


NORTHGLENN POLICE DEPARTMENT
COUNCIL MEMORANDUM #2016-13

DATE: September 26, 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-106 - Acceptance of CDOT Grant for eTicket Writer

RECOMMENDATION:

Staff recommends the approval of a CDOT Grant for eTicket Writers.

BACKGROUND:

From CDOT's Department of Transportation, the Northglenn Police Department awarded \$13,642.50 for eTicket writer software licenses and hardware to run the eTicket writer system on the mobile data terminals in the police vehicles. This hardware makes it possible to scan a driver's license, select pertinent data fields and print a citation. The grant award requires a 25% match from the City in the amount of \$4,547.50. The project period is in effect from October 1, 2016 through September 30, 2017.

BUDGET/TIME IMPLICATIONS:

The Police Department can absorb the cost of the 25% required match, totaling \$4,547.50, in the 2016 Police budget.

STAFF REFERENCE:

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

msn

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-106
Series of 2016

Series of 2016

A RESOLUTION ACCEPTING A GRANT AWARD 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 a grant award from the Colorado Department of Transportation in the amount of \$13,642.50 for eTicket writer software licenses and hardware for mobile data terminals in police vehicles, and commits to a 25% local match of \$4,547.50 in City funds.

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

**COLORADO DEPARTMENT OF TRANSPORTATION (CDOT)
Traffic Records Unit
FY17 Funding Application – 405 C**

Application Due Date:
May 15, 2016

Application Submittal:
Submit application electronically, in Word format, via e-mail to
David.Bourget@State.CO.US; George.Atencio@State.CO.US; Alisa.Babler@State.CO.US

AND mail or deliver two signed hardcopies to the address listed below. The hardcopy applications **MUST** contain a signature, the electronic version does not require a signature.

Colorado Department of Transportation; Attn: Alisa Babler
HQ Safety and Traffic Engineering Branch; Traffic Records Unit
4201 East Arkansas Avenue, 3rd Floor
Denver Colorado 80222
303-757-9967

Please send all questions by email to the addresses noted above.

PART 1
Introduction

Project title: Electronic Ticket Writer System

Check the performance measure area(s) that is addressed by this project:

- Crash
- Citation/Adjudication
- Emergency Medical Services
- Vehicle
- Driver
- Roadway

Check the emphasis area(s) that best describes the focus of this project:

(Separate applications need to be submitted for more than one project)

- | | |
|--|--|
| <input type="checkbox"/> Timeliness | <input type="checkbox"/> Uniformity |
| <input type="checkbox"/> Accuracy | <input type="checkbox"/> Accessibility |
| <input checked="" type="checkbox"/> Completeness | <input type="checkbox"/> Integration |

Applicant Agency/Organization: Northglenn Police Department

Applicant Project Director: Mr. John Rosecrans, Commander

	<i>Name</i>	<i>Title</i>
11701 Community Center Drive		
Northglenn, CO 80233	jrosecrans@northglenn.org	303. 450.8896
<i>Address</i>	<i>City/Zip</i>	<i>email</i>
		<i>telephone</i>

PART 2

Description of Activity and Budget

Problem Identification

Due to the competing tasks and increased workload in the 20th century policing it is paramount that patrol officers work efficiently and diligently to provide their communities with excellent public safety services.

In regards to traffic safety the Colorado Department of Transportation's FY2016 Problem Identification Report indicates speeding, unrestrained passenger vehicle occupants and alcohol impaired drivers comprised the majority of fatalities in 2014. In addition, Adams County was among the five counties with the highest number of traffic fatalities (32), and among the highest number of seriously injured (243) out of the total county injury crashes (538). Northglenn's respective 2014 statistics include traffic fatalities (1), seriously injured (7) and total injury crashes (40).

The Northglenn Police Department, which covers a 7.5 mile jurisdiction in Adams County, has taken an aggressive approach to address these traffic safety issues in our community. Over the past five years Northglenn averaged 10,120 municipal traffic summonses issued per year (addressing speeding and other traffic violations), participated in the state Click-it-or-ticket campaign (addressing seatbelt violations), participated in the state DUI Enforcement LEAF program and HVE program (making 988 DUI arrests), and completed comprehensive traffic accident analyses each year to further identify traffic safety issues and guide accident reduction efforts. It is the result of this analyses that the Northglenn Police Department is seeking funding to expand the use of the eTicket writer system to (10) additional mobile data terminals.

By expanding the eTicket writer system in traffic operations the Northglenn Police Department will reduce officer's time writing traffic citations by approximately 50% or 5 minutes per citation. Using historical traffic citation data that is a time savings of 843 hours per year.

Furthermore, Northglenn Police officers have a strong potential to reach thousands of drivers per year due to the high traffic volume. The average daily traffic count in 025A segment 220.32 to 223.24, which is in Northglenn's boundaries, is 142,000 vehicles with a daily vehicle miles of travel at 285,278.

Not only will the expansion of the eTicket writer system increase officer's efficiency and completeness of data but will also increase education opportunities through aggressive enforcement of traffic laws to ultimately prevent traffic accidents and reduce the severity of crash related injuries and fatalities.

In addition, by expanding the eTicket writer system in operations the Northglenn Police Department will be optimizing the State and Traffic Records Advisory Committee’s task of “Supporting projects to provide local law enforcement with electronic accident and citation reporting capabilities.” (Page 9 STRAC Strategic Plan for Traffic Records Improvements)

Project Goal(s), Objectives and Activities

Goals

The Northglenn Police Department seeks to increase efficiency and completeness of traffic related data while increasing education opportunities through aggressive enforcement of traffic laws to ultimately prevent traffic accidents and reduce the severity of crash related injuries and fatalities.

Objectives

- Northglenn Police officers assigned to a patrol vehicle with an eTicket writer system will use the eTicket writer to complete 100% of the traffic citations issued during the 12 month period.
- The total number of eTickets submitted to the municipal court will increase by 50% from the previous 12 month period.

Activities

The eTicket writer is a system that allows officers to complete citations on a mobile data terminal and print out each citation, on scene, for the violating driver. The information for each citation is maintained in cloud storage and later downloaded into the municipal court’s computer system.

- The Northglenn Police Department will add (10) additional eTicket writers to traffic enforcement operations.

Project Evaluation

This project will address the following performance measure:

1. To improve the completeness of information in the citation database. “C/A-C-1: The percentage of citation records with no missing critical data elements” by increasing the number of electronic citations.
Measurement:
 - Northglenn Police officers assigned to a patrol vehicle with an eTicket writer system will use the eTicket writer to complete 100% of the traffic citations issued during the 12 month period.
 - The total number of eTickets submitted to the municipal court will increase by 50% from the previous 12 month period.
2. The Northglenn Police Department will comply with the e-citation schema provided by CDOT to ensure the critical data elements are captured and mapped correctly.
Measurement:

- The Northglenn Police Department will provide State Traffic Records with all required critical data elements on 100% of the electronic citations.
- 3. The Northglenn Police Department will comply with the following reporting requirements:
 - Quarterly reports during the life of a project;
 - First Quarter: 1 October – 31 December Report due January 20
 - Second Quarter: 1 January – 31 March Report due April 20
 - Third Quarter: 1 April – 30 June Report due July 20
 - Fourth Quarter: 1 July – 30 September Report due October 20
 - A final report at the conclusion of a project. This is to include training and consultant reports, if applicable;
 - Special reports as required; and
 - Annual Report Template (to be provided by CDOT)

Agency Qualifications

The Northglenn Police Department purchased four handheld eTicket writers that officers have successfully completed training on and have been in operations since 2015. In addition, Northglenn purchased one laptop eTicket writer that officers have successfully been trained on and was implemented in March of 2016.

To meet reporting requirements the Northglenn Police Department has an analyst on staff who has 20 years law enforcement experience. During her tenure she has successfully written and managed numerous federal and state grants. The analyst’s experience includes extracting and interpreting all pertinent data for reporting requirements.

Community Collaboration and Support

The Northglenn Police Department worked closely with the City’s Information Technology department to ensure the e-Citation data collection and configuration was in compliance with the approved data mapping schema.

The Northglenn Police Department partners with the Colorado Department of Transportation consistently throughout the year in Click it or Ticket campaigns and DUI enforcement campaigns. The five eTicket writers currently in operations have assisted officers in their participation of these campaigns and will have further reaching benefits by adding additional units.

Long-Term Sustainability and Total Project Funding

This project is a one-time capital equipment purchase that will satisfy the current and forecasted equipment needs to sustain an electronic ticket writing system in the Northglenn Police traffic operations. The funding requested will cover the equipment purchase as well as the software licenses.

There is a reoccurring annual maintenance fee of \$250.00 per license (not being requesting through grant funding) that will be included to sustain this project which will be itemized in the police budget accordingly.

Budget Narrative

CONTRACTUAL SERVICES: Each eTicket writer requires a software license purchase (\$850 per license – 10 license \$8,500 total). The Northglenn Police Department is seeking 75% grant funding for this contractual service (\$6,375).

CAPITAL EQUIPMENT: The following hardware is required to run the eTicket writer system on the mobile data terminals in the police vehicles. This hardware makes it possible to scan a driver's license, select all pertinent data fields and print a corresponding citation.

- Motorola, DS457 2D imager – includes cable (\$380 per unit – 10 units \$3,800 total).
- Pocket Jet 6 kit with Bluetooth, 300 –DPI, integrated USB/IRDA, includes PocketJet6 printer, USB cable, AC adapter/charger, 110V AC cable battery, 100 sheets letter size thermal paper, doc. set, roll cleaning sheet, carrying case (\$490 per unit – 10 units \$4,900 total).
- In-vehicle mount – used with roll paper (\$99 per unit – 10 units \$990 total).

The Northglenn Police Department is seeking 75% grant funding for this capital equipment purchase (\$7267.50).

DETAILED BUDGET

PERSONAL SERVICES

Name of Position	Annual Full-time Salary	Annual Fringe Benefit Cost	Total Annual Salary	% of time to this project	Total (\$)	CDOT Share (\$)	Local Match (\$)
SUBTOTAL							

(2) OVERTIME

Name	Overtime Rate (\$)	No. of Hours	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
SUBTOTAL					
TOTAL PERSONAL SERVICES			\$	\$	\$
				%	%

OPERATING EXPENSES

Description	Number of Units	Cost per Unit (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
			Total Cost	CDOT Share	Local Match
TOTAL OPERATING EXPENSES			\$	\$	\$
				%	%

CONTRACTUAL SERVICES

Contractor	Dates of Contract	Hourly Rate (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
Software License			\$8,500	\$6,375	\$2,125
			Total Cost	CDOT Share	Local Match
TOTAL CONTRACTUAL SERVICES			\$8,500	\$6,375	\$2,125
				75%	25%

TRAVEL

Description	In State (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
		Total Cost	CDOT Share	Local Match
TOTAL TRAVEL		\$	\$	\$
			%	%

CAPITAL EQUIPMENT

Description	No. of Units	Cost per Unit (\$)	Total Cost (\$)	CDOT Share (\$)	Local Match (\$)
Motorola, 2D Imager	10	\$380.00	\$3,800.00	\$2,850	\$950
Pocket Jet 6 Kit	10	\$490.00	\$4,900.00	\$3,675	\$1,225
In vehicle mount	10	\$99.00	\$990.00	\$742.50	\$247.50
			Total Cost	CDOT Share	Local Match
TOTAL CAPITAL EQUIPMENT			\$9,690	\$7,267.50	\$2,422.50
				75%	25%

Budget Summary

	CDOT Share	Match
1. Total Personal Services:	\$0_____	\$0_____
2. Total Operating Expenses/Incentives:	\$0_____	\$0_____
3. Total Contractual Services:	\$6,375_____	\$2,125_____
4. Total Travel:	\$0_____	\$0_____
5. Total Capital Equipment:	\$7,267.5_____	\$2,422.50_____
6. Total lines 1-5 (Amount Requested from CDOT):	\$13,642.50_____	
7. Total lines 1-5 (Amount provided by applicant):		\$ 4,547.5_____
Total Project Cost (Add lines 6 & 7):		\$18,190_____

PART 3 Certifications and Assurances

It is hereby understood that this Application and the attachments hereto, when approved and signed by all concerned parties, as indicated shall constitute an agreement by and between the applicant organization to perform in accordance with the terms of this Application and attachments, taken as a whole. This agreement is based on CDOT procedures and Federal guidelines found in 49 CFR, Part 18 and 2 CFR, Part 225, in order to standardize and simplify federal grants. The signature below of an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met.

- 1) Reports – The Contractor shall submit quarterly reports, a final report at the end of the project, and special reports, if any, as outlined in the Project Agreement. Please read Part 4, Reporting Requirements, following this section.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the Contractor may copyright such, but CDOT reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The Contractor may publish, at its own expense, the results of project activities without prior review by CDOT, provided that any publications (written, visual or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and CDOT. Any discovery or invention derived from work performed under this project shall be referred to CDOT, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required to protect the public interest.
- 3) Termination – This project agreement may be terminated or fund payments discontinued or reduced by CDOT at any time upon written notice to the Contractor due to non-availability of funds, failure of the Contractor to accomplish any of the terms herein, or from any change in the scope or timing of the project.
- 4) Fiscal Records – Contractor will maintain complete and detailed accounting records of all costs incurred on this project, including documentation of all purchases of supplies, equipment, and services; travel expenses; payrolls; and time records of any person employed part-time on this project. Federal, state or CDOT auditors shall have access to any records of the Contractor. These records shall be retained for three years after the final audit is completed or longer, if necessary, until all questions are resolved.
- 5) Funding – The Contractor will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by CDOT based on approved requests for reimbursement. If matching funds are required, the Contractor will expend them from nonfederal sources, which must be spent no later than 30 days following the completion of the project.
- 6) Cost Principles and Grant Management – The eligibility of costs incurred and the management of this project shall be determined in accordance with 2 CFR, Part 225 and 49 CFR, Part 18 for state and local agencies, 2 CFR, Part 220 and 2 CFR, Part 215 for educational institutions, and 2 CFR, Part 230 for nonprofit entities.
- 7) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.

- 8) Changes – The Contractor must obtain prior written approval from CDOT for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, project budget or transfer of funds from one category in the budget to another. The period of performance of the project, however, cannot be changed.
- 9) Program Income – CDOT safety programs encourage Contractors to earn income to help defray program costs, but there are federal regulations that must be followed. Program income is defined as gross income received by the State and/or Contractor directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. Income earned by the Contractor with respect to the conduct of the project (sale of publications, registration fees, service charges, donations for child safety seats, etc.) must be accounted and income applied to project purposes, used to reduce project costs, or be used to meet cost agency matching requirements. The Contractor is responsible for reporting all program income according to federal and state requirements.
- 10) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of CDOT. The Contractor shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to CDOT.
- 11) Third Party Participants – No contracts or agreements may be entered into by the Contractor related to this project which are not incorporated into the project agreement and approved in advance by CDOT. The Contractor will retain ultimate control and responsibility for the project. CDOT shall be provided with a copy of all contracts and agreements entered into by Contractors. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to CDOT.
- 12) Participation by Disadvantaged Business Enterprises – The contractor agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with federal funds.
- 13) Non Discrimination – In the performance of this agreement the Contractor, by its signature below, certifies and assures that it shall comply with all Federal statutes and implementing regulations relating to nondiscrimination. (These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq.; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;

(i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The Contractor shall not discriminate on the basis of race, color, national origin, sex, religion, age, creed, Vietnam Era and Disabled Veterans status or sensory, mental or physical handicap in the provision of any terms and conditions of employment or the provision of service or benefits otherwise afforded and will take the affirmative action necessary to accomplish the objects of the above referenced laws.

- 14) Political Activities – In accordance with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) no funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 15) Single Audit –All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, OMB Circular A-133, the OMB Circular Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs. Nonfederal entities include States, Local Governments, and Non-Profit Organizations. The term non-profit organization includes non-profit institutions of higher education and hospitals.
- 16) Safety Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 17) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), CDOT has the responsibility to ensure that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employees, grantees, and/or sub-grantee of the Contractor and/or any such activity is prohibited in the Contractor’s workplace.
- 18) Colorado Standard Field Sobriety Testing – All law enforcement officers who are performing impaired driving enforcement activities with funding from CDOT must be in compliance with the current Colorado Standards for Field Sobriety Testing Standards.
- 19) Debarment and Suspension - The applicant certifies, by signature below, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 20) Restriction on State Lobbying - None of the funds under this program shall be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect e.g., “grassroots” lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- 21) Certification Regarding Federal Lobbying - The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

22) Federal Funding Accountability and Transparency Act – The State is required to report for each sub-grant awarded as shown below. Contractor agrees to provide the information below upon request for reporting purposes.

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; , and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if-- of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity;

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; and

(II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

PART 4 Reporting Requirements

Reporting Frequency: The Office of Transportation Safety requires four types of reports in conjunction with highway safety projects:

1. Quarterly reports during the life of a project;
2. A final report at the conclusion of a project. This is to include training and consultant reports, if applicable;
3. Special reports as required; and
4. Annual Report Template (to be provided by CDOT)

These reports keep CDOT informed of a project's progress, explain any difficulties encountered, provide a background of information that can be passed on to others, suggest ways in which CDOT can assist with the project and aid in distribution of state funds.

Quarterly Reports: These are to be submitted quarterly and are due within twenty (20) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	1 October – 31 December	Report due January 20
Second Quarter:	1 January – 31 March	Report due April 20
Third Quarter:	1 April – 30 June	Report due July 20
Fourth Quarter:	1 July – 30 September	Report due October 20

If there is no activity during the reporting period, submit a report indicating so. Any original or innovative ideas or methods employed in your project should be incorporated into your reports.

Fourth and Final Report: Final report to be submitted within 45 days of contract completion, which is no later than November 15.

Final reports are to be detailed and must describe whether the project objectives were accomplished, if technical and fiscal problems were encountered, and what improvements in traffic safety have resulted or probably will result. Included in final reports will be copies of publications, training reports and any statistical data generated in project execution. These final reports should discuss the following:

1. Accomplishments compared to the original project objectives;
2. Were all activities of the project completed as scheduled? Include dates and milestones when studies were completed; equipment acquired, installed and operated;
3. Any unanticipated proceedings that affected the project;
4. Funding and costs for completion of the project in relationship to original estimates; and
5. Third party performance if applicable. A copy of any consultant reports should be included with the final report.

Special Reporting: Special reporting procedures may be required, including performance measures. If so, reporting frequency will be detailed in the project agreement.

Annual Report Template: An Annual Report template will be provided to the contractor in late October. The contractor is responsible for providing the requested information and submitting back to CDOT. The templates are then used to form the basis of the Office of Transportation Safety and Traffic Engineering Branch's Annual Report.

PART 5

Reimbursement Requirements

CDOT funds grants on a "cost reimbursement" basis only. CDOT will not make payments in advance or in anticipation of goods or services.

Claims for reimbursement will be submitted to the OTS on a monthly basis if there are any costs incurred.

Final claims for reimbursement **must be received by CDOT no later than November 15 (for costs incurred through the final contract month of September).**

Claims for reimbursement received after the above cutoff date will not be reimbursed.

Unallowable Project Costs: All projects must follow appropriate state and federal funding regulations. Examples of unallowable project costs include, but are not limited to, the following:

- Projects not dealing with traffic records improvements;
- Routine roadway construction or maintenance;
- Office furniture and fixtures and
- Funds that supplant existing budgets*

* Federal regulations prohibit supplanting of funds. Examples of supplanting include: replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or using Federal grant funds for cost of activities that constitute general expenses required to carry out the overall responsibilities of state, local or federally recognized Indian tribal government.

**PART 6
Signature Requirements**

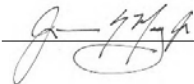
I declare under penalty of perjury in the second degree, and any of the applicable state or federal laws, that the statements made and contained under the title Certification and Assurances above are true and complete to the best of my knowledge.

I have read and understand the above Reporting and Reimbursement requirements and will comply with these requirements made and contained herein on pages 10 and 11 to the best of my knowledge.

Applicant agency/organization Authorizing Official (person with contracting authority):

James May Jr	Chief of Police
<i>Name</i>	<i>Title</i>
11701 Community Center Drive Northglenn, CO 80233	jmay@northglenn.org 303-450-8967
<i>Address (if different than above)</i>	<i>email</i> <i>telephone</i>

Signature of Authorized Official **Date** May 11, 2016



The agency personnel contact information below must be completed

1. CONTRACT/PROJECT DIRECTOR	3. PROJECT COORDINATOR
Name: Commander John Rosecrans	Name: Renae Lehr
Address: 11701 Community Center Drive Northglenn, CO 80233	Address: 11701 Community Center Drive Northglenn, CO 80233
Telephone: 303-450-8896	Telephone: 303-450-8961
e-mail: jrosecrans@northglenn.org	e-mail: rlehr@northglenn.org
2. ACCOUNTING RECORDS/CLAIMS	4. MAIL PROJECT PAYMENTS TO:
Name: Jason Loveland	Name: Jessica Clanton
Address: 11701 Community Center Drive Northglenn, CO 80233	Address: 11701 Community Center Drive Northglenn, CO 80233
Telephone: 303-450-8817	Telephone: 303-450-8719
e-mail: jloveland@northglenn.org	e-mail: jclanton@northglenn.org