


**NORTHGLENN POLICE DEPARTMENT
COUNCIL MEMORANDUM #2016-09**

DATE: September 12, 2016

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: James A. Hayes, AICP, City Manager
James S. May, Jr., Chief of Police 

SUBJECT: CR-94 - Acceptance of Grants; CDOT (LEAF) High Visibility Impaired Driving Enforcement (HVE), and Peace Officer Standards and Training (POST)

RECOMMENDATION:

Staff recommends the approval of grants for CDOT (LEAF), High Visibility Impaired Driving Enforcement (HVE) and Peace Officer Standards and Training (POST).

BACKGROUND:

From CDOT's Office of Transportation Safety, the Police Department was awarded a \$10,000 LEAF (Law Enforcement Assistance Fund) grant for officer overtime DUI enforcement to educate the public and conduct saturation patrol in order to reduce drunk driving and create safer streets.

From the CDOT High Visibility Impaired Driving Enforcement (HVE) Program, we received a \$21,000 grant for DUI holiday enforcement in the form of officer overtime.

From Peace Officer Standards and Training (P.O.S.T.), the Police Department was awarded \$4,087.60 Arrest Control Equipment, Training Ammunition, and Firearms Equipment.

BUDGET/TIME IMPLICATIONS:

Funds to initially cover the expenses are in the 2016 Police Department Patrol budget. These grant funds will allow the department to provide additional enforcement for DUI and High Visibility Impaired Driving enforcement and to purchase needed training and firearms equipment.

STAFF REFERENCE:

If Council Members have any comments or questions, they may contact Chief James S. May, Jr., at 303/450-8967, jmay@northglenn.org or Commander John Rosecrans, at 303/450-8966, jrosecrans@northglenn.org.

msn

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-94
Series of 2016

Series of 2016

A RESOLUTION ACCEPTING GRANT AWARDS FOR THE NORTHGLENN POLICE DEPARTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby accepts the following grant awards for grant applications submitted by the Northglenn Police Department:

- (a) \$10,000.00 grant funding from the Colorado Department of Transportation Law Enforcement Assistance Fund (LEAF) for personnel services overtime and equipment for DUI enforcement;
- (b) \$21,000.00 grant funding from the Colorado Department of Transportation High Visibility Impaired Driving Enforcement (HVE) Program for personnel services overtime for holiday DUI enforcement; and
- (c) \$4,087.60 grant funding from the Peace Officer Standards and Training (P.O.S.T.) for arrest control equipment, training ammunition, and firearms equipment.

DATED, at Northglenn, Colorado, this _____ day of _____, 2016.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

HIGH VISIBILITY IMPAIRED DRIVING ENFORCEMENT

JULY 1, 2016 - MAY 31, 2017

APPLICATION FOR FUNDS

CDOT's Office of Transportation Safety (OTS) will provide funding for overtime enforcement of Colorado's impaired driving laws for July 4th, Sturgis Rally, Labor Day, Fall Festivals, Halloween, Thanksgiving, Holiday Parties, New Year's Eve, Winter Blitz, Super Bowl Weekend, St. Patrick's Day, Spring Events, Memorial Day, and Summer Blitz.

The selection and funding of participating agencies will be based on:

- The mission, goals, strategy and objectives of CDOT,
- problem identification data relating to impaired driving related caused injury and fatal crashes,
- and statistical analysis of local, state, and federal impaired driving related statistics.

TO APPLY FOR FUNDING

Your agency agrees to:

1. Provide overtime to officers for enforcement of Colorado's impaired driving laws at checkpoints, saturation patrols, increased patrols, or as dedicated enforcement cars in at least 10 of the 14 enforcement periods;
2. Utilize only officers who are currently SFST certified to conduct roadside maneuvers;
3. Report your enforcement plans and activity to the CDOT website before the specified deadlines;
4. At least 1 representative from your agency **must** attend CDOT's annual grant training;
5. Submit claims on CDOT forms with backup documentation within 45 days after the end of each enforcement period, to paul.peterson@state.co.us.
6. Submit an annual report (covering the enforcement campaigns that your agency participated in) on the High Visibility Enforcement report form included in your claim workbook with your final claim.

To apply for consideration of funding, return this form via email no later than: **May 9, 2016**

To: Bruce Sheetz, Law Enforcement Coordinator bruce.sheetz@state.co.us Phone: 303-757-9355

(**COMPLETE** project coordinator, secondary contact, and budget/finance information is required)

Agency:	<u>Northglenn Police Department</u>	
Project Coordinator:	<u>Nicolle Romero</u>	Phone Number: <u>(303) 450-8879</u>
Email Address:	<u>nrcmero@northglenn.org</u>	
Secondary Contact:	<u>Rena Leher</u>	Phone Number: <u>(303) 450-8961</u>
Email Address:	<u>rlehr@northglenn.org</u>	
Budget/Finance:	<u>Mr. Jason Loveland</u>	Phone Number: <u>(303) 450-8817</u>
Email Address:	<u>jloveland@northglenn.org</u>	
Send Check to:	<u>City of Northglenn</u>	
Address:	<u>11701 Community Center Drive, Northglenn, CO 80233</u>	

ENFORCEMENT PERIODS				BELOW DATA BASED ON 04/01/15 - 03/31/16	
JULY 4TH	\$500.00	NEW YEAR'S EVE	\$500.00	# OF GRANT FUNDED DUI ARRESTS:	27
STURGIS RALLY	\$1,000.00	WINTER BLITZ	\$1,000.00	# OF AGENCY FUNDED DUI ARRESTS:	373
LABOR DAY	\$2,500.00	SUPER BOWL	\$500.00	TOTAL # OF DUI ARRESTS:	400
FALL FESTIVALS	\$3,500.00	ST. PATRICK'S	\$2,500.00	# OF IMPAIRED DRIVING INJURY CRASHES:	4
HALLOWEEN	\$500.00	SPRING EVENTS	\$2,500.00	# OF IMPAIRED DRIVING FATAL CRASHES:	0
THANKSGIVING	\$1,000.00	MEMORIAL DAY	\$2,500.00	TOTAL # OF IMPAIRED/FATAL CRASHES:	4
HOLIDAY PARTIES	\$1,500.00	SUMMER BLITZ	\$1,000.00	TOTAL FUNDING REQUEST	\$21,000.00



COLORADO
Department of Transportation



AGENCY	PD	SO	ALLOCATION	AGENCY	PD	SO	ALLOCATION
ALAMOSA	X		\$22,900.00	GRAND JUNCTION	X		\$21,250.00
ALAMOSA COUNTY		X	\$24,500.00	GREENWOOD VILLAGE	X		\$60,000.00
ARAPAHOE COUNTY		X	\$48,500.00	JEFFERSON COUNTY		X	\$33,880.00
ARCHULTEA COUNTY		X	\$2,320.00	KERSEY	X		\$12,000.00
ARVADA	X		\$12,000.00	KIOWA COUNTY		X	\$6,000.00
ASPEN	X		\$5,124.00	LAFAYETTE	X		\$2,100.00
AULT	X		\$3,000.00	LAKEWOOD	X		\$76,911.00
AURARIA CAMPUS	X		\$5,000.00	LARIMER COUNTY		X	\$45,000.00
AVON	X		\$98,960.00	LAS ANIMAS COUNTY		X	\$4,200.00
BACA COUNTY		X	\$19,080.00	LITTLETON	X		\$20,000.00
BAYFIELD MARSHALL	X		\$10,000.00	LOCHBUIE	X		\$15,000.00
BOULDER COUNTY		X	\$18,000.00	LOGAN COUNTY		X	\$4,500.00
BRECKENRIDGE	X		\$27,000.00	LONGMONT	X		\$24,000.00
BRIGHTON	X		\$18,200.00	LOUISVILLE	X		\$4,640.00
BUENA VISTA	X		\$2,240.00	LOVELAND	X		\$14,000.00
CASTLE ROCK	X		\$61,560.00	MANZANOLA	X		\$20,000.00
CENTER	X		\$9,000.00	MESA COUNTY		X	\$40,000.00
CHERRY HILLS VILLAGE	X		\$14,025.00	MILLIKEN	X		\$7,000.00
COLORADO SPRINGS	X		\$68,865.00	MONTE VISTA	X		\$13,500.00
COMMERCE CITY	X		\$28,000.00	MONTEZUMA COUNTY		X	\$12,000.00
CORTEZ	X		\$25,000.00	MONTROSE	X		\$13,000.00
COSTILLA COUNTY		X	\$24,300.00	MONTROSE COUNTY		X	\$21,350.00
CRAIG	X		\$4,100.00	MOUNTAIN VIEW	X		\$14,000.00
CSU PD FORT COLLINS	X		\$34,000.00	NORTHGLENN	X		\$21,000.00
CU BOULDER	X		\$8,120.00	PAGOSA SPRINGS	X		\$8,820.00
DACONO	X		\$10,000.00	PARKER	X		\$12,146.00
DILLON	X		\$31,000.00	PITKIN COUNTY		X	\$42,660.00
DOUGLAS COUNTY		X	\$11,100.00	PROWERS COUNTY		X	\$11,280.00
EATON	X		\$20,000.00	PUEBLO	X		\$28,470.00
EDGEWATER	X		\$37,000.00	PUEBLO COUNTY		X	\$28,500.00
EL PASO COUNTY		X	\$70,000.00	RIFLE	X		\$25,000.00
ELIZABETH	X		\$7,112.00	SILT	X		\$10,360.00
ENGLEWOOD	X		\$28,600.00	SILVERTHORNE	X		\$25,000.00
ERIE	X		\$9,300.00	STEAMBOAT SPRINGS	X		\$8,400.00
ESTES PARK	X		\$13,600.00	STERLING	X		\$5,208.00
FIRESTONE	X		\$3,900.00	SUMMIT COUNTY		X	\$45,000.00
FORT COLLINS	X		\$12,036.00	TELLER COUNTY		X	\$12,553.00
FORT LUPTON	X		\$15,000.00	THORNTON	X		\$33,000.00
FOUNTAIN	X		\$12,700.00	TRINIDAD	X		\$9,000.00
FOWLER	X		\$5,100.00	WASHINGTON COUNTY		X	\$18,000.00
FREDERICK	X		\$25,650.00	WELD COUNTY		X	\$12,000.00
FRISCO	X		\$66,000.00	WESTMINSTER	X		\$63,000.00
GARFIELD COUNTY		X	\$7,700.00	WHEAT RIDGE	X		\$21,000.00
GILPIN COUNTY		X	\$40,100.00	WINDSOR	X		\$7,000.00
GLENWOOD SPRINGS	X		\$4,350.00	WOODLAND PARK	X		\$10,200.00
GOLDEN	X		\$8,580.00	YUMA	X		\$9,450.00
GRAND COUNTY		X	\$16,000.00	TOTAL HVE ALLOCATIONS:			\$2,000,000.00

2016 - 2017 HIGH VISIBILITY & NHTSA

IMPAIRED DRIVING ENFORCEMENT PERIODS

ENFORCEMENT PERIOD	HOLIDAY DATE AND DAY	ENFORCEMENT STARTS @ 1800	ENFORCEMENT ENDS @ 0600	ENFORCEMENT PLAN DUE ON WEBSITE	ARREST DATA DUE ON WEBSITE	CLAIM DUE TO CDOT/OTS
4TH OF JULY	JULY 4 MONDAY	JULY 1 FRIDAY	JULY 5 TUESDAY	JUNE 21 TUESDAY	JULY 8 FRIDAY	AUGUST 19
STURGIS RALLY	VARIOUS	AUGUST 5 FRIDAY	AUGUST 15 MONDAY	JULY 26 TUESDAY	AUGUST 18 THURSDAY	OCTOBER 30
LABOR DAY CRACKDOWN	SEPTEMBER 5 MONDAY	AUGUST 19 FRIDAY	SEPTEMBER 6 TUESDAY	AUGUST 9 TUESDAY	SEPTEMBER 9 FRIDAY	OCTOBER 21
FALL FESTIVALS	VARIOUS	SEPTEMBER 16 FRIDAY	OCTOBER 24 MONDAY	SEPTEMBER 6 TUESDAY	OCTOBER 27 THURSDAY	DECEMBER 8
HALLOWEEN WEEKEND	OCTOBER 31 MONDAY	OCTOBER 28 FRIDAY	NOVEMBER 1 TUESDAY	OCTOBER 18 TUESDAY	NOVEMBER 4 FRIDAY	DECEMBER 16
THANKSGIVING WEEKEND	NOVEMBER 24 THURSDAY	NOVEMBER 18 FRIDAY	NOVEMBER 28 MONDAY	NOVEMBER 13 SUNDAY	DECEMBER 1 THURSDAY	JANUARY 12
HOLIDAY PARTIES	VARIOUS	DECEMBER 2 FRIDAY	DECEMBER 12 MONDAY	NOVEMBER 22 TUESDAY	DECEMBER 15 THURSDAY	JANUARY 25
NEW YEAR'S EVE	DECEMBER 31 SATURDAY	DECEMBER 30 FRIDAY	JANUARY 3 TUESDAY	DECEMBER 20 TUESDAY	JANUARY 5 THURSDAY	FEBRUARY 17
WINTER BLITZ	VARIOUS	JANUARY 20 FRIDAY	JANUARY 30 MONDAY	JANUARY 10 TUESDAY	FEBRUARY 2 THURSDAY*	MARCH 17
SUPER BOWL WEEKEND	FEBRUARY 5 SUNDAY	FEBRUARY 3 FRIDAY	FEBRUARY 6 MONDAY	JANUARY 26 TUESDAY	FEBRUARY 11 THURSDAY	MARCH 24
ST. PATRICK'S DAY	MARCH 17 FRIDAY	MARCH 10 FRIDAY	MARCH 20 MONDAY	MARCH 7 TUESDAY	MARCH 21 TUESDAY	MAY 2
SPRING EVENTS	VARIOUS	APRIL 7 FRIDAY	MAY 15 MONDAY	MARCH 29 WEDNESDAY	MAY 16 TUESDAY	JUNE 29
MEMORIAL DAY	MAY 29 MONDAY	MAY 26 FRIDAY	MAY 30 TUESDAY	MAY 17 WEDNESDAY	JUNE 3 SATURDAY	JULY 15
SUMMER BLITZ	VARIOUS	JUNE 16 FRIDAY	JUNE 26 MONDAY	JUNE 6 TUESDAY	JUNE 29 THURSDAY	AUGUST 10

April 17, 2016

2016-2017 CALENDARS

High Visibility Enforcement (HVE) 187 Days & Law Enforcement Assistance Fund (L.E.A.F.) 188 Days

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

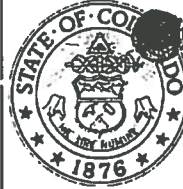
May 2017						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 18, 2016

Colorado Dept of Transportation
 4201 E. Arkansas Ave.
 Denver, Co 80222

DATE: 05/25/2016



Purchase Order
 State of Colorado

Buyer: Mike Dapcevich
 Phone Number: 303-757-9618
 Agency Contact: PAUL PETERSON
 Phone Number: 303-757-9069

IMPORTANT
 The PO# and Line#
 must appear on all
 invoices, packing
 slips, cartons and
 correspondence

PO# 411009337 Page# 1 of 1
 Award#:
 BID#:

Vendor Master#: 2000004
 Phone: 303-451-8326
 Vendor Contact:

Invoice

TO: CDOT OFFICE OF TRANSP. SAFETY
 4201 E. ARKANSAS AVE.
 DENVER CO 80222

Payment will be made by this agency

Ship

TO: Colorado Dept of Transportation
 4201 East Arkansas Avenue
 Denver CO 80222

Delivery/Installation Date: 06/30/2017

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 R
 CITY OF NORTHGLENN
 11701 COMMUNITY CENTER DRIVE
 NORTHGLENN CO 80233-1099

INSTRUCTIONS TO VENDOR

1. If for any reason, delivery of this order is delayed beyond the delivery/Installation date shown, please notify the agency contact named at the top left (Right of cancellation is reserved in instances in which timely delivery is not made).
2. All chemicals, equipment and materials must conform to the standards required by OSIIA.
3. NOTE: Additional terms and conditions on reverse side or at address shown in Special Instructions.

SPECIAL INSTRUCTIONS

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Northglenn PD - HVE - 2017	AU 7001	21,000.00	1.00	21,000.00

No expenditures against this project will be paid prior to the effective date.

DOCUMENT TOTAL: 21,000.00

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
<https://www.codot.gov/business/procurement-and-contract-services/purchase-order-terms-and-conditions/purchase-order-terms-and-conditions/view>
 DP-01 (R-02/06)

FOR THE STATE OF COLORADO

Authorized Signature

Date

Signature not required if PO transmitted electronically.

LAW ENFORCEMENT ASSISTANCE FUND (LEAF)

JULY 6, 2016 to JUNE 30, 2017

APPLICATION FOR FUNDS

CDOT's Office of Transportation Safety (OTS) will provide funding for overtime enforcement of Colorado's impaired driving laws through the Law Enforcement Assistance Fund (LEAF). The selection and funding of participating agencies will be based on:

- The mission, goals, strategy and objectives of CDOT
- Problem identification data relating to impaired driving related caused injury and fatal crashes
- Statistical analysis of local, state, and federal impaired driving related statistics

TO APPLY FOR FUNDING

Your agency agrees to:

1. Provide overtime to officers for enforcement of Colorado's impaired driving laws at checkpoints, saturations patrols, increased patrols, or as dedicated enforcement cars;
2. Utilize only officers who are currently SFST certified to conduct roadside sobriety maneuvers;
3. Complete an Enforcement Plan with this application that includes: 1) Program Goals, objectives, and activities, 2) community collaboration and support, 3) agency qualifications, 4) project evaluation, 5) public education, and 6) budget narrative.
4. Submit claims monthly on CDOT forms with backup documentation to paul.peterson@state.co.us.
5. Complete and submit a quarterly report with the corresponding claim, with the required arrest, crash, and enforcement data and a brief narrative summarizing your agency's enforcement efforts and activities.
6. Participate in all CDOT statistical gathering programs relating to LEAF, to include posting an enforcement plan and arrests on the CDOT Traffic Safety website prior to established deadlines.
7. At least 1 representative from your agency must attend CDOT's annual grant training.

To apply for consideration of funding, return this form and the Enforcement Plan via email no later than **May 20, 2016** to Law Enforcement Coordinator Bruce Sheetz at bruce.sheetz@state.co.us

(COMPLETE project coordinator, secondary contact, and budget/finance information is required)

Agency: Northglenn Police Department

Project Coordinator: Ms. Nicolle Romero Phone Number: (303) 450-8879
 Email Address: nrmero@northglenn.org

Secondary Contact: Ms. Renae Lehr Phone Number: (303) 450-8961
 Email Address: rlehr@northglenn.org

Budget/Finance: Mr. Jason Loveland Phone Number: (303) 450-8817
 Email Address: jloveland@northglenn.org

Send Check to: City of Northglenn, 11701 Community Center Drive, Northglenn, CO 80233

CHECK THE HVE/LEAF CALENDAR FOR THE SPECIFIC LEAF DATES EACH MONTH

JULY	\$1,500.00	JANUARY	\$500.00
AUGUST	\$500.00	FEBRUARY	\$1,500.00
SEPT	\$500.00	MARCH	\$1,000.00
OCT	\$500.00	APRIL	\$500.00
NOV	\$1,000.00	MAY	\$500.00
DEC	\$1,000.00	JUNE	\$1,000.00

BELOW DATA BASED ON 04/01/15 - 03/31/16

# GRANT FUNDED IMPAIRED DRIVING ARRESTS:	27
# AGENCY FUNDED IMPAIRED DRIVING ARRESTS:	373
TOTAL # OF IMPAIRED DRIVING ARRESTS:	400
# OF IMPAIRED DRIVING PD* CRASHES:	25
# OF IMPAIRED DRIVING INJURY CRASHES:	4
TOTAL # OF IMPAIRED/FATAL CRASHES:	0
TOTAL # OF IMPAIRED CRASHES:	29

TOTAL FUNDING REQUEST \$10,000.00

Total equipment request: \$4,368.00

*PD = Property Damage

TOTAL GRANT REQUEST: \$14,368.00



COLORADO
 Department of Transportation
 Office of Transportation
 Safety & Risk Management



LEAF APPLICATION ADDENDUM AND ENFORCEMENT PLAN

Please complete the following elements. These will be used to evaluate grant applicants on their effectiveness in having the greatest impact on impaired driving related crashes, injuries, and fatalities. (Be brief and concise)

PROGRAM GOALS, OBJECTIVES, AND ACTIVITIES:

Provide a broad statement about what **GOAL** the program expects to achieve, what **OBJECTIVES** (clear, realistic, specific, and measurable) will be used to achieve the goal, and what **ACTIVITIES** will be conducted to achieve the goal.

Northglenn Police Department's primary goal is to create safer streets by educating the public and enforcing DUI laws to reduce the number of alcohol and drug related crashes. Officers enjoy working two man cars which encourages their participation in each of the LEAF enforcement periods. Veteran Officer Kenny Anderson, is organizing a Northglenn only saturation patrol for one night with multiple two officer vehicles during an enforcement period.

COMMUNITY COLLABORATION AND SUPPORT:

Explain what partnerships exist or are being developed that were included in the planning and implementation of the program, and who will be utilized in the activities and to achieve the above stated goals.

The Northglenn Police Department is interested in partnering with surrounding agencies to conduct a county wide saturation patrol through the LEAF program. The majority of the LEAF funding will be directed toward DUI enforcement hours for increased education. Additional education regarding REDDI (Report Every Drunk Driver Immediately) and urging citizens to call 911 to report the suspicion of a drunk driver have been included within the Enforcement Plan.

AGENCY QUALIFICATIONS:

Describe your agency's resources and skills to manage the program.

Northglenn Police Department is very diligent in the management of grant funded programs and assigns resources accordingly. Veteran Officer Kenny Anderson schedules officers to fill shifts and posts the enforcement plans required by the Colorado Department of Transportation. Finally, Administrative Specialist Nicolle Romero is responsible for completing the required reporting to the Colorado Department of Transportation.

PROJECT EVALUATION:

Describe the evaluation strategy to show the effectiveness of the project, how objectives and the goal have been met.

To evaluate the Northglenn Police Department's performance, in the participation of the LEAF program, quarterly reports will remain in effect to include the number of officers participating in the enforcement patrols as well as the hours of enforcement. This report will also include the number of alcohol involved traffic accidents for each quarter. In addition, DRE's and Supervisors will continue to examine contacts made, DUI arrests and Calls for Service during DUI enforcement periods.

PUBLIC EDUCATION

Describe how the public will be educated regarding impaired driving offenses.

The Northglenn Police Department will utilize electronic signage to post DUI enforcement notifications as well as The Connection to submit educational articles, Again, additional education regarding REDDI (Report Every Drunk Driver Immediately) will be included in our Facebook posts.

BUDGET NARRATIVE:

Provide a detailed justification and explanation of how funds will be used for enforcement and to purchase authorized equipment.

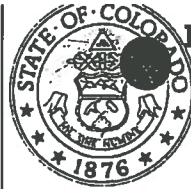
The Northglenn Police Department would like to use the funds received for equipment to purchase LED Road Flare sticks, which provide a high LED resolution while standing tall on a magnetic disc. Our department has had a high success rate in using the LED Flipflares and Powerflares to alert oncoming traffic when providing assistance on the scene of accidents and other road investigations. We have no doubt that the Mightyflare sticks will be just as valuable when aiding in road investigations/accidents during the winter months when there are mounds of snow and the Powerflares aren't as visible.

\$4,368.00 AMOUNT OF EQUIPMENT REQUEST

(EXPLAIN REQUESTED EQUIPMENT IN BUDGET NARRATIVE ABOVE)

Colorado Dept of Transportation
 4201 E. Arkansas Ave.
 Denver, Co 80222

DATE: 06/17/2016



Purchase Order
 State of Colorado

Buyer: Mike Dapceвич
 Phone Number: 303-757-9618
 Agency Contact: PAUL PETERSON
 Phone Number: 303-757-9069

IMPORTANT
 The PO# and Line#
 must appear on all
 invoices, packing
 slips, cartons and
 correspondence

PO# 411009582 Page# 1 of 1
 Award#:
 BID#:

Vendor Master#: 2000004
 Phone: 303-451-8326
 Vendor Contact:

Invoice

TO: CDOT OFFICE OF TRANSP. SAFETY
 4201 E. ARKANSAS AVE.
 DENVER CO 80222

Payment will be made by this agency

V
 E CITY OF NORTHGLENN
 N 11701 COMMUNITY CENTER DRIVE
 D NORTHGLENN CO 80233-1099
 O
 R

Ship

TO: Colorado Dept of Transportation
 4201 East Arkansas Avenue
 Denver CO 80222

INSTRUCTIONS TO VENDOR

Delivery/Installation Date: 06/30/2017

1. If for any reason, delivery of this order is delayed beyond the delivery/Installation date shown, please notify the agency contact named at the top left (Right of cancellation is reserved in instances in which timely delivery is not made).
2. All chemicals, equipment and materials must conform to the standards required by OSHA.
3. NOTE: Additional terms and conditions on reverse side or at address shown in Special Instructions.

SPECIAL INSTRUCTIONS

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Northglenn PD - LEAF - 2017	AU 7011	10,000.00	1.00	10,000.00

No expenditure against this project will be paid prior to effective date of, 6/1/2016.

DOCUMENT TOTAL: 10,000.00

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
<https://www.codot.gov/business/procurement-and-contract-services/purchase-order-terms-and-conditions/purchase-order-terms-and-conditions/view>

FOR THE STATE OF COLORADO

DP-01 (R-02/06)

Authorized Signature

Date

Signature not required if PO transmitted electronically.



Peace Officer
Standards and Training

In-Service Continuing Ed Grant Application

Update: 1/2016

*Submit completed applications to
postgrants@coag.gov*

Total Amount Requested
\$ 3,541.70

Applicant Information

Agency Name: Northglenn Police Department Federal ID #: 84-0592083
 Chief Executive Name: James S. May Jr. Phone #: (303) 450 - 8967
 Agency Mailing Address: 11701 Community Center Drive, Northglenn, CO 80233
 Physical Address if different: _____
 Contact Person For This Grant: Nicolle Romero
 Contact Phone #: (303) 450 - 8879
 Contact Email: nromero@northglenn.org

Type of Grant Requested (more than one box can be checked)

Equipment On-line subscription Training Fee (hosting a class) Backfill
 Scholarship (to include: tuition, hotel, per diem, airfare, gas, rental car)

****Prioritize your requests, with 1 being the highest priority****

Training Equipment Requested: (submit detailed quote)

Product Name: 40MM Exact Impact Rounds Priority #: 1
 Model #: 6325 Quantity: 45 Individual Item Cost: \$ 19.75
 Total Cost: \$ 888.75

Product Name: Direct Impact Reloadable Training Kit Priority #: 1
 Model #: 6530-250 Quantity: 1 Individual Item Cost: \$ 1,025.00
 Total Cost: \$ 1,025.00

Product Name: Direct Impact Reloadable Training Kit Priority #: 1
 Model #: 6530-50 Quantity: 1 Individual Item Cost: \$ 240.00
 Total Cost: \$ 240.00

Product Name: .223 Federal Ballistic Clean Frangible ammunition Priority #: 2
 Model #: BC223NT5A Quantity: 4 Individual Item Cost: \$ 277.00
 Total Cost: \$ 1,108.00

Product Name: KRAV Maga Focus Mitts Priority #: 3
 Model #: 829002 Quantity: 5 Individual Item Cost: \$ 55.99
 Total Cost: \$ 279.95

Total Cost of ALL Equipment: \$ 3,541.70

On-Line Training Subscription Requested: (submit detailed quote)

Priority #: _____

Provider : _____

Individual Officer Fee: \$ _____ Number of Certified Officers Employed by Agency: _____

Subscription Date (start and end): _____

Total Yearly Subscription Fee: \$ 0.00

Priority #: _____

Provider : _____

Individual Officer Fee: \$ _____ Number of Certified Officers Employed by Agency: _____

Subscription Date (start and end): _____

Total Yearly Subscription Fee: \$ 0.00

Total Cost of ALL Subscriptions: \$ 0.00

Training Requested: (hosting a class)

Priority #: _____

Course Title: _____ POST Course #: _____

Instructor Name: _____

Course Date(s) and Location: _____

Total Number of Hours: _____

Total Cost: \$ _____

Scholarship Funds Requested: (submit training announcement)

Priority #: _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights _____

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate: \$ _____ Number of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Number of Miles: _____ Rate Per Mile: _____ Total: \$ 0.00

Total Scholarship Funds Requested (this is the total of all officers combined): \$ 0.00

Priority #: _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights _____

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate: \$ _____ Number of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Number of Miles: _____ Rate Per Mile _____ Total: \$ 0.00

Total Scholarship Funds Requested (this is the total of all officers combined): \$ 0.00

Priority #: _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights _____

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate: \$ _____ Number of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Number of Miles: _____ Rate Per Mile: _____ Total \$ 0.00

Total Scholarship Funds Requested (this is the total of all officers combined): \$ 0.00

Total Cost of ALL Scholarships: \$ 0.00

Backfill Requested

(used for officer attending training or for officer filling in for another officer at training)

Priority #: _____

Name of Officer(s) at Training: _____

Date of Training: _____ Total Backfill Hours: _____ Per Hour Cost: \$ _____

Total Backfill Cost: \$ 0.00

Priority #: _____

Name of Officer(s) at Training: _____

Date of Training: _____ Total Backfill Hours: _____ Per Hour Cost: \$ _____

Total Backfill Cost: \$ 0.00

Total Cost of ALL Backfill: \$ 0.00

A Detailed Explanation Why In-Service Training Funds Are Being Requested:

The Northglenn Police Department places a strong emphasis on comprehensive firearms training. Each year sworn officers complete approximately 20 hours of training specific to firearms. The ammunition required, to maintain this level of training and qualification requirements, amounts to approximately \$28,000 per year which is 70% of the total weapons budget. As a police department we are committed to maintaining a comprehensive firearms training program and therefore are seeking supplemental funding (\$1,108.00 detailed in equipment requested).

In addition, the Northglenn Police Department also trains in other force options such as less lethal shotguns and dummy rounds. It would be cost effective to purchase direct impact reloadable training kits allowing realistic training to be conducted at a fraction of the operational rounds cost (\$2,239.90 detailed in equipment requested.)

Lastly, the Northglenn training unit would like to purchase focus mitts, thal pads, training handcuffs and belly pads to use during our KRAV Mega Defensive Tactics/Arrest Control training. This equipment will help ensure officer's performance in proper self-defense techniques (\$883.42 is detailed in equipment requested.)

If requesting a class for an individual(s); POST needs a statement below from the Chief Executive that the training will be used to fulfill the officer's in-service training hour's requirement. Please include the officer(s) name in the statement that will be going to the training.

(Chief Executive signature)

(Date)

I certify that the training equipment / online subscription described in this application and purchased with POST grant funds will be used for law enforcement training purposes. This equipment will be maintained and under the control of

Northglenn Police Department

(Agency Name)

(Chief Executive signature)

3/21/16
(Date)

****All required documents must be submitted at the same time to be considered for approval. Incomplete applications will not be reviewed. Application must be scanned and emailed to POST with the signature of the Chief Executive in the above box(s). Please submit completed applications to: postgrants@coag.gov.

****For questions concerning this grant please contact:

Robert Baker (In-Service Training Manager)

Email: robert.baker@coag.gov

(720) 508-6719

POST USE ONLY

Approved By: _____ Date: _____

Total Amount Approved: _____ Date Applicant Contacted and How: _____



Peace Officer
Standards and Training

In-Service Continuing Ed Grant Application

Updated: 1/2016

*Submit completed applications to
postgrants@coag.gov*

Total Amount Requested
\$ 545.90

Applicant Information

Agency Name: Northglenn Police Department Federal ID #: 84-0592083
 Chief Executive Name: James S. May Jr. Phone #: (303) 450 -8967
 Agency Mailing Address: 11701 Community Center Drive, Northglenn, CO 80233
 Physical Address if different: _____
 Contact Person For This Grant: Nicolle Romero
 Contact Phone #: (303) 450 -8879
 Contact Email: nromero@northglenn.org

Type of Grant Requested (more than one box can be checked)

- Equipment On-line subscription Training Fee (hosting a class) Backfill
 Scholarship (to include: tuition, hotel, per diem, airfare, gas, rental car)

****Prioritize your requests, with 1 being the highest priority****

Training Equipment Requested: (submit detailed quote)

Product Name: <u>Premier Thai Pad Pair</u>	Priority #: <u>3</u>
Model #: <u>859000</u> Quantity: <u>2</u> Individual Item Cost: \$ <u>47.99</u>	
Total Cost: \$ <u>95.98</u>	
Product Name: <u>Training Handcuffs</u>	Priority #: <u>3</u>
Model #: <u>999007</u> Quantity: <u>6</u> Individual Item Cost: \$ <u>34.99</u>	
Total Cost: \$ <u>209.94</u>	
Product Name: <u>Death Star Belly Pad</u>	Priority #: <u>3</u>
Model #: <u>TU83005</u> Quantity: <u>2</u> Individual Item Cost: \$ <u>119.99</u>	
Total Cost: \$ <u>239.98</u>	
Product Name: _____	Priority #: _____
Model #: _____ Quantity: _____ Individual Item Cost: \$ _____	
Total Cost: \$ <u>0.00</u>	
Product Name: _____	Priority #: _____
Model #: _____ Quantity: _____ Individual Item Cost: \$ _____	
Total Cost: \$ <u>0.00</u>	
Total Cost of ALL Equipment: \$ <u>545.90</u>	

On-Line Training Subscription Requested: (submit detailed quote)

Priority #: _____

Provider : _____

Individual Officer Fee: \$ _____ Number of Certified Officers Employed by Agency: _____

Subscription Date (start and end): _____

Total Yearly Subscription Fee: \$ 0.00

Priority #: _____

Provider : _____

Individual Officer Fee: \$ _____ Number of Certified Officers Employed by Agency: _____

Subscription Date (start and end): _____

Total Yearly Subscription Fee: \$ 0.00

Total Cost of ALL Subscriptions: \$ 0.00

Training Requested: (hosting a class)

Priority #: _____

Course Title: _____ POST Course #: _____

Instructor Name: _____

Course Date(s) and Location: _____

Total Number of Hours: _____

Total Cost: \$ _____

Scholarship Funds Requested: (submit training announcement)

Priority #: _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights _____

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate: \$ _____ Number of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Number of Miles: _____ Rate Per Mile: _____ Total: \$ 0.00

Total Scholarship Funds Requested (this is the total of all officers combined): \$ 0.00

Priority #: _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights _____

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate: \$ _____ Number of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Number of Miles: _____ Rate Per Mile _____ Total: \$ 0.00

Total Scholarship Funds Requested (this is the total of all officers combined): \$ 0.00

Priority #: _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ 0.00

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Per Diem Rate: \$ _____ Number of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Number of Miles: _____ Rate Per Mile: _____ Total \$ 0.00

Total Scholarship Funds Requested (this is the total of all officers combined): \$ 0.00

Total Cost of ALL Scholarships: \$ 0.00

Backfill Requested

(used for officer attending training or for officer filling in for another officer at training)

Priority #: _____

Name of Officer(s) at Training: _____

Date of Training: _____ Total Backfill Hours: _____ Per Hour Cost: \$ _____

Total Backfill Cost: \$ 0.00

Priority #: _____

Name of Officer(s) at Training: _____

Date of Training: _____ Total Backfill Hours: _____ Per Hour Cost: \$ _____

Total Backfill Cost: \$ 0.00

Total Cost of ALL Backfill: \$ 0.00

A Detailed Explanation Why In-Service Training Funds Are Being Requested:

The Northglenn Police Department places a strong emphasis on comprehensive firearms training. Each year sworn officers complete approximately 20 hours of training specific to firearms. The ammunition required, to maintain this level of training and qualification requirements, amounts to approximately \$28,000 per year which is 70% of the total weapons budget. As a police department we are committed to maintaining a comprehensive firearms training program and therefore are seeking supplemental funding (\$1,108.00 detailed in equipment requested). In addition, the Northglenn Police Department also trains in other force options such as less lethal shotguns and dummy rounds. It would be cost effective to purchase direct impact reloadable training kits allowing realistic training to be conducted at a fraction of the operational rounds cost (\$2,239.90 detailed in equipment requested.) Lastly, the Northglenn training unit would like to purchase focus mitts, thal pads, training handcuffs and belly pads to use during our KRAV Maga Defensive Tactics/Arrest Control training. This equipment will help ensure officer's performance in proper self-defense techniques (\$883.42 is detailed in equipment requested.)

If requesting a class for an individual(s); POST needs a statement below from the Chief Executive that the training will be used to fulfill the officer's in-service training hour's requirement. Please include the officer(s) name in the statement that will be going to the training.

(Chief Executive *signature*)

(Date)

I certify that the training equipment / online subscription described in this application and purchased with POST grant funds will be used for law enforcement training purposes. This equipment will be maintained and under the control of

Northglenn Police Department

(Agency Name)


(Chief Executive *signature*)

3/21/16
(Date)

****All required documents must be submitted at the same time to be considered for approval. Incomplete applications will not be reviewed. Application must be scanned and emailed to POST with the signature of the Chief Executive in the above box(s). Please submit completed applications to: postgrants@coag.gov.

****For questions concerning this grant please contact:

Robert Baker (In-Service Training Manager)

Email: robert.baker@coag.gov

(720) 508-6719

POST USE ONLY

Approved By: _____ Date: _____

Total Amount Approved: _____ Date Applicant Contacted and How: _____

CYNTHIA H. COFFMAN
Attorney General
DAVID C. BLAKE
Chief Deputy Attorney General
MELANIE J. SNYDER
Chief of Staff
FREDERICK R. YARGER
Solicitor General



**STATE OF COLORADO
DEPARTMENT OF LAW**

RALPH L. CARR
COLORADO JUDICIAL CENTER
1300 Broadway, 9th Floor
Denver, Colorado 80203
Phone (720) 508-6000
Peace Officer Standards
and Training

June 10, 2016

TO: Northglenn Police Department,

Congratulations! The office of Peace Officer Standards and Training (POST) has approved an award of \$4,087.60 for your law enforcement training program. Our offer of this award is subject to your agreement to:

1. Use the grant funds only as specified in the approved grant application proposal;
2. Maintain your records to show and account for the uses of grant funds;
3. Allow POST access to records to verify grant expenditures and activities;
4. Comply with reasonable requests for information about program activities; *and*
5. Meet terms and conditions specified in the Purchase Order attached to this letter.

If your organization agrees to these terms, please print a single-sided copy of the attached Purchase Order and Exhibit A (five pages) and have an authorized representative sign and return it to POST. The Purchase Order requires original signature, therefore, the Purchase Order must be returned via postal mail.

Mail the Purchase Order (with original signature) to:

Becky Calomino-Grant Manager
Ralph Carr Judicial Center
Peace Officer Standards and Training
1300 Broadway Street, 9th Floor
Denver, CO 80203

You may not incur any charges, pay for or order any items that have been approved in this award prior to the full execution of the attached Purchase Order. Once the Purchase Order has been signed by the State a copy will be returned to you electronically for your records along with instructions for how to receive your funds. Again, you may not incur costs prior to the date the State Controller Delegate signs the Purchase Order.

If you have any questions please contact Becky Calomino at becky.calomino@coag.gov or 720-508-6737. We appreciate being able to assist you with your efforts to provide quality law enforcement training.

Sincerely,

Cory A. Amend
POST Director


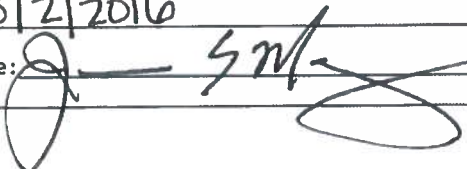

COLORADO DEPARTMENT OF LAW		IMPORTANT		PURCHASE ORDER	
PEACE OFFICER STANDARDS AND TRAINING (POST)					
RALPH L. CARR COLORADO JUDICIAL CENTER 1300 BROADWAY, 9th FLOOR DENVER, CO 80203		The PO # and LINE # must appear on all invoices, packing slips, cartons and correspondence.		DEPARTMENT OF LAW	
				PEACE OFFICER STANDARDS and TRAINING	
Vendor Name:	Northglenn Police Department		PO #:	GAE LAA 20172016000000000053	
Vendor Contact:	Nicolle Romero		Start Date:	7/1/2016	End Date: 6/30/2017
Phone:	303-450-8879		State Award #:	None	
E-Mail:	nromero@northglenn.org		ALPHA, ORG or FUND:	4500 PINS	
Ship To:			Invoice To:		
Name and Address:	Northglenn Police Department		postgrants@coa.gov		
	1701 Community Center Drive				
	Northglenn, CO 80233				
Instructions to Vendor					
Any questions regarding this PO should be directed to Becky.Calomino@coa.gov or 720-508-6737			1. If for any reason delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)		
			2. All chemicals, equipment and materials must conform to the standards required by OSHA.		
Special Instructions:					
1. Order of precedence: 1) Purchase Order Terms & Conditions; 2) Exhibit A Statement of Work (SOW)/Applicable Laws (Exhibit A).					
Purchase Order Terms and Conditions:					
https://www.colorado.gov/osc/purchase-order-terms-conditions					
Description:					
<ul style="list-style-type: none"> This Purchase Order is to provide funds to Vendor to secure training and/or training equipment for the training of certified peace officers in the State of Colorado. See Exhibit A Statement of Work. Payment will be made upon satisfactory delivery of goods and/or completion of training or services and receipt of a correct vendor invoice and documentation of training attendance. Vendor invoices must be received no later than sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training. It is the responsibility of the Vendor to ensure that invoices are received at the "Invoice To" location above within the time frame specified. ALL INVOICES FOR PAYMENT MUST BE SUBMITTED NO LATER THAN CLOSE OF BUSINESS JUNE 30th, 2017. THIS PURCHASE ORDER IS NOT EFFECTIVE UNTIL SIGNED BY A STATE ^{Purchasing SW} CONTROLLER DELEGATE. UNDER NO CIRCUMSTANCES SHALL THE GOODS AND/OR SERVICES BE ORDERED OR PERFORMED PRIOR TO THE PO EFFECTIVE DATE, NOR EXCEED THE DOCUMENT TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE DEPARTMENT OF LAW. 					
				DOCUMENT TOTAL	\$4,087.60
Authorized Signatory Name and Title		THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR THE STATE OF COLORADO			
Printed Name:	Jim May	Name:	Melissa Moynihan Leslie Williams		
Title:	Chief of Police	Title:	State Controller State Controller Delegate		
Date:	8/2/2016	Date:	8/12/16		
Signature:		State Controller Delegate Signature:			

EXHIBIT A

STATEMENT OF WORK

1. **Parties:** This Purchase Order (hereinafter called "PO") in entered into by **Northglenn Police Department** (hereinafter called "Vendor"), and the **STATE OF COLORADO** acting by and through the **Department of Law, on behalf of the office of Peace Officer Standards and Training (POST)** (hereinafter called "State, or DOL-POST").

2. **General Description:**
 - a) **Authority.** Authority to enter into this Purchase Order exists in C.R.S.24-31-310 and funds have been budgeted, appropriated and otherwise made available pursuant to C.R.S. 42-3-304 (24) and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.
 - b) **Purpose.** The purpose of this Purchase Order is to engage the services of the vendor to assist the Department of Law, on behalf of the Peace Officer Standards and Training (POST) office, with its statutory responsibility of providing law enforcement training and safety courses to certified Colorado peace officers.

3. **Program Year/Effective Date.** The program year (starting and ending date) is July 1st thru June 30th. All grant agreements will begin on their effective date (signature date of the State ~~Comptroller~~ *Comptroller Delegate*) and terminate on June 30th. DOL-POST shall not be liable to reimburse the vendor for any performance, hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the Effective Date or after the termination date set forth in the main body of this Purchase Order.

4. **Project Description and Budget.** The maximum amount payable under this Purchase Order to the vendor by the State is **\$4,087.60** for the following approved project activities:

Project Activity	Approved Budget
Arrest Control Equipment	\$1,810.90
Training Ammunition	\$1,996.75
Firearms Equipment	\$279.95
TOTAL	\$4,087.60

5. **Equipment.** Equipment is defined as non-expendable personal property with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year. The vendor is required to document its procurement procedures and maintain this documentation in the grant records. Receipts or invoices with order and delivery dates are required for all equipment items. Vendors are allowed to follow the procurement requirements of the state or unit of local government as long as the requirements meet or exceed the state requirements listed below. Procurement procedures are required and must be maintained in the records of the grantee.

6. **Inventory Procedures.** If the vendor is purchasing equipment as a part of this Award the vendor must have an effective system of property management and controls to safeguard against loss, damage, or theft of equipment.

Adequate maintenance procedures must be developed to keep the property in good condition. The vendor is required to maintain a POST inventory form for equipment purchased, in whole or in part, with grant funds which contain the following information:

- Description of item
 - Serial number and property inventory number
 - Date of purchase and delivery
 - Check or voucher number
 - Cost documentation, invoices, receipts
 - Equipment location
 - Present use
 - Condition
 - Disposition information
7. **Reporting.** Equipment purchased with state grant funds must be reported on annually. A POST equipment reporting form must be submitted to DOL-POST Grant Manager for each equipment item within fifteen days (15 days) of the end of the grant period (July 15th annually). This form provides the necessary disposition and retention information. Equipment records must be maintained for seven (7) years from the date the first annual report is submitted to DOL-POST. If any litigation, claim, or audit is started before the expiration of the seven (7) year period, the records shall be retained beyond the seven-year period, until all litigation, claims, or audit findings involving records have been resolved.
8. **Disposition of Equipment.** Disposition includes the sale or trade-in of equipment as well as the disposal of equipment and the end of its useful life. Disposition of equipment requires DOL-POST approval prior to the disposition. At the end of the grant award period, title to all equipment may vest in the vendor agency if the vendor certifies in writing that it will use the property for the same purpose areas under which the grant was made.
9. **Procurement Procedures.** Purchases of equipment and services shall be in a manner providing maximum open and free competition. Procurement shall be made by one of the following methods:
- **Small purchase procedures** are those relatively simple and informal procurement methods for securing services, and supplies, that does not exceed \$25,000 in the aggregate. If small purchase procedures are used for procurement under the grant, written quotes must be obtained and documented from at least three (3) qualified sources. These procedures are generally used for the acquisition of relatively small standardized items such as computers.
 - **Competitive negotiation** (request for proposal or other competitive process) is one method that can be used to procure goods or services that cost more than \$25,000. A request for proposal (RFP) is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price cost-reimbursable type contract is awarded, as appropriate. The following requirements apply to competitive negotiations:
 - RFP's must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFP's shall be honored to the maximum extent possible.

- Proposals must be solicited from at least three (3) qualified sources.
- Vendors must have a method for conducting technical evaluations of the proposals received and for selecting vendors.
- Awards must be made to the responsible firm (individual) who proposal is most advantageous to the program, with price and other factors considered.
- **Competitive sealed bids** (formal advertising) can also be used for procurement over \$25,000. Bids are publicly solicited and a firm, fixed-price contract (lump sum or unit price) is awarded to the responsible bidder, whose bid, conforming to all material terms and conditions of the invitation for bids, is the lowest price. Procurement by sealed bids under a grant will be accomplished through the use of state purchasing procedures or an equivalent local established procurement procedure.
- **Non-competitive negotiation** (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of a number of sources when competition is determined inadequate. Prior approval by DOL-POST is required for all non-competitive procurement.

10. **Payments.** Payments shall be made in accordance with the provisions set forth in the Purchase Order and applicable State Controller Fiscal Rules and DOL-POST disbursement procedures. Payments to Vendor are limited to the unpaid obligated balance of the Purchase Order.

Vendor shall submit a request for reimbursement within sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training and no later than June 30, 2017. Payment requests must be submitted with cost documentation (receipts, invoices, canceled checks) and proof of attendance (if attending training). Lodging (hotel) receipts must be dated and itemized.

11. **Grant Record Retention.** All grant records must be retained for seven (7) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended June 30, 2017 the state fiscal year would be July 1, 2016 to June 30, 2017. The files could be destroyed after 6/30/2024. Grant records include all financial records, supporting documents, statistical records, and all other records pertinent to the grant. Source documents include copies of the grant award, any required reports, accounting transactions, the general ledger, personnel and payroll records (if applicable to the award) and any related documents and records.

12. **Applicable Laws.** At all times during the performance of this Purchase Order, Vendor shall comply with all applicable State laws and their implementing regulations, currently in existence and as hereafter amended, including without limitation those set forth in this Exhibit. Laws, regulations, and authoritative guidance incorporated into this Purchase Order include, without limitation:

- Department of Law, Peace Officer Standards and Training Continuing Education Grant Guidelines, available on the POST website.
- State of Colorado, State Controller Fiscal Rules, available on the Colorado.gov website.
- 24 CFR Part 85, Administrative requirements for grants and cooperative agreements to State and local governments and federally recognized Indian tribal governments.

- 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87).
- OMB Circular A-133, Audits of State and Local Governments and Non-Profit Organizations.
- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR 13.
- C.R.S. 24-31-310 Resources for the Training of Peace Officers.
- C.R.S. 24-31-303 (1) Duties, Powers of the POST Board.
- C.R.S.24-31-315 Annual In-Service Training Requirements.
-

13. **Compliance:** The Vendor agrees to be responsible for ensuring compliance with this Purchase Order Award Terms and Conditions and ensure that any equipment or ammunition purchased as a part of this Award will be used for training purposes only.