Page 2

OTHER DIRECT COSTS

Educational Materials – used to purchase, develop or print brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. *Additional items may be purchased if approved by OTS.*

2 Vehicle Speed Feedback Sign(s) - solar, battery powered or hardwired pole-mounted sign to display the speed of vehicles. Costs may include modifications and accessories. This item will only be used on roadways off the Federal Aid System and its installation is at the expense of the grantee.

1 Digital Traffic Briefing Board – Updatable electronic monitor to display traffic related information such as current list of the top 10 DUI offenders, probation and warrants subjects in the community, high PCF intersections, rankings, enforcement index, and scheduled traffic enforcement operations. Costs may include modifications and accessories.

DUI Checkpoint Supplies - on-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS device supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. *Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.*

INDIRECT COSTS

None.

PROGRAM INCOME

There will be no program income generated from this grant.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 1

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

The officials named on the Grant Agreement, certify by way of signature on the Grant Agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended
- 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Chapter II - (§§1200, 1205, 1206, 1250, 1251, & 1252) Regulations governing highway safety programs
- NHTSA Order 462-6C - Matching Rates for State and Community Highway Safety Programs
- Highway Safety Grant Funding Policy for Field-Administered Grants

NONDISCRIMINATION

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (88), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (101), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (100), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (92), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (91), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 2

BUY AMERICA ACT

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

POLITICAL ACTIVITY (HATCH ACT)

The Grantee Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 3

certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Primary Certification

1. By signing and submitting this Grant Agreement, the Grantee Agency official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Grantee Agency official to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the Grantee Agency official knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this Grant Agreement is submitted if at any time the Grantee Agency official learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *Grant Agreement*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this Grant Agreement is being submitted for assistance in obtaining a copy of those regulations.
6. The Grantee Agency official agrees by submitting this Grant Agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

Page 4

7. The Grantee Agency official further agrees by submitting this Grant Agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

- (1) The Grantee Agency official certifies to the best of its knowledge and belief, that its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/Grant Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the Grantee Agency official is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Grant Agreement.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 5

Instructions for Lower Tier Certification

1. By signing and submitting this Grant Agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this Grant Agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *Grant Agreement*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this Grant Agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this Grant Agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this Grant Agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 6

participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this grant agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant agreement.

Selective Traffic Enforcement Program PT-1525

FUNDING SOURCES	FUNDING SOURCES 2013-14	FUNDING SOURCES 2014-15
Federal Grant	-	120,000
TOTAL REVENUE	<u>-</u>	<u>120,000</u>

EXPENSE	2012-13 ACTUAL	2013-14 ADOPTED BUDGET	2014-15 PROPOSED BUDGET	\$ INCREASE/ (DECREASE)
Compensation				
Salary and Benefits	\$ -	\$ -	\$ 55,995	\$ 55,995
Training	-	-	6,000	6,000
Supplies				
Postage	-	-	-	-
Special Departmental	-	-	2,505	2,505
Communications	-	-	-	-
Dues & Subscriptions	-	-	-	-
Equipment	-	-	8,500	8,500
Contractual/Professional	-	-	-	-
Capital Outlay	-	-	47,000	47,000
TOTAL EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>
RESULTING GAIN (LOSS)		-	-	