

FY22 TRAFFIC ENFORCEMENT GRANT TEMPLATE 6/23/2021

The following information is to be copied into the Michigan Automated Grant Information Connection (MAGIC) grant application, except where noted. The identified Project Director must complete the application.

Grant Role Definitions:

Project Director

The Project Director is a member/employee of the grant-funded agency who is directly responsible for the grant project and reporting requirements. This person will have direct involvement with the project and knowledge of both programmatic and financial matters. He or she is responsible to ensure that enforcement, progress and financial reports are submitted by the deadlines.

Financial Officer

The Financial Officer is the person with the primary responsibility for the agency's fiscal matters. The Financial Officer for these agencies may not be employed directly by the agency, but rather would be the financial officer for the city or county. He or she is responsible to ensure that all financial report documentation is provided by the deadlines.

Authorizing Official

The Authorizing Official is the person who has the authority to commit agency funds and accept the terms and conditions of the grant on behalf of the agency. The appropriate Authorizing Official for a local police agency should be the Mayor, Supervisor, or City/Township Manager. For the sheriff's department, the Authorizing Official should be the County Commissioner or County Administrator. For the Michigan State Police Districts, the Authorizing Official should be the State Police Director.

Use the Forms Menu to enter grant application information in the following order.

The URL for MAGIC:

<https://msp.intelligrants.com/Login2.aspx?APPTHEME=MIMSP>

Application Information

There is no template information to copy and paste.

Include the following for the Project Title: *Livingston County DUI, Seat Belt, and Speed Overtime Traffic Enforcement*

Select the activity start date of 10/1/2021 and the end date of 9/30/2022.

For the question "Are you applying for a truck safety grant?", select the radio button for No.

For the Project Type, select the radio button for Enforcement, then check the box for Traffic.

If you are including other local police agencies/posts in the grant application (you will reimburse them for the overtime), select the radio button for Yes for the question “Does this project include funding for multiple agencies?” Otherwise, select the radio button for No.

If part-time officers will be allowed to work the enforcement details, select the radio button for Yes. Otherwise select the radio button for No.

Select Pat Eliason as your OHSP Program Coordinator.

Select the county/counties where the enforcement will take place.

Click Save and Next.

Statement of problem and background information

In this section, copy the information below up to Goals and Activities for Overtime Traffic Enforcement. Then click Save and Next.

According to comprehensive research from the National Highway Traffic Safety Administration (NHTSA), 94 percent of all crashes are the result of driver error.

The U.S. Code: Title 23: Section 404 requires a statewide, high-visibility special traffic enforcement program (STEP) for impaired driving and occupant protection that emphasizes publicity during three campaigns – impaired driving in December, occupant protection in May, and impaired driving in August.

Michigan traffic crash data from 2015-2019 identified the high number of people seriously injured or killed where 1) the crash was coded as alcohol-involved and/or drug-involved or 2) the occupants were in passenger vehicles and the crash was coded as no belts used or child restraint not used/used improperly and 3) the crashes included at least one driver was speeding.

Based on the review of the crash data, the enforcement periods will include:

- December 1, 2021 – February 28, 2022 (speed enforcement)
- December 17, 2021 – January 1, 2022 (impaired driving enforcement)
- May 16 – June 5, 2022 (seat belt enforcement)
- July 1 – 31, 2022 (impaired driving, seat belt, and speed enforcement)
- August 12 – September 5, 2022 (impaired driving enforcement)

Traffic safety campaigns are most successful when accompanied by public information. The Livingston County Sheriff’s Office requests that OHSP develop and assist with distribution of public information materials on our behalf to enhance the enforcement campaigns.

Goals and Activities for Overtime Traffic Enforcement

In the box underneath “Goal(s)”, copy the one sentence below:

Prevent an increase in the number of traffic fatalities from 985 in 2019 to 1,065 and serious injuries from 5,629 in 2019 to 5,733 by September 30, 2022.

In the box underneath "Activity", copy the information below up to the next highlighted area:

As applicable, each grant-funded agency will conduct at least three grant-funded overtime traffic enforcement details between the following dates:

- December 1, 2021 – February 28, 2022 (speed enforcement)
- December 17, 2021 – January 1, 2022 (impaired driving enforcement)
- May 16 – June 5, 2022 (seat belt enforcement)
- July 1 – 31, 2022 (impaired driving, seat belt, and speed enforcement)
- August 12 – September 5, 2022 (impaired driving enforcement)

Officers will stop vehicles for hazardous moving violations and take appropriate enforcement action each week during the enforcement periods.

Each agency will utilize a data-driven process for deploying, monitoring, and adjusting resources such as time, day, or location. The process will include a regularly scheduled review and update of enforcement plans based on crash data, local traffic patterns and available manpower as applicable.

Each grant-funded agency will report required enforcement activity by the following dates:

- January 10, 2022
- March 7, 2022
- June 13, 2022
- August 7, 2022
- September 12, 2022

Each grant-funded agency will promote enforcement efforts by utilizing public information materials provided by OHSP through September 5, 2022.

***Date of anticipated Activity accomplishment:**

Select or enter 9/30/2022

Click Save and Next.

Acceptance of audit requirements

There is no template information to copy and paste. (Your Financial Officer is the best source for accurate completion of this section.)

Sub-recipient informational form

There is no template information to copy and paste. (Your Financial Officer is the best source for accurate completion of this section.)

Local contribution

In this section, copy the information below up through #4:

1. Provide patrol vehicles and/or motorcycles where applicable. This will include fuel, maintenance and proper police equipment.
2. Assume liability incurred using volunteers, including, but not limited to, personal injury, civil liability, and workman's compensation responsibility.
3. Pay dispatchers and officer wages for training and court time.
4. Attend meetings and/or media events as requested by OHSP.

Click Save and Next.

Project continuation

In this section, copy the one sentence below:

The Livingston County Sheriff's Office will continue to participate in the project if federal funding is provided by OHSP.

Click Save and Next.

For the remaining sections of the grant application – there is no template information to copy and paste. From here forward, click Save after each section then go back to the Forms Menu and scroll down to find the next applicable link.

If you answered, "Yes" to the question, "Does this project include funding for multiple agencies?", the following link should be next. Otherwise, the next link you will have available is Strategic Plans.

Multi-agency project

If other agencies/worksites will partner with you in the grant-funded enforcement, an agency contact name, title, address, e-mail address, phone number, fax number and DUNS #/Unique Entity Identifier (UEI) or Entity ID as assigned by the System for Award Management (SAM.gov) must be provided for each agency that will receive overtime funding. **(The Agency's Financial Officer is the best source for this information.)** **NOTE: Do not include your own contact information – this is already in other sections of the grant application.**

Attach the signed GMR Acknowledgement and Agreement form for each participating agency.

Strategic plans

Strategic plans must be completed and made available to OHSP upon request. You can enter them in this link if you prefer. If you choose not to enter them here, do not save this page.

Budget - (The Agency's Financial Officer is the best source for accurate information to complete this section.) Use the information below as a guide. If grant administration will

not be billed to the grant, use the total budget amount for the overtime budget as bolded below.

1. Overtime – not to exceed \$32,119
2. Grant Administration – not to exceed \$1,606 (Note: See Overtime Wages section on the next page for details.)

The total budget should not exceed **\$33,725**

Overtime Wages

The rate of pay for grant-funded enforcement will be determined according to each agency'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. OHSP recommends the average overtime rate for officers that will work the grant-funded enforcement be used for each agency.

The Project Director may budget up to 5% of the budgeted overtime amount to support administrative costs incurred by the Project Director for strategic planning, report writing, etc. These costs can only be charged if the Project Director can work overtime to complete the tasks. This amount is determined by taking the total overtime funding offered and multiplying that by .05. For example, if you were offered \$30,000 the amount of available overtime for administrative costs would be no more than \$1,500 and the remaining \$28,500 would be for overtime for DUI and seat belt enforcement. NOTE: The 5% administrative costs must be based on the final grant application budget amount and not the amount your agency was offered.

Separate budget lines for overtime wages and fringe benefits must be entered **for each partner agency** separately. If administrative overtime will be charged, that must be included as a separate budget item.

Overtime Fringe Benefits

Fringe benefits that increase as a result of the overtime (FICA, Workers Compensation, and Retirement) **can** be charged to the grant. Fringe benefit costs that are a fixed monthly amount, like health insurance, or that are capped, such as unemployment, **cannot** be charged to the grant.

For each agency that will request reimbursement for fringe benefits paid as a result of overtime, complete the Overtime Fringe Benefits section.

If an agency will charge the grant for overtime fringe benefits, list and compute a percentage value for each fringe benefit separately. The rate required on the fringe benefit calculation is a percentage, which is multiplied by the total overtime amount. NOTE: If the total of all fringe benefit rates is greater than 40%, support documentation from the agency must be provided.

Cover Page

Open the Cover Page link. Click Save.

Certification

Each grant is required to have, at a minimum, separate individuals serving as an authorizing official, a project director, and a financial officer.

Grant Role Definitions:

Project Director

The Project Director is a member/employee of the grant-funded agency who is directly responsible for the grant project and reporting requirements. This person will have direct involvement with the project and knowledge of both programmatic and financial matters. He or she is responsible to ensure that enforcement, progress and financial reports are submitted by the deadlines.

Agency Contact

The Agency Contact is a member/employee of the grant-funded agency who is assigned the role by the project director. This person will be able to complete reporting requirements and make modifications after the grant application is approved.

Financial Officer

The Financial Officer is the person with the primary responsibility for the agency's fiscal matters. The Financial Officer for these agencies may not be employed directly by the agency, but rather would be the financial officer for the city or county. He or she is responsible to ensure that all financial report documentation is provided by the deadlines.

Authorizing Official

The Authorizing Official is the person who has the authority to commit agency funds for the agency the terms and conditions of the grant on behalf of the agency. The appropriate Authorizing Official for a local police agency should be the Mayor, Supervisor, or City/Township Manager. For the sheriff's department, the Authorizing Official should be the County Commissioner or County Administrator. For the Michigan State Police Districts, the Authorizing Official should be the State Police Director.

Open the Certification link. Click "[HERE](#)" in the second bullet to access the people assigned to the application. Verify there is a check mark next to the name of the person assigned as the Project Director, Agency Contact (if applicable), Financial Officer, Writer (if applicable) and Authorizing Official. Click Save. Go to the Forms Menu. Open the certification link again and click Save. The certifications for each person (role) will populate on the page.

Attachments

1. Attach the signed GMR Acknowledgement and Agreement form for your agency.

Grant Management Requirements

Review the information and check the box under **Project Director Agreement** that you have read and agree to comply with the Grant Management Requirements.

Save after selecting the box. DO NOT check the box for the Authorizing Official.

Once this is complete, change the status to Draft Application Submitted.