

**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: 20.616

| | |
|---|--|
| 1. APPLICANT AGENCY Pima County Sheriff's Department | GOHS CONTRACT NUMBER: 2015-405c-003 |
| ADDRESS 1750 East Benson Highway, Tucson, AZ 85714 | PROGRAM AREA: 405c |
| 2. GOVERNMENTAL UNIT Pima County | AGENCY CONTACT: Dawn Barkman |
| ADDRESS 130 West Congress, 11 th Floor, Tucson, AZ 85701 | 3. PROJECT TITLE: E-Crash Traffic Records Information System |
| 4. GUIDELINES: 405c – Traffic Safety Information System | |

5. BRIEFLY STATE PURPOSE OF PROJECT:
Federal 405c funds will support Capital Outlay: E-Crash Traffic Records Information System for Pima County Sheriff's Department Traffic Records Data Improvement Projects.

| 6. BUDGET COST CATEGORY | Project Period FFY 2015 |
|---|------------------------------------|
| I. Personnel Services | \$0.00 |
| II. Employee Related Expenses | \$0.00 |
| 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 | \$145,458.75 |
| TOTAL ESTIMATED COSTS | \$145,458.75 |

PROJECT PERIOD FROM: Effective Date (*Date of GOHS Director Signature*) TO: 09-30-2015

CURRENT GRANT PERIOD FROM: 10-01-2014 TO: 09-30-2015

TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: \$145,458.75

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 Pima County Sheriff's Department is a leader in public safety and is committed to serving with honor, courage, and integrity in the fight against crime, and to work relentlessly toward making our community safe for the people of Pima County.

Pima County is the 7th largest agency in the United States, and the Pima County Sheriff's Department is the primary law enforcement agency within the County. It encompasses over 9,241 square miles and serves over 353,387 citizens living in the unincorporated areas of Pima County. There are approximately 10,000 miles of roads throughout Pima County inclusive of Interstate, state routes, major streets, and residential roadways. Pima County also borders Mexico for 123 miles.

The Pima County Sheriff's Department employs over 510 commissioned personnel and more than 973 corrections and civilian personnel.

In total, the Pima County Sheriff's Department makes over 100 DUI arrests each month throughout the County. The Support Operations Division deputies participate in roughly half of these arrests. The Support Operations Division deputies are frequently called upon to complete and further investigations initiated by the Patrol Division deputies in an effort to allow the patrol units to return to their busy districts to take calls.

The Support Operations Division deputies bring expertise and experience to the DUI investigation, later enhancing the prosecution's efforts in court. Eighty percent (80%) of the deputies assigned to the Support Operations Division are certified Drug Recognition Experts. Ninety percent (90%) of the deputies assigned to the Support Operations Division are Phlebotomists. Due to the vast area that encompasses Pima County and the numerous miles of roadways requiring police presence, the Pima County Sheriff's Department is committed to the strictest of all traffic law and alcohol related statutes. In recent years, national averages have dropped. Roughly forty percent (40%) of fatal motor vehicle collisions involved impaired drivers. In Pima County, even though the numbers have decreased, more than forty percent (40%) of fatal collision, numerous serious injury collisions and property damage only collisions involved alcohol and/or drug impaired drivers. These events demonstrate the needless loss of life, health and property at the hands of these killers. Although over the past couple of years the number of these incidents have declined, continued and sustained funding of additional enforcement would continue to reduce the numbers and diminish the possibility of having incidents increase as a result of decreased or elimination of funding. Over the past several years, GOHS has continued its sustained funding of various education and public awareness of driving safely, detrimental effects and consequences of underage drinking, and the safety of child seat and seatbelt use. Additional operations related to speed enforcement, school zone and school bus operations have recently been added as functional areas to be addressed. The operations include the use of the Motorcycle Unit operating as cover during "Operation BUS" as well as the school zone enforcement.

Agency Problem:

Pima County is the 7th largest agency in the United States, and the Pima County Sheriff's Department is the primary law enforcement agency within the County. It encompasses over 9,241 square miles and serves over 353,387 citizens living in the unincorporated areas of Pima County. There are approximately 10,000 miles of roads throughout Pima County inclusive of Interstate, state routes, major streets, and residential roadways. Pima County also borders Mexico for 123 miles.

Due to the vast geographical area of Pima County and the numerous miles of roadways requiring police presence, the Pima County Sheriff's Department is committed to the strictest enforcement of all traffic laws and alcohol related statutes. This can be a daunting and time consuming task given the following statistics:

An Average of 4,307 collisions are reported to the Pima County Sheriff's Department annually:

| Year | Non DUI related Crash reports UCR Code 3001-3404 Pima County Sheriff's Department | DUI related Crash reports UCR Code 2101-2103 Pima County Sheriff's Department | Totals |
|-------------|--|--|---------------|
| 2013 | 4,457 | 244 | 4,701 |
| 2012 | 3,804 | 240 | 4,044 |
| 2011 | 3,671 | 252 | 3,923 |
| 2010 | 4,324 | 236 | 4,560 |

An average of 16,977 traffic citations are issued by the Pima County Sheriff's Department annually:

| Year | Number of citations issued |
|-------------|-----------------------------------|
| 2013 | 17,344 |
| 2012 | 16,467 |
| 2011 | 15,685 |
| 2010 | 18,411 |

Accurately and efficiently documenting these incidents is hampered by our inability to complete electronic crash reports. Each report is presently completed using the carbon copy version of the State Crash Form. This form is manually filled out at the incident location, sent to the supervisor for review by placing the paper copy in their in-basket, once reviewed it is forwarded to records, scanned into PDF format, manually entered into Spillman RMS, and finally sent on a CD to the Arizona Department of Transportation (ADOT) on a monthly basis.

Electronic crash reporting would allow for near real-time reporting of crash data to ADOT crash database. It enables an electronic quality assurance review by the supervisor to ensure accurate reporting. Once the supervisor accepts the report it is automatically imported into the Spillman RMS system and simultaneously exported to the ADOT crash database. Electronic crash reporting also makes the completed, readable report available to the involved and interested parties, such as insurance companies and legal counsel, significantly faster than the traditional paper reporting process. This near real-time reporting will reduce the lag time from completion of the report to reporting the data to ADOT and public access by nearly 25 days per report.

The significant amount of citations issued by the Pima County Sheriff's Department encounter the same obstacles manual crash reports encounter. Only 50 of over 263 eligible patrol deputies have electronic citation capabilities. Ergo, the majority of the 16,977 citations are handwritten. The handwritten citations are sent to records via interoffice mail after a station Public Safety Support Specialist manually enters the data into the Spillman RMS system. Again, the lag time from issuance to availability can be drastically reduced by expanding the electronic citation capabilities of the Pima County Sheriff's Department.

Additionally, the cross pollination of data fields utilizing an electronic crash/citation system auto populates like fields and significantly reduces on scene time and road closures/traffic way impacts on the community. Quick clearance of all traffic incidents, large and small, is important not only for reducing traffic congestion and improving mobility on the highway network, but also for improving safety for travelers and incident responders. Minor incidents, even those on the roadway shoulder, can become major incidents. Lengthy

clearance times increase exposure of travelers and responders to secondary crashes. A secondary crash can be much more serious than a minor primary incident.

Agency Attempts to Solve Problem:

TraCS has been explored several times by the Pima County Sheriff's Department, (2006, 2011, 2013) but found to be not viable or cost effective for the below outlined reasons:

1. **Integration and compatibility with Spillman software.** Currently TraCS is not compatible with Spillman software. At least 49 law enforcement agencies within Arizona, including Pima County Sheriff's Department, utilize Spillman as its RMS system. The Pima County Sheriff's Department is also the Spillman Host Agency for 14 other law enforcement agencies in Arizona.

It is vital that any crash/citation program that reports data to ADOT is integrated with our local RMS system (Spillman) and then either mines the data from Spillman to report to ADOT via TraCS or simultaneously reports to ADOT while populating the local RMS system. Sequential reporting of independent databases would be counterproductive to a streamlined reporting process as duplication of data would still exist and additional manual data entry would be necessary.

2. **Cost of Spillman patch.** Based upon our extensive relationship with Spillman Technologies and realizing programming changes can be complicated as well as expensive, we anticipate the requisite cost to effectively integrate TraCS with Spillman will be expensive, both in staff hours and product development. Based upon non-binding budgetary information from Spillman regarding a similar product, mobile licensing for Pima County Sheriff's Department will likely exceed \$267,000.00. Furthermore, as of March 11, 2014, the Spillman Company has not developed a patch for TraCS.
3. **Security compatibility and VPN connection with Spillman.** The Pima County Sheriff's Department Mobile Data computers (MDCs) in patrol vehicles use "Netmotion" to create a VPN. That VPN allows the connection to our network and Spillman. For security reasons the software will not allow any other VPN software to be installed on the same device. If it detects another one, say Cisco for example, it not only kills Cisco software, but it also kills itself from connection. It's been our experience that a significant number of these types of programs like TraCS use their own Cisco VPNs.

However, in spite of the afore mentioned obstacles, the Pima County Sheriff's Department fully supports a unified, integrated, computerized approach to crash data reporting to ADOT with integrated electronic citations, tow sheets and driver slips while simultaneously populating local RMS servers.

Agency Funding:

Federal 405c funds will support Capital Outlay: E-Crash Traffic Records Information System for Pima County Sheriff's Department Traffic Records Data Improvement Projects.

How Agency Will Solve Problem With Funding:

At present, the Pima County Sheriff's Department is unable to submit crash reports electronically to the ADOT crash database via Traffic Criminal Software (TraCS) or XML Schema interface due to the incompatibility of TraCS and Spillman. A compatibility "patch" by Spillman would only be offered by Spillman if all Arizona Spillman users agreed to such a resolution. As the largest of the 49 agencies utilizing

Spillman as their RMS system the cost to the Pima County Sheriff's Department alone would be approximately \$267,000.00. Due to this incompatibility, each crash report is currently individually scanned into PDF format by a records technician and then mailed to ADOT on a CD on a monthly basis. This is far from timely reporting of crash data. Furthermore, only 50 out of over 263 eligible patrol deputies have electronic citation capabilities exponentially increasing time on scene at traffic incidents.

The Pima County Sheriff's Department aims to:

1. Implement electronic reporting of crash data to ADOT Crash Database and Pima County Sheriff's Department Spillman RMS system via the Advanced Public Safety (APS) ReportBeam, QuickCrash and Quick Ticket Appliance and self hosted software.
2. Reduce inaccurate and delayed information to the public, ADOT and Spillman RMS system by way of electronic crash reporting and expanded electronic citation capabilities utilizing APS ReportBeam.
3. Reduce the duration and impacts of traffic incidents by way of electronic citation and electronic crash reporting to improve the safety of motorists, crash victims and emergency responders at crash scenes utilizing the Federal Highway Administration (FHWA) Traffic Incident Management (TIM) Program via the APS ReportBeam, QuickCrash and Quick Ticket Appliance and self hosted server software. The risk of a secondary collision increases by 2.8% for every minute a traffic incident creates a distraction.

GOALS/OBJECTIVES:

Federal 405c funds will support Capital Outlay: E-Crash Traffic Records Information System for Pima County Sheriff's Department Traffic Records Data Improvement Projects.

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 and the high cost of DUI/Impaired Driving in terms of money, criminal and human consequences.**

The Pima County Sheriff's Department will maintain responsibility for **reporting sustained enforcement** activity in a timely manner. Additionally, it is the responsibility of the Pima County Sheriff's 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 Report of Costs Incurred (RCIs) on time and correctly may delay reimbursement for expenditures to your agency.

METHOD OF PROCEDURE:

The Pima County Sheriff's Department will make expenditures as follows to meet the outlined Program Goals/Objectives:

Capital Outlay – To purchase/procure the following Capital Outlay for DUI/Alcohol/Impaired Driving Activities:

E-Crash Traffic Records Information System

PRESS RELEASE:

Agencies are required to develop and distribute a press release announcing this grant award upon receipt of the executed contract. 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.

EQUIPMENT:

E-Crash Traffic Records Information System

Agencies receiving funding for Capital Outlay (major equipment) such as DUI Processing Vans, marked and unmarked enforcement sedans and marked enforcement motorcycles shall schedule a press conference that includes the Director of the Governor's Office of Highway Safety. The purpose of this press conference will be to present the equipment to the community.

The Pima County Sheriff's Department shall immediately notify GOHS if any equipment purchased under this contract ceases to be used in the manner described in this contract. In such event, the Pima County Sheriff's Department further agrees to dispose of this equipment using the Pima County Sheriff's Department's, city, town or county ordinance, code or rule regarding disposal of equipment.

In the absence of an ordinance, code or rule regarding the disposal of the property, the Pima County Sheriff's Department can refer to that of the state. The Pima County Sheriff's Department shall maintain or cause to be

maintained for its useful life, any equipment purchased under this contract. The Pima County Sheriff's Department shall incorporate any equipment purchased under this Contract into its inventory records. The Pima County Sheriff's Department shall insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets this requirement.

Administrative and Maintenance Costs:

The Pima County Sheriff's Department shall be responsible for all administrative, maintenance, operational costs and the costs of any damage relating to the [E-Crash Traffic Records Information System].

Decals:

The Governor's Office of Highway Safety shall provide the Pima County Sheriff's Department with decals depicting the Governor's Office of Highway Safety logo. These decals shall be affixed to the equipment before being placed in service.

Equipment Purchase:

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period.

If the Agency cannot meet this requirement, the Agency must submit a letter of explanation signed by the Project Director on the Agency's letterhead via mail or hand delivered to the Director of the Governor's Office of Highway Safety within sixty (60) days before the end of the project period.

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.

Original Purpose of Equipment:

Pursuant to 23 CFR §1200.21, all equipment purchased under this contract is to be used for the original purpose intended under this contract. All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes and neither the State nor the Agency (sub-grantees) or contractors shall encumber the title or interest while such need exists.

The Governor's Office of Highway Safety may reserve the right to transfer title to equipment acquired under this the Section 405c program to the Federal Government or to a third party when such third party is otherwise eligible under existing statutes.

Furthermore, 49 CFR §18.32.c.1 states that equipment (acquired under this grant) shall be used by the grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

Insurance:

It is agreed that the Pima County Sheriff's Department shall adequately insure all capital equipment purchased under this contract for repair or replacement.

SPECIFIC REQUIREMENTS:**PROFESSIONAL AND OUTSIDE SERVICES/PUBLIC INFORMATION/MEDIA-****Requirements for Professional and Outside Services:**

A copy of all contracts for "Professional and Outside Services" must be submitted to the GOHS Director for written approval before execution.

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.

Requirements for Equipment:

The Pima County Sheriff's Department shall include a high quality color photograph of all equipment purchased under this contract. The Pima County Sheriff's Department shall complete the attached **Capital Outlay Equipment** form for all individual equipment purchases of \$5,000.00 or more. The form is to be attached and submitted with the next quarterly report subsequent to the delivery of the equipment.

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 Pima County Sheriff's 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 purpose of the Quarterly Report 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 report contains the following information:

- **Original signatures on all Quarterly Reports and RCIs**
 - **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, 2014) | January 15, 2015 |
| 2nd Quarterly Report (January 1 to March 31, 2015) | April 15, 2015 |
| 3rd Quarterly Report (April 1 to June 30, 2015) | July 15, 2015 |
| 4th Quarterly Report (July 1 to September 30, 2015) | October 30, 2015 |
| Final Statement of Accomplishment | October 30, 2015 |

The Quarterly Report **shall be completed on the form available on-line and submitted by mail** to the Governor's Office of Highway Safety.

NOTE: IT IS REQUIRED THAT ALL LAW ENFORCEMENT AGENCIES MUST ENTER STATISTICAL AND ENFORCEMENT ACTIVITY INTO THE ON-LINE GOHS DUI REPORTING SYSTEM, IN ADDITION TO SUBMITTING THE QUARTERLY ENFORCEMENT REPORT.

Final Statement of Accomplishment

The Project Director shall submit a Final Statement of Accomplishment 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 Accomplishment 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:

Clarence Dupnik, Sheriff, Pima County Sheriff's Department, shall serve as Project Director.

Dawn Barkman, Sergeant, Pima County Sheriff's Department, shall serve as Project Administrator.

Vanessa Martin, 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 forms for expenditures when funds have been expended for which reimbursement is being requested.

RCIs shall be typed and delivered via mail or hand delivered with appropriate supporting documentation, to the Governor's Office of Highway Safety. **Electronically submitted RCIs will not be accepted.** Final RCIs 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 Report of Costs 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 | Desk Review/Phone Conference |
| \$50,000 and over | May have an In-House GOHS Review |
| \$100,000+ | May have an On-Site Review |
| Capital Outlay Greater than \$25,000 (combined) | May have an On-Site Review |
| 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. It 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 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 will 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.

ESTIMATED COSTS:

| | | |
|------|--|--------------|
| I. | Personnel Services (overtime) | \$0.00 |
| II. | Employee Related Expenses (ERE) | \$0.00 |
| 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 E-Crash Traffic Records Information System | \$145,458.75 |

TOTAL ESTIMATED COSTS***\$145,458.75**

*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 Pima County Sheriff's Department shall absorb any and all expenditures in excess of **\$145,458.75**.

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

Reporting Period

| DESCRIPTION | CONTRACT ACTIVITY | AGENCY ACTIVITY |
|---|------------------------------|----------------------------|
| 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 | | |

**Arizona Governor's Office of Highway Safety
Capital Outlay (Equipment) Record
Equipment \$5,000.00 or more**

Contract Number: 2015-405c-003

Reporting Agency: Pima County Sheriff's Department

| Equipment Description | Make/Model | Serial Number | Date Ordered | Date Received | Cost Per Unit |
|------------------------------|-------------------|----------------------|---------------------|----------------------|----------------------|
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Note: Photographs of all Capital Outlay (Equipment) must be submitted with form

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.

Buy America Act

In accordance with the Buy America Act (49 U.S.C. 5323(j)):
Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

REIMBURSEMENT INSTRUCTIONS

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

Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

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

Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Federal Identification Number: _____

3. ***REIMBURSEMENT INFORMATION:***

Warrant/Check to be made payable to:

Warrant/Check to be mailed to:

(Agency)

(Address)

(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:

Clarence Dupnik, Sheriff
Pima County Sheriff's Department



12/15/14 351-1701

Date Telephone

***Signature of Authorized Official of
Governmental Unit:***

Sharon Bronson, Chairman
Pima County Board of Supervisors

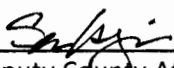
Date Telephone

PIMA COUNTY

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

12/4/14

Date

