

**WASHINGTON TOWNSHIP
FRANKLIN COUNTY, PENNSYLVANIA**

RESOLUTION NO. 648

**AUTHORIZING SIGNATURES ON THE 2017
HIGHWAY SAFETY DUI GRANT**

BE IT RESOLVED, by the authority of the Board of Supervisors of Washington Township, Franklin County, and it is hereby resolved by authority of the same, that C. Stewart McCleaf, Chairman of the Board of Supervisors is hereby authorized and directed to sign the attached grant on its behalf and that Township Secretary Karen S. Hargrave be authorized and directed to attest the same.

**WASHINGTON TOWNSHIP
FRANKLIN COUNTY, PENNSYLVANIA
BOARD OF SUPERVISORS**

ATTEST:



Karen S. Hargrave, Secretary



C. Stewart McCleaf, Chairman

FY2018 Grant Program Info Sheet



Program Name: DUI Enforcement Grant Program (Local Police)

Brief Program Description: According to the crash data from PennDOT, approximately 1/3 of all traffic-related fatalities are the result of a crash involving an impaired driver. Crash data reveals that approximately 350 people lost their lives due to a crash involving an impaired driver. In many cases, it is the impaired driver themselves who is killed, but all too often it is an innocent person. PennDOT has set some ambitious goals in reducing crashes and fatalities due to impaired driving. The DUI Enforcement Grant Program has proven to be one of the most effective strategies in reaching these goals.

This program, also known as the Impaired Driving Program (IDP) in the dotGrants system, is a data-driven and relies mainly on high visibility enforcement. Potential grantees are identified by impaired driving crash data and willingness to serve as the host grantee in partnering with several neighboring police departments who share the same impaired driving crash problems. The National Highway Traffic Safety Administration (NHTSA) has identified high visibility enforcement (sobriety checkpoints and roving DUI patrols) as a proven countermeasure in reducing impaired driving crashes and fatalities. Other strategies allowable under this grant program are mobile awareness patrols (phantom checkpoints) and Cops in Shops operations which are directed towards reducing underage drinking and other violations at the point of sale such as furnishing to minors, selling to minors, and public drunkenness.

Grantees conducting enforcement under this program are required to use properly trained officers in standardized field sobriety testing (SFST) and in conducting sobriety checkpoints. Both trainings are offered free of charge through the Institute for Law Enforcement Education (ILEE) which is also funded by PennDOT through grant funds from NHTSA. In addition, PennDOT funds three DUI Law Enforcement Liaisons (LELs) who serve as a technical resource and training service for grantees receiving funding under this program.

Crash statistics reveal that belt use is the lowest during nighttime hours and the period of 10:00pm to 5:00am represents the highest percentage of all crashes involving unrestrained occupants. While the main objective of this grant program is impaired driving enforcement, officers should be vigilant of belt use, particularly during roving DUI patrols.

Eligibility Requirements: Eligible applicants include local governments*.

*Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

Applicable Federal/State Laws/Regulations:

- 23 U.S.C. Chapter 4
- 49 CFR part 18
- 2 CFR part 200 (formerly 2 CFR part 225/OMB Circular A-87)
- OMB Circular A-102
- OMB Circular A-133

- Federal Nondiscrimination and Equal Employment Opportunity Clauses
- Nondiscrimination/Sexual Harassment Clause [Grants]
- Contractor Integrity Provisions
- Grantee Certifications and Assurances
- Right to Know Law
- Other applicable Federal and State conditions as identified
- Federal Funding Accountability and Transparency Act (FFATA)

Program Requirements:

1. Utilize the DUI Law Enforcement Manual compiled by PennDOT and the DUI LELs. This manual serves as an all-inclusive resource for grantees and is available via the LELs.
2. Use both local data and PennDOT supplied crash data in site selection and justification for sobriety checkpoint locations in accordance with case law.
3. All officers performing standardized field sobriety tests must be certified in the National Highway Traffic Safety Administration SFST curriculum.
4. All officers working sobriety checkpoints must be trained via the Institute for Law Enforcement Education or similar sobriety checkpoint curriculum.
5. Grantees must participate in all enforcement mobilizations identified on the PennDOT Highway Safety Calendar.
6. Grantees must strictly adhere to all pertinent case law regarding impaired driving enforcement.
7. Grantees must maintain an up to date listing of all equipment related to the grant.
8. Contact officers working a sobriety checkpoint will ensure motorist(s) are buckled prior to leaving the checkpoint and all officers working a roving DUI patrol will enforce the occupant protection (seat belt) laws when appropriate.
9. Attend Annual Spring Traffic Safety Grantees Workshop (mandatory attendance for all workshop and meeting days unless prior approval is requested and approved).
10. Provide Quarterly and Final Evaluation Reports to PennDOT.

Minimum Qualifications for Application:

- Deliver services promptly.
- Manage public funds efficiently and ethically.
- Collaborate with other community, governmental and private organizations.
- Develop data driven problem solving plans.
- Develop measureable goals based on multi-year data.
- Adequately evaluate the success of a project.

- Have an approved Electronic Access Licensing Agreement (EALA) to access the dotGrants online grant management system.
- In the case that the applicant agency is a subcontractor of the agency with the approved EALA, a dotGrants Access Delegation form must be completed.
- Have a Certification of Responsibility Determination (Commonwealth Contractor Responsibility Program DOT Certification).
- Have an approved Lobbying Certification Form (if applicable).
- Have a Resolution adopted by an applicable governing body during a public meeting.
- Have an established Central Vendor Management Unit (CVMU) number and SAP Partner number (if applicable).
- Upon grant award, use e-mail, telephone, and other technology to stay in periodic contact with assigned PennDOT Program Manager and assigned Regional Comprehensive Planning Team and to answer inquiries and requests from the general public.
- Utilization of PennDOT's grant management system, dotGrants (<https://www.dotgrants.state.pa.us/>), is required by all successful non-state government applicants, for all grant administrative interactions.

Term of Grant: Federal Fiscal Year (October 1 – September 30)¹

Funding Available²: Funding for this project will be provided under the Catalog of Federal Domestic Assistance number 20.616 (23 U.S.C § 405(d)).

- Funding distribution utilizes an allocation formula based on driving crash data. Eligible governmental units are identified by the Pennsylvania Highway Safety Office based on police jurisdictional coverage of high-crash areas.
- This is a cost-reimbursement grant. The grantee must pay 100% of all costs associated with the grant award. Reimbursement claims are submitted to PennDOT, reviewed for eligibility, and forwarded to the Department's Comptroller's Office for payment. No payments in advance or in anticipation of goods or services will be made by PennDOT.
- Single item purchases in excess of \$5,000, the hiring of personnel, and out-of-state travel will require substantial justification. Costs incurred under any project to be considered eligible for Federal reimbursement shall be submitted for processing within 30 days after the completion of the grant period.
- Single item purchases over \$500 need PennDOT pre-approval even if they are approved in the initial approved budget.

Matching Funds:

- Matching funds are the dollars that the applicant agency or organization will devote to the proposed project outside of those funds being requested from PennDOT.
 - 49 CRF §18.24, *Matching of cost sharing*, provides additional information and guidelines describing allowable matching costs and be located at: http://www.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/03_DOTComRul_49CFR18.html#C_1
- **Projects that document matching funds will receive special consideration.**

Subgrants:

Grantees shall follow state and federal law and procedures when awarding and administering sub-grants of financial assistance to local governments and other vendors. Grantees shall:

- Ensure that every sub-grant includes clauses required by State and Federal statute and executive orders and their implementing regulations
- Ensure that sub-grantees are aware of requirements imposed upon them by State and Federal statute and regulation
- Ensure that a provision for compliance with 49 CFR part 18.42 is placed in every cost reimbursement sub-grant
- Ensure that procedures are established for routine monitoring and auditing of sub-grants
- In accordance with 2 CFR §200.331(b), a Pre-Award Risk Assessment must be completed before establishing subgrants, evaluating each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. Review factors should include:
 - The subrecipient's prior experience
 - The results of previous audits
 - Whether the subrecipient has new personnel or new or substantially changed systems; and
 - The extent and results of Federal and State awarding agency monitoring

The sponsoring agency is ultimately responsible for delivery of the activities in the application and finances. Subgrantees should keep the sponsoring agency informed of any changes need to the project deliverables, budget, etc.

A copy of the agreement between the sponsoring agency and the subgrantee must be submitted to PennDOT for review **prior** to the subgrantee incurring any cost.

Suggested Expectations/Outcomes/Performance Measures:

The example measurements in this section are provided for guidance in formulating a work plan.

- Reduction in the number of DUI crashes on enforced roadways
- Plans for participation in enforcement mobilizations
- Number of DUI enforcement operations conducted
- Number of motorists contacted at enforcement operations
- Trainings for participating officers in SFST, ARIDE, checkpoints, etc.
- Number of media pieces surrounding enforcement operations

Additional Program Parameters:

Grant Award Schedule:

- | | |
|---------------------------------------|-------------------------|
| 1. Application Period: | April 1 – June 30, 2017 |
| 2. Proposal Evaluation: | July 1 – July 31, 2017 |
| 3. Successful applicant announcement: | Prior to August 1, 2017 |

- Agencies/organizations who document match funds in their proposals will be required to report on the use of these funds as part of their requests for reimbursement and/or in their quarterly project reports.
- **All proposals must include an explanation of how the sponsoring agency plans to sustain the traffic safety program beyond the life of the grant.**

Allowable Costs:

All costs under this grant must follow the Federal Office of Management guidelines and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These can be found at:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Examples of allowable costs include:

- Officer overtime for targeted DUI enforcement
- Equipment necessary to conduct DUI enforcement
- Officer overtime for planning and coordinating DUI enforcement
- Training and travel directly related to project goals

Indirect Costs:

- An applicant can submit for indirect costs if the applicant has a letter from a federal cognizant agency, in support of the requested indirect rate or the applicant receives PAHSO approval of a submitted distribution plan.
- In the absence of that approved indirect rate, no indirect costs will be allowed.

Unallowable Costs:

- All projects must follow appropriate state and federal funding regulations.
- Federal regulations prohibit the use of these funds for office furniture, gifts, entertainment, roadway construction, or roadway maintenance.
- Federal regulations also prohibit supplanting – using these funds to replace routine or existing State and local expenditures or using these funds to conduct activities required by statute.
- Unallowable Costs are not eligible for reimbursement. If it is discovered by the Department that grant funds were spent on unallowable items, the grantee agency will be responsible to reimburse the Department.

Salaries and Wages (does not apply to overtime enforcement):

- Compensation for personnel services rendered during the period of performance includes but is not limited to wages and salaries.
- If multiple salaried/wage positions are included in the grant proposal, the applicant must clearly define the duties, responsibilities, and activities associated with each proposed funded position.
- The costs of such compensation are allowable to the extent that they satisfy the specific requirements referenced in 2 CFR Part 200.
- Applicants who include salaries and wages in their proposal must adequately justify the requested funds.

Please note proposals received after June 30, 2017 and/or those which do not meet the minimum eligibility requirements may be rejected.

If required, PennDOT may request budget and project activity adjustments. If agreeable, the applicant will need to re-submit a project agreement reflective of these adjustments.

For further information, contact: Troy Love, PennDOT Bureau of Maintenance and Operations, Harrisburg, 717-783-1902, trlove@pa.gov.

¹If grant is approved after October 1 the term will be adjusted from the approval date through September 30.

²Availability of funding is based on Federal apportionment and State obligation.