



**FY 2012  
GRANT  
APPLICATION**

# FY 2012 Grant

1. Go to <http://www.in.gov/cji/2574.htm>
2. Grant Resources
3. Click on OPO, BCC or DUI grant application

# FY 2012 GRANT

- REMEMBER: ALL SIGNATURES ON GRANT MUST BE ORIGINAL
- Due NO LATER THAN AUGUST 1<sup>ST</sup> to your LEL
- Submit early...

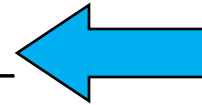
# Grant Agreement - OTS

Leave EDS blank

**GRANT AGREEMENT**

**OTS-Big City/County**

EDS # \_\_\_\_\_



This Grant Agreement, entered into by and between the **Indiana Criminal Justice Institute** (the “State”), \_\_\_\_\_, (the “Grantee”), and \_\_\_\_\_, as the Fiscal Agent for the Grantee pursuant to this Grant Agreement (the “Fiscal Agent”), is executed pursuant to the terms and conditions set forth herein. In consideration of these mutual undertakings and covenants, the parties agree as follows:

# Grant Agreement - OTS

Fill in “Grantee” name (name of your department)

## GRANT AGREEMENT

### OTS-Big City/County-Fiscal Agent

EDS # \_\_\_\_\_

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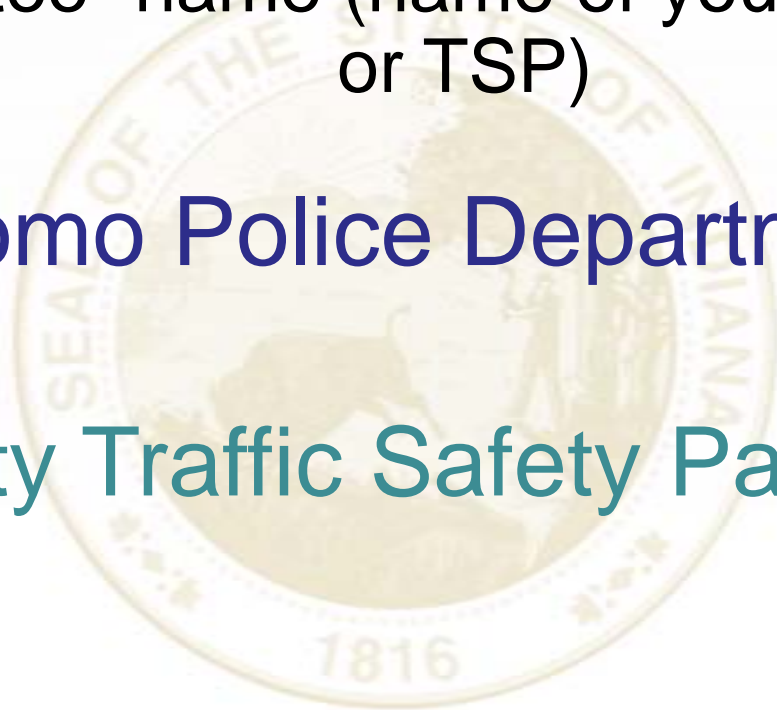


# Grant Agreement - OTS

Fill in “Grantee” name (name of your department or TSP)

**EX: Kokomo Police Department**

**Tri-County Traffic Safety Partnership**



# Grant Agreement - OTS

## Fill in “Fiscal Agent” (Auditor/Clerk-Treasurer/Controller)

### GRANT AGREEMENT

### OTS-Big City/County

EDS # \_\_\_\_\_

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# Grant Agreement-OTS

- Fiscal Agent should NOT be an individuals name
- Should be written as County Auditor or City Clerk/Treasurer or Controller

EX: **Vanderburgh County Auditor**

**Town of Hudson Clerk-Treasurer**



# Grant Agreement - OTS

List grant amount (spell out dollar and cent amount requested)

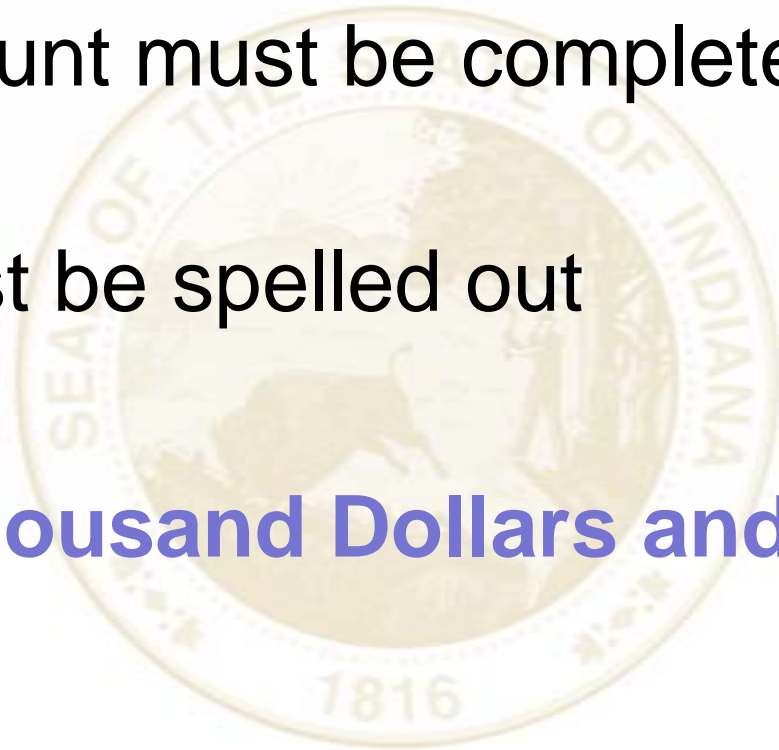
## 1. Purpose of this Grant Agreement.

The Indiana Criminal Justice Institute (CJI) serves as Indiana's State Administrating Agency for various state and federal Grants. The purpose of this Grant Agreement is to enable the State to award a Grant of \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$ \_\_\_\_\_) to the Grantee for eligible costs of the project (the "Project") or service as described in Exhibits A, B and C of this Grant Agreement. All Exhibits are incorporated fully by reference. This Grant is made from National Highway Traffic and Safety Administration (NHTSA) funds in accordance with 49 CFR, Part 18 and 23 USC 402, 405 & 410, and is administered by the State pursuant to IC 5-2-6-3. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and applicable federal and state laws, rules and regulations.

# Grant Agreement - OTS

- Grant amount must be completely spelled out
- “Zero” must be spelled out

EX: **One Thousand Dollars and Zero Cents**





# Grant Agreement - OTS

## Numerical grant award

### 1. Purpose of this Grant Agreement.

The Indiana Criminal Justice Institute (CJI) serves as Indiana's State Administating Agency for various state and federal Grants. The purpose of this Grant Agreement is to enable the State to award a Grant of \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$ \_\_\_\_\_) to the Grantee for eligible costs of the project (the "Project") or services as described in Exhibits A, B and C of this Grant Agreement. All Exhibits are incorporated fully by reference. This Grant is made from National Highway Traffic and Safety Administration (NHTSA) funds in accordance with 49 CFR, Part 18 and 23 USC 402, 405 & 410, and is administered by the State pursuant to IC 5-2-6-3. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and applicable federal and state laws, rules and regulations.

EX: \$1,000.00



# Grant Agreement - OTS

**Name, title, and address for who the award letter be sent to (generally the grant coordinator)**

## **20. Notice to Parties.**

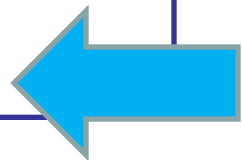
Whenever any notice, statement or other communication is required under this Grant, it shall be sent to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

Indiana Criminal Justice Institute  
Attn: Traffic Safety Division  
101 West Washington Street, Ste # 1170, East Tower  
Indianapolis, Indiana 46204

B. Notices to the Grantee shall be sent to:

(Include contact name and/or title, specific address)



# Non-Collusion and Acceptance

## Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that he/she is the Grantee, or that he/she is the properly authorized representative, agent, member or officer of the Grantee, that he/she has not, nor has any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Grant other than that which appears upon the face of this Grant.

**In Witness Whereof**, Grantee and the State have, through their duly authorized representatives, entered into this Grant. The parties, having read and understood the foregoing terms of this Grant, do by their respective signatures dated below hereby agree to the terms thereof.

### ORIGINAL SIGNATURES ONLY!!

Grantee: \_\_\_\_

Fiscal Agent: \_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_

Printed Name: \_\_\_\_

Title: \_\_\_\_

Title: \_\_\_\_

Date: \_\_\_\_

Date: \_\_\_\_



# Non-Collusion and Acceptance

- **ORIGINAL SIGNATURES** from your Chief/ Sheriff and Auditor/Clerk-Treasurer
- Type name, title and date
- Name **MUST BE TYPED**

**ORIGINAL SIGNATURES ONLY!!**

Grantee: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Agent: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Exhibit A- Project Proposal Form

- Do not fill out anything in shaded/yellow areas
- Project Title-Name of Enforcement Program (**Big City/Big County; Operation Pull Over**)
- Government Unit-City or Town
- Applicant Organization-Department Name
- Fill in County, Fed ID #
- Mark application type
- Ensure all addresses, emails, numbers are correct
- **SIGNATURES MUST BE ORIGINAL**

# Coordinator Information

- Ensure email address and all telephone numbers are correct
- Make sure all information is completed
- Include form for each agency in TSP with Exhibit A

# Funding

- No more than 10 percent of the total grant funds expended may be used for the costs of administrative duties relating to the grant (e.g. dispatch, clerk, and coordinator duties associated with reporting under the requirements of this grant). **Agencies utilizing administrative hours must document the type of activity using a log sheet which will be provided so that administrative expenditures can be monitored.**
- **The Law Enforcement Liaison must approve any expenditure related to administrative duties.** *Email LEL written notification of admin expenses*

# Activities and Procedures

- **MUST WORK ALL 4 BLITZES**
- Pre- and post-observational seatbelt surveys:
  - **Mandatory** for *Click It or Ticket* blitz; optional any other time throughout the grant year
  - Observational Seatbelt Usage form available for download on website
- Public information and education campaign for each blitz/Quarter
- At least 1 news release per blitz/quarter; media events and news conferences

# Activities and Procedures

- No written warnings permitted for seatbelt, child restraint or GDL violations
- Must meet at grant requirements:
  - Contact rate of 3.0
  - SB/CR citation rate of 1.5
  - 1 impaired driving arrest per 8 hours
- Training:
  - TOPS and SFST trained
  - Trained by beginning of 3<sup>rd</sup> blitz

# Activities and Procedures

- Reporting:
  - Reports due in database 10 days after completion of each blitz/monthly enforcement period
  - At conclusion of each blitz/quarter, send in Chief/Sheriff's letter and personnel services report signed by Chief/Sheriff
  - Officers will still complete Officer Activity Sheets; Department/TSP must keep activity sheets on file

# Enforcement

- Department will focus on:  
**Increasing compliance with distracted driving laws**
- Currently, no requirement for citations or contacts

# Enforcement

Our department/TSP agrees to meet the following minimum grant requirements:

- 3 contacts per hour (contacts are defined as written warnings or citations). No written warnings in the area of occupant protection or graduated drivers licensing violations will be made on funded overtime traffic enforcement.
- 1.5 occupant protection citations issued per hour (occupant protection citations are defined as violations for seatbelts or child restraints)
- 1 impaired driving arrest per eight hours of traffic enforcement
- 30% of seatbelt enforcement must be conducted during nighttime hours (defined as 6:00 p.m. to 6:00 a.m.)
- 40% of seatbelt enforcement conducted during the third blitz (Click It or Ticket) must be conducted during nighttime hours (defined as 6:00 p.m. to 6:00 a.m.)
- DUI Taskforce participants must conduct or participate in at least 1 sobriety checkpoint, if the department has political permission.

For all other violations (speeding, improper turn, texting/emailing, etc.), written citations are highly recommended during the increased enforcement period to receive the full impact of the program.

# Training

Our department recognizes the need for officers to be properly trained. More specifically, officers being paid from grant will be trained in the areas of Traffic Occupant Protection Strategies (TOPS)(*OPO/BCC grantees only*) and Standardized Field Sobriety Testing (SFST). Any officer not currently trained in TOPS or SFST will have until the beginning of the enforcement period of the third blitz/quarter to receive certification. *DUI Taskforce officers must receive an SFST refresher on a bi-annual basis. As indicated by the Council, assistance is available for both types of training and may be scheduled through the Council.*

# Reporting

Reporting is required for each blitz/monthly enforcement period. BCC/DUI reporting is required on a monthly basis. Reports are due to the OPO database within 10 days of the end of the blitz enforcement period. For enforcement activities conducted outside of the blitz periods, reports are due to the OPO database within 10 days of the end of the month. Upon the conclusion of the blitz/quarter, our department/TSP will submit our reports to the program manager and include the following:

- Chief/Sheriff's letter verifying the number of officers and total hours worked by the department/TSP for the blitz period
- Personnel services report signed by the Chief/Sheriff
- Quarterly report (BCC/DUI grantees only)
- Administrative time log (if admin hours are claimed)

# Additional Grant Requirements

- Attend BCC/DUI quarterly meeting
- Department must have on file a copy of current salary and overtime pay ordinances
- **Only Indiana law enforcement officers with full arrest powers shall be funded to work the program, unless department policy states otherwise.**

# Program Evaluation

- LEL's will conduct on-site monitoring at least once a year
  - Evaluate compliance with grant requirements
  - Review budget and expenditures
  - Review officer activity sheets
  - Review database reporting

# Exhibit B-Budget Summary Sheet

- Fill in (only mark in shaded areas):
  - Department and county
  - Average OT rate
  - Amount budgeted for each quarter
  - % effort/type of enforcement per quarter
    - Do not fill in gray areas
  - Checkpoints (Y/N)
  - Total grant budget (grant award)

# Claim vouchers

- Claim form will be pre-populated
- Can use to obtain funds prior to blitz/quarter or on reimbursement basis
- Turn in to LEL or program manager
- Always include backup documentation
- Can be mailed, emailed or faxed

# Claim vouchers

- Do not fill out areas shaded in yellow
- Complete all sections:
  - “Previously Paid”
  - “Amount of this Payment”
  - “Remaining Grant Balance”
  - “Amount of Federal Cash on Hand”  
(Previously paid minus funds expended year to date)
  - “Gross Amount” (same as amount requested)

# Claim vouchers

- Must have signature of fiscal agent (Clerk/Auditor)
  - No stamps!
- Check your math!
- Claims will be denied if:
  - Cash on hand is too high
  - Backup documentation is not received
  - Database reporting is not complete
  - Seatbelt surveys are not included for CIOT



# FINAL ITEMS

- Grants are due to your LEL by August 1<sup>st</sup>
- FY 2011 final claim vouchers due **NO LATER THAN November 1<sup>st</sup>**
- **4<sup>th</sup> QUARTER/BLITZ 68 REIMBURSEMENT**
  - Reimbursement of overdrawn funds due to CJI by December 15<sup>th</sup>
  - Work with your LEL and Auditor/Clerk-Treasurer to close out FY 2011



# Questions

Amanda Alvey  
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Indiana Criminal Justice Institute  
317-234-6227  
[aalvey@cji.in.gov](mailto:aalvey@cji.in.gov)