



DUI/Seat Belt/Speed Enforcement Grant Project Director Responsibilities

Designating a grant Project Director is vital. The Project Director is the contact person having authority and responsibility for overseeing the grant activity and reporting. The Project Director will also be OHSP's primary contact for grant logistics, unless an Agency Contact is identified.

This is a reimbursement grant. Expenses may only be incurred and charged to the grant after the grant application is approved. Therefore, the staff time used to complete the grant application must be paid for by the police agency.

The Project Director will:

- Determine if other law enforcement agencies in the county will participate in the overtime enforcement project. For MSP, the posts with jurisdiction in the counties identified for funding must be included.
 - Where applicable, provide the law enforcement agency/post contacts a copy of the grant management requirements. Ensure law enforcement partner agencies working grant overtime complete, sign a FY22 GMR Acknowledgement and Agreement form (provided by OHSP once accepted) and return it to you by the application deadline.
- Submit a grant application in the Michigan Automated Grant Information Connection (MAGIC), a web-based grant application program, no later than August 6, 2021.
 - Gather overtime wage and fringe benefit information.
 - Work with your organization's financial manager to set up separate grant fund account(s) for this grant.
 - Copy and paste information from the grant application template provided by OHSP.
 - Enter separate budget items for each agency and grant administration as applicable. Note: The Project Director may budget up to a maximum of 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 \$1,500 and the remaining \$28,500 would be for overtime enforcement.
 - If other agencies/posts are participating in the overtime enforcement project, attach their signed FY22 GMR Acknowledgement and Agreement form (provided by OHSP).
- Create a strategic plan and schedule hours to conduct enforcement. The only dates of enforcement in FY2022 will be as follows:

Enforcement Periods	Focus
December 1, 2021 – February 28, 2022	Speed
December 17, 2021 – January 1, 2022	Impaired Driving
May 16 – June 5, 2022	Seat Belt
July 1 – 31, 2022	Impaired Driving, Seat Belt, and Speed
August 12 – September 5, 2022	Impaired Driving

- Provide information about the grant to local media.
- Ensure that all partner agencies/posts verify officers/troopers scheduled on grant time have completed the NHTSA-International Association of Chiefs of Police (IACP) approved Standardized Field Sobriety Testing (SFST) curriculum.

- Ensure all partner agencies/posts advise officers/troopers to complete and maintain officer dailies for grant-funded patrols. All dailies and other grant documentation must be retained for three years after the conclusion of the grant (through September 30, 2025).
- Collect enforcement activity from all partner agencies/posts after overtime shifts (enforcement report form provided by OHSP).
- Compile results from all partner agencies/posts for each enforcement period and submit to OHSP via a report in MAGIC by the deadlines provided by OHSP.
- Monitor spending to ensure overspending doesn't occur.
- Work with your financial manager/treasurer to track spending and submit quarterly financial reports in MAGIC.
- Complete and submit a final written progress report in MAGIC no later than October 30, 2022. A template will be provided by OHSP in August 2022.