

Michigan State Police
Office of Highway Safety Planning
4000 Collins Road
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(517) 336-6477

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HIGHWAY SAFETY GRANT APPLICATION

1. PROJECT TITLE Safe Communities Grant		
2. APPLICANT Washtenaw County Sheriff's Office		
3. ADDRESS OF APPLICANT 2201 Hogback Road Ann Arbor 48105		
4. STATE SENATE DISTRICT 17, 18	5. STATE REPRESENTATIVE DISTRICT 52, 53, 54	6. U.S. CONGRESSIONAL DISTRICT 7, 15
7. FEDERAL IDENTIFICATION NO. 38-6004894		8. ANTICIPATED ACTIVITY START-UP DATE 10/1/2007

HIGHWAY SAFETY GRANT APPLICATION
9. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
FY 2007-2008

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

Overview:

Reduction of traffic crashes, fatalities, and injuries requires a coordinated effort to address vehicle, roadway, and driver issues. Under a revitalized Michigan Safe Communities program, the Office of Highway Safety Planning has identified Michigan counties and communities that have demonstrated, through traffic crash data, a significant contribution to the overall level of traffic crash-related casualties in Michigan. The newly designed Michigan Safe Communities model incorporates the most effective countermeasures into a single project to address crash-related casualties at the local level, including high visibility enforcement and publicity to address the primary cause of over 90 percent of all traffic crashes, specifically driver behavior. This coupled with strong collaboration and partnerships between traffic safety disciplines (enforcement, engineering, emergency medical services, and others), and support of a community "safety culture" are designed to address other contributors to mortality such as lack of (or improper) use child safety seats and bicycle helmets. As the Michigan Safe Communities program is further developed and refined in FY09 and FY10, additional elements will be considered for funding eligibility. This will provide a more comprehensive traffic safety countermeasure program at the local level that will work in concert with safety improvements to vehicle design and our state roadways.

Economic Impact:

Traffic crashes impose significant economic and social burdens through injury, loss of life as well as property damage. Efforts to reduce crashes often result in competing demands for limited public resources. Cost data on crashes contribute to informed decision making about allocation of public resources in important ways. Cost data, which provides information about the magnitude of the crash problem, can be used to estimate the dollar losses to the state and local communities. More importantly, cost data on crashes is essential in providing a common measure for evaluating cost and benefits of various policy alternatives that compete for resources.

Based on an analysis published by the University of Michigan Transportation Research Institute (UMTRI) in 2006, the economic costs of traffic crashes to the State of Michigan in 2004 alone was \$12.3 billion, an increase from \$7.1 billion in 1988.

Based on a 2006 UMTRI study of crash costs, the estimated economic cost of traffic crashes in Washtenaw County was \$346.4 million in 2006 and averaged \$359.5 million per year from 2002 to 2006. Statewide, the estimated annual economic cost of traffic crashes in Michigan was \$12.4 billion from 2002 to 2006.

Safety Belts:

The effectiveness of safety belts and child safety seats for reducing injury severity and preventing death is well documented. Reducing non-use of safety belts will substantially improve crash survivability.

Safety belt enforcement zones have dramatically raised the profile and awareness levels of safety belt enforcement. Even though Michigan had instituted widespread

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enforcing that law. By adding signs and a spotter, awareness levels - and safety belt use - increased dramatically. Forty-five percent of the people who died in fatal crashes in 2006 were unbelted.

In Washtenaw County, 14.8% of vehicle occupants killed or seriously injured in crashes were unrestrained (2002-2006, where belts available use and known).

Impaired Driving:

Had-been-drinking (HBD) crashes are disproportionately more severe than other crashes, constituting 30-40% of fatal crashes each year. Despite decades of education and enforcement efforts, alcohol-impairment remains a devastating traffic safety and public health problem. Forty percent of fatalities in 2006 involved alcohol and/or drugs.

In Washtenaw County, 21.9% of fatal and serious injury crashes were alcohol-related (2002-2006).

Underage Drinking:

Those in education and criminal justice have seen the devastation that drinking can cause teenagers - the tragic aftermath of traffic crashes and other traumas such as assaults, rapes and other crimes. If these personal experiences are not enough to indicate the seriousness of underage drinking, statistics also tell a compelling story. While Michigan's youth who reported using alcohol has dropped from 46 percent in 2001 to 38 percent in 2005, traffic crash data paints another picture entirely.

In 2006, Michigan drivers age 20 or younger were 51% more likely to be involved in a HBD crash than older drivers (MTCF 2006) and "zero tolerance" arrests per licensed driver age 20 or younger were 85% lower than drunk driving arrests for older drivers.

In Washtenaw County, 10.2% of drivers under age 21 in fatal or serious injury crashes had been drinking (2002-2006).

Optional based on problem ID:

Intersection Crashes:

There were 93,798 intersection crashes in Michigan in 2006 representing 29% of all the reported crashes. These intersection crashes resulted in 281 fatalities (26% of all Michigan roadway fatalities) and 2,579 incapacitating injuries (33% of all Michigan incapacitating injuries).

In Washtenaw County, 10.6% of fatal and serious injury crashes occurred at signalized intersections.

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10. GOALS

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Safety belt use

Decrease the proportion of vehicle occupants killed or seriously injured in Washtenaw County who were unrestrained from 16.6% to 10.9% in 2008.

Impaired driving

Decrease the proportion of fatal and serious injury crashes in Washtenaw County that involved alcohol from 12.5% to 10% in 2008.

Underage drinking

1) Decrease the proportion of drivers under age 21 in fatal or serious injury crashes in Washtenaw County who had been drinking from 12.5% to 7.2% in 2008.

2) Decrease consumption of alcohol by minors by 3% by strictly enforcing underage drinking laws, as measured on a statewide basis.

a. Identify the rate of non-compliant licensees within Washtenaw County by conducting compliance checks with 104 liquor licensees.

Optional based on problem ID:
Intersections

Maintain the proportion of fatal and serious injury crashes in Washtenaw County that occurred at signalized intersections at or below 10.2% in 200

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Safety belt use and impaired driving
Mandatory enforcement dates:

- May 19-June 1, 2008 - safety belt mobilization
- August 15-September 1, 2008 - impaired driving crackdown

Other enforcement dates:

- December 15-31, 2007 - impaired driving
- June 29-July 8, 2008 - impaired driving
- Continued emphasis during summer months

Conduct safety belt enforcement zones and impaired driving saturation patrols.

a. The Project Director will include state, county and local law enforcement agencies when developing strategic enforcement plans and conducting the enforcement details.

b. The Project Director will ensure officers conduct safety belt enforcement zones and impaired driving saturation patrols as designated in the strategic plan.

c. The Project Director will inform OHSP of any changes to the strategic enforcement plans as quickly as possible.

d. The Project Director will strive to schedule at least four enforcement zones each week during the safety belt enforcement mobilization surrounding the 2008 Memorial Day holiday.

e. The Project Director will strive to schedule at least three saturation patrols during each week of the impaired driving enforcement crackdown surrounding the 2008 Labor Day holiday.

f. The Project Director will ensure the Chief, Sheriff, Post Commander, prosecutor/city attorney, and judges/magistrates are informed about the enforcement efforts before they occur.

g. The Project Director or his/her designee will ensure contacts are made and news releases are provided to the local media.

h. The Project Director will ensure a briefing is conducted prior to every enforcement zone to review with all participants how the zone will be conducted. ZERO TOLERANCE for safety belt and child restraint violations will be emphasized.

i. The Project Director will ensure the zone is properly staffed and that a properly trained zone leader is present at every enforcement zone.

j. The Project Director will ensure required signs are at the site and properly placed marking the zone, including placement of the entry sign in front of a marked patrol vehicle. The Project Director will also ensure all signs are removed at the

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conclusion of the enforcement zone.

k. The Project Director will ensure a trained zone leader is available to answer media questions at the zone site.

l. The Project Director will ensure all officer names involved in the enforcement zone and their respective department names and enforcement results are obtained before the conclusion of every enforcement zone.

m. The Project Director will ensure safety belt and impaired driving enforcement shifts are a minimum of four consecutive hours.

n. The Project Director will ensure officers attempt to maintain three stops per hour on impaired driving saturation patrols.

o. In the event of a police emergency, the Project Director will ensure a determination is made within one-hour if the enforcement will continue or be rescheduled.

Publicize safety belt and impaired driving enforcement efforts by supporting media events, as requested by OHSP.

a. The Project Director will ensure a media event is conducted if asked to do so by OHSP.

b. The Project Director will encourage all agencies to attend media events.

c. The Project Director will ensure banners or other signage provided by OHSP funds are displayed by all member jurisdictions when patrols are conducted.

Participating agencies will verify that all of the officers committed to the alcohol enforcement patrol team have completed the NHTSA-IACP SFST curriculum. First-time grantees will ensure that at least 1/3 of the officers for each agency committed to the saturation patrol team complete the basic NHTSA-IACP SFST curriculum by September 30, 2008. A list of officers completing the training throughout the grant year will be provided to OHSP in the progress report(s).

Ensure at least one officer working each safety belt enforcement zone has completed safety belt enforcement zone training.

Report enforcement results to OHSP no later than the 7th of the following month.

The project director will submit quarterly progress reports which will include the following: a summary description of the activities and accomplishments, challenges and goals for upcoming quarter, and copies of news articles that result from the enforcement.

The project director will submit a final progress report which will include the following: a summary description of the activities and accomplishments during the last quarter, an overall summary of the enforcement results for the entire grant year, and copies of news articles that resulted from the enforcement during the last

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quarter.

Underage drinking enforcement

Conduct enforcement according to the county's strategic plan or in response to a tip during FY08.

The Project Director will include state, county and local law enforcement agencies when developing strategic enforcement plans and conducting enforcement details.

The Project Director will ensure a briefing is conducted prior to every enforcement detail, emphasizing ZERO TOLERANCE for underage drinking and providing alcohol to minors.

The Project Director may purchase identification guides and other educational materials that will enhance support and visibility of the program. Materials that are not the identification guides must be approved by OHSP prior to purchase.

Notify media, local criminal justice community, prevention advocates, schools and retailers of enforcement activities during the course of FY08.

Public Information

Successful traffic safety campaigns are most successful when accompanied by public information. The Washtenaw County Sheriff's Office requests that OHSP develop and distribute public information materials on our behalf to enhance the enforcement campaigns.

Optional based on problem ID:

Intersection Enforcement

Conduct intersection enforcement as approved by OHSP.

Publicize the intersection enforcement efforts.

Report enforcement results to OHSP by the 7th of the following month.

Bikes

The Project Director will promote bicycle safety by conducting activities primarily during the summer of 2008. Examples include:

- Purchase bicycle helmets and make available to low-income families at community bicycle helmet events. Notify OHSP one week in advance of helmet giveaway events.

- Distribute educational materials on the proper fitting of helmets and safe bicycling methods.

Child passenger safety

The Project Director will promote child passenger safety by conducting activities

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throughout the year, with special emphasis on Child Passenger Safety Week September 14-20, 2008. Examples include:

- Coordinate a special event to attract local media attention.
- Schedule overtime patrols to identify, stop and cite drivers for unrestrained children.
- Purchase a supply of child safety seats to support local child passenger safety activities.
- Partner with child passenger safety instructors/technicians to provide educational opportunities for local agencies and families.

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13. ACCEPTANCE OF AUDIT REQUIREMENTS
FY 2007-2008

Project Title: Safe Communities Grant Applicant: Washtenaw County Sheriff's Office

***NOTE: The reporting entity is the government unit responsible for the overall administration of the grant, not just your agency. Failure to complete this section may result in your grant award being delayed or cancelled.**

My reporting entity* receives less than \$500,000 a year.

The following is information on the next organization-wide audit(s) which will include this agency:

1.a. *Audit Period: Beginning 1/1/2007 Ending 12/30/2007
(Date) (Date)

1.b. *Audit Period: Beginning 1/1/2008 Ending 12/30/2008
(Date) (Date)

2.a. Audit or written certification will be submitted to Financial Coordinator by: 6/30/2008
(Date)

2.b. Audit or written certification will be submitted to Financial Coordinator by: 6/30/2009
(Date)

This project is federally funded and therefore is subject to The Single Audit Act of 1984 (P.L. 98-502).

Effective July 1, 1996, if your reporting entity receives \$500,000 or more in federal financial assistance a year, the grantee shall agree to have an audit conducted in compliance with OMB Circulars A-128 or A-133 if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward a copy of the completed audit(s), *including the management letter covering the entire grant period to:*

Financial Coordinator
Office of Highway Safety Planning
4000 Collins Road,
P.O. Box 30633
Lansing, MI 48909-8133

NOTE: The audit or written certification must be submitted to OHSP *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circulars A-128 or A-133. Any information regarding the OMB Circular audit requirements will be furnished by OHSP.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited. Please complete both lines 1.a. through 2.b. if your grant falls within two (2) separate audit time periods.**

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14. LOCAL CONTRIBUTION
FY 2007-2008

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Applicant: Washtenaw County Sheriff's Office

Law enforcement agencies participating in the grant will provide:

- Patrol vehicles, motorcycles, and/or bicycles where applicable. This will include maintenance and proper police equipment.

- Assistance with record keeping and filing information to include financial and progress reports required for this grant, statistics collection, and daily log reports.

- Liability incurred through the use of volunteers, including, but not limited to, personal injury, civil liability and workman's compensation responsibility.

- Wages for training and court time.

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15. PROJECT CONTINUATION
FY 2007-2008

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Law enforcement agencies participating in the grant are seeking to make permanent changes to how traffic and underage drinking laws are enforced in the county by improving communication among agencies, schools, prosecutors and the community.

Agencies involved will develop a heightened awareness of the causes of injuries and death in their communities.

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12. BUDGET DETAIL (cont'd)
FY 2007-2008

Project Title: Safe Communities Grant

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OVERTIME SALARIES & WAGES

POSITION/CLASSIFICATIONS	OVERTIME RATE	NUMBER OF HOURS	TOTAL
Washtenaw County Sheriff	\$49.49	238	\$11,779
Washtenaw County Sheriff Administration Fees 5%	\$49.49	78	\$3,860
Ann Arbor Police Department	\$46.23	238	\$11,003
Chelsea Police Department	\$32.66	192	\$6,271
Milan Police Department	\$34.77	192	\$6,676
Pittsfield Public Safety	\$45.94	238	\$10,934
Saline Police Department	\$45.32	192	\$8,701
U of M Public Safety	\$54.08	236	\$12,763
OVERTIME SALARY & WAGES SUBTOTAL			\$71,987

FRINGE BENEFITS FOR OVERTIME SALARIES & WAGES

DESCRIPTION	FRINGE BENEFITS	RATE(%)	TOTAL
Washtenaw County Sheriff	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	27.8	\$3,273
Ann Arbor Police Department	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	47.5	\$5,226
Washtenaw County Sheriff Adminst	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	27.8	\$1,073
Chelsea Police Department	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	40.2	\$2,523
Milan Police Department	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	26.7	\$1,779
Pittsfield Public Safety	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	27.3	\$2,982
Saline Police Department	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	28.0	\$2,435
U of M Public Safety	FICA: <input checked="" type="checkbox"/> RETIREMENT: <input checked="" type="checkbox"/> WORKERS COMP: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>	31.8	\$4,061
	FICA: <input type="checkbox"/> RETIREMENT: <input type="checkbox"/> WORKERS COMP: <input type="checkbox"/> OTHER: <input type="checkbox"/>		
	FICA: <input type="checkbox"/> RETIREMENT: <input type="checkbox"/> WORKERS COMP: <input type="checkbox"/> OTHER: <input type="checkbox"/>		
	FICA: <input type="checkbox"/> RETIREMENT: <input type="checkbox"/> WORKERS COMP: <input type="checkbox"/> OTHER: <input type="checkbox"/>		
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	FICA: <input type="checkbox"/> RETIREMENT: <input type="checkbox"/> WORKERS COMP: <input type="checkbox"/> OTHER: <input type="checkbox"/>		
	FICA: <input type="checkbox"/> RETIREMENT: <input type="checkbox"/> WORKERS COMP: <input type="checkbox"/> OTHER: <input type="checkbox"/>		
OVERTIME SALARY & WAGES BENEFITS SUBTOTAL			\$23,352
TOTAL PERSONNEL COSTS			\$95,339

HIGHWAY SAFETY GRANT APPLICATION
12. BUDGET DETAIL (cont'd)
FY 2007-2008

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Applicant: Washtenaw County Sheriff's Office

CONTRACTUAL SERVICES

DESCRIPTION	TOTAL
TOTAL CONTRACTUAL SERVICES COSTS	\$0

TRAVEL

DESCRIPTION	IN-STATE OR OUT-OF-STATE	TRANS. COSTS	LODGING # OF NIGHTS	LODGING COST PER NIGHT	# OF MEALS	AVG COST PER MEAL	TOTAL
	IN-STATE: [] OUT-OF-STATE: []						
	IN-STATE: [] OUT-OF-STATE: []						
	IN-STATE: [] OUT-OF-STATE: []						
	IN-STATE: [] OUT-OF-STATE: []						
TRAVEL SUBTOTAL							\$0

SUPPLIES/OPERATING

DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
Child Passenger Safety Seats	\$50	80	\$4,000
Bike Helmets	\$5	100	\$500
SUPPLIES/OPERATING SUBTOTAL			\$4,500
TOTAL OPERATING COSTS			\$4,500

EQUIPMENT

DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
Youth Alcohol Equipment	\$2,000	1	\$0
TOTAL EQUIPMENT COSTS			\$0

RATE	BASE (SALARIES & WAGES, OR TOTAL PERSONNEL COSTS, OR TOTAL DIRECT COSTS)	TOTAL INDIRECT COSTS
0%	\$71,987	\$0

FEDERAL/STATE AMOUNT +	MATCH AMOUNT =	TOTAL PROJECT AMOUNT
\$99,839	\$0	\$99,839

GENERAL REQUIREMENTS

1. All correspondence to the Office of Highway Safety Planning (OHSP) regarding this project shall include the project number. Example: OP-08-01.
2. A change in Project Director, Agency Contact Person, Financial Officer, Authorizing Official, addresses, or telephone numbers requires notification to OHSP and also to the on line application form. This information can be emailed to OHSP.
3. OHSP may conduct a monitoring review of this highway safety grant. The purpose of this review is to determine adherence to stated project objectives, to review financial procedures, and to ensure compliance with grant requirements.
4. All published reports generated from this project must include the following disclosure statement:

(for all National Highway Traffic Safety Administration (NHTSA) grants)

- a. The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, National Highway Traffic Safety Administration. This report was prepared in cooperation with the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, National Highway Traffic Safety Administration.
5. The grantee agrees to ensure that no person in the United States shall, on the grounds of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability, political affiliation or beliefs, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program. The grantee shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations including, but not limited to, the following:
- a. Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended, as implemented by 49 CFR Parts 21 and 27.
 - b. The Elliott Larsen Civil Rights Act, 1976 PA 453, as amended.
 - c. The Americans with Disabilities Act of 1990, as amended, and regulations promulgated thereunder.
6. Debarment and Suspension: Grantee may not contract with or make any award of Highway Safety funds at any time to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

These restrictions and regulations remain in effect for the FY08 Grant year under the new Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU).

7. **Lobbying Restrictions** are contained in (1) The Anti-Lobbying Act, 18 U.S.C. § 1913 and (2) The Transportation Equity Act for the 21st Century (TEA-21), 49 U.S.C. § 30105.

Restriction on Grassroots Lobbying - The Anti-Lobbying Act, which Congress broadened in scope in 2002, prohibits the use of appropriated funds, directly or indirectly, to pay for: any personal service, advertisement, telegram, telephone, letter, printed or written material, or other device intended or designed to influence in any manner a member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation. Violators are subject to a fine of not more than \$500, imprisonment of not more than one year, or both, and removal from office. The Act prohibits the use of Federal funds for "grassroots" lobbying campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation. These prohibitions apply to all DOT funds, including NHTSA funds awarded to States under grants, cooperative agreements and contracts. Accordingly, these prohibitions apply to State officials whose salaries are supported, in whole or in part, by NHTSA funds. TEA-21 Restrictions on Lobbying State and Local Legislators. The Transportation Equity Act for the 21st Century (TEA-21), which was enacted in 1998, prohibits the use of NHTSA funds for "any activity specifically designed to urge a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body." This prohibition imposes additional lobbying restrictions on NHTSA, such as by prohibiting agency officials from:

- Visiting or sending letters to State or local legislators, urging them to favor or oppose specific State or local legislation pending in those jurisdictions; or
- Developing and providing to anyone (including lobbyists) materials designed expressly to advocate for the enactment or repeal of specific pending State or local legislation.

It is NHTSA's continued view, however, that these restrictions do not apply to State officials engaged in State-sanctioned communications with their legislatures, even if their salaries are supported in whole or in part, with NHTSA funds. We believe that any direct communications between State executive officials and State or local legislators properly are governed by the laws, regulations and customary practice in the State.

8. Business Integrity Clause: The Agency may immediately cancel the grant without further liability to the Agency or its employees if the grantee, an officer of the grantee, or an owner of a 25% or greater share of the grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or Federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Agency, reflects on the grantee's business integrity.

9. Indemnification:

a. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the grantee in the performance of this agreement shall be the responsibility of the grantee, and not the responsibility of OHSP, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the grantee, any subcontractor, anyone directly or indirectly employed by the grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the grantee or its employees by statute or court decisions.

b. To the extent allowable by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities such as the provision of policy and procedural direction, to be carried out by OHSP in the performance of this agreement shall be the responsibility of OHSP and not the responsibility of the grantee if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any OHSP employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the State, its agencies (OHSP) or employees as provided by statute or court decisions.

c. To the extent allowable by law, in the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the grantee and OHSP in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the grantee and OHSP in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the grantee, the State, its agencies (OHSP) or their employees, respectively, as provided by statute or court decisions.

10. The grantee agrees to abide by the Federal Drug-Free Workplace Act of 1988 (49 CFR Part 29 Sub-part F).

11. For Federally Funded Grants Only:

a. Buy America Act: Only items produced in the United States may be purchased with Federal funds unless the State can show that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and are of an unsatisfactory 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 OHSP for approval by the appropriate governing authority.

b. The recipient or its contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

GENERAL PUBLIC INFORMATION AND EDUCATION REQUIREMENTS

1. All data, materials, plates, negatives, camera-ready copy, designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the grantee. The items will remain the property of the Michigan State Police, Office of Highway Safety Planning, and shall not be subject to copyright protection by the vendor or their agents, and will be returned to OHSP immediately after production of the item. **OHSP will hold the final grant reimbursement until all of the above items have been returned.** The grantee shall not enter into an agreement that includes any time limits on rights for music, talent, artwork, or photographs. The grantee shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.
2. All printed public information and education materials and videos are required to contain logos as designated by OHSP, which are available in electronic formats upon request. See printing requirements listed below for more details. Audio materials must include an OHSP tag line. All materials including audio and video materials, must be approved by your OHSP program coordinator prior to production. Audio and video scripts must first be submitted for review and approval. Approval will be given within one week of receipt by OHSP.

All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by safety belts or child passenger safety devices unless the lack of restraints is for demonstration or educational purposes.

State of Michigan Printing requirements:

In all cases, recycled paper must be used, if available, and if the cost does not exceed the cost of virgin paper by more than 10 percent. If the item is printed on recycled paper, a recycled logo must be used to indicate the use of recycled stock.

The following items require the approval of your OHSP program coordinator:

- printing requiring two or more colors of ink
- annual reports
- newsletters
- printing requiring photographs
- printing projects that include silk screened folders or binders, die-cut folder or covers, holograms, foil printing, embossing, or engraving

Alternatives to using more than one color of ink may include the use of colored paper or special screening to give an additional color effect.

Paper stock shall be standard sizes, as unusual sizes or special-order paper stock are more expensive than standard size and result in additional waste.

All other printing requests produced in a single color must also be approved by the OHSP Division Director. Examples include:

- training materials
- letterhead
- posters
- informational flyers
- forms
- bulletins
- envelopes
- postcards
- directories

Copies

OHSP will require **10 copies** of any publication produced with federal traffic safety grant funds **if the items are not distributed statewide**.

OHSP will require **25 copies** of any of the following produced with federal traffic safety grant funds **if they are distributed statewide**. These copies are distributed throughout the state of Michigan's library system:

- annual reports
- manuals, handbooks, and training materials
- news releases
- statistics

OHSP will require **15 copies** of any of the following produced with federal traffic safety grant funds **if they are distributed statewide**. These copies are housed as part of the state of Michigan's library system:

- Posters
- general information publications (brochures, flyers)

If the publication is available on a publicly accessible website, a link to the document must also be provided to OHSP. The state of Michigan's library system will then include it in its digital archive.

3. CLOSED CAPTIONING. All videotape or video compact disk Public Service Announcements or video materials intended for television or cable television must be closed captioned.

4. Public communications or news releases concerning this project shall state that the project is financed with funds administered through OHSP.

5. For Federally Funded Grants Only:

- a. The following byline shall be placed on all printed public information and education materials: "This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation."
- b. The purchase of program advertising space by grantees on TV, radio, magazines, newspapers, billboards, etc., is not eligible for reimbursement.

PROGRAM REQUIREMENTS

1. Progress reports are required to be submitted throughout the grant period. The due dates for these reports are specified in the approval letter and must be submitted through the on line system. Reports shall describe activities undertaken to accomplish each project objective as well as progress toward impacting the problem statement and activities planned for the next quarter and obstacles encountered or anticipated. Progress reports must be submitted in order for OHSP to process financial reimbursement.
2. The final progress report is due on the date stated in the approval letter and shall include a summary of all activities and accomplishments for the entire grant period. Please include the following information in the project summary:
 - a. A brief description of the project's purpose and the problem it addressed.
 - b. A list of significant accomplishments or activities of this project that addressed the project objectives.
 - c. A summary of how this project impacted the initial stated problem.
3. Out-of-state travel requires prior written approval by the OHSP Division Director. A written request shall be submitted on the form provided with these requirements. **Requests shall be submitted at least 30 days in advance of anticipated travel. NO EXCEPTIONS.** Do not make any financial commitment prior to OHSP approval.
4. If a project modification is required, the grantee shall contact the OHSP program coordinator for prior approval.
5. For Enforcement Grants Only:
 - a. Enforcement activity data shall be submitted to OHSP with each progress report. Agencies shall use the Enforcement Data Report provided by OHSP (see individual Enforcement Grant Guidelines provided to the Drive Michigan Safely Task Force grantees as some enforcement activity requires more frequent reporting).
 - b. Only Michigan COLES certified police officers or Michigan State Police Motor Carrier officers shall be used on enforcement projects.
 - c. Use of part-time officers on enforcement projects is restricted and must comply with OHSP policy. **PRIOR APPROVAL IS REQUIRED.** Contact OHSP for a copy of this policy.
 - d. Grantees acting as a project director of a multi-agency grant must provide the participating agencies with a copy of these Grant Management Requirement.

GENERAL FINANCIAL REQUIREMENTS

1. Only program activities and expenses detailed in the approved grant budget and incurred

GRANT MANAGEMENT REQUIREMENTS-electronic copy – FY08

Updated: 6/15/07

during the grant period are eligible for federal reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside of the grant period will not be reimbursed.

2. Goods purchased through the grant shall be received in acceptable condition. If goods are not received in acceptable condition within thirty (30) days prior to the grant ending date, the grantee shall contact the OHSP program coordinator.

3. The grantee shall use generally accepted accounting principles.

4. Costs charged to this grant cannot be charged to any other program.

5. All costs shall be actual and supported by source documentation. Financial reimbursement will be delayed until all backup documentation is received by OHSP.

6. A separate account or fund must be established for this project.

7. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments or erroneous charges.

8. The following deviations from the approved budget require PRIOR approval from OHSP:

a. A specific item of cost not included in the approved budget.

b. An increase in the number of a specific item over and above the total authorized.

c. A transfer between major budget categories in excess of 10% of the category being increased.

9. Procurement Methods:

a. Competition: Grantees shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open and free competition. Maximum, open and free competition shall be assured through the distribution of an adequate number of proposal solicitations.

b. Small Purchase Procedures: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) qualified sources.

c. Competitive Bids: For purchases over \$25,000, the grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the State of Michigan. The grantee or their contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with federal funds provided under this agreement.

In those instances where three (3) bids have not been received, a full explanation, along with the names and addresses of those firms and individuals requested to bid, and including

reasons why agencies failed to bid, must be forwarded to OHSP for approval **prior** to awarding a contract.

10. Documentation for costs shall be maintained for three years following final reimbursement.

11. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the grantee from grant supported activities, such as the sale of items developed with federal funds. Contact the OHSP program coordinator for further information.

12. For Federally Funded Grants Only:

Supplanting

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be supplanting and is not allowable.

The subgrantee shall not use grant funds to supplant state or local funds, or, other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the subgrantee must stop charging the grant for the new position. Upon filling the vacancy, the subgrantee may resume charging the grant position.

The Financial Officer or Authorizing Official may not be funded under this grant.

COST REIMBURSEMENT

1. All OHSP projects are based on the cost reimbursement concept; i.e., state or local funds shall be expended before reimbursement is provided.

2. Reimbursement is based on submission of progress and financial reports. A Financial Report submitted to OHSP by a grantee shall contain the following to be considered complete:

- a. All applicable information requested and submitted on line.
- b. Electronic signatures as indicated by agency passwords for the agency's Financial Officer and Project Director.
- c. A copy of a report for the current period generated by the grantee's official accounting system which shows a description of the item and the actual amount spent. Some examples of acceptable reports include a detailed general ledger, a transaction ledger, a payroll journal, or a detailed budget/expenditure report. The report must reconcile to the amount being requested for reimbursement.
- d. FOR ALL ENFORCEMENT GRANTS: Officer names, dates and amounts paid must be provided for each agency participating in grant funded overtime patrols.

3. Financial Reports are due, at a minimum, on a quarterly basis. Financial Report due dates are specified in the grant approval letter. Monthly reporting is acceptable;

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however, grantees must notify OHSP if monthly reporting will be done. Financial Reports must be submitted even when the project experiences no costs. In this case, a "zero" Financial Report shall be submitted. The submission of Financial Reports is mandatory and non-compliance can result in termination of the grant.

4. The Project Director shall ensure that Financial Reports are submitted in compliance with reporting deadlines.

5. Reimbursement will be delayed until back up (2a – 2d) are received by OHSP.

BUDGET COST CATEGORY REQUIREMENTS

PLEASE REFER TO THE FOLLOWING FOR SPECIFIC REQUIREMENTS OF BUDGET COST CATEGORIES. ONLY REQUIREMENTS FOR COST CATEGORIES CONTAINED WITHIN YOUR APPROVED GRANT BUDGET APPLY.

PERSONNEL COSTS

1. Payments for salaries and wages shall be supported by a time and attendance report, or equivalent records, based on an after-the-fact distribution of time. Reimbursement shall be based on actual costs NOT budgeted rates. If a grantee works 100% on federal programs, s/he will certify in writing to this at least semi-annually. Time documentation records shall be kept on file at the agency, and must be submitted with other financial back-up if requested by OHSP.

2. Fringe benefit costs shall be actual.

3. The rate of pay for grant-funded overtime shall be determined according to the grantee's policy, contract, or employment agreement. Overtime rates must be applied consistently to all activities of an agency – higher rates may not be established just for federal grants.

4. Agencies shall comply with all state labor laws.

CONTRACTUAL SERVICES

Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety.

All grantees or sub-grantees awarding contracts or sub-contracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18-Uniform Administrative Requirements For Grant And Cooperative Agreements To State And Local Governments, §18.36 Procurement. A copy is available from OHSP upon request.

NOTICE: All contracts, for the purpose of developing public information materials (print, audio, or video) must be submitted to the appropriate OHSP program coordinator for review PRIOR to entering into the contractual agreement with the vendor.

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OPERATING COSTS

1. Vehicle costs submitted shall be actual.
2. The grantee's in-house travel regulations shall be followed as published. If no such regulations are published, the grantee shall abide by State of Michigan travel regulations (copy enclosed if appropriate).
3. Postage, telephone and grant related travel costs shall be documented by log or meter and submitted with the reimbursement request.
4. Only eligible operating costs specifically listed in the approved grant budget will be reimbursed.

EQUIPMENT

1. Only eligible equipment specifically listed in the equipment section of the approved grant budget will be reimbursed. Equipment costs shall be reimbursed according to the match requirements as specified in the approved grant budget.
2. Equipment purchases shall be initiated within the time period specified in the approved grant. "Initiated" means bids were solicited, accepted, and items have been ordered. If there is a reason a grantee is unable to meet this requirement, the OHSP program coordinator shall be contacted immediately.
3. Equipment purchased through this grant shall be used only for highway safety activities throughout its useful life.
4. If the equipment is disposed of, or ceases to be used for highway safety activities, and the equipment is determined to have a Current Fair Market Value of \$5,000 or more, OHSP reserves the right to retain or transfer title to all items. OHSP may allow the holder of the equipment to retain title of the equipment and reimburse the federal share of the fair market value of such equipment. The Current Fair Market Value shall be determined as follows:
 - a. Appraisal by an independent source with expertise in valuation of similar items is the preferred method of valuation for equipment.
 - b. For vehicles, blue book values, taking into consideration the physical condition of the vehicle, may be used.
 - c. If a fair market value based on appraisal or blue book values can not be determined, the value may be based on IRS depreciation schedules. Only straight line depreciation may be used.

5. For Federally Funded Grants Only:

Equipment with a cost of \$5,000 or more shall be tagged by the grantee for inventory control purposes. In addition, the OHSP Equipment Record System Form with all applicable

information completed shall be submitted with the grantee's reimbursement request. The grantee shall complete an equipment inventory form sent to them by OHSP each year that the value remains \$5,000 or more, and shall make the item available for physical review by OHSP staff when requested.

INDIRECT COSTS

Indirect costs cannot be specified in all situations because of the diverse characteristics and accounting practices of governmental units. Typical examples of indirect costs may include certain state/local-wide central service costs, general administration of the grantee department or agency, accounting and personnel services performed within the grantee department or agency, depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, etc.

Indirect costs shall be provided at a negotiated rate mutually acceptable to the grantee and OHSP. The indirect cost rate shall be developed in accordance with *Federal Circular A-87* and shall be supported by the grantee's central service cost allocation plan or its equivalent. The indirect cost rate must be approved by the grantee's federal cognizant agency, with written documentation maintained by the grantee. If the grantee does not have a federal cognizant agency, OHSP will serve in this capacity.

TERMINATION

If a grant is terminated by OHSP for failure to meet the grant management requirements, the grantee shall not be eligible to seek grant funding for a period of two years. In order to obtain a grant after the two-year period, the grantee will be required to submit written assurance that the identified deficiencies have been corrected. Additionally, the agency may be required to submit monthly financial reports to allow for increased financial monitoring.

**HIGHWAY SAFETY GRANT APPLICATION
MULTI-AGENCY PROJECT (APPENDIX A)
FY 2007-2008**

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

**Michigan Office of Highway Safety Planning
Grant Management Requirements - AGREEMENT**

The undersigned individuals authorized to represent the participating agencies in this grant project have reviewed the OHSP Grant Management Requirements and agree to comply with all conditions and requirements set forth.

NAME Brad Hill	ADDRESS 100 N. 5th Ave	
TITLE Sergeant	CITY, STATE, ZIP Ann Arbor, MI 48104	
AGENCY Ann Arbor Police Department	EMAIL ADDRESS bhill@annarbor.gov.org	
TELEPHONE NUMBER (734) 994-2865	FAX NUMBER	
SIGNATURE		DATE
NAME Edward Toth	ADDRESS 104 E. Middle Street	
TITLE Chief	CITY, STATE, ZIP Chelsea, MI 48118	
AGENCY Chelsea Police Department	EMAIL ADDRESS Etoth@city-chelsea.org	
TELEPHONE NUMBER (734) 475-9122	FAX NUMBER	
SIGNATURE		DATE
NAME Jeff Lewis	ADDRESS 35 Nickel Ct	
TITLE Chief	CITY, STATE, ZIP Milan, MI 48160	
AGENCY Milan Police	EMAIL ADDRESS jeffreyl@ci.milan.mi.us	
TELEPHONE NUMBER (734) 439-4301	FAX NUMBER	
SIGNATURE		DATE
NAME Kevin Murphy	ADDRESS 100 North Maple	
TITLE Sergeant	CITY, STATE, ZIP Saline, MI 48176	
AGENCY Saline Police Department	EMAIL ADDRESS kmurphy@ci.saline.mi.us	
TELEPHONE NUMBER (734) 429-7911	FAX NUMBER	
SIGNATURE		DATE
NAME Melissa Overton	ADDRESS 1239 Kipke	
TITLE Lieutenant	CITY, STATE, ZIP Ann Arbor, MI 48109	
AGENCY University of Michigan Department of P	EMAIL ADDRESS mbolyard@umich.edu	
TELEPHONE NUMBER (734) 763-1131	FAX NUMBER	
SIGNATURE		DATE

**HIGHWAY SAFETY GRANT APPLICATION
MULTI-AGENCY PROJECT (APPENDIX A)
FY 2007-2008**

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

**Michigan Office of Highway Safety Planning
Grant Management Requirements - AGREEMENT**

The undersigned individuals authorized to represent the participating agencies in this grant project have reviewed the OHSP Grant Management Requirements and agree to comply with all conditions and requirements set forth.

NAME Paul Royal	ADDRESS 1501 S. Huron Street	
TITLE Sergent	CITY, STATE, ZIP Ypsilanti, MI 48197	
AGENCY Michigan State Police	EMAIL ADDRESS royalp@michigan.gov	
TELEPHONE NUMBER (734) 482-1211	FAX NUMBER	
SIGNATURE		DATE
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NAME SEan McCormick	ADDRESS 6227 W. Michigan Ave	
TITLE LT	CITY, STATE, ZIP Ann Arbor, Mi 48108	
AGENCY Pittsfield Twp	EMAIL ADDRESS mccormicks@pittsfielddds.org	
TELEPHONE NUMBER (734) 944-4911	FAX NUMBER	
SIGNATURE		DATE
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NAME William Grefka	ADDRESS 6227W. Michigan Ave	
TITLE LT	CITY, STATE, ZIP Ann Arbor, MI 48108	
AGENCY Pittsfield Twp Public Safety	EMAIL ADDRESS grefkaW@pittsfield DPS.org	
TELEPHONE NUMBER (734) 944-4911	FAX NUMBER	
SIGNATURE		DATE
<hr/>		
NAME	ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	EMAIL ADDRESS	
TELEPHONE NUMBER	FAX NUMBER	
SIGNATURE		DATE
<hr/>		
NAME	ADDRESS	
TITLE	CITY, STATE, ZIP	
AGENCY	EMAIL ADDRESS	
TELEPHONE NUMBER	FAX NUMBER	
SIGNATURE		DATE

HIGHWAY SAFETY GRANT APPLICATION
17. HIGHWAY SAFETY PROGRAM GRANT TERMS AND CONDITIONS
FY 2007-2008

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

CERTIFICATION BY PROJECT DIRECTOR

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

NAME Sgt. Lisa A King	TITLE Sergeant
AGENCY Washtenaw County Sheriff's Office	ADDRESS 2201 Hogback Road Ann Arbor 48105
PHONE NUMBER (734) 973-4694	
FAX NUMBER (734) 973-4522	EMAIL ADDRESS kingl@ewashtenaw.org
SIGNATURE	DATE

AGENCY CONTACT PERSON
(if different than grant Project Director)

NAME Sgt. Lisa A King	TITLE Sergeant
AGENCY Washtenaw County Sheriff's Office	ADDRESS Ann Arbor 48105
PHONE NUMBER (734) 973-4694	
FAX NUMBER (734) 973-4522	EMAIL ADDRESS kingl@ewashtenaw.org

HIGHWAY SAFETY GRANT APPLICATION
17. HIGHWAY SAFETY PROGRAM GRANT TERMS AND CONDITIONS (cont'd)
FY 2007-2008

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

CERTIFICATION BY FINANCIAL OFFICER

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

NAME Mr. Donald Bilbey	TITLE Accountant III
AGENCY Finance	ADDRESS 220 N. Main Street
PHONE NUMBER (734) 222-3771	Ann Arbor 48107
FAX NUMBER (734) 222-6753	EMAIL ADDRESS bilbeyd@ewashtenaw.org

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

NAME Mr. Robert Guenzel	TITLE County Administrator
AGENCY administration	ADDRESS 220 North Main Street
PHONE NUMBER (734) 222-6731	Ann Arbor 48103
FAX NUMBER (734) 222-6750	EMAIL ADDRESS guenzelb@ewashtenaw.org