

Norman, City of  
Norman, City of

OHSO-FFY2018-NORMAN CI-00115  
OHSO-FFY2018-NORMAN CI-00115

**Title of Contract:** Norman Traffic Enforcement

**OHSO Project Number:** PT-18-03-16-10

**Award Amount:** \$69,200.00

**CFDA Number:** 20.6000000

**FAIN**

**Number:** 18X92040200K18

**TTA Number:**

**OHSO Project Number:**

**Award Amount:**

**CFDA Number:**

**FAIN Number:**

**TTA Number:**

**TOTAL AWARD:** \$69,200.00

**Project Period:** Oct 01, 2017 – Sep 30, 2018

**Primary Program Area:** General Police Traffic Services

**Organization:** Norman Police Department

**Address:** 201B W. Gray Street

**City:** Norman

**State:** OK

**Zip:** 73069

**FEI Number:** 73-6005350

**DUNS Number:** 101501240

**Project Director:** John Stege

**Title:** Sgt

**Phone Number:** (405) 366-5218

**Fax Number:**

**Project Goals:**

Reduce the number of KAB crashes in the City of Norman by 2% per year from 298 in 2015 to 280 in 2018 (OHSO Data).

**Problem Identification:**

The population of Norman is over 115,000 plus the student population of the University of Oklahoma. The City is over 190 square miles and includes the University of Oklahoma, Lake Thunderbird State Park, multiple convention venues, and sporting events. I-35 and SH 9 both intersect the City with traffic traveling at highway speeds. According to 2015 data provided by the Oklahoma Highway Safety Office, 298 KAB crashes occurred in the City of Norman, 9 of these crashes involved fatalities and 289 involved serious injuries. 18 of these crashes were alcohol or drug-related, 25 involved unsafe speed, and 58 involved distracted driving. 4 drivers, 3 passengers, and 2 pedestrians were among the 9 fatalities which included 2 motorcyclists and one occupant who was unrestrained. Local data indicates the City of Norman's overall crashes have steadily decreased between 2016 and 2017. Alcohol-related crashes and KAB crashes have also decreased. In an effort to maintain recent improvements in reducing crashes, the Norman Police Department will need additional funding to target specific traffic safety issues that contribute to KAB crashes in their jurisdiction.

**Project Description:**

The Norman Police Department will conduct high visibility enforcement in support of State and National goals to reduce the incidence of KAB crashes in their community. Officers will work in an overtime capacity to identify those violations that cause or contribute to KAB crashes. To identify those times and locations where KAB crashes most often occur, the Project Director will utilize all data and reference sources available including crash reports, public complaints, and other sources. DDACTS will assist to locate geographically based patrol zones in order to identify high-crime and high-crash enforcement areas. Traffic Officers and Bike Team Officers will also focus on areas that include increased numbers of pedestrians and bicyclists. The City of Norman has a high student population that utilizes these modes of transportation and increases the likelihood for crashes as they share the road with motorists. Enforcement activities will encompass traffic laws as they apply to pedestrians and bicyclists, with officers working during times and in areas having the highest concentration of bicycle/pedestrian traffic. In addition to enforcement the Norman Police department will also use public information and education activities to inform and education the public during special emphasis days and times. Presentations by School Resource Officers and Bicycle Team members will also serve to educate bicyclist and pedestrians of the laws and regulations regarding their safety. Funding is provided for tuition for one officer to attend Police

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Motorcycle Instructor training provided by Northwestern University Center for Public Safety in partnership with the City of Edmond. Norman PD also plans to participate in the OK SAFE Program utilizing newly developed School Resource Officers to work with high school student government to educate students on the importance of seatbelts, to raise awareness regarding traffic safety, and to plan specific enforcement efforts.

Not all KAB crashes can be directly attributed to a specific primary causal factor. Some crashes occur because drivers operate a vehicle unsafely, without due attention to traffic laws and road conditions. General traffic enforcement is intended to allow agencies to address a greater variety of traffic violations, dependent upon local problem identification.

The Norman Police Department will employ the following evidence-based strategies in conducting grant related activities:

- 1) Officers will conduct high visibility enforcement (HVE) in the identified areas. Efforts will include targeted impaired driving enforcement and related activities such as saturation patrols and sobriety checkpoints. Officers will also conduct enforcement activities focusing on drivers who commit common aggressive driving actions such as speed, following too closely, and running red lights. Efforts may also include saturation patrols targeting occupant protection and bicycle pedestrian enforcement to include related activities such as traffic safety checkpoints and night time occupant protection enforcement.
- 2) Public information and education events will be conducted to inform the public of traffic safety issues and related events. Effective, high visibility communications and outreach are an essential part of successful enforcement programs.
- 3) External and in-vehicle technologies such as in-car video equipment, laser speed measuring equipment and unstaffed speed display devices may be utilized. This technology assists officers in providing accurate and reliable evidence of violations, enhance the ability to prosecute and convict offenders, and encourage drivers to obey traffic laws by suggesting that their speed is being monitored.
- 4) Preliminary breath test devices (PBTs) may be utilized.

This grant is subject to the terms and conditions set forth in the Pre-Application guidelines and any modifications agreed to during negotiation and reflected in the Award Documents, or by Contract Change Order hereafter, including; Part I—Grant Agreement Summary; Budget Summary; Budget Detail; Activity/Milestones; General Provisions – Part II; Specific Agreements – Part III; and Certification pages.

In addition, the grantee agrees to the following:

1. If the grantee is a law enforcement agency, the grantee agrees to participate in and support NHTSA's national goals and law enforcement mobilizations ("Click It or Ticket" and "Drive Sober or Get Pulled Over"), including submitting both pre and post reports through the OHSO online Mobilization Reporting System.
2. At the end of the project year and no later than November 1, the Project Director will submit the End of Year Project Summary Report outlining the project accomplishments and whether the project goal(s) was met.

In accordance with OMB Circular A-133, the Oklahoma Highway Safety Office (OHSO) is required to supply each grantee with pertinent information regarding the grant awarded. The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administration (NHTSA).

On the chart below, locate the "Start of Project Number" for each grant awarded to obtain the information your agency's financial department will need for Federal/State reporting purposes.

Start of Project Number	Equivalent FAST Act#	Program Area	CFDA No.	Award Name	Section No.
AI	FASTAI	Accident Investigation	20.6000000	State and Community Highway Safety	402
AL	FASTAI	Alcohol	20.6000000	State and Community Highway Safety	402
DE	FASTDE	Driver Education	20.6000000	State and Community Highway Safety	402
MC	FASTDE	Motorcycle Safety	20.6000000	State and Community Highway Safety	402

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OP	FASTOP	Occupant Protection	20.6000000	State and Community Highway Safety	402
PS	FASTPS	Pedestrian Safety	20.6000000	State and Community Highway Safety	402
PT	FASTPT	Police Traffic Services	20.6000000	State and Community Highway Safety	402
RH	FASTRH	RailRoad/Highway Crossings	20.6000000	State and Community Highway Safety	402
SE	FASTSE	Speed Enforcement	20.6000000	State and Community Highway Safety	402
TR	FASTTR	Traffic Records	20.6000000	State and Community Highway Safety	402
TSP	FASTTSP	Traffic Safety Program	20.6000000	State and Community Highway Safety	402

M2	N/A	MAP 21 405b OP Low	20.6160000	Occupant Protection	405b
M3	N/A	MAP 21 405c Data Program	20.6160000	State Traffic Safety Information Systems Improvements	405C
M5	N/A	MAP 21 405d Impaired Driving Mid	20.6160000	Impaired Driving Countermeasures	405d
M9	N/A	MAP 21 405f Motorcyclist Programs	20.6160000	Motorcyclist Safety	405f

F2	FASTM2	FAST Act 405b OP Low	20.6160000	Occupant Protection	405b
F3	FASTM3	FAST Act 405c Data Program	20.6160000	State Traffic Safety Information Systems Improvements	405C
F5	FASTM5	FAST Act 405d Impaired Driving Mid	20.6160000	Impaired Driving Countermeasures	405d
F9	FASTM9	FAST Act 405f Motorcycle Programs	20.6160000	Motorcyclist Safety	405f

**Budget Summary Projections**

Cost Category Items	1st Quarter			2nd Quarter		
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
<b>I. Personnel</b>						
A. Salaries	\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00
B. Benefits	\$400.00	\$399.00	\$399.00	\$399.00	\$399.00	\$399.00
<b>II. Travel</b>						
A. In-State Travel	\$1,800.00	\$0	\$0	\$0	\$0	\$0
B. Out-of-State Travel	\$0	\$0	\$0	\$0	\$0	\$0
<b>III. Operating Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>IV. Contractual Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>V. Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Monthly Total</b>	<b>\$7,417.00</b>	<b>\$5,617.00</b>	<b>\$5,616.00</b>	<b>\$5,617.00</b>	<b>\$5,616.00</b>	<b>\$5,617.00</b>

Cost Category Items	3rd Quarter			4th Quarter			Annual Total
	Apr	May	Jun	Jul	Aug	Sep	
<b>I. Personnel</b>							
A. Salaries	\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$62,610.00
B. Benefits	\$400.00	\$399.00	\$399.00	\$399.00	\$399.00	\$399.00	\$4,790.00
<b>II. Travel</b>							
A. In-State Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800.00
B. Out-of-State Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>III. Operating Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>IV. Contractual Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>V. Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Monthly Total</b>	<b>\$5,617.00</b>	<b>\$5,617.00</b>	<b>\$5,616.00</b>	<b>\$5,617.00</b>	<b>\$5,616.00</b>	<b>\$5,617.00</b>	<b>\$69,200.00</b>

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<b>Cost Category Item:</b> I.A. 1		<b>Project Number:</b> PT-18-03-16-10				
<b>Description:</b> Salary for overtime traffic enforcement/PI&E (rates may exceed 1.5 times regular hourly rate as contractually required and is approved by OHSO-see FICA attachment to application).						
<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>Semi-Annual</b>
\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$31,305.00
<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>ANNUAL</b>
\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$5,217.00	\$5,218.00	\$62,610.00

<b>Cost Category Item:</b> I.B. 1		<b>Project Number:</b> PT-18-03-16-10				
<b>Description:</b> Benefits for overtime traffic enforcement/PI&E (rates may exceed 7.65% as contractually required and is approved by OHSO-see FICA attachment to application).						
<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>Semi-Annual</b>
\$400.00	\$399.00	\$399.00	\$399.00	\$399.00	\$399.00	\$2,395.00
<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>ANNUAL</b>
\$400.00	\$399.00	\$399.00	\$399.00	\$399.00	\$399.00	\$4,790.00

<b>Cost Category Item:</b> II.A. 1		<b>Project Number:</b> PT-18-03-16-10				
<b>Description:</b> Tuition costs associated with Police Motorcycle Instructor training provided by Northwestern University Center for Public Safety in partnership with the City of Edmond. In accordance with the State Travel Reimbursement Act.						
<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>Semi-Annual</b>
\$1,800.00						\$1,800.00
<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>ANNUAL</b>
						\$1,800.00

<b>Cost Category Item:</b>		<b>Project Number:</b>				
<b>Description:</b>						
<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>Semi-Annual</b>
						\$0
<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>ANNUAL</b>
						\$0

<b>Cost Category Item:</b>		<b>Project Number:</b>				
<b>Description:</b>						
<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>Semi-Annual</b>
						\$0
<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>ANNUAL</b>
						\$0

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Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

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**\*\* SECTION 2 \*\***

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

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Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0

Cost Category Item:		Project Number:				
Description:						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
						\$0
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
						\$0



Activity/Milestones Projections

MILESTONE PROJECTIONS

Activity #	Project #	Description	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Total
			Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sep	
1	PT-18-03-16-10	Hours of overtime traffic enforcement/PI&E worked (based on OT rate of \$47.50/hour).	113	113	113	113	113	113	113	113	113	113	113	113	1356
2	PT-18-03-16-10	Number of written contacts (target is 2 contacts per hour or 1 DUI/DWI/APC arrest every 10 hours).	226	226	226	226	226	226	226	226	226	226	226	226	2712
3	PT-18-03-16-10	Number of targeted special emphasis activities and/or enforcement efforts conducted (including but not limited to ENDUI and CIOT mobilizations).			1						1			1	3
4	PT-18-03-16-10	Number of PI&E activities conducted to include media contacts, traffic safety presentations, etc. (target is 2 activities per month).	2	2	2	2	2	2	2	2	2	2	2	2	24
5	PT-18-03-16-10	One officer to attend Police Motorcycle Instructor Training in Edmond, OK.	1												1
6	PT-18-03-16-10	Attend OHSO Project Directors Training, if required.	1												1
															0
															0
															0
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## General Provisions - Part II

### REGULATIONS AND DIRECTIVES

The Grantee, its assignee(s), successor(s) in interest, subcontractor(s), supplier(s), or anyone who is a recipient of financial assistance through this grant shall agree to all applicable provisions of the following; however, nothing here should be interpreted to limit the requirements to comply with regulations and directives not included in this list:

1. Grantee agrees to implement the project in accordance with federal statutes, local statutes and regulations, as well as the policies and procedures established by the Oklahoma Highway Safety Office.
2. The State highway safety 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 (Pub. L. 88-352), 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 (Pub. L. 101-336), 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 (Pub. L. 100-259), 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 (Pub. L. 92-255), 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 (Pub. L. 91-616), 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.
3. Hatch Act (Political Activity), 5 U.S.C. Sections 1501-1508 and 5 CRF Part 151.
4. Buy America Act, 23 U.S.C. 101.
5. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:
  - (1) The prospective lower tier participant certifies, by submission of this proposal, 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 proposal.
6. Prohibition on using grant funds to check for helmet usage (applies to subrecipients as well as State): The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcycles.
7. Certification Regarding Federal Lobbying; Certification for Contracts, Grant, 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 any 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

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or will be paid to any person for the influencing or attempting to influence any 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) Then undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients 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 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 certification shall be subject to 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.

#### 8. Equipment Purchased with Highway Safety Funds

- Ownership of equipment purchased is vested in the Grantee, who must use the property only for the authorized purpose of this project(49 CFR, Part 18 (Common Rule) )
- Equipment must be entered into, and tracked through, the Grantee's inventory system and the OHSO inventory
- Equipment maintenance and liability coverage are the Grantee's responsibility
- Grantee shall not remove, transfer, or dispose of the property without prior written approval from OHSO
- If equipment is lost or stolen, the OHSO must be notified immediately, in writing, accompanied by a police report

To dispose of ANY equipment, the Grantee MUST:

- (1) Write a letter of request to OHSO;
- (2) State how the disposal will occur (auction, transfer, etc.) and/or provide three (3) appraisals;
- (3) Maintain equipment until Grantee receives letter of approval;
- (4) Return Equipment to OHSO.

Nothing herein contained shall be construed as incurring for the Grantor Agency any liability for Workmen's Compensation, F.I.C.A., Withholding Tax, Unemployment Compensation, or any other payment which is not a part of this contract.

#### Instructions for Lower Tier Certification

1. By signing and submitting this proposal, 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

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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 proposal 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, proposal, 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 proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal 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 exclude 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 proposal 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 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 proposal, 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 proposal.

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### Specific Agreements - Part III

Grantee shall adopt (if none presently exists) and enforce a safety belt use policy requiring all employees and others riding in Grantee vehicles and/or on Grantee business to use safety belts in accordance with State law.

Regular compensation and/or overtime compensation provided in this grant award will be paid in accordance with established policies and regulations of your entity. Any deviation from the established policies and regulations must be specifically addressed in the written grant award.

Grantee shall verify that any officer using a grant purchased radar or grant purchased video camera has received training in the proper use of the equipment.

Grantee shall encourage all law enforcement officers participating in impaired driving enforcement programs to obtain certification in NHTSA sanctioned Standard Field Sobriety Test (SFST) procedures

Grantee shall submit monthly activity and reimbursement reports (including all appropriate documentation) to OHSO. Reports shall be submitted within 30 days of the end of the reporting month. Failure to comply with this 30-day limit may result in denial of the reimbursement claim.

Reports should include, as a minimum, the following:

1. Project Director's Report.
2. Budget Summary (include all cumulative year-to-date information).
3. Budget Details (include all cumulative year-to-date information).
4. Activity Milestones (include all cumulative year-to-date information).
5. Financial documentation for the current report (time sheets, payroll documents, invoices, purchase orders, and/or other appropriate verification of expenditures).
6. Activity documentation for the current report (include information on all projected activities whether completed or not, and any additional activities that were conducted; an explanation should be provided for any activities not completed).
7. Any additional, pertinent information to the project for the current reporting period.

In accordance with 2 CFR 200, the Oklahoma Highway Safety Office (OHSO) is required to supply each grantee with pertinent information regarding the grant awarded. The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administrations (NHTSA). Other pertinent information can be found on the Grant Agreement Summary – Part 1 page of the Award Documents providing the Grantee with information the agency's financial department will need for Federal/State reporting purposes. A Grantee's agency may be subject to audit under 2 CFR 200. Unless other arrangements are made, any required audit cost is the responsibility of the Grantee.

Any activities or cost items not specifically addressed in this agreement or any revisions to the items which are included in the agreement must be approved, in writing, by the OHSO Director/ Governor's Representative or designee before they will be considered eligible activities and/or cost items. (For example, any out-of-state travel expenses not specifically identified in one's agreement require prior written permission from the OHSO Director/Governor's Representative or designee or the costs will not be reimbursed.)

These "Specific Agreement" topics have been provided in an effort to assist grantees. This is not in any way a

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complete list of all requirements. Any questions and/or concerns not addressed here or in other areas of this grant agreement should be directed to the OHSO Program Manager assigned responsibility for oversight of this project.

The continuation of this project is contingent on the availability and receipt by OHSO of Federal Funds.

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As the Authorizing Official, I certify that all data in this application is true and correct. The application and proposed agreement have been reviewed and authorized by the governing body of the applicant agency. The typed name, in lieu of a signature, represents this agency's legal acceptance of the terms of this proposal and a statement of veracity of the representations made in this application.

Printed Name of Chief Executive Officer:

**Title:**

**Date:**

**NOTE: The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a state agency head, mayor, city manager, chairperson of the County Commission or an authorized tribal leader. The Chief of Police or Sheriff is not generally an authorized signatory.**

**Signature:** \_\_\_\_\_