

#202205250

WS 5/25/2022  
RUM

RESOLUTION #12-2022

BE IT RESOLVED, by authority of the Board of  
(Name of governing body)  
Commissioners of the \_\_\_\_\_,  
(Name of Municipality)  
Dauphin County, and it is hereby resolved by authority  
of the same, that the Chairman of the Board of said Municipality,  
(designate official title)  
Authority be authorized and directed to sign the attached grant on its  
behalf.

ATTEST

J. Scott Burford  
(Signature and designation  
of official title)  
J. Scott Burford, Chief Clerk  
Print or type above name and  
title

Dauphin County  
(Name of Municipality)  
By: [Signature]  
(Signature and designation  
of official title)  
Mike Pries, Chairman  
Print or type above name and  
title

**(SEAL)**

I, J. Scott Burford, Chief Clerk  
(Name) (Official title)  
of the Dauphin County, do hereby certify that  
(Name of governing body or municipality)

the foregoing is a true and correct copy of the Resolution adopted at  
a regular meeting of the Dauphin County Board of Commissioners,  
(Name of governing body)

held the 25 day of May, 2022.

DATE: May 25, 2022

J. Scott Burford Chief Clerk  
(Signature and designation  
of official title)

\_\_\_\_\_, Chief Clerk  
Print or type above name/title



# FFY 2023 Grant Program Info Sheet



**Program Name:** Police Traffic Services Enforcement Grant Program (Local Police)

**Special Notice:** Please be advised that this grant opportunity is for federal fiscal year 2023 only.

**Brief Program Description:** According to early estimates of 2021 crash data, approximately 350 traffic-related fatalities involved an impaired driver, nearly 375 motorists were fatally injured while unrestrained, nearly 125 lost their lives in an aggressive driving-related crash, 200 people died due to speeding crashes and nearly 180 pedestrians were killed. This grant program is aimed at addressing the largest contributing factors resulting in a traffic-related fatality. These factors include impaired driving, seat belt usage, aggressive driving/speeding, and pedestrian safety. PennDOT has set some ambitious goals in these focus areas and will deploy this grant program to reach these goals.

This program will focus on four (4) types of highway safety enforcement:

*Reducing Impaired (DUI) Driving* – This component will rely on the high visibility enforcement model using mainly roving DUI patrols and sobriety checkpoints on problem roadways identified thru crash and arrest data. 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. Other strategies allowable under this grant program are mobile awareness patrols (phantom checkpoints) and Cops in Shops operations (operations conducted at the point of sale and directed toward reducing drinking violations such as underage drinking, furnishing to minors, selling to minors, public drunkenness, etc.).

*Increasing Seat Belt Usage* – This component revolves around occupant protection enforcement mobilizations utilizing the Click It or Ticket model. At least 50% of the occupant protection enforcement must occur during night-time hours (defined as 6PM to 6AM) as this period has been identified as having the lowest belt use in crashes and the highest occurrence of high-risk drivers. Enforcement operations will be focused along roadways with a high rate of unbelted crashes and areas with a high incidence of unbelted citations. Typical enforcement operations under this component will be in the form of roving patrols and traffic enforcement zones (TEZs).

*Reducing Speeding and Aggressive Driving* – This component will focus traffic-safety enforcement along roadways identified through crash data as having a high rate of speeding and/or aggressive driving-related crashes. Typical enforcement operations under this component will be in the form of roving patrols and traffic enforcement zones (TEZs).

*Pedestrian Safety* – This component will focus traffic-safety enforcement along corridors identified through crash data as having a high rate of crashes involving an injured or killed pedestrian. Please note that funding for this type of enforcement will be limited to those jurisdictions with a higher-than-average crash picture involving injured or killed pedestrians.

**Eligibility Requirements:** Eligible applicants include local governments.

Local governments include counties, municipalities, cities, towns, townships, local public authorities (including any public and Indian housing agencies under the United States Housing Act of 1937), councils

of governments (regardless if incorporated as a nonprofit corporation under state law), any other regional or interstate government entities, or any agencies or instrumentalities of a local government.

**Applicable Federal/State Laws/Regulations:**

- 23 U.S.C. Chapter 4
- 2 CFR part 200
- Federal Nondiscrimination and Equal Employment Opportunity Clauses
- Nondiscrimination/Sexual Harassment Clause [Grants]
- Contractor Integrity Provisions
- Grantee Certifications and Assurances
- Right to Know Law
- Federal Funding Accountability and Transparency Act (FFATA)
- Other applicable Federal and State conditions as identified

**Program Requirements:**

- 1) Administration
  - a) Each enforcement component must have a designated enforcement coordinator identified under the grant.
    - i) This can be the same person or multiple individuals.
  - b) Grantees must participate in enforcement mobilizations identified on the PennDOT Highway Safety Calendar in accordance with 23 USC § 402(b)(1)(E). (National Crackdown on Impaired Driving, Memorial Day and Thanksgiving Click It or Ticket mobilizations, and Aggressive Driving Enforcement Waves).
    - i) See Attachment 1 for a screenshot of the HVE Mobilization planning section of the dotGrants PTS Proposal Object.
  - c) Grantees are highly encouraged to organize a task force of police departments participating in grant-funded enforcement to facilitate planning, opportunities for collaboration, reporting, and post-operation effectiveness reviews.
    - i) Other task force members to consider include regional Law Enforcement Liaisons, PennDOT personnel (Highway Safety Office staff and District Safety Press Officers), and additional stakeholders as identified.
  - d) At least one of the designated coordinators under the grant, or an appropriate delegate (ex. LEL or Regional DUI Program Administrator), must participate in bimonthly regional planning calls facilitated by PennDOT.
  - e) Grantees are highly encouraged to attend other highway safety meetings and conferences as requested by PennDOT.
  - f) Annually, grantees are required to review proposed tasks and budgets and submit adjustments to PennDOT for approval and project file documentation.
    - i) Modifications to line items within grant budgets are allowable pending PennDOT approval, changes stay within funding categories, and that there is no change to the total grant award budget.
- 2) Evidence-Based Enforcement
  - a) Grantee must follow guidelines under the Evidence-Based Traffic Safety Enforcement Program (TSEP) found in 23 CFR § 1300.11(d).

- b) Data-Driven Enforcement
  - i) Utilize PennDOT crash data and other local data to determine roadways and participating police departments for highway safety enforcement.
  - ii) Utilize the Pennsylvania Crash Information Tool (PCIT) to aid in the development of enforcement plans.
- c) Resource Deployment
  - i) A list of projected participating police departments and associated enforcement fund allocations will be provided by PennDOT as a baseline for planning purposes.
  - ii) This list may be modified at the grantee's discretion provided justification is submitted and approved by PennDOT.
  - iii) A list of actual participating police departments must be approved by PennDOT prior to incurring costs under the grant agreement.
- d) Continuous Follow-Up
  - i) Adjustments to the list of participating departments, resource allocations, and enforcement strategies identified as a result of post-operation effectiveness reviews are encouraged throughout the grant period.
  - ii) These adjustments must be communicated to PennDOT for documentation in the project file.
- 3) Case Law
  - a) Grantees must strictly adhere to all pertinent case law regarding highway safety enforcement.
  - b) A statewide Traffic Safety Resource Prosecutor is available as a technical resource and training service for grantees.
- 4) Law Enforcement Liaisons and Regional DUI Program Administrators
  - a) Grantees are encouraged to coordinate activities and training needs with designated regional HVE Law Enforcement Liaisons and Regional DUI Program Administrators.
  - b) Regional DUI Program Administrators are also available as a technical resource and training service for grantees for impaired-driving-related needs.
- 5) Training
  - a) Utilize the DUI Law Enforcement Manual compiled by PennDOT and the Regional DUI Program Administrators.
  - b) All officers performing standardized field sobriety tests must be trained in the National Highway Traffic Safety Administration SFST curriculum.
  - c) All officers working sobriety checkpoints must be trained via the Institute for Law Enforcement Education or similar sobriety checkpoint curriculum.
  - d) Grantees are encouraged to participate in other trainings as identified, including regional law enforcement seminars coordinated by PennDOT Community Traffic Safety Projects.
- 6) Awareness
  - a) Communicate periodically with the appropriate PennDOT District Safety Press Officer (SPO) and Community Traffic Safety Project coordinators to generate earned media on enforcement events.
  - b) Grantees and participating police departments are encouraged to coordinate press events and public awareness outreach to reinforce the impact of enforcement efforts.
- 7) Zero-Tolerance Policy
  - a) Grantees are encouraged to adopt a zero-tolerance policy for violations of any laws observed during both grant-funded operations and routine patrols, including secondary occupant protection violations to both drivers and passengers who ride unbelted.
    - i) Additionally, enforcement of primary seat belt violations for drivers and

passengers under 18 should be part of this policy.

8) Reporting

- a) Grantees are required to report on all enforcement operations under this program.

**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 measurable goals based on multi-year data.
- Utilize the PCIT Proposal Builder Tool data report in creation of the application.
- Adequately evaluate the success of a project.
- Have an approved Electronic Access Licensing Agreement (EALA) – Political subdivisions - dotGrants use only.
- In the case that the application writer is not directly employed by the submitting 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).
- Have an established UEI (Unique Entity Identifier). Note: This replaces the requirement of a DUNS number as of April 4, 2022.
- Have an approved PCIT Legal Agreement to access the PCIT Restricted Access section on file before the start of the grant term. This restricted section will provide crash data, resources, and tools beneficial for building proposals, monitoring law enforcement participation under the Commonwealth's highway safety program, and planning activities related to both finalized and emerging crash data trends.
- Upon grant award, use e-mail, telephone, and other technology to stay in periodic contact with assigned PennDOT Project Administrator 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.penndot.pa.gov/Doing-Business/Pages/dotGrants.aspx>), is required by all successful non-state government applicants for all grant administrative interactions.

**Term of Grant**<sup>1</sup>: Federal Fiscal Year 2023 (October 1, 2022 – September 30, 2023)

**Funding Available**<sup>2</sup>: Funding for this project will be provided under the Assistance Listing Number (ALN) 20.616 (23 U.S.C § 405(d)&(h)) and/or 20.600 (23 U.S.C. § 402).

- Funding distribution utilizes allocation formulas based on PennDOT crash data as reported by local police departments. 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.
  - o 2 CFR § 200.306, Cost sharing or matching, provides additional information and guidelines describing allowable matching costs.
- Although the federal regulations governing these funds require documented matching funds, PennDOT does not pass this burden on to local grantees. However, grantees are strongly encouraged to document matching funds as they help provide broader context of comprehensive enforcement efforts.
- Agencies/organizations who document match funds in their proposals will be invited to report on the use of these funds as part of their requests for reimbursement. 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](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

Examples of allowable costs include:

- Officer salary at hourly overtime rate for targeted enforcement operations
- Equipment necessary to conduct targeted enforcement operations
- Officer salary at hourly overtime rate for planning and coordinating targeted enforcement operations
- 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:**

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.

Examples of unallowable costs include:

- Costs for fringe benefits incurred during overtime enforcement are non-reimbursable
- Any costs that do not follow appropriate state and federal funding regulations
- Costs for office furniture, gifts, alcohol, entertainment, roadway construction, or roadway maintenance as prohibited by federal regulations
- Costs used for supplanting – using these funds to replace routine or existing state and local expenditures or using these funds to conduct activities required by statute
- Fringe benefits for officers who are coordinating, planning, or participating in enforcement operations under this grant
- Any costs not specified in the approved grant

**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, salaries, and fringe benefits.
- 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.

**Subgrants:**

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

- Ensure that every subgrant includes clauses required by State and Federal statute and executive orders and their implementing regulations
- Ensure that subgrantees are aware of requirements imposed upon them by State and Federal statute and regulation
- Ensure that a provision for compliance with 23 CFR Part 1300 and 2 CFR Part 200 is placed in every cost reimbursement subgrant
- Ensure that procedures are established for routine monitoring and auditing of subgrants
- 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.

**Personally Identifiable Information (PII):**

It is the responsibility of the applicant to ensure PII is not entered into dotGrants in any format and is redacted from reimbursement claim supporting documentation before submission.

**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, Occupant Protection, Aggressive Driving, and Pedestrian crashes on enforced roadways
- Plans for participation in enforcement mobilizations
- Number of DUI enforcement operations conducted
- Number of occupant protection enforcement efforts
- Number of aggressive driving enforcement efforts
- Number of pedestrian safety enforcement efforts.
- 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 – May 31, 2022
- 2) Proposal Evaluation: April 1 – June 30, 2022
- 3) Successful applicant announcement: July 1, 2022

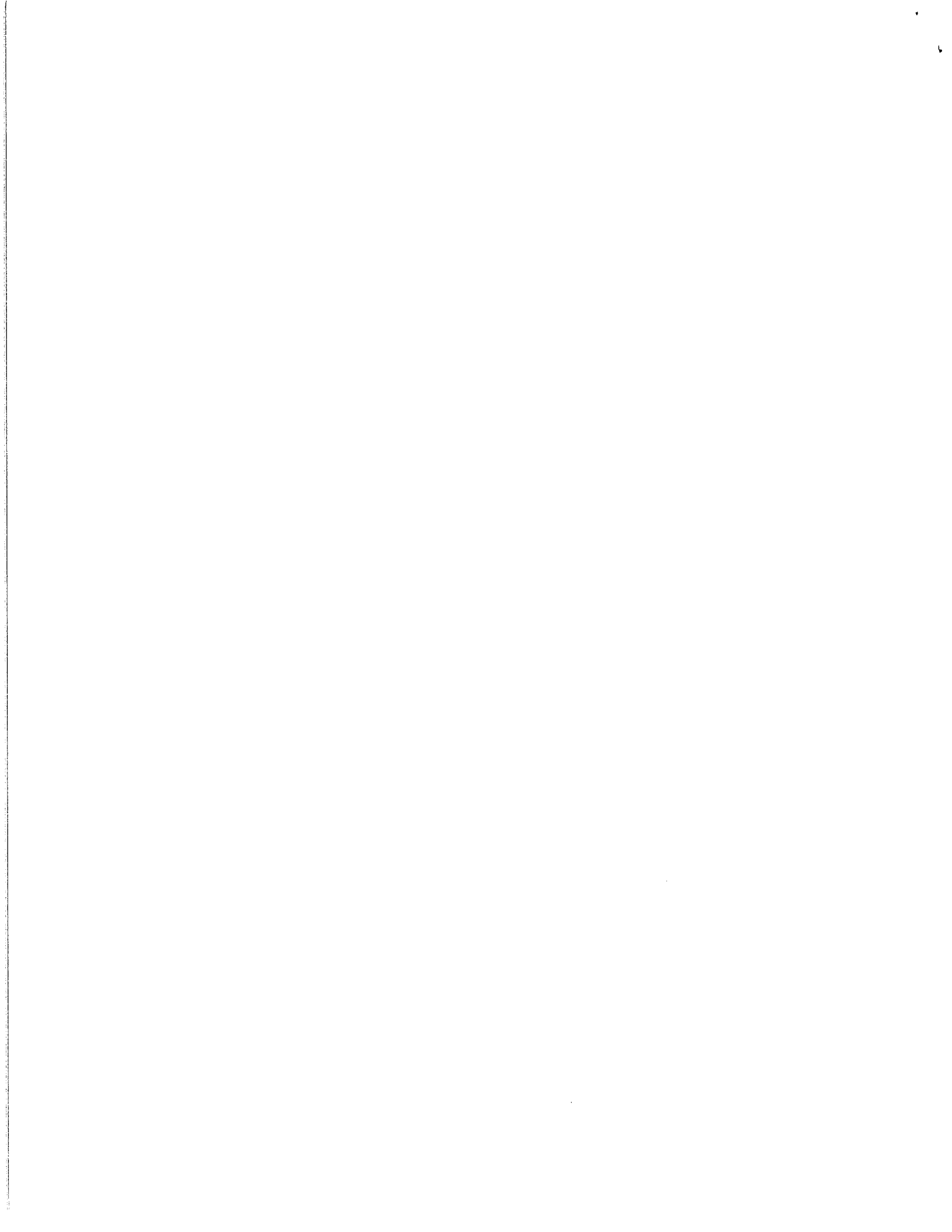
Please note proposals received after May 31, 2022 and/or those which do not meet the minimum eligibility requirements may be rejected.

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.

<sup>1</sup>If grant is approved after October 1, 2022, the term will be adjusted from the approval date through September 30, 2023.

<sup>2</sup>Availability of funding is based on Federal apportionment and State obligation.



## PennDOT Police Traffic Services (PTS) Grant Frequently Asked Questions

### Enforcement

**1. SHOULD WE BE TELLING OUR PARTICIPATING DEPARTMENTS TO WRITE WARNINGS OR ARE VERBAL WARNINGS OK?**

It is strongly encouraged that all contacts occurring on grant time be documented with either a citation or warning. Officers have the discretion to decide which is the most appropriate way to handle the contact, but written documentation is necessary to document the reported enforcement activities. Written warnings show reasoning and document the stop. If any questions arrive later, a written warning provides the necessary information to address questions.

**2. AS COORDINATOR, SHOULD I KEEP ALL OF THE WRITTEN WARNINGS AT THE HOST AGENCY?**

You should keep all written warnings, issued during funded enforcement, for 3 years as part of records retention. They do not need to be kept with the host agency if the issuing department can produce them when requested and comply with proper records retention.

**3. SINCE 50% OF OP ENFORCEMENT MUST BE DONE AT NIGHT (6PM - 6AM), HOW CAN I PUT OP NIGHTTIME HOURS IN DOTGRANTS SO WE GET CREDIT?**

Coordinators are asked to identify the total number of nighttime officer-hours in the *comment* section of the OP Enforcement Report (ER) in dotGrants. This is extremely important when multiple officers are participating, and the detail hours extend outside of the 6PM – 6AM timeframe. The Highway Safety Network (HSN) LEL will monitor these hours to make sure your project gets credit for the nighttime enforcement.

**4. IF AN OFFICER IS PARTICIPATING IN AN ENFORCEMENT DETAIL AS PART OF THEIR REGULARLY ASSIGNED SHIFT (I.E. SPEED EQUIPMENT OPERATOR, SPOTTER OR PART OF A TEZ), HOW DO I REPORT THOSE IN-KIND ACTIVITIES?**

In-Kind reporting is not mandatory. However, if you choose to report In-Kind activities you should report on both an Enforcement Report (ER) *and* the related Request for Reimbursement (RFR). To ensure funded and non-funded activities are separated and accurately documented, In-Kind statistics shall be reported in the comments section of the ER and not combined with grant funded statistics. Please include the officer's names, times worked, number of contacts, and any statistics that resulted. When recording the In-Kind on the RFR, you can list the total In-Kind donation under **Grantee Share Amount** where applicable.

**5. WHO IS MY PRIMARY CONTACT FOR QUESTIONS REGARDING ENFORCEMENT REPORTING OR ACTIVITY PLANNING?**

You should contact your local DUI RPA for any questions related to Impaired Driving. For questions relating to Pedestrian Safety, Aggressive Driving, and Occupant Protection you should contact your local LEL.

**6. MUST ALL OF THE PARTICIPATING DEPARTMENTS UNDER MY GRANT PARTICIPATE IN EVERY NATIONAL ENFORCEMENT WAVE/MOBILIZATION?**

Participation in national campaigns have several distinct advantages that stand-alone details can't match. The campaigns have nationally recognized slogans and are supported by federal and state media buys. High Visibility Engagement (HVE) is enhanced when multiple municipalities are participating together, and it's easier for coordinators to track the progress of the grant. We realize that not all budgets can support funding every department for every campaign and that coordinators might have unique crash problems that require enforcement activities outside of the national campaigns. We ask that you contact your RPA or LEL to discuss funding options and/or a data supported plan to deviate from the campaign schedule. Funds DO NOT need to be exhausted during the national campaigns and can be used to promote sustained enforcement throughout the year.

## Grant Funds

**7. I HAVE SEVERAL PARTICIPATING DEPARTMENTS AND IT IS TAKING MORE TIME THAN I ANTICIPATED TO MANAGE THE NEW PTS GRANT. AM I ABLE TO MOVE ADDITIONAL FUNDING INTO ADMINISTRATIVE LINES?**

Yes. However, you can only take it from lines that have the same funding sources (i.e.: AD/OP Travel → AD or OP Coordinator). Please keep in mind that enforcement funds should not be moved to cover administrative costs, regardless of source (AD/OP/PED). Please contact your Highway Safety Office Regional Project Administrator (HSO RPA) before starting a budget modification to discuss your options.

**8. ONE OF OUR COORDINATORS NO LONGER WORKS ON THE GRANT, CAN I MOVE FUNDING FROM THEIR LINE TO THE CO-COORDINATOR LINE?**

If these lines have the same funding sources, this move is allowable. However, a budget modification between salary lines is sometimes difficult and may not be necessary. A possible workaround: when the Co-Coordinator line is out of funding, just bill under the Coordinator line at the appropriate rate when necessary. Please make sure you communicate with your HSO RPA about this before billing other lines.

**9. MY FINANCE OFFICER IS HAVING TROUBLE IDENTIFYING THE ACH DEPOSITS. THE AMOUNTS DON'T SEEM TO MATCH UP TO ANY RFR'S. HOW CAN I HELP MY FINANCE OFFICER?**

The PTS grants have two Federal Assistance Listing numbers associated with the funding. Number 20.600 is associated with Aggressive Driving and Occupant Protection funding while Number 20.616 is associated with Impaired Driving and Pedestrian funding. If you submit an RFR that bills under both numbers, the reimbursement may come as two deposits – one for each amount. Adding those together should give the RFR total amount. Please reach out to your HSO RPA for remaining questions.

**10. SHOULD I SUBMIT 1 RFR FOR EACH ENFORCEMENT EVENT OR SHOULD I JUST PUT ALL MONTHLY COSTS IN ONE RFR REGARDLESS OF ENFORCEMENT TYPE?**

The RFR forms in dotGrants contain fields for all costs associated with your grant so you should submit *one RFR per month* that contains all monthly costs.

**11. DO UNUSED FUNDS IN MULTI-YEAR GRANTS CARRY OVER FROM ONE YEAR TO THE NEXT?**

No. Unused funds do not *automatically* carry forward from one grant period to the next. Grant funds are allocated per fiscal year. Any unused funds in a single-year grant will be forfeited at the end of the grant period.

For multi-year grants, special exceptions may be granted for funds to carry over from one fiscal year to a subsequent year on a case-by-case basis. Grantees should reach out to their PennDOT Regional Project Administrator to discuss justification.

**12. IN ORDER TO REIMBURSE MY PARTICIPATING DEPARTMENTS IN A TIMELY MANNER, I WOULD LIKE TO SUBMIT AN RFR BY THE END OF THAT MONTH OR THE FIRST WEEK OF THE FOLLOWING MONTH. HOWEVER, I FIND THAT I'M ALWAYS WAITING ON A FEW DEPARTMENTS TO SUBMIT THEIR HOURS. WHAT IS THE BEST WAY TO HANDLE THIS?**

Coordinators should establish a deadline for participating departments to submit their hours for reimbursement. Advise the departments that any submissions received after the deadline will be included in the following month's RFR.

**13. MY PARTICIPATING DEPARTMENTS ARE COMPLAINING THAT THEY ARE RECEIVING REIMBURSEMENTS LATE BUT I SUBMIT RFR'S MONTHLY. WHAT CAN I TELL THESE DEPARTMENTS?**

Payment to your agency can take from 4 to 6 weeks from the date of your submission. Keep in mind that holding submission of an RFR while waiting for a late submission from a department will delay the reimbursement.

## **Grant Management**

**14. HOW LONG DO I NEED TO KEEP THE DOCUMENTATION ASSOCIATED WITH THIS PTS GRANT?**

You should keep all documentation associated with the grant for the full retention period of 3 years. Grants are eligible for audit by NHTSA for 3 years after the last reimbursement is submitted.

**15. I FIND IT DIFFICULT TO SUBMIT ENFORCEMENT REPORTS WITHIN 2 WEEKS OF ENFORCEMENT BECAUSE I OFTEN HAVE TO WAIT ON MY PARTICIPATING DEPARTMENTS TO REPORT THEIR STATS. HAVE OTHER COORDINATORS COME UP WITH A SYSTEM OF TIMELY REPORTING?**

Along with establishing deadlines for their departments and uniform statistical reporting forms, there are some options to make the process more efficient.

Some coordinators use Google Docs with their participating departments. Each department can enter their stats in this shared document, so the host agency receives the stats in real time.

Another option would be to have each contact officer submit reports each week to you (via email, fax, etc.). This would keep you consistently informed on who did and did not conduct enforcement.

While not preferable, you could compile the stats that do come in late into one Enforcement Report (ER) and submit it at a later date.

**16. DO I HAVE TO SUBMIT AN ENFORCEMENT REPORT FOR EVERY EVENT EVEN IF THE EVENTS HAPPEN ON THE SAME DAY?**

You should submit 1 Enforcement Report (ER) for all *like events* that occur in one 24-hour period. For instance, if there are 4 separate AD Roving Patrols out on May 17<sup>th</sup>, you can put all 4 of these AD Roving Patrols in 1 ER. For the times, you can put the earliest start time and the latest end time. The timesheets that are submitted in the related RFR will document the actual shifts the officers worked for each patrol.

**17. IT IS DIFFICULT (AND TIME-CONSUMING) TO MANAGE AD AND OP ENFORCEMENT BECAUSE I DON'T KNOW WHAT MY PARTICIPATING DEPARTMENTS DID UNTIL THEY SUBMIT A LOT OF SINGLE OFFICER DETAILS. IS THERE A BETTER WAY TO MANAGE THESE SAFETY FOCUS AREAS TO MAKE SURE THE FUNDING ISN'T OVERDRAWN?**

As a best practice, you can distribute funding to your departments before the start of the waves to control funding and activity. You can request that the enforcement statistics be reported to you within 24-48 hours of the close of the wave, month, or any other predetermined deadline. This will allow you to monitor the number of activities being conducted, effectiveness of the details, and which departments are participating. If there is an extended delay in submission, you potentially lose the opportunity to make suggestions or corrections with the department. It is recommended that a deadline be set for all departments to report participation and non-participation, so you have a better understanding of what is occurring with the grant funds. Any unspent funding can be rolled into the next wave's funding distribution. Another option would be to schedule the AD and OP enforcement events as you did the Impaired Driving events in the prior grant.