**GOVERNOR'S OFFICE OF HIGHWAY SAFETY** | **STATE OF ARIZONA**

## HIGHWAY SAFETY CONTRACT

This page, the Project Directors Manual and attached hereto and incorporated herein by reference, constitute the entire contract between the parties hereto unless the Governor's Highway Safety Representative authorizes deviation in writing.

| | | |
|---|---|---|
| | | **CFDA: 20.600** |
| **1.** | **APPLICANT AGENCY**<br>Oro Valley Police Department | **GOHS CONTRACT NUMBER:**<br>**2014-AL-006** |
| | **ADDRESS**<br>11000 North La Cañada Drive, Oro Valley, AZ 85737 | **PROGRAM AREA: 402–AL** |
| **2.** | **GOVERNMENTAL UNIT**<br>Town of Oro Valley | **AGENCY CONTACT:**<br>Chris Olson |
| | **ADDRESS**<br>11000 North La Cañada Drive, Oro Valley, AZ 85737 | **3. PROJECT TITLE:**<br><br>Impaired Driving/DUI Alcohol Enforcement |
| **4.** | **GUIDELINES:**<br>402–Alcohol (AL) | |

**5. BRIEFLY STATE PURPOSE OF PROJECT:**
Federal 402 funds will support Personnel Services (Overtime) and Employee Related Expenses to support and enhance Impaired Driver/DUI Alcohol Enforcement throughout the Town of Oro Valley.

| **6.** | **BUDGET COST CATEGORY** | **Project Period FFY 2014** |
|---|---|---|
| **I.** | **Personnel Services** | $18,939.39 |
| **II.** | **Employee Related Expenses** | $6,060.61 |
| **III.** | **Professional and Outside Services** | $0.00 |
| **IV.** | **Travel In-State** | $0.00 |
| **V.** | **Travel Out-of-State** | $0.00 |
| **VI.** | **Materials and Supplies** | $0.00 |
| **VII.** | **Capital Outlay** | $0.00 |
| | **TOTAL ESTIMATED COSTS** | **$25,000.00** |

| | | |
|---|---|---|
| **PROJECT PERIOD** | **FROM:** Effective Date (*Date of GOHS Director Signature*) | **TO:** 09-30-2014 |
| **CURRENT GRANT PERIOD** | **FROM:** 10-01-2013 | **TO:** 09-30-2014 |

**TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: $25,000.00**

**A political subdivision or state agency that is mandated to provide a certified resolution or ordinance authorizing entry into this contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded contract.**

## PROBLEM IDENTIFICATION AND RESOLUTION:

### Agency Background:

The Oro Valley Police Department is a full service police organization consisting of 100 sworn officers and 31 civilian personnel. The agency has the traditional rank and file structure. Special assignments in the organization target crimes while providing additional support to patrol. The assignments include K-9, School Resource Officer (SRO), DUI, Motor/Traffic, Community Action, and Joint Task Force operations.

The Town of Oro Valley is located in northern Pima County, approximately three miles north of Tucson city limits. The valley itself was formed by the Santa Cruz River joining Gold Creek in the Catalina Mountains. The Town sits at an elevation of 2,620 feet, covering over 34 square miles and has a current population of 41,011. Oro Valley was incorporated in April 1974. State Route 77 is a major highway (one of only 2 routes from Tucson to Phoenix) which runs directly through the Town. Approximately 50,000 vehicles travel State Route 77 every day. Tangerine Road (State Route 989) is also an ingress and egress thoroughfare to both Interstate 10 and State Route 77 and runs through the heart of Oro Valley. In all, Oro Valley has over 170 miles of paved roadways.

In recent years, there has been a rapid expansion of local commercial businesses that has marked an increase in the number of people commuting to and through Oro Valley for employment and personal agendas/recreation. The Oro Valley Police Department is responsible for collision investigation and traffic enforcement within the Town, which includes approximately seven miles of State Route 77 and 5 miles of Tangerine Road. The responsibilities are inclusive of DUI investigations, fatal collision investigations, speed violation enforcement, school bus-stop sign violations and occupant protection/seatbelt violation enforcement. Seven miles of State Route 77 runs as six lanes of through traffic.

### Agency Problem:

Personnel Services account for 89% of the budget. This leaves 9% for operations and maintenance and 2% for equipment. The Oro Valley Police Department relies heavily upon GOHS funding to support agency participation with the Southern DUI Task Force. Extra-duty funding is challenging for all organizations. In the past, the Oro Valley Police Department has utilized overtime funding to augment Southern Arizona Task Force deployments and Sobriety Checkpoints. However, overtime funding is primarily budgeted to protect our squads from falling under staffing minimums, shift coverage in communications, detective call-out and follow-up, special events and officer shift work overtime.

### Agency Attempts to Solve Problem:

The Oro Valley Police Department expanded its Motorcycle Unit to eight motor officers and a riding sergeant. The expansion was completed to better address traffic safety concerns of the community and DUI detection and enforcement. The expansion allows the Oro Valley Police Department to deploy motor coverage seven days a week for extended hours.

The Oro Valley Police Department has and will continue to seek grant funding sources from both the state and federal levels. The Oro Valley Police Department has been successful in receiving grant funding for personnel overtime and equipment.

**Agency Funding:**

Federal 402 funds will support Personnel Services (Overtime) and Employee Related Expenses to support and enhance Impaired Driver/DUI Alcohol Enforcement throughout the Town of Oro Valley.

**How Agency Will Solve Problem With Funding:**

Overtime funding will be used to fund participation in the Southern Arizona DUI Task Force and sobriety checkpoints. All task force operations and sobriety checkpoints are posted, allowing officers to sign-up and work the deployments they desire. All deployments are managed and monitored by the the Oro Valley Police Department DUI supervisor.

## GOALS/OBJECTIVES:

Federal 402 funds will support Personnel Services (Overtime) and Employee Related Expenses to support and enhance Impaired Driver/DUI Alcohol Enforcement throughout the Town of Oro Valley.

Expenditures of funding pertaining to Impaired Driving Enforcement including Personnel Services and ERE, Materials & Supplies, Capital Equipment and/or Travel In and Out of State shall comply with the Impaired Driving Program Goals provided by the Arizona Governor's Office of Highway Safety. The Impaired Driving Program Goal is to reduce the incidence of alcohol and drug related driving, fatalities and injuries through enforcement, education and public awareness throughout the State of Arizona. Law Enforcement personnel participating in Impaired Driving Enforcement/DUI activities including DUI Task Force details under this program shall be HGN/SFST certified.

**MEDIA RELEASE**
To prepare complete press release information for media (television, radio, print and on-line) during each campaign period including a main press release, schedule of events, departmental plans and relevant data. **The material will emphasize the campaign's purpose, aggressive enforcement and the high cost of DUI / Alcohol in terms of money, criminal and human consequences.**

The Oro Valley Police Department will maintain responsibility for **reporting sustained enforcement** activity in a timely manner. Additionally, it is the responsibility of the Oro Valley Police Department to report all holiday task force enforcement statistics to GOHS on-line at the GOHS website **no later than 10:00a.m. the morning following each day of the event.**

The holidays and special events include but not limited to: Super Bowl Sunday, Valentine's Day, President's Day, St. Patrick's Day, Spring Break, Easter, Cinco de Mayo, Prom Night, Memorial Day, Graduation Day, Independence Day, Labor Day, Columbus Day, Halloween, and the Thanksgiving through New Year's details.

**PLEASE NOTE: Failure to submit Statistics, Quarterly Reports and/or RCIs on time and correctly may delay reimbursement for expenditures to your agency.**

## METHOD OF PROCEDURE:

The Oro Valley Police Department will make expenditures as follows to meet the outlined Program Goals/Objectives:

Personnel Services – To support Overtime for Impaired Driver/DUI Alcohol Enforcement Activities

Employee Related Expenses – To support Employee Related Expenses for Agency Overtime

## PRESS RELEASE:

Agencies are required to develop and distribute a press release announcing this grant award (a copy of this press release shall be sent to the GOHS Director at the same time it is sent to the media). This press release shall include the objective and specify that the funding is from the Governor's Office of Highway Safety.

## BAC TESTING AND REPORTING REQUIREMENTS:

Alcohol impairment is a major contributing factor in fatality and serious injury motor vehicle collisions. Accurate data on alcohol involvement is essential to understanding the full extent of the role of alcohol and to assess progress toward reducing impaired driving.

Arizona is presently and consistently below the documented average among the states in the Blood Alcohol (BAC) testing of drivers involved in fatal motor vehicle collisions.

**Each law enforcement agency that receives an enforcement-related grant is required to ensure that this accurate data on all drivers involved are reported.** Failure to comply may result in withholding funds and cancellation of the enforcement contract until this requirement is met.

## PURSUIT POLICY:

All law enforcement agencies receiving federal funds are encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police (IACP) that are currently in effect.

## SPECIFIC REQUIREMENTS:

### PROFESSIONAL AND OUTSIDE SERVICES/PUBLIC INFORMATION/MEDIA-

**Requirements for Public Information and Education Materials:**
Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval.

**Requirements for Paid Media:**
All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

## METHOD OF PROCUREMENT:

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub grantees will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the Oro Valley Police Department documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

**State Contract:**

Procurement may be made using an open state contract award. Documents submitted to substantiate purchase using an open state contract must bear the contract number.

## PROJECT EVALUATION:

This project shall be administratively evaluated to ensure that the objectives have been met.

### Quarterly Report

The Quarterly Report (QR) purpose is to provide information on contracted grant activities conducted at the conclusion of each respective quarter. The information provided is used to review progress of the funded project and the successfulness in meeting outlined goals and objectives. The information, photos, highlights, obstacles, and mandatory statistical data provided in this report are analyzed by the assigned project coordinator. It is critical that the on-line report contains the following information:

- **Original signatures on all Quarterly Reports and RCI's**
  - **Signatures must include Project Director unless prior authorization for another is on file with GOHS.**

### Report Schedule

| Reporting Period | Due Date |
|---|---|
| **1ST Quarterly Report** (October 1 to December 31) | January 15, 2014 |
| **2ND Quarterly Report** (January 1 to March 31) | April 15, 2014 |
| **3RD Quarterly Report** (April 1 to June 30) | July 15, 2014 |
| **4TH Quarterly Report** (July 1 to September 30) | October 30, 2014 |
| **Final Statement of Accomplishment** | October 30, 2014 |

The Quarterly Report **shall be completed on the available on-line form and submitted by mail** to the Governor's Office of Highway Safety. ***Note:*** The "Quarterly Enforcement Report" must be included with each Quarterly Report and Final Statement of Accomplishment.

### Final Statement of Accomplishments

The Project Director shall submit a Final Statement of Accomplishments Report to the GOHS **no later than thirty (30) days after the conclusion of each federal fiscal year (September 30th).** All agencies receiving funding are required to submit a Final Statement of Accomplishments Report.

***Note:*** Failure to comply with the outlined GOHS reporting requirements may result in withholding of federal funds or termination of the contract.

## PROFESSIONAL AND TECHNICAL PERSONNEL:

**Daniel Sharp, Chief, Oro Valley Police Department, shall serve as Project Director.**

**Chris Olson, Lieutenant, Oro Valley Police Department, shall serve as Project Administrator.**

**Bridget Reutter, Governor's Office of Highway Safety, shall serve as Project Coordinator.**

**REPORT OF COSTS INCURRED (RCI):**

The Project Director shall submit a Report of Costs Incurred (RCI) with supporting documentation attached, to the Governor's Office of Highway Safety at a minimum on a quarterly basis in correlation with the required report. Agencies may submit additional RCI's forms for expenditures when funds have been expended for which reimbursement is being requested.

RCI's shall be typed and delivered via mail or hand delivered with appropriate supporting documentation, to the Governor's Office of Highway Safety. **Electronically submitted RCI's will not be accepted.** Final RCI's will not be accepted after thirty (30) days after the conclusion of each federal fiscal year (September 30th). **Expenditures submitted after the expiration date will not be reimbursed and the agency will accept fiscal responsibility.**

**The RCI template and instructions are available on the Governor's Office of Highway Safety website at** http://www.azgohs.gov/grant-opportunities/. **Failure to meet the reporting requirements may be cause to terminate the project.**

**PROJECT MONITORING:**

Highway safety grant project monitoring is used by GOHS project coordinators to track the progress of project objectives, performance measures and compliance with applicable procedures, laws, and regulations.

The process is used throughout the duration of the contracted project and serves as a continuous management tool. Project monitoring also presents an opportunity to develop partnerships, share information and provide assistance to contracted agencies. Additionally, project monitoring outlines a set of procedures for project review and documentation.

Project monitoring also serves as a management tool for:

- Detecting and preventing problems
- Helping to identify needed changes
- Identifying training or assistance needed
- Obtaining data necessary for planning, and evaluation
- Identifying exemplary projects

**Types of Monitoring**

Monitoring is formal and informal, financial and operational. The most common types of monitoring are:

- Ongoing contact with the contracted grantee through phone calls, e-mails, correspondence, and meetings
- On-Site and/or In-House monitoring reviews of project operations, management, and financial records and systems
- Review of project Quarterly Reports
- Review and approval of Requests for Cost Incurred (RCIs)
- Desk review of other documents in the project-grant files for timely submission and completeness

| Monitoring Schedule | |
|---|---|
| **Total Awarded Amount:** | **Type of Monitoring:** |
| Under $50,000.00 | Desk Review/Phone Conference |
| $50,000.01 – $99,999.99 | In-House GOHS Review |
| $100,000+ | On-Site |
| Capital Outlay Greater than $25,000.00 (combined) | On-Site |

| | |
|---|---|
| Desk Review and Phone Conference | Internal Review of all written documentation related to contractual project including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. A phone conference call conducted during the course of the project which includes the date and time of the call, the person/s contacted and the results. Serves as an informational review to determine progress of programmatic/financial activities. Both the designated project administrator and fiscal contact should be present, if possible, during the phone conference. If identified financial or operational problems are present, GOHS reserves the right to bring the grantee in for an in-house meeting at GOHS. Monitoring form written by Project Coordinator, any findings or areas of improvement, concern or recognition will be provided to the grantee. |
| In-House Review | Documents performance review results including project activities, reimbursement claims review, equipment purchases, approvals, and other information. Reviews applicable information related to the project(s) including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Completed at GOHS in a meeting with appropriate operational and financial personnel. Monitoring form written by Project Coordinator, any findings or areas of improvement, concern or recognition will be provided to the grantee. |
| On-Site Monitoring | Documents performance review results including project activities, reimbursement claims review, equipment purchases, and other information. Reviews applicable information related to the project(s) including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Conducted on-site at the grantee's agency with monitoring form completed on-site by Project Coordinator. Any findings or areas of improvement, concern, or recognition, will be provided to the grantee. |

On-site and/or In-house monitoring for grantees of designated projects with large capital outlay purchases, personnel services, and complex projects must be completed within the second or third quarter of the fiscal year. Contracted projects displaying any problems might need on-site monitoring more than once during the fiscal year.

On-site and/or In-house monitoring includes a review and discussion of all issues related to assure the effective and administration of the contracted project. The following are the most important items to review:

- Progress toward meeting goals/objectives and performance measures
- Adherence to the contract specifications, timely submission of complete and correct reports, including required documentation
- Quarterly reports
- Status of expenditures related to the outlined budget
- Accounting records
- Supporting documentation (training documentation, inventory sheets, photographs, press releases etc)

In addition, the designated project administrator will assure that any equipment purchased will be available for inspection and is being used for the purpose for which it was bought under the outlined contractual agreement.

**Documentation**

The Governor's Office of Highway Safety will retain all findings documented on the GOHS Monitoring Form in the grantee's respective federal file. Findings will be discussed with the grantee designated contract representative (project administrator, fiscal specialist) by phone and/or e-mail. All noted deficiencies will be provided to the grantee with guidance for improvement and solutions to problems. Grantees that exhibit significantly poor performance with be placed on a performance plan as outlined by the project coordinator. Grantee monitoring information will additionally provide documentation for potential funding in subsequent fiscal year grant proposal review.

**PROJECT PERIOD:**

The Project Period shall commence on the date the GOHS Director signs the Highway Safety Contract and terminate on September 30 of that or subsequent year as indicated on the Highway Safety Contract.

**DURATION:**

Contracts shall be effective on the date the Governor's Office of Highway Safety Director signs the contract and expire at the end of the project period.

If the Agency is unable to expend the funds in the time specified, the Project Director will submit notification on the Agency's letterhead and hand-deliver or submit via regular mail to the Director of the Governor's Office of Highway Safety a minimum of 90 days prior to the end of the project period.

The Agency shall address all requests to modify the contract to the Director of the Governor's Office of Highway Safety on Agency letterhead and either hand deliver or submit the request via regular mail. All requests for modification must bear the signature of the Project Director.

Failure to comply may result in cancellation of the contract. Any unexpended funds remaining at the termination of the contract shall be released back to the Governor's Office of Highway Safety.

| Oro Valley Police Department | GOHS HIGHWAY SAFETY CONTRACT | 2014-AL-006 |
|---|---|---|

**ESTIMATED COSTS:**

| | | |
|---|---|---|
| I. | Personnel Services (overtime) | $18,939.39 |
| II. | Employee Related Expenses | $6,060.61 |
| III. | Professional and Outside Services | $0.00 |
| IV. | Travel In-State | $0.00 |
| V. | Travel Out-of-State | $0.00 |
| VI. | Materials and Supplies | $0.00 |
| VII. | Capital Outlay | $0.00 |
| | **TOTAL ESTIMATED COSTS** | ***$25,000.00** |

*Includes all applicable training, tax, freight, and advertising costs. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the Oro Valley Police Department shall absorb any and all expenditures in excess of **$25,000**.

## DAILY ENFORCEMENT REPORT
**(For Agency Use Only)**

_____
Month Day Year

| DESCRIPTION | CONTRACT ACTIVITY | AGENCY ACTIVITY |
|---|---|---|
| TOTAL FATAL COLLISIONS | | |
| TOTAL INJURY COLLISIONS | | |
| TOTAL COLLISIONS INVESTIGATED | | |
| ALCOHOL-RELATED FATALITIES | | |
| ALCOHOL-RELATED INJURIES | | |
| SPEED-RELATED FATALITIES | | |
| SPEED-RELATED INJURIES | | |
| PEDESTRIAN FATALITIES | | |
| PEDESTRIAN INJURIES | | |
| BICYCLE FATALITIES | | |
| BICYCLE INJURIES | | |
| TOTAL DUI ARRESTS | | |
| TOTAL MISDEMEANOR DUI ARRESTS | | |
| TOTAL EXTREME DUI .15 ARRESTS | | |
| TOTAL AGGRAVATED DUI ARRESTS | | |
| TOTAL DUI DRUG ARRESTS | | |
| TOTAL DRE EVALUATIONS | | |
| SOBER DESIGNATED DRIVERS CONTACTED | | |
| UNDERAGE ALCOHOL VIOLATIONS - TITLE 4 | | |
| UNDERAGE DUI ARRESTS | | |
| UNDERAGE DUI-DRUG ARRESTS | | |
| TOTAL AGENCY CITATIONS | | |
| SPEED CITATIONS | | |
| RED LIGHT RUNNING CITATIONS | | |
| SEAT BELT CITATIONS | | |
| CHILD SAFETY SEAT CITATIONS | | |

## QUARTERLY ENFORCEMENT REPORT
**(Submitted to GOHS)**

_____

**Reporting Period**

| DESCRIPTION | CONTRACT ACTIVITY | AGENCY ACTIVITY |
|---|---|---|
| TOTAL FATAL COLLISIONS | | |
| TOTAL INJURY COLLISIONS | | |
| TOTAL COLLISIONS INVESTIGATED | | |
| ALCOHOL-RELATED FATALITIES | | |
| ALCOHOL-RELATED INJURIES | | |
| SPEED-RELATED FATALITIES | | |
| SPEED-RELATED INJURIES | | |
| PEDESTRIAN FATALITIES | | |
| PEDESTRIAN INJURIES | | |
| BICYCLE FATALITIES | | |
| BICYCLE INJURIES | | |
| TOTAL DUI ARRESTS | | |
| TOTAL MISDEMEANOR DUI ARRESTS | | |
| TOTAL EXTREME DUI .15 ARRESTS | | |
| TOTAL AGGRAVATED DUI ARRESTS | | |
| TOTAL DUI DRUG ARRESTS | | |
| TOTAL DRE EVALUATIONS | | |
| SOBER DESIGNATED DRIVERS CONTACTED | | |
| UNDERAGE ALCOHOL VIOLATIONS - TITLE 4 | | |
| UNDERAGE DUI ARRESTS | | |
| UNDERAGE DUI-DRUG ARRESTS | | |
| TOTAL AGENCY CITATIONS | | |
| SPEED CITATIONS | | |
| RED LIGHT RUNNING CITATIONS | | |
| SEAT BELT CITATIONS | | |
| CHILD SAFETY SEAT CITATIONS | | |

## CERTIFICATIONS AND AGREEMENTS

This CONTRACT, is made and entered into by and between the STATE OF ARIZONA, by and through the Governor's Office of Highway Safety (GOHS) hereinafter referred to as "STATE", and the agency named in this Contract, hereinafter referred to as "AGENCY".

WHEREAS, the National Highway Safety Act of 1966, as amended (23 USC §§401-404), provides Federal funds to STATE for approved highway safety projects; and

WHEREAS, STATE may make said funds available to various state, county, tribal, or municipal agencies, governments, or political subdivisions upon application and approval by STATE and the United States Department of Transportation (USDOT); and

WHEREAS, AGENCY must comply with the requirements listed herein to be eligible for Federal funds for approved highway safety projects; and

WHEREAS, AGENCY has submitted an application for Federal funds for highway safety projects;

NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOODS AND VALUABLE CONSIDERATION, it is mutually agreed that AGENCY will strictly comply with the following terms and conditions and the following Federal and State Statutes, Rules, and Regulations:

### I. Project Monitoring, Reports, and Inspections

A. AGENCY agrees to fully cooperate with representatives of STATE monitoring the project, either on-site or by telephone, during the life of the Contract.

B. AGENCY will submit Quarterly Reports (one for each three-month period of the project year) to STATE in the form and manner prescribed by STATE. Notice of the specific requirements for each report will be given in this Contract or at any time thereafter by giving thirty (30) days written notice to AGENCY by ordinary mail at the address listed on the Contract. Failure to comply with Quarterly Report requirements may result in withholding of Federal funds or termination of this Contract.

C. AGENCY will submit a Final Report/Statement of Accomplishment at completion of the Contract to include all financial, performance, and other reports required as a condition of the grant to STATE within thirty (30) days of the completion of the Contract.

D. Representatives authorized by STATE and the National Highway Traffic Safety Administration (NHTSA) will have the right to visit the site and inspect the work under this Contract whenever such representatives may determine such inspection is necessary.

### II. Reimbursement of Eligible Expenses

A. AGENCY'S Project Director, or Finance Personnel, will submit a Report of Costs Incurred Form (RCI) to STATE each time there have been funds expended for which reimbursement is being requested. Failure to meet this requirement may be cause to terminate the project under section XX herein, "Termination and Abandonment".

B. AGENCY will reimburse STATE for any ineligible or unauthorized expenses for which Federal funds have been claimed and reimbursement received, as may have been determined by a State or Federal audit.

C. STATE will have the right to withhold any installments equal to the reimbursement received by AGENCY for prior installments which have been subsequently determined to be ineligible or unauthorized.

## III. Property Agreement

A. AGENCY will immediately notify STATE if any equipment purchased under this Contract ceases to be used in the manner as set forth by this Contract. In such event, AGENCY further agrees to either give credit to the project cost or to another active highway safety project for the residual value of such equipment in an amount to be determined by STATE or to transfer or otherwise dispose of such equipment as directed by STATE.

B. No equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of STATE, or unless otherwise provided elsewhere in this Contract.

C. AGENCY will maintain or cause to be maintained for its useful life, any equipment purchased under this Contract.

D. AGENCY will incorporate any equipment purchased under this Contract into its inventory records.

E. AGENCY will insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets the requirements of this section.

## IV. Travel

In-State and Out-of-State Travel

In state and out-of-state travel claims will be reimbursed at rates provided by AGENCY'S regulations, provided that such regulations are as restrictive as those of STATE. Where they are less restrictive, ARS §38-624 will apply.

The State must approve all out-of-state travel in writing and in advance.

## V. Standard of Performance

AGENCY hereby agrees to perform all work and services herein required or set forth, and to furnish all labor, materials, and equipment, except that labor, material, and equipment as STATE agrees to furnish pursuant to this Contract.

## VI. Hold Harmless Agreement

Neither party to this agreement agrees to indemnify the other party or hold harmless the other party from liability hereunder. However, if the common law or a statute provides for either a right to indemnify and/or a right to contribution to any party to this agreement then the right to pursue one or both of these remedies is preserved.

## VII. Non-Assignment and Sub-Contracts

This Contract is not assignable nor may any portion of the work to be performed be sub-contracted unless specifically agreed to in writing by STATE. No equipment purchased hereunder may be assigned or operated by other than AGENCY unless agreed to in writing by STATE.

## VIII. Work Products and Title to Commodities and Equipment

A. The work product and results of the project are the property of STATE, unless otherwise specified elsewhere in this Contract. All property, instruments, non-consumable materials, supplies, and the like, which are furnished or paid for by STATE under the terms of this Contract, unless otherwise provided for elsewhere in this Contract, are and remain the property of STATE and will be returned at the completion of this project upon request of STATE. The work product and results of the project will be furnished to STATE upon request, if no provision is otherwise made by this Contract.

B. The provisions of subparagraph A apply whether or not the project contracted for herein is completed.

## IX. Copyrights and Patents

Any copyrightable materials, patentable discovery, or invention produced in the course of this project may be claimed by STATE and a copyright or patent obtained by it at its expense. In the event STATE does not wish to obtain such copyright or patent, AGENCY may do so, but in any event, provision will be made by AGENCY for royalty-free, nonexclusive, nontransferable, and irrevocable licenses to be given the United States Government and STATE and its political subdivisions to use such copyrightable material, patented discoveries, or inventions in any manner they see fit. The STATE reserves the right to impose such other terms and conditions upon the use of such copyrights or patents as may be deemed in the best interest of STATE in the event AGENCY is allowed to obtain a copyright or patent.

## X. "Common Rule" and OMB Circular No. A-102 (Revised)

"Common Rule" (49 CFR, Part 18): *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

OMB Circular No. A-102 (Revised): *Grants and Cooperative Agreements with State and Local Governments*
The application of USDOT "Common Rule" and Circular A-102 requires that:

AGENCY and sub-grantees will use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law. The most stringent purchasing requirement at each level must be met.

The Arizona Procurement Code (ARS, §41-2501, et. seq.) and promulgated rules (A.A.C. Title 2, Chapter 7) are a part of this Contract as if fully set forth herein and AGENCY agrees to fully comply with these requirements for any procurement using grant monies from this Contract.

## XI. Equal Opportunity

A. Pursuant to the requirements of the Federal-Aid Highway Act of 1968 (U.S.C. §103 et. seq.), AGENCY, as a condition to receiving approval of this Contract submitted under the Highway Safety Act of 1966, as amended, hereby gives its assurance that employment in connection with the subject Highway Safety Project will be provided without regard to race, color, creed, sex, or national origin, and that any contract it enters into with any private agency pursuant hereto will include provisions in compliance with this paragraph (XI).

As a condition of receiving approval of this Contract, AGENCY will be subject to and will comply with Title VI of the Civil Rights Act of 1964 and all applicable requirements of the Department of Commerce regulations as adopted by the USDOT, providing that no person in the United States shall on the ground of race, color, creed, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the subject Highway Safety Project.

B. If AGENCY fails or refuses to comply with its undertaking as set forth in these provisions, STATE or the USDOT may take any or all of the following actions.

1. Cancel, terminate, or suspend, in whole or in part, the agreement, contract, or other arrangement with respect to which the failure or refusal occurred; and

2. Refrain from extending any further Federal financial assistance to AGENCY under the Highway Safety Program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from AGENCY.

C. Pursuant to the requirement of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), AGENCY must operate this Highway Safety Project so that it is accessible and otherwise non-discriminatory to handicapped persons.

## XII. Executive Order 2009-09

It is mutually agreed that AGENCY will comply with the terms and conditions of Executive Order 2009-09, *Non-Discrimination in Employment by Government Contractors and Subcontractors*. Executive Order 2009-09 is located in Part II of the Project Director's Manual.

**XIII. Application of Hatch Act**

AGENCY will notify all of its employees whose principal employment is in connection with any highway safety project, financed in whole or in part by loans or grants under the Highway Safety Act of 1966, as amended, of the provisions of the Hatch Act (5 U.S.C. §7321 et. seq.).

**XIV. Minority Business Enterprises (MBE) Policy and Obligation**

A. Policy: It is the policy of the USDOT that minority business enterprises as defined in 49 CFR, Part 23, will have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Contract. Consequently, the minority business enterprises requirements of 49 CFR, Part 23 apply to this Contract.

B. Obligation: The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR, Part 23 have the subcontracts financed in whole or in part with Federal funds provided under this Contract. In this regard, all recipients or contractors will take all necessary and reasonable steps in accordance with 49 CFR, Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors will not discriminate on the basis of race, color, creed, sex, or national origin in the award and performance of USDOT-assigned contracts.

**XV. Arbitration Clause, ARS §12-1518**

Pursuant to ARS §12-1518, the parties agree to use arbitration, after exhausting applicable administrative reviews, to resolve disputes arising out of this Contract where the provisions of mandatory arbitration apply.

**XVI. Inspection and Audit, ARS §35-214**

Pursuant to ARS §35-214, all books, accounts, reports, files, and other records relating to this Contract will be subject at all reasonable times to inspection and audit by STATE for five (5) years after completion of this Contract. The records will be produced at the Governor's Office of Highway Safety.

**XVII. Appropriation of Funds by U.S. Congress**

It is agreed that in no event will this Contract be binding on any party hereto unless and until such time as funds are appropriated and authorized by the U.S. Congress and specifically allocated to the project submitted herein and then only for the fiscal year for which such allocation is made. In the event no funds are appropriated by the U.S. Congress or no funds are allocated for the project proposed herein for subsequent fiscal years, this Contract will be null and void, except as to that portion for which funds have then been appropriated or allocated to this project, and no right of action or damages will accrue to the benefit of the parties hereto as to that portion of the Contract or project that may so become null and void.

**XVIII. Continuation of Highway Safety Program**

It is the intention of AGENCY to continue the Highway Safety Program identified in this Contract once Federal funding is completed. This intended continuation will be based upon cost effectiveness and an evaluation by AGENCY of the program's impact on highway safety.

**XIX. E-Verify**

Both Parties acknowledge that immigration laws require them to register and participate with the E-Verify program (employment verification program administered by the United States Department of Homeland Security and the Social Security Administration or any successor program) as they both employ one or more employees in this state. Both Parties warrant that they have registered with and participate with E-Verify. If either Party later determines that the other non-compliant Party has not complied with E-Verify, it will notify the non-compliant Party by certified mail of the determination and of the right to appeal the determination.

**XX. Termination and Abandonment**

A. The STATE and AGENCY hereby agree to the full performance of the covenants contained herein, except that STATE reserves the right, at its discretion, to terminate or abandon any portion of the project for which services have not been already performed by AGENCY.

B. In the event STATE abandons the services or any part of the services as herein provided, STATE will notify AGENCY in writing and within twenty-four (24) hours after receiving such notice, AGENCY will discontinue advancing the work under this Contract and proceed to close said operations under the Contract.

C. The appraisal value of work performed by AGENCY to the date of such termination or abandonment shall be made by STATE on a basis equitable to STATE and AGENCY and a final reimbursement made to AGENCY on the basis of costs incurred. Upon termination or abandonment, AGENCY will deliver to STATE all documents, completely or partially completed, together with all unused materials supplied by STATE.

D. AGENCY may terminate or abandon this Contract upon thirty (30) days written notice to STATE, provided there is subsequent concurrence by STATE. Termination or abandonment by AGENCY will provide that costs can be incurred against the project up to and including sixty (60) days after notice is given to STATE.

E. Any equipment or commodities which have been purchased as a part of this Contract and which have not been consumed or reached the end of its useful life will be returned to STATE upon its written request.

**XXI. Cancellation Statute**

All parties are hereby put on notice that this Contract is subject to cancellation pursuant to ARS §38-511, the provisions of which are stated below.

In accordance with ARS §38-511, this Contract may be cancelled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the STATE, its political subdivisions or any department or agency of either, is at any time while the Contract or any extension of the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter or the Contract.

The cancellation shall be effective when written notice from the Governor or chief executive officer or governing body of the political subdivision is received by all other parties to the Contract unless the notice specifies a later time.

## AGREEMENT OF UNDERSTANDING AND CERTIFICATION OF COMPLIANCE

**Acceptance of Condition**

It is understood and agreed by the undersigned that a grant received as a result of this Contract is subject the Highway Safety Act of 1966, as amended (23 U.S.C.A. §§401-404), ARS §28-602, and all administrative regulations governing grants established by the USDOT and STATE. It is expressly agreed that this Highway Safety Project constitutes an official part of the STATE's Highway Safety Program and that AGENCY will meet the requirements as set forth in the accompanying Project Director's Manual, which are incorporated herein and made a part of this Contract. All State and Federal Statutes, Rules, Regulations, and Circulars referenced in this Contract are a part of this document as if fully set forth herein. It is also agreed that no work will be performed nor any obligation incurred until AGENCY is notified in writing that this project has been approved by the Governor's Highway Safety Representative.

**Certificate of Compliance**

This is to certify that AGENCY will comply with all of the State and Federal Statutes, Rules and Regulations identified in this Contract.

**Certification of Non-Duplication of Grant Funds Expenditure**

This is to certify that AGENCY has no ongoing nor completed projects under contract with other Federal fund sources which duplicate or overlap any work contemplated or described in this Contract. It is further certified that any pending or proposed request for other Federal grant funds which would duplicate or overlap work described in the Contract will be revised to exclude any such duplication of grant fund expenditures. It is understood that any such duplication of Federal funds expenditures subsequently determined by audit will be subject to recovery by STATE.

**Single Audit Act**

If your political subdivision has had an independent audit meeting the requirements of the Single Audit Act of 1984, (31 U.S.C.A. §7501 et. seq.), please forward a copy to GOHS, Attention: Fiscal Services Officer, within thirty (30) days of the effective date of this Contract. If such audit has not been performed, please advise when it is being scheduled.

| Oro Valley Police Department | GOHS HIGHWAY SAFETY CONTRACT | 2014-AL-006 |
|---|---|---|

**REIMBURSEMENT INSTRUCTIONS**

1. **Agency Official preparing the Reports of Costs Incurred:**

   Name: Daniel G. Sharp

   Title: Chief of Police

   Telephone Number: 520-229-4900 Fax Number: 520-229-4979

   E-mail Address: dsharp@ovpd.org

2. **Agency's Fiscal Contact:**

   Name: Colleen Muhr

   Title: Administrative Services Manager

   Telephone Number: 520-229-4904 Fax Number: 520-229-4979

   E-mail Address: cmuhr@ovpd.org

   Federal Identification Number: 86-0293039

3. ***REIMBURSEMENT INFORMATION:***

   **Warrant/Check to be made payable to:**

   Town of Oro Valley

   Warrant/Check to be mailed to:

   Oro Valley Police Department
   (Agency)

   11000 N. LaCañada Drive
   (Address)

   Oro Valley, AZ 85737
   (City, State, Zip Code)

**Lobbying Restrictions**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

A. 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.

B. 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 will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

D. 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 31 USC §1352. Any person who fails to file the required certification will be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

| ***Signature of Project Director:*** | ***Signature of Authorized Official of Governmental Unit:*** |
|---|---|
| Daniel Sharp, Chief<br>Oro Valley Police Department | Greg Caton, City Manager<br>Town of Oro Valley |
| _____ | _____ |
| 520-229-4900 | 520-229-4714 |
| Date Telephone | Date Telephone |

**AUTHORITY & FUNDS**

1. This Project is authorized by 23 U.S.C. §**402** and regulations promulgated there under, more particularly Volume 102, and if State funds are involved, this project is authorized by ARS § 28-602.

   The funds authorized for this Project have been appropriated and budgeted by the U.S. Department of Transportation. The expenses are reimbursable under Arizona's Highway Safety Plan Program Area **402–AL**, as approved for by the National Highway Traffic Safety Administration.

2. **A. EFFECTIVE DATE:** *Authorization to Proceed Date*

   **B. FEDERAL FUNDS:** **$25,000.00**

3. **AGREEMENT AND AUTHORIZATION TO PROCEED**
   by State Official responsible to Governor for the
   administration of the State Highway Safety Agency

Alberto Gutier, Director
Governor's Office of Highway Safety
Governor's Highway Safety Representative

Approval Date