

Broken Arrow, City of
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OHSO-FFY2018-BROKEN ARROW CI-00086
OHSO-FFY2018-BROKEN ARROW CI-00086

Title of Contract: Broken Arrow Motorcycle Safety and Education

OHSO Project Number: STMC-18-02-04-18

Award Amount: \$25,000.00

CFDA Number: 20.6009999
FAIN

Number: 00000000000000

TTA Number:

OHSO Project Number: MC-18-02-02-18

Award Amount: \$480.00

CFDA Number: 20.6000000
FAIN

Number: 18X92040200K18

TTA Number:

TOTAL AWARD: \$25,480.00

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

Primary Program Area: Motorcycle Safety

Organization: Broken Arrow Police Department

Address: P.O. Box 610

City: Broken Arrow

State: OK

Zip: 74013

FEI Number: 73-6005109

DUNS Number: 078655495

Project Director: Aleisha Wickersham

Title: Planning and
Research
Specialist

Phone Number: (918) 451-8200 X8692

Fax Number: (918) 451-8242

Project Goals:

To decrease the number of motorcycle fatalities by 13%, from 89 in 2015 to 77 in 2018, and to limit a projected increase in unhelmeted motorcycle fatalities from 62 in 2015 to 63 in 2018 (FARS data).

Problem Identification:

In 2015, there were 145 motorcycle KAB crashes in Tulsa County resulting in 17 fatalities which is a decrease from 179 motorcycle KAB crashes in 2014 in the county. Broken Arrow contributed to 18 of the injuries and one fatality. which is an increase from 13 injuries in 2014. In an effort to keep up with the current demand for motorcycle safety training and to continue to expand capacity for motorcycle training, courses are being offered in the Broken Arrow. The number of riders trained each year is expected to increase with the raised awareness of motorcycle safety.

Project Description:

This grant will fund officers with the Broken Arrow Police Department, using overtime hours, to conduct a motorcyclist survival course incorporating the curriculum used by the Edmond Police Department. In addition, designated civilian employees may also work overtime in support of the project with pre-approval from the Highway Safety Office. All personnel conducting grant-related activity will use the proper safety equipment, including helmets, and ensure that participants in the program do the same. This motorcyclist survival course is a nationally recognized program that educates motorcyclists on best safety practices for avoiding and surviving hazards and circumstances unique to motorcycle operators. This course will provide a formal program of instruction that is approved by Oklahoma's Motorcycle Advisory Committee and will be presented in the Tulsa metropolitan area during the motorcycle riding season, typically from March to September. In addition to the safety course, the Broken Arrow Police Department will conduct a motorcycle awareness program (i.e. "Share the Road") that is also approved by Oklahoma's Motorcycle Advisory Committee, and will be presented locally in a public information and education forum at various venues. This program may be presented in conjunction with the actual motorcyclist survival course as well as displayed and/or presented at safety fairs, car shows, motorcycle rallies, and other venues that attract large numbers of attendees. Officers will work in an overtime capacity while instructing and presenting this program.

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

In addition, the grantee agrees to the following:

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

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

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

Start of Project Number	Equivalent FAST Act#	Program Area	CFDA No.	Award Name	Section No.
AI	FASTAI	Accident Investigation	20.6000000	State and Community Highway Safety	402
AL	FASTAI	Alcohol	20.6000000	State and Community Highway Safety	402
DE	FASTDE	Driver Education	20.6000000	State and Community Highway Safety	402
MC	FASTDE	Motorcycle Safety	20.6000000	State and Community Highway Safety	402
OP	FASTOP	Occupant Protection	20.6000000	State and Community Highway Safety	402
PS	FASTPS	Pedestrian Safety	20.6000000	State and Community Highway Safety	402
PT	FASTPT	Police Traffic Services	20.6000000	State and Community Highway Safety	402
RH	FASTRH	RailRoad/Highway Crossings	20.6000000	State and Community Highway Safety	402
SE	FASTSE	Speed Enforcement	20.6000000	State and Community Highway Safety	402
TR	FASTTR	Traffic Records	20.6000000	State and Community Highway Safety	402
TSP	FASTTSP	Traffic Safety Program	20.6000000	State and Community Highway Safety	402

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

F2	FASTM2	FAST Act 405b OP Low	20.6160000	Occupant Protection	405b
F3	FASTM3	FAST Act 405c Data Program	20.6160000	State Traffic Safety Information Systems Improvements	405C

F5	FASTM5	FAST Act 405d Impaired Driving Mid	20.6160000	Impared Driving Countermeasures	405d
F9	FASTM9	FAST Act 405f Motorcycle Programs	20.6160000	Motorcyclist Safety	405f

Budget Summary Projections

Cost Category Items	1st Quarter			2nd Quarter			Annual Total
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	
I. Personnel							
A. Salaries	\$3,960.00	\$0	\$0	\$0	\$0	\$3,080.00	\$22,000.00
B. Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
II. Travel							
A. In-State Travel	\$240.00	\$0	\$0	\$0	\$0	\$0	\$480.00
B. Out-of-State Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III. Operating Costs	\$150.00	\$150.00	\$150.00	\$150.00	\$300.00	\$300.00	\$3,000.00
IV. Contractual Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
V. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Monthly Total	\$4,350.00	\$150.00	\$150.00	\$150.00	\$300.00	\$3,380.00	\$25,480.00
	3rd Quarter			4th Quarter			
	Apr	May	Jun	Jul	Aug	Sep	
I. Personnel							
A. Salaries	\$3,080.00	\$1,650.00	\$3,080.00	\$550.00	\$0	\$6,600.00	\$22,000.00
B. Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
II. Travel							
A. In-State Travel	\$0	\$240.00	\$0	\$0	\$0	\$0	\$480.00
B. Out-of-State Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III. Operating Costs	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,000.00
IV. Contractual Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
V. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Monthly Total	\$3,380.00	\$2,190.00	\$3,380.00	\$850.00	\$300.00	\$6,900.00	\$25,480.00

Cost Category Item: I.A. 1		Project Number: STMC-18-02-04-18				
Description: Overtime salary for officers or civilian employees (OHSO pre-approval required) to conduct motorcycle safety education/PI&E (rate not to exceed 1.5 times regular hourly rate unless contractually required and pre-approved by OHSO).						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
\$3,960.00					\$3,080.00	\$7,040.00
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
\$3,080.00	\$1,650.00	\$3,080.00	\$550.00		\$6,600.00	\$22,000.00

Cost Category Item: II.A. 1		Project Number: MC-18-02-02-18				
Description: In-state travel in accordance with the State Travel Reimbursement Act, to include: registration, lodging, MI&E, and transportation expenses. OHSO pre-approval required.						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
\$240.00						\$240.00
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
	\$240.00					\$480.00

Cost Category Item: III. 1		Project Number: STMC-18-02-04-18				
Description: Operating costs to include; instructor training aides, educational materials/pamphlets, and any necessary equipment maintenance and repair.						
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
\$150.00	\$150.00	\$150.00	\$150.00	\$300.00	\$300.00	\$1,200.00
APR	MAY	JUN	JUL	AUG	SEP	ANNUAL
\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,000.00

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

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

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

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

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

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

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

**** SECTION 2 ****

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

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

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

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

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

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

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

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

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

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

Activity/Milestones Projections

MILESTONE PROJECTIONS

Activity #	Project #	Description	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Total	
			Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.		
1	STMC-18-02-04-18	Hours of overtime Motorcycle Safety Training/PI&E worked (based on OT rate of \$55/hour).	72					56			56	30	56	10	120	400
2	STMC-18-02-04-18	Number of Motorcycle Safety Training Courses conducted.	1					1			1	1	1		2	6
3	STMC-18-02-04-18	Number of PI&E activities for motorcycle safety and share the road initiatives (to include media contacts, safety presentations, etc.).	1	1	1	1	1	1	1	1	1	1	1	1	1	12
																0
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General Provisions - Part II

REGULATIONS AND DIRECTIVES

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

1. Grantee agrees to implement the project in accordance with federal statutes, local statutes and regulations, as well as the policies and procedures established by the Oklahoma Highway Safety Office.
2. The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.
3. Hatch Act (Political Activity), 5 U.S.C. Sections 1501-1508 and 5 CFR Part 151.
4. Buy America Act, 23 U.S.C. 101.
5. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:
 - (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
6. Prohibition on using grant funds to check for helmet usage (applies to subrecipients as well as State): The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcycles.
7. Certification Regarding Federal Lobbying; Certification for Contracts, Grant, Loans, and Cooperative Agreements. The undersigned certifies, to the best of his or her knowledge and belief, that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid

or will be paid to any person for the influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) Then undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- Restriction on State Lobbying; None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

8. Equipment Purchased with Highway Safety Funds

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

To dispose of ANY equipment, the Grantee MUST:

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

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

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may

pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily exclude from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Specific Agreements - Part III

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

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

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

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

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

Reports should include, as a minimum, the following:

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

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

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

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

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

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

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

Printed Name of Chief Executive Officer: Michael Spurgeon

Title: City Manager

Date: Sep 26 2017 4:08PM

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

Signature: Michael Spurgeon 9/27/17