

**Michigan State Police
Office of Highway Safety Planning**

4000 Collins Road
P.O. Box 30633
Lansing, Michigan 48909-8133

(517) 336-6477

* * * * *

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	6. U.S. CONGRESSIONAL DISTRICT 7, 15
7. FEDERAL IDENTIFICATION NO. 38-6004894		8. ANTICIPATED ACTIVITY START-UP DATE 10/1/2008

HIGHWAY SAFETY GRANT APPLICATION
9. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

Overview:

The Office of Highway Safety Planning has identified Michigan counties and communities that have demonstrated a significant contribution to the overall level of traffic crash-related casualties in Michigan.

Traffic crash data is the foundation of problem identification. The data shows:

- direct observation of daytime safety belt use indicates the statewide safety belt use rate is 96%,

- nearly 46% of the people who died in fatal crashes in 2007 were unbelted

- 35% of fatalities in 2007 involved alcohol and/or drugs

- 56% of the people killed between the hours of 10 p.m. and 5 a.m. in Michigan in 2007 were unbelted.

- 65% of the people with positive blood alcohol content (BAC) killed at night were unbelted.

Reduction of traffic crashes, fatalities, and injuries requires a coordinated effort to address vehicle, roadway, and driver behavior issues.

Enforcement combined with publicity is a proven strategy to change driver behavior.

Economic Impact:

Traffic crashes cause significant economic and social burdens through injury, loss of life as well as property damage. 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.

Based on an analysis published by the University of Michigan Transportation Research Institute (UMTRI) in 2007, the economic costs of traffic crashes to the State of Michigan in was \$10.7 billion.

Economic Cost

In Washtenaw County, the economic cost of crashes in 2007 was \$325,287,549. The average cost (2003-2007) was \$354,019,687.

HIGHWAY SAFETY GRANT APPLICATION
9. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

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 and improper (or no) use of child safety seats will substantially improve crash survivability.

Problem:

In Washtenaw County, 24% of vehicle occupants killed or seriously injured in crashes were unrestrained (2003-2007, where belt use was possible 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.

Problem:

In Washtenaw County, 22% of fatal and serious injury crashes were alcohol-related (2003-2007).

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 51 percent in 1997 to 43 percent in 2007 (MI YRBS 10-Year Trends), substance abuse surveys and traffic crash data paint another picture entirely.

More than 40% of underage drinkers (defined as those who are ages 12 - 20 who drank in the past 30 days) were provided free alcohol by adults 21 or older (SAMHSA). While constant enforcement of the underage drinking laws is recognized nationally as an effective tool in the prevention of underage drinking, officers should also investigate how and from whom minors are obtaining alcoholic beverages.

In 2007, Michigan drivers age 20 or younger were 43% more likely to be involved in a HBD crash than older drivers (MTCF 2007) and "zero tolerance" arrests per licensed driver age 20 or younger were 80% lower than drunk driving arrests for older drivers.

HIGHWAY SAFETY GRANT APPLICATION
9. STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

Problem:

In Washtenaw County, 11% of drivers under age 21 in KA crashes had been drinking.

HIGHWAY SAFETY GRANT APPLICATION

10. GOALS FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

Safety belt use

Maintain the proportion of vehicle occupants killed or seriously injured in Washtenaw County who were unrestrained at or below 24% in 2009.

Impaired driving

Maintain the proportion of fatal and serious injury crashes in Washtenaw County involving alcohol at or below 22% in 2009.

Underage Drinking

1) Maintain the proportion of drivers under age 21 in fatal or serious injury crashes in Washtenaw County who had been drinking at or below 11% in 2009.

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

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

ii. Increase compliance with Washtenaw County's liquor licensees to 100% from 80% by September 30, 2009.

HIGHWAY SAFETY GRANT APPLICATION
11. ACTIVITIES AND PROCEDURES
FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

1. Overtime enforcement patrols will be conducted during the following times:

Mobilization enforcement (required)

- December 19, 2008 - January 4, 2009 - impaired driving
- May 18-31, 2009 - safety belt (day and night)
- June 26 - July 5, 2009 - impaired driving and safety belt
- August 21- September 7, 2009- impaired driving

Additional Enforcement (selected based on problem I.D.)

- October 30 through November 2 - safety belt zones/impaired driving patrols
- November 24 through November 30 - safety belt zones/impaired driving patrols
- February (Superbowl) - safety belt zones/impaired driving patrols
- March 14 through March 21 - safety belt zones/impaired driving patrols

2. Conduct safety belt and impaired driving enforcement as identified in the strategic plan and approved by OHSP.

a. Review crash data with state, county and local law enforcement agencies to identify locations for enforcement.

b. Involve state, county and local law enforcement agencies when developing strategic enforcement plans and conducting the enforcement details.

c. Conduct safety belt and impaired driving enforcement as designated in the strategic plan.

d. Notify OHSP of all changes to the strategic enforcement plans as quickly as possible.

e. Schedule a minimum of three (3) patrols during the following impaired driving enforcement crackdowns:

- 2008 Christmas/New Years
- 2009 Independence Day

- 2009 Labor Day

f. Schedule a minimum of four (4) safety belt enforcement zones each week during the 2009 Memorial Day safety belt enforcement mobilization.

g. Conduct a briefing 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.

HIGHWAY SAFETY GRANT APPLICATION
11. ACTIVITIES AND PROCEDURES
FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

h. Properly staff each safety belt enforcement zone and ensure that a trained zone leader will be present to answer media questions.

i. Ensure that required signs are set up at the site in front of a marked patrol vehicle and removed when the zone enforcement is complete.

j. Conduct nighttime traffic enforcement as mobile patrols.

k. Schedule safety belt and impaired driving enforcement shifts for a minimum of four consecutive hours.

l. Conduct three stops per hour on impaired driving patrols.

m. Inform the Chief, Sheriff, Post Commander, prosecutor/city attorney, and judges/magistrates about the enforcement efforts before they occur.

n. If a police emergency arises during a grant-funded patrol, ascertain within one-hour if the enforcement will continue or be rescheduled.

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

a. Assist OHSP with media events that will be conducted locally.

b. Grant-funded agencies will attend media events in uniform and with a marked patrol vehicle.

c. Grant-funded agencies will display banners or other signage provided by OHSP funds when patrols are conducted.

4. Participating agencies will verify that any officer working an impaired driving enforcement detail has completed the NHTSA-IACP Standardized Field Sobriety Testing (SFST) curriculum.

5. An enforcement activity report will be submitted to OHSP no later than 5 days after the conclusion of each enforcement period.

6. Quarterly progress reports will be submitted, which will include the following: a summary description of the activities and accomplishments and challenges and goals for the upcoming quarter.

7. A final progress report will be submitted, which will include the following: a summary description of the activities and accomplishments during the last quarter, and an overall summary of the enforcement project for the entire grant year.

Underage Drinking

Conduct enforcement according to the county's strategic plan or in response to a tip during FY09.

HIGHWAY SAFETY GRANT APPLICATION
11. ACTIVITIES AND PROCEDURES
FY 2008-2009

Project Title: Safe Communities Grant

Applicant: Washtenaw County Sheriff's Office

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 for adults who provide alcohol to minors.

Notify media, local criminal justice community, prevention advocates, schools and retailers of enforcement activities during the course of FY09.

Child passenger safety

Child passenger safety will be promoted by conducting activities throughout the year, with special emphasis on Child Passenger Safety Week in September 2009.

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.
- Use NHTSA artwork to print banners to support local child passenger safety activities.
- Partner with child passenger safety instructors/technicians to provide educational opportunities for local agencies and families.
- Attend child passenger safety training. Funding will only be used for registration fees and travel expenses.

Public Information

Traffic safety campaigns are most successful when accompanied by public information.

The Washtenaw County Sheriff requests that OHSP develop and distribute public information materials on our behalf to enhance the enforcement campaigns.

HIGHWAY SAFETY GRANT APPLICATION
13. ACCEPTANCE OF AUDIT REQUIREMENTS
FY 2008-2009

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 1/1/2008 Ending 12/21/2008
(Date) (Date)

1.b. *Audit Period: Beginning 1/1/2009 Ending 12/31/2009
(Date) (Date)

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

2.b. Audit or written certification will be submitted to Financial Coordinator by: 6/30/2010
(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.**

HIGHWAY SAFETY GRANT APPLICATION
14. LOCAL CONTRIBUTION
FY 2008-2009

Project Title: Safe Communities Grant

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, dispatchers and court time.

HIGHWAY SAFETY GRANT APPLICATION
12. BUDGET DETAIL (cont'd)
FY 2008-2009

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

RATE	BASE (SALARIES & WAGES, OR TOTAL PERSONNEL COSTS, OR TOTAL DIRECT COSTS)	TOTAL INDIRECT COSTS
0%	\$76,369	\$0

FEDERAL/STATE AMOUNT +	MATCH AMOUNT =	TOTAL PROJECT AMOUNT
\$103,944	\$0	\$103,944

GENERAL REQUIREMENTS

1. All correspondence to the Office of Highway Safety Planning (OHSP) regarding this project shall include the project number. Example: OP-09-01.
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. The Grantee 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 (P.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), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended,

GRANT MANAGEMENT REQUIREMENTS-electronic copy – FY09

Updated: 6/6/08

relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application;

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.

d. The grantee's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D)).

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 FY09 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.

12. The Hatch Act – OHSP grantees will comply with the provisions of 5 USC §§ 1501-1508 and implementing regulations of 5 CFR Part 151, concerning ‘Political Activity of State or Local Offices, or Employees’.

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. Items will be submitted to OHSP immediately after production of the item. **OHSP will hold the final grant reimbursement until all of the above items have been submitted.** 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.

GRANT MANAGEMENT REQUIREMENTS-electronic copy – FY09

Updated: 6/6/08

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 DVD's 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 at least monthly. Agencies shall use the Enforcement Report connected to the web based grant system.
- 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 Requirements.
- e. Overtime grant funds **CANNOT** be used for activities such as traffic control, motorcades and dignitary protection during election seasons. Overtime funds can only be used for activities approved in the grant.

GENERAL FINANCIAL REQUIREMENTS

1. Only program activities and expenses detailed in the approved grant budget and incurred 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. A document entitled "Acceptable Back up Documentation for Federal Cost Claims" is available from OHSP to assist with identifying adequate back-up documentation. **For enforcement grantees** - Daily records and any other documents required to prove the costs claimed for reimbursement must be maintained showing the activity and hours worked for each officer included in the reimbursement request, including sub-grantees. The records must be submitted or made available for review upon the request of OHSP.

6. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving federal grant funds from the Office of GRANT MANAGEMENT REQUIREMENTS-electronic copy – FY09

Updated: 6/6/08

Highway Safety Planning (OHSP), regardless of the dollar amount. It is the responsibility of the oversight agency to insure that all sub-agencies meet this requirement. However, the general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by OHSP.

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; 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, which shows details of the activities performed. For enforcement grantees, a daily activity log must be completed for all time requested for reimbursement, and the time on the daily must agree with the hours requested. 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.

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

GRANT MANAGEMENT REQUIREMENTS-electronic copy – FY09

Updated: 6/6/08

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 2008-2009**

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 Bill Grefka	ADDRESS 6227 W. Michigan Ave
TITLE LT	CITY, STATE, ZIP Ann Arbor, MI 48108
AGENCY Pittsfield Public Safety	EMAIL ADDRESS grefkaw@pittsfielddps.org
TELEPHONE NUMBER (734) 944-4911	FAX NUMBER

NAME Ed 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

NAME Jeff Lewis	ADDRESS 35 Nickle Ct
TITLE Chief	CITY, STATE, ZIP Milan, MI 48160
AGENCY Milan Police Department	EMAIL ADDRESS jeffreyl@ci.milan.mi.us
TELEPHONE NUMBER (734) 439-4301	FAX NUMBER

NAME Kevin Murphy	ADDRESS 100 N. 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

NAME Lisa King	ADDRESS 2201 Hogback Road
TITLE Sergeant	CITY, STATE, ZIP Ann Arbor, MI 48105
AGENCY WCSO	EMAIL ADDRESS kingl@ewashtenaw.org
TELEPHONE NUMBER (734) 973-4694	FAX NUMBER (734) 973-4522

**HIGHWAY SAFETY GRANT APPLICATION
MULTI-AGENCY PROJECT (APPENDIX A)
FY 2008-2009**

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 Melissa Overton	ADDRESS 1239 Kipke
TITLE Lt	CITY, STATE, ZIP Ann Arbor, MI 48109
AGENCY U of M Public Safety	EMAIL ADDRESS mbolyard@umich.edu
TELEPHONE NUMBER (734) 763-1131	FAX NUMBER

NAME Paul Royal	ADDRESS 1501 S. Huron
TITLE Sergeant	CITY, STATE, ZIP Ypsilanti, MI 48197
AGENCY msp	EMAIL ADDRESS royalp@michigan.gov
TELEPHONE NUMBER (734) 482-1211	FAX NUMBER

NAME Sean McCormick	ADDRESS 6227 W. MI Ave
TITLE LT	CITY, STATE, ZIP Ypsilanti, MI 48108
AGENCY Pittsfield Public Safety	EMAIL ADDRESS mccormick@pittsfielddps.org
TELEPHONE NUMBER (734) 944-4911	FAX NUMBER

NAME	ADDRESS
TITLE	CITY, STATE, ZIP
AGENCY	EMAIL ADDRESS
TELEPHONE NUMBER	FAX NUMBER

NAME	ADDRESS
TITLE	CITY, STATE, ZIP
AGENCY	EMAIL ADDRESS
TELEPHONE NUMBER	FAX NUMBER

HIGHWAY SAFETY GRANT APPLICATION
17. HIGHWAY SAFETY PROGRAM GRANT TERMS AND CONDITIONS
FY 2008-2009

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	TITLE
AGENCY Washtenaw County Sheriff's Office	ADDRESS
PHONE NUMBER	
FAX NUMBER	EMAIL ADDRESS

HIGHWAY SAFETY GRANT APPLICATION
17. HIGHWAY SAFETY PROGRAM GRANT TERMS AND CONDITIONS (cont'd)
FY 2008-2009

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