



CITY OF HOMER

POLICE DEPARTMENT

4060 HEATH STREET HOMER, AK 99603-7609

EMERGENCY 911
TELEPHONE (907) 235-3150
TELECOPIER (907) 235-3151

MEMORANDUM 17-132

DATE: October 11, 2017
TO: Katie Koester, City Manager
FROM: *MR*
Mark Robl, Chief of Police
SUBJECT: Project Drive Grant

The State has refunded our project Drive program for 2018 with a new grant in the amount of \$39,488. I request we obtain council approval to accept this grant.

We started Project Drive in 2014. The goal of the project is to positively engage youth in our community with an emphasis on educating them about the risks involved with driving under the influence. Our target audience is children between 13 and 18 years of age. We conduct clinics at annual events and in cooperation with our local schools focusing on alcohol education and awareness. Students are given the opportunity to drive a utility vehicle with a police officer while wearing Fatal Vision Goggles which simulate various blood alcohol levels and either day or night conditions. The project has become very popular and we have had requests to deliver it in other communities. We typically comply with requests from other areas as long as the entire cost of doing so is paid by the grant.

Since beginning Project Drive, we have seen the annual average number of Minor Consuming Alcohol arrests decline from 16 to 5.8, the annual average number of minors being charged with operating a vehicle after consuming alcohol has gone down from 7.8 to 3.2. During this same time frame we have seen our average annual number of DUI arrests decline from 102.6 to 75.8. We have been participating in a grant funded program putting more officers on the streets around the holidays during this same time frame. This program is more focused on targeting the DUI situation in general than Project Drive is but the two are related.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation and Public Facilities

Program Development
Alaska Highway Safety Office

3132 Channel Drive, Suite 200
P.O. Box 112500
Juneau, AK 99811-2500
Main: (907) 465-6994
(907) 465-6984
dot.state.ak.us

September 1, 2017

Ryan Browning, Sergeant
Homer Police Department
4060 Heath Street
Homer, Alaska 997603

RE: FFY2018 Homer PD Project Drive

Sergeant Browning:

Congratulations! Your Federal Fiscal Year (FFY) 2018 grant application titled FFY2018 Homer PD Project Drive is approved in the amount of \$39,488.00. The attached agreement includes your project budget, required Sub-grantee match, project timeline, agreement conditions, and certification regarding federal lobbying. You must complete the information on the first page, and you and your agency's financial manager must sign the form. In addition, your grant project manager must sign both Section 3: Agreement Conditions and Section 4: Certification Regarding Federal Lobbying. Please mail the entire grant agreement document with original signatures to the Alaska Highway Safety Office (AHSO) at the address on this letterhead.

This letter and the attached grant agreement comprise the entire executed agreement for this grant. Any modifications to your initial proposal are reflected in this executed agreement. Any concerns regarding your executed agreement must be addressed and resolved prior to the expenditure of grant funds.

All applicable forms and documents related to your grant can be found online on the AHSO website at <http://www.dot.state.ak.us/stwdplng/hwysafety/forms.shtml>. The "Authorized to Proceed Date" for this agreement is October 1, 2017. The "Agreement Termination Date" is September 30, 2018. The only costs eligible for reimbursement under this agreement are those incurred within these dates.

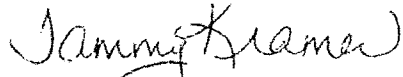
Before receiving a Notice to Proceed (NTP) which will allow your agency to proceed with this agreement, your grant program manager and agency financial officer must participate the **mandatory** "Pre-Activity" meeting scheduled by the AHSO for Wednesday, September 27, 2017, from 1:30p – 4:30p. The Pre-Activity meeting will be held in Anchorage at the DPS Alaska Bureau of Investigation building, located at 5500 East Tudor Rd, conference room. The AHSO representative assigned to this agreement is Miles Brookes and can be contacted at (907) 465-8532. If you cannot attend this mandatory meeting please contact me at 465-8944.

Please note that this agreement is to be funded under the federal grant program that begins October 1, 2017. This grant is funded under Catalog of Federal Domestic Assistance (CFDA) Number 20.616, Section 405d, Impaired Driving Countermeasures, FAIN#18X92045D0AK. **Funding of this agreement is dependent upon the availability of federal funds as appropriated and obligated by the US Department of Transportation for FFY 2018.** Should any change in federal funding adversely affect the AHSO's ability to implement an approved

agreement, the AHSO reserves the right to revise or terminate any approved grant in writing. The AHSO reserves the right to limit grant amounts at any time based on performance and/or available funding.

We look forward to working with you in FFY 2018 to improve highway traffic safety in Alaska.

Sincerely,



Tammy Kramer
Administrator
Alaska Highway Safety Office

Attachment

Cc:

Mark Robl, Chief Homer Police
Elizabeth Walton, Finance Director City of Homer



**FFY 2018
Subgrantee Meeting
Acknowledgements**

State of Alaska
Department of Transportation & Public Facilities
Alaska Highway Safety Office (AHSO)
P.O. 112500; Suite #200
Juneau, AK 99811-2500
Ph: 907-465-8944
Fax: 907-465-6984
www.dot.alaska.gov/ahso

Grant Number:		COMPLETE ONE FORM PER GRANT
YES	NO	Place a check mark next to each statement as appropriate for the above referenced grant.
X		The grant project manager and fiscal officer attended the 10/10/2017 FFY2018 Subgrantee meeting.
X		We have returned the Grant Agreement for the above referenced grant and understand that the amount identified is the not to exceed amount.
X		We were <u>not</u> provided a Notice To Proceed (NTP) for the above referenced grant. Our agency cannot begin grant related activity until an NTP is received. Upon receipt of an NTP we understand that the amount identified in the NTP is the not to exceed amount.
X		We understand that the award of grant funding is subject to the availability of Federal funding and that the AHSO may incrementally fund any awarded grant at any time during the grant period.
X		We understand the BUY AMERICA requirement prohibits the purchase of products not produced in the United States. Our agency will not place an order for, or make a purchase of, any such product(s) without a written waiver from the U.S. Department of Transportation. We will submit a waiver request for products not produced in the U.S. to the AHSO.
X		We understand that requests to purchase equipment over \$5,000 must be approved by NHTSA and the AHSO before the equipment is purchased.
X		We understand that we cannot purchase any type of promotional items.
X		We understand that our agency must identify the AHSO as the sponsor or co-sponsor in any public information materials developed under a highway safety project and that Alaska's "Target Zero" logo or wording to support the Alaska SHSP and the type or national/state slogan of the current national or state driver behavior program (if applicable) must also be included on the same materials.
X		We understand that our agency must keep a separate account for all income generated from the grant program, submit an income report documenting the amount generated to the AHSO each quarter, and that any program income must be used for the same highway safety purpose that generated the income.
X		We understand that AHSO pre-approval is required for all out-of-state grant related travel and that one travel scholarship request per person must be submitted to the AHSO no less than 90 days before the travel date.

The undersigned acknowledge their understanding of the above information presented at the September 27, 2017 AHSO Subgrantee Meeting and that any grant funds received from the AHSO are subject to all State and Federal government regulations.

Subgrantee Grant Project Manager

Printed Name:

Ryan Brown

Signature:

Date:

9-28-17

Subgrantee Fiscal Officer:

Printed Name:

Elizabeth Walton

Signature:

Date:

10-3-17

AHSO ONLY:

Accepted by:

Date:



FFY 2018 HIGHWAY SAFETY GRANT AGREEMENT

State of Alaska
Department of Transportation & Public Facilities
Alaska Highway Safety Office (AHSO)
P.O. 112500; Suite #200
Juneau AK 99811-2500
Ph: 907-465-4070
Fax: 907-465-6984
www.dot.alaska.gov/ahso

Sub-grantee Agency Name and Address:		Grant Title:
Homer Police Department 4060 Heath Street Homer, Alaska 99603		Homer PD Project Drive
Project Manager: <u>Sgt. Ryan Browning</u>		Grant Location:
Non-Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Homer, Alaska
Grant Period:		
Begin: 10/1/2017	End: 9/30/2018	Effective Date: 10/1/2017

Other Federal or State Support (If using other Federal support on this project, it must be identified and explained):

COST CATEGORY	AHSO	MATCH	TOTAL
A. Personnel Services	\$ 12,448.80	\$ 1,383.20	\$ 13,832.00
B. In-State/Out of State(if applicable) Travel & Per Diem	\$ 27,000.00	\$ 3,000.00	\$ 30,000.00
C. Contractual Services			
D. Commodities			
E. Equipment			
F. Indirect Costs			
Total	\$ 39,448.80	\$ 4,383.20	\$ 43,832.00

Acceptance of conditions: It is understood and agreed by the undersigned that any grant funds received from the AHSO are subject to all State and Federal government regulations. This project does or will constitute an official part of the Highway Safety Program of the State of Alaska, and will meet all requirements and administrative regulations of the National Highway Traffic Safety Administration and Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. Subject to the availability of Federal funding, reimbursement will be made upon submission of a reimbursement voucher following completion of monthly grant activities, including an update on grant performance measures. Final reimbursement claim will not be processed until all four Quarterly Reports, Equipment Record (if purchased), and Annual Evaluation Report are submitted to, and received by, the AHSO.

Sub-grantee Financial Manager:	Phone: 907-435-3117
Title: <u>Finance Director</u>	E-mail: <u>ewalton@ci.homer.ak.us</u>
Signature: <u>Elizabeth Walton</u>	Fax: 907-235-3140
Date: <u>9-29-17</u>	
Sub-grantee Authorizing Official:	Phone: 907-235-3150
Title: <u>Chief</u>	E-mail: <u>m251@ci.homer.ak.us</u>
Signature: <u>Mark Roly</u>	Fax: 907-235-3151
Date: <u>9-28-17</u>	

AHSO ONLY:

AHSO Administrator: Tammy Kramer	Grant #: 405dM5X-18-01-00(C)
	IRIS Program (AKSAS PJ):
	IRIS Phase: TH405D
	Fund/Program Area: 405d
Approved By:	Activity(Program Code): 289P
Date:	Vendor #: CIH84724

Section 1. Project Budget

	AHSO	Subgrantee Match	Total
A. Personnel Services – Payroll			
1. Officer Overtime for Project Drive Events	\$ 12,448.80	\$ 1,383.20	\$ 13,832.00
2.			
3.			
<i>Personnel Services Total:</i>	\$ 12,448.80	\$ 1,383.20	\$ 13,832.00
B. In-State Travel & Per Diem			
1. Travel Expenses for Project Drive Events	\$ 27,000.00	\$ 3,000.00	\$ 30,000.00
2.			
3.			
In-State Travel/Out of State(if applicable) & Per Diem Total:	\$ 27,000.00	\$ 3,000.00	\$ 30,000.00
C. Contractual Services			
1.			
2.			
3.			
<i>Contractual Services Total:</i>			
D. Commodities			
1.			
2.			
3.			
4.			
<i>Commodities Total:</i>			
E. Equipment			
1.			
2.			
3.			
<i>Equipment Total:</i>			
G. Indirect Costs			
1.			
<i>Indirect Costs Total:</i>			
TOTAL PROJECT COSTS:	\$ 39,448.80	\$ 4,383.20	\$ 43,832.00