

**Contract Change Request: Contract Change Request 1**

---

Name and title of person submitting request: \* Samantha Harcrow, Program Manager  
 Application Name: OHSO-FFY2017-NORMAN CI-00110  
 Organization Name: Norman, City of  
 Project Title: Norman Impaired Driving Enforcement  
 Project Director: John Stege Program Manager: Samantha Harcrow

Does this request involve an increase or decrease in the current funding level? \* Yes

Explain in detail the specific change(s) being requested: \*  
 Adding additional line item for salary of \$8,175.00 and additional line time for benefits of \$625.00 for a total increase in the funding level of \$8,800.00.

Provide a justification for the change(s) being requested: \*  
 The ODMHSAS has selected Norman PD to participate in the 2M2L Task Force project to conduct 2M2L enforcement activities.

**Important Notice: Regardless of the effective date (if approved), any changes made will not modify any Progress or Financial reports already in the system, but will be reflected on reports initiated following execution of the amended agreement.**

---

This section to be completed by the OHSO Program Manager

Change Request discussed with Chief of Resources ✓ \*

Change Request discussed with Chief of Plans & Programs ✓ \*

Other personnel consulted:

	Yes	No
Will this change result in an increase or decrease in the total amount of funding? *	✓	

Project Number	Current Grant Amount	Revised Grant Amount
AL-17-03-08-09	\$68,000.00	\$76,800.00
<b>Current Total Amount:</b>	\$68,000.00	<b>Revised Total Amount:</b> \$76,800.00

Does this change represent a major change in project type or description? \* ✓  
 (a major change will require a new agreement)

Are new cost categories being added or existing ones being deleted? \* ✓

Will the revisions require modification of existing Activity/Milestones? \* ✓

Effective date of revised agreement: 12/1/2016

**Contract Change Request: Contract Change Request 1**

---

Budget Detail line item modifications:

<b>Cost Category</b>	<b>Project #</b>	<b>Description</b>	<b>Current Funding Amount</b>	<b>New Funding Amount</b>
I.A	2	TBD	\$0	\$8,175.00
I.B	2	TBD	\$0	\$625.00

Narrative summary of approved changes ( all other provisions of the agreement remain the same )  
 This Change Request is to add an additional \$8,800 to the existing grant to fund participation in the ODMHSAS 2M2L project, in accordance with the ODMHSAS MOU agreement and Statement of Work.

**Modification Comments: Modification Comments 1**

---

**OHSO Comments:**

**Grantee Comments:**

**Contract Change Summary Report: Contract Change Summary Report 1**

---

Agreement Name: OHSO-FFY2017-NORMAN CI-00110  
Organization: Norman, City of  
Project Title: Norman Impaired Driving Enforcement  
Effective Date of Change: 12/1/2016  
Current Grant Amount: \$68,000.00  
Revised Grant Amount: \$76,800.00  
Summary of Change:

This Change Request is to add an additional \$8,800 to the existing grant to fund participation in the ODMHSAS 2M2L project, in accordance with the ODMHSAS MOU agreement and Statement of Work.

All provisions of the agreement remain the same, except for those outlined in the above summary report.\*

*\*This report is provided for reference only. You may view the formal revised grant agreement in the Award Documents section of your application, consisting of the following pages: Grant Agreement Summary – Part I; Budget Summary Projections; Budget Detail Projections; and Activity/Milestone Projections.*

**Uploads**

---

**Upload**

**Comments**

[https://grants.ok.gov/\\_Upload/394514-RiskAssessmentPre-awardform.xlsx](https://grants.ok.gov/_Upload/394514-RiskAssessmentPre-awardform.xlsx)  
[https://grants.ok.gov/\\_Upload/394514\\_2-5859022162.pdf](https://grants.ok.gov/_Upload/394514_2-5859022162.pdf)

Risk Assessment  
Purchase Order

OKLAHOMA HIGHWAY SAFETY OFFICE  
Pre-Award Risk Assessment



Applicant agency: Norman Police Department DUNS #: 101501240  
 Project Description: Impaired Driving/General Traffic Enforcement  
 IntelliGrants Application Name: Norman, City of  
 Federal Fiscal Year: 2017 Review Date: 5/13/2016  
 Completed by: Sam Harcrow

	Yes	No	N/A
<b>1. Determine if the applicant has experience with same or similar sub-awards.</b>			
a. Has the applicant previously had Federal or State grants similar to this award?	<u>X</u>	<u>   </u>	<u>   </u>
b. Has the applicant had at least 3 year's experience with Federal grants?	<u>X</u>	<u>   </u>	<u>   </u>
<b>2. Determine the results of previous audits.</b>			
a. Did the applicant receive a single audit in accordance with 2 CFR part 200.501 Subpart F?	<u>X</u>	<u>   </u>	<u>   </u>
b. Was the same or similar sub-award audited last fiscal year?	<u>X</u>	<u>   </u>	<u>   </u>
c. Was the audit opinion unqualified?*	<u>X</u>	<u>   </u>	<u>   </u>
<i>(*No response signifies automatic medium or high risk)</i>			
<b>3. Determine if the applicant has new personnel, or new or substantially changed systems?</b>			
a. Has the applicant staff remained essentially unchanged during the prior year?	<u>X</u>	<u>   </u>	<u>   </u>
b. Has the applicant organization remained unchanged during the prior year?	<u>X</u>	<u>   </u>	<u>   </u>
c. Is the applicants accounting system the same as the prior year?	<u>X</u>	<u>   </u>	<u>   </u>
<b>4. Determine the extent and results of Federal awarding agency monitoring (if the applicant has received a direct Federal grant within the preceding 3 years)</b>			
a. Did the applicant receive monitoring from a federal awarding agency?	<u>X</u>	<u>   </u>	<u>   </u>
b. Did the federal agency determine that there were no financial or compliance issues?	<u>X</u>	<u>   </u>	<u>   </u>
<b>5. Determine if the subgrantee has been consistently on time and accurate in the submission of the following:</b>			
a. Progress Reports	<u>X</u>	<u>   </u>	<u>   </u>
b. Fiscal Reporting	<u>X</u>	<u>   </u>	<u>   </u>
c. Change requests/revisions (if applicable)	<u>   </u>	<u>   </u>	<u>X</u>
d. Evaluation summary	<u>X</u>	<u>   </u>	<u>   </u>
Total No responses			0

**RATING SCALE**

0-4 No responses	Low
5-9 No responses	Medium
10-14 No responses	High

**RATING ASSIGNED= Low**



# Purchase Order

Dispatch via Print

**Department of Public Safety**  
DEPARTMENT OF PUBLIC SAFETY  
PROCUREMENT  
3600 N MARTIN L KING AVE  
OKLAHOMA CITY OK 731114223

**Supplier:** 0000076924  
CITY OF NORMAN  
201 W GRAY ST  
NORMAN OK 73069-7121

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
5859022162	08/05/2016		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>	
Michael Boock	405/425-2413	USD	

**Ship To:** DEPARTMENT OF PUBLIC SAFETY  
OKLAHOMA HIGHWAY SAFETY  
3223 N LINCOLN BLVD  
OKLAHOMA CITY OK 731055497

**Bill To:** DEPARTMENT OF PUBLIC SAFETY  
OKLAHOMA HIGHWAY SAFETY  
3223 N LINCOLN BLVD  
OKLAHOMA CITY OK 731055497

**Tax Exempt?** Y **Tax Exempt ID:** 736017987  
**Line-Sch Cat CD / Item Id Description**

**Quantity UOM PO Price Extended Amt Due Date**

1- 1 92101503 / 1000019780  
GRANT:Alcohol-Federal National Hwy  
Safety

1.0000 YR 68,000.0000 68,000.00 08/05/2016

OHSO Traffic Safety Project: AL-17-03-08-09

**Total PO Amount** 68,000.00

**COMMENTS:**  
DPS FILE 2700441

**AGENCY POC:** Beverly Baker 405-523-1585

**VENDOR POC:** David Mangrum PH:(405) 376-2488 FAX:(405) 376-7728  
E-MAIL:dmangrum@cityofmustang.org

**Contract Period:** Oct 1, 2016 - Sept. 30, 2017

Not a state acquisition. Not subject to the Central Purchasing Act.

Authorized Signature

7.12.16

## Letter of Collaboration

between

Norman Police Department

And

The Board of Regents of the University of Oklahoma on behalf of University Outreach's Southwest Prevention Center Regional Prevention Coordinator-Region 8


In an effort to reduce the consequences of underage drinking and adult binge-drinking in the State of Oklahoma, funding for enforcement activities is being provided to local law enforcement agencies through a partnership between the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), the Oklahoma Highway Safety Office (OHSO) and the Alcoholic Beverage Laws Enforcement (ABLE) Commission. The funding will provide reimbursement for officer overtime (contingent upon continued availability of funds). Eligible law enforcement agencies are those that have been identified by local Regional Prevention Coordinators (RPCs) as serving high need areas. In order to be eligible for funds, law enforcement agencies must express their commitment to the project by signing this MOU and returning to the RPC by 10/1/2016. The project period will be 10/1/2016-9/30/2017.

The Norman Police Department agrees to:

- Support the prevention goals of reducing underage drinking and/or adult binge drinking.
- Participate in a planning process with the RPC that will identify appropriate evidence-based law enforcement strategies (e.g., alcohol compliance checks for underage youth at retail locations, bar checks for adult over-service, and/or party patrols/controlled party dispersals) and a timeline for enforcement operations
- Participate in highly visible alcohol enforcement operations at a frequency of one operation per month. (Alternative operation frequency timelines can be proposed with the RPC for approval by the ODMHSAS.)
- Allow ABLE to train officers during in-service trainings on underage drinking initiatives/alcohol laws.
- To use overtime funds provided through the OHSO to conduct enforcement above and beyond what is currently being conducted by law enforcement agency.
- To only submit invoices for reimbursement for overtime hours that are for enforcement activities that are part of a work plan developed in conjunction with the RPC and approved by the ODMHSAS. (Reimbursements will be made through a separate agreement with OHSO).
- Work with the RPC to develop a sustainability plan for sustaining outcomes beyond funding period.
- Assist the RPC in collecting needed data related to enforcement operations so that the RPC can evaluate the effect of efforts on project goals.

The Southwest Prevention Center Regional Prevention Coordinator-Region 8 will:

- Sponsor and host training for law enforcement over topics such as: underage compliance checks at retail locations, bar checks for adult over-service and/or party patrols/controlled party dispersal prior to any mobilizations.
- Coordinate with local LE agencies and ABLE on law enforcement training efforts.
- Identify high risk establishments/venues using Place of Last Drink (POLD) and other data for targeted enforcement operations.
- Provide social host and underage drinking prevention materials as needed.
- Recruit youth for party dispersal exercises and alcohol compliance checks as needed.
- Create press releases and coordinate with the media on underage drinking and adult binge drinking prevention and enforcement efforts.
- RPC will evaluate the effectiveness of the project and submit the results to law enforcement and other stakeholders

  
\_\_\_\_\_  
Law Enforcement Representative      9/8/16  
Date

\_\_\_\_\_  
James Pappas, Ph.D.      Date  
Vice President, University Outreach