

# LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: March 17, 2015

2. AGENDA ITEM: Appointments Bids/Purchases Claims  
Contracts/agreements/leases Grants Land Use: Variances/Board App/Plats  
Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions  
Resolutions Other

3. DEPARTMENT: Laramie County Drug and DUI Court Programs

APPLICANT: DUI Court

AGENT: Kurt Zunker

4. DESCRIPTION: Consideration of Ratification to submit a grant application to the from Laramie County to the Wyoming Department of Transportation Highway Safety Division in the amount of \$10,000.00 in order for the DUI Court program to host a Impaired Driver Assessment (IDA) training.

RECEIVED AND APPROVED AS  
TO FORM ONLY BY THE  
DEPUTY LARAMIE COUNTY  
ATTORNEY

5. DOCUMENTATION: 1 original

<u>Clerks Use Only:</u>	
<u>Commissioner</u>	<u>Signatures</u>
Ash _____	
Heath _____	
Holmes _____	
Kailey _____	
Thompson _____	
Action _____	
Postponed/Tabled _____	
	Co Attny _____
	Assist Co Attny _____
	Grants Manager _____
	Outside Agency _____

Federal Fiscal Year 2016  
Highway Safety Grant Application  
Department of Transportation Highway Safety Office  
Behavioral Programs  
5300 Bishop Blvd Cheyenne, WY 82009  
Phone: (307) 777-4200; FAX: (307) 777-4250

Due to WHSO:

March 16, 2015 or before

PART 1  
Applicant Contact Information

Agency/Organization: Laramie County DUI Court

DUNS Number (<http://www.dnb.com/us>): 197732709

Project Title: Impaired Drivers Assessment (IDA) Training

Project Director: Kurt Zunker

Mailing Address: 309 W. 20<sup>th</sup> Street

City, State, Zip: Cheyenne, WY 82001

Contact Number: (307) 633-4530

Email: [Kzunker@laramiecounty.com](mailto:Kzunker@laramiecounty.com)

Authorizing official for the Agency/Organization (person with contracting authority)

Printed Name: Amber Ash, Chairman, Laramie County Commissioners

(Signature required at end of application)

Contact Number: (307) 633-4260

Email: [Commissioners@laramiecounty.com](mailto:Commissioners@laramiecounty.com)

**For information on completing this application:**

This application (in Word format), the project director's manual and other project information are available on the Highway Safety Project Site: <https://wyomingdepartmentoftransportationhighwaysafetyoffice1.basecampHQ.com/project/s/12701222-fy2016-grant-application/log> or on the Wyoming Department of Transportation website [http://www.dot.state.wy.us/home/dot\\_safety/safety\\_grant\\_info.html](http://www.dot.state.wy.us/home/dot_safety/safety_grant_info.html), by phone at 307-777-4198, or by email to [stephanie.lucero@wyo.gov](mailto:stephanie.lucero@wyo.gov) and cc: [dalene.call@wyo.gov](mailto:dalene.call@wyo.gov).

## PART 2 Description of Project

**1) Problem Identification** - Describe the problem; use available local data relevant to the area you will be providing service to. Include the source of the data. *(If you will be using more than one funding source you must complete 1 application for each funding source i.e. one for Occupant Protection and one for Alcohol)* (No more than 1000 characters)

The threat of drunk driving continues to be a serious public safety concern in Laramie County and Wyoming. According to the Wyoming Association of Sheriffs and Chiefs of Police (WASCOP), DUI arrests accounted for 29.6% of all arrests in Wyoming in 2013. The number of arrests for DUI after a traffic crash went up from 627 in 2012 to 671 in 2013.

Laramie County statistics show increases and decreases in DUI related activity, such as;

- DUI arrests accounted for 28.76% of all arrests in Laramie County in 2012, which decreased to 25.52% in 2013.
- However, the average BAC at point of arrest in 2012 was .145 which increased in 2013 to .1665, and;
- Alcohol involved traffic crashes also increased from 75 in 2012 to 90 in 2013.

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**1a) Performance Measure** - From the list shown below, please select the performance measure(s) most relevant to your proposed project and type an "X" in the box (es). Your project is ineligible for funding if it doesn't fit at least one of the following measures:

- ☐ C1 – Reduce the number of traffic fatalities
- ☐ C2 – Reduce the number of serious injuries in traffic crashes
- ☐ C3 – Reduce the number of fatalities per vehicle mile travelled
- ☐ C4 – Reduce the number of unrestrained passenger vehicle occupant fatalities for all seating positions
- ☒ C5 – Reduce the number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 or above
- ☐ C6 – Reduce the number of speeding-related fatalities
- ☐ C7 – Reduce the number of motorcyclist fatalities
- ☐ C8 – Reduce the number of un-helmeted motorcyclist fatalities
- ☐ C9 – Reduce the number of drivers age 20 or younger involved in fatal crashes
- ☐ C10 – Reduce the number of pedestrian fatalities
- ☐ C11 – Reduce the number of bicyclist fatalities



- ☐ **B1** – Increase observed seat belt usage for passenger vehicles and front seat occupants
- ☒ **A1** – Impaired Driving Citations
- ☐ **A2** – Occupant Protection Citations
- ☐ **A3** – Speed Citations

**1b) if you received FY2014 grant funding from the Office of Highway Safety, did you meet all of your performance measures/objectives for that federal project period?**

☐ **YES**      ☐ **NO**

*(See question 1c on this application and outline why goals were not met.)*

*Answer the following questions in a narrative style using specific statistics when requested!*

**1c) Performance Measures** - *If you were a grant applicant in FY2014 and were funded by the Highway Safety Office, please describe why your agency was not successful in meeting performance measures/objectives that you set as goals in that application. Please be as detailed as possible. (No more than 1500 characters)*

N/A. The DUI Court did not receive FY-14 funds.

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**2) Objectives** - *For each Performance Measure listed please describe measurable objectives for your project using numbers or percentage of increase or decrease and from what time period to the next time period. (For example: **Reduce crashes involving impaired drivers.** (1) Reduce the number of people killed or injured in alcohol involved traffic crashes in Laramie County by 15 from 31 in base year 2012., (2) Reduce the number of underage (less than 21) alcohol involved traffic crashes in Laramie by 10 from 22 in base year 2012. (No more than 4000 characters)*

Object # 1: To train and certify up to 25 persons who either work in a Wyoming Drug/DUI Court or Wyoming Probation and Parole office that provides services to, or supervises multiple DUI offenders. The measurement for this category will be the amount of certified trained personnel in FY-16 compared to the number of certified trained personnel in FY-15.

Object # 2: The training has a "Train the Trainer" aspect, therefore, the objective will be that the training will have up to 7 persons trained to be IDA trainer certified. The measurement for this category will be the amount of certified trainer personnel in FY-16 compared to the number of certified trainer personnel in FY-15.

Objective # 3: The DUI Court program will reduce the amount of DUI participants who reoffend by 5% in FY-16 compared to the amount of DUI participants who reoffend in FY-15.

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**3) Activities** - *In a logical sequence, describe planned activities that will accomplish your objectives. (For Example: **Reduce traffic crashes caused by aggressive driving and speeding.** (1) Conduct 16 highly publicized speed enforcement campaigns in the City of Cheyenne. (2) Set-*

up a speed board/trailer each week at a selected high crash location. (3) Conduct 7 High Visibility enforcement campaigns by September 2016. **(Please use bullet points to list your activities) (No more than 3000 characters)**

- Contact Nathan Lowe of the American Probation and Parole Association to setup a training schedule, identify all potential costs, and initiate contracting process by December 1, 2015.
- Process and finalize contract process by the end of February 2016.
- Conduct the training in a date to be determined in June 2016.
- Conduct follow up evaluation in June 2017.

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**4) Evaluation** - *Describe how you will measure what was accomplished by the project. Please use actual numbers to demonstrate safety improvement projections. (For example: Decrease motorcycle crashes. Statistics comparison during the grant period comparing the number of 2012 motorcycle related injury crashes to the number of 2014 motorcycle related injury crashes.) (NOTE: you must include an evaluation on each objective) (No more than 3000 characters)*

The evaluation will be conducted in two parts. The first will cover Objectives # 1 and Objective # 2. The measurements will include, how many individuals actually attended the training and become certified, compared to the amount of IDA certified assessors in the State of Wyoming prior to the training. Objective # 2 will measure how many training attendee become certified trainers compared to IDA certified trainers prior to the training and Objective # 2 will be measured by how many other individuals get trained by the Wyoming IDA certified trainers.

The second part will be the measurement in reduction of reoffenses by DUI Court participants a year after certain DUI Court Team members are trained and certified and the IDA assessment is incorporated in to the daily operations of the program.

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**5) Equipment** - *What equipment, if any, will be purchased to meet the needs of this project? (Include a brief explanation of what the equipment will be used for)\*Note: items previously purchased with non federal funds are not eligible for replacement and/or maintenance with federal funds. (No more than 1000 characters)*

N/A

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**6) Performance Measures** - *If you were a grant applicant in FY2014 and were funded by the Highway Safety Office, please describe why your agency was not successful in meeting performance measures/objectives that you set as goals in that application. Please be as detailed as possible. (No more than 3000 characters)*

N/A

### **PART 3 Budget Detail**



**1. Describe Budget Breakdown Requested for Personal Services and Partnerships:**

- a. **Salaries** (*describe each position title, duties, quantity of time to be spent on the project, base pay, benefits*). (No more than 1500 characters)

The DUI Court program will be requesting \$10,000 for the training.

The costs will include the following estimated expenditures:

(1) Expenditures for travel and lodging for IDA trainers	= \$5,000
(2) Expenditures for training materials	= \$4,000
(3) Expenditures related to renting a conference room	
(+) any AV equipment*	= \$1,000*
TOTAL = \$10,000	

\* The program is not planning on purchasing any equipment with these funds, however, we are requesting funds to rent AV equipment to assist in facilitating the training.

- b. **Overtime** (if applicable) (*describe the purpose, when, where, overtime rate, number of hours, and any benefits that would be included in overtime*) Law enforcement agencies must include a current overtime policy with their application. (No more than 1500 characters)

N/A

- c. **Local Match** (if applicable) (*list amount and/or what will be used*) (No more than 1500 characters)

Match will be made by the State of Wyoming and other Drug/DUI Court programs in the expenses they shall incur to get their personnel to the training, pay for their lodging, and M&I's. Minimum estimated contribution is \$2,500

**2. Describe Budget Breakdown Requested for Travel Expenses:**

- a. **In-state Travel** (Requires HSO pre-approval and must include reason, mileage calculation, per diem, other expenses) (No more than 1500 characters)

N/A

- a. **Out-of-state Travel** (Requires HSO pre-approval and must include reason, transportation, per diem, other expenses. Request must be submitted at least 30 days prior to travel dates) (No more than 1500 characters)

N/A

- 3. Describe Budget Breakdown Requested for Contractual Expenses:** (*describe proposed contractual agreements, purpose and cost, i.e. paid media, cell phone. Cell phones paid for with Federal Funds must be for office use only and full bill must be included with monthly voucher*). (No more than 1500 characters)

N/A

4. **Describe Budget Breakdown Requested for Equipment:** *(describe equipment needed directly related to project activities. Requests for equipment costing \$5,000 or more per item must be pre-approved by HSO)* (No more than 1500 characters)

N/A

5. **Describe Budget Breakdown Requested for Other Direct Costs:** *(describe costs directly related to project activities that do not fit in the other categories such as resource materials, etc.).* (No more than 1500 characters)

N/A

6. **Describe Budget Breakdown Requested for Indirect Costs:** *(Indirect or administrative costs must be pre-approved by Wyoming Department of Transportation and provide documentation of the rate with the submittal of your application. If there is not corresponding documentation Indirect Cost will be denied.)* (No more than 1500 characters)

N/A

7. **Describe purposed Incentive Items** (This cost is not part of your total budget. Incentives will be purchased by the Highway Safety Office. Please see the Incentive Item Request Form which is available on the Highway Safety Project Site: <https://wyomingdepartmentoftransportationhighwaysafetyoffice1.basecampHQ.com/projects/12701222-fy2016-grant-application/log> and the WYDOT website: [http://www.dot.state.wy.us/home/dot\\_safety/safety\\_grant\\_info.html](http://www.dot.state.wy.us/home/dot_safety/safety_grant_info.html))

N/A

**Budget Summary Table**  
(Summarize previous Budget Detail)

	<b>Budget Category</b>	<b>Federal Share Requested</b>	<b>Local Match</b>	<b>Total Project Cost</b>
<b>1.</b>	Personal Services (i.e. wages, benefits)	\$0.00	\$0.00	\$0.00
<b>2.</b>	Travel (i.e. mileage, plane tickets, lodging)	\$5000.00	\$2500.00	\$7500.00
<b>3.</b>	Contractual (i.e. sub-contracts, media buys)	\$0.00	\$0.00	\$0.00
<b>4.</b>	Equipment (non-expendable, tangible personal property)	\$1000.00	\$0.00	\$1000.00
<b>5.</b>	Other Direct Costs (i.e. cost that can be identified specifically with a particular final cost objective)	\$4000.00	\$0.00	\$4000.00
<b>6.</b>	Indirect (i.e. Operation and Maintenance expense)	\$0.00	\$0.00	\$0.00
<b>7.</b>	<b>Total**</b>	<b>\$10000.00</b>	<b>\$2500.00</b>	<b>\$12500.00</b>

**\*\* TOTAL IS NOT AUTOMATICALLY CALCULATED PLEASE ENSURE YOU CALCULATE YOUR TOTALS AND DOUBLE CHECK YOUR NUMBERS.**



## PART 4

### Certifications and Assurances

It is hereby understood that this Application and the attachments hereto, when approved and signed by all concerned parties, as indicated shall constitute an agreement by and between the applicant organization to perform in accordance with the terms of this Application and attachments, taken as a whole. This agreement is based on WYDOT procedures and Federal guidelines found in 2 CFR 200. The signature below of an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met.

- 1) Reports – The Sub-recipient shall submit monthly reports, a final report at the end of the project, and special reports, if any, as outlined in the Project Agreement. Please read Part 5, Reporting Requirements, following this section.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the Sub-recipient may copyright such, but WYDOT reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The Sub-recipient may publish, at its own expense, the results of project activities without prior review by WYDOT, provided that any publications (written, visual or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and WYDOT. Any discovery or invention derived from work performed under this project shall be referred to WYDOT, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required protecting the public interest.
- 3) Termination – This grant agreement will be issued based on federal funds. This project agreement may be terminated or fund payments discontinued or reduced by WYDOT at any time upon written notice to the Sub-recipient due to non-compliance and/or failure of the Sub-recipient to accomplish any of the terms herein, or from any change in the scope or timing of the project. Should the level of federal funding change sufficiently to affect the agreement, the recipient will be given written notice to suspend expenditures within 30 days. Termination for failure to comply with the Federal statutes, regulations, or terms and conditions may be considered in evaluating future applications received from Sub-recipient
- 4) Records Retention – Sub-recipient must maintain financial records, supporting documents, statistical records, and all other records pertinent to the federal award for a period of three years from the date of submission of the final expenditure report. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- 5) Access to Records - The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and WYDOT, or any of their authorized representatives, must have the right of access to any documents, papers, or other records which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Sub-recipient's personnel for the purpose of interview and discussion related to such documents.

- 6) Funding – The Sub-recipient will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by WYDOT based on approved requests for reimbursement. If matching funds are required, the Sub-recipient will expend them from nonfederal sources, which must be spent no later than 30 days following the completion of the project.
- 7) Cost Principles and Grant Management – The eligibility of costs incurred and the management of this project shall be determined in accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 8) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
- 9) Changes – The Sub-recipient must obtain prior written approval from WYDOT for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, project budget or transfer of funds from one category in the budget to another. The period of performance of the project, however, cannot be changed.
- 10) Program Income – WYDOT safety programs encourage Sub-recipients to earn income to help defray program costs, but there are federal regulations that must be followed. Program income is defined as gross income received by the State and/or Sub-recipient directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. Income earned by the Sub-recipient with respect to the conduct of the project (sale of publications, registration fees, service charges, donations for child safety seats, etc.) must be accounted and income applied to project purposes, used to reduce project costs, or be used to meet cost agency matching requirements. The Sub-recipient is responsible for reporting all program income according to federal and state requirements.
- 11) Purchases – Sub-recipients shall follow such policies and procedures allowed by WYDOT when procuring property and services under a Federal award.
- 12) Property Insurance - The Sub-recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the Sub-recipient.
- 13) Third Party Participants – No contracts or agreements may be entered into by the Sub-recipient related to this project which are not incorporated into the project agreement and approved in advance by WYDOT. The Sub-recipient will retain ultimate control and responsibility for the project. WYDOT shall be provided with a copy of all contracts and agreements entered into by Sub-recipients. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to WYDOT.

- 14) Participation by Disadvantaged Business Enterprises – The Sub-recipient agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Sub-recipients shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with federal funds.
- 15) Non Discrimination – In the performance of this agreement the Sub-recipient, by its signature below, certifies and assures that it shall comply with all Federal statutes and implementing regulations relating to nondiscrimination. (These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq.; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The Sub-recipient shall not discriminate on the basis of race, color, national origin, sex, religion, age, creed, Vietnam Era and Disabled Veterans status or sensory, mental or physical handicap in the provision of any terms and conditions of employment or the provision of service or benefits otherwise afforded and will take the affirmative action necessary to accomplish the objects of the above referenced laws.
- 16) Political Activities – In accordance with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) no funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 17) Single Audit – Sub-recipients that expend \$750,000 or more during their fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with 2 CFR Part 200 Subpart F.



- 18) Wyoming Standard Field Sobriety Testing – All law enforcement officers who are performing impaired driving enforcement activities with funding from WYDOT must be in compliance with the current Wyoming Standards for Field Sobriety Testing Standards.
- 19) Debarment and Suspension - The applicant certifies, by signature below, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 20) Restriction on State Lobbying - None of the funds under this program shall be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect e.g., “grassroots” lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- 21) Certification Regarding Federal Lobbying - The undersigned certifies, to the best of his or her knowledge and belief, that:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- 22) This agreement is required to comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. As the prime recipient of these funds, WYDOT will report the required information to the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS). The FFATA requires any person or entity receiving contract or grant funds directly from the federal government to report certain information regarding those funds through a centralized website, [www.fsrs.gov](http://www.fsrs.gov). The law requires that you provide your Data Universal Numbering System (DUNS) number to WYDOT. This requirement means you need to be registered with DUN and Bradstreet. Instructions for this process can be found at [www.dnb.com](http://www.dnb.com). Additional information regarding this Act may be found at the following sites: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.
- 23) Central Sub-recipient Registration (CCR) and Universal Identifier Requirements – Requires that the Sub-recipient be registered in the CCR prior to submitting an application or plan; and maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency.
- 24) Buy American Act - Citation: Public Law 112-141/MAP-21 requires that Sub-recipient comply with the Buy America Act. The undersigned certifies, to the best of his or her knowledge and belief, that: No federal highway grant funds under 23 U.S.C. Chapter 4 will be used to purchase products, unless they are produced in the United States. This prohibition applies to steel, iron, and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement. There is no threshold that exempts the need for a waiver.

The Secretary of Transportation may waive the Buy America Act requirement if: 1) the requirements would be inconsistent with the Public Interest 2) the products are not produced in the United States in sufficient and reasonably available quantities and of satisfactory quality and 3) use of the products produced in the United States would increase the overall cost of the project by more than 25 percent.

## **MEDIA RELEASES AND ACKNOWLEDGMENT**

Highway Safety Office Sub Grantee agrees to do at least one media release during the grant time period. It is to give recognition to the Highway Safety Program for its support of this project and the use of Federal Highway Safety Funds when publishing project information or releasing related public information. As needed a copy of the media release will be sent into the Highway Safety Program office

## **PART 5**

### **Reporting Requirements**

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***Progress reports and/or Special reports are required for project agreement recipients.***

1. Monthly progress reports are due by the 15<sup>th</sup> of the following month
  2. Special reports:
    - a. Law enforcement agencies **must provide a summarized activity report for each event worked.**
  3. End of Year reports are due by with Final Voucher or by close of business on October 15<sup>th</sup>.
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## **PART 6**

### **Reimbursement Requirements**

1. WYDOT funds grants on a “cost reimbursement” basis only. WYDOT will not make payments in advance or in anticipation of goods or services.
2. Claims for reimbursement will be submitted to the HSO on a monthly basis, even if there are no costs incurred (zero expenditure) by the 15<sup>th</sup> of the month.
3. Final claims for reimbursement must be received by HSO no later than close of business on October 15<sup>th</sup> (theses should be for costs incurred through the final contract month of September and should also be accompanied by your end of year report).

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

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

- Office furniture and fixtures;
  - Routine roadway construction or maintenance; and
  - Funds that supplant existing budgets\*
- ❖ **Federal regulations prohibit supplanting of funds. Examples of supplanting include: replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or using Federal grant funds for cost of activities that constitute general expenses required to carry out the overall responsibilities of state, local or Federally recognized Indian tribal government**

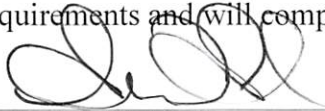


**PART 7**  
**Authorizing Official Signature**

I understand that approved expenses to be reimbursed must be incurred during the period of the project agreement and reimbursement requests must be received by the Office of Highway Safety no later than close of business on October 15<sup>th</sup>. Requests for reimbursement received after the above cutoff date will not be reimbursed. **Verification of all vouchers with the exception of the last voucher must be done by close of business on October 15<sup>th</sup>.**

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

I attest that the information presented in this application is true. I have read and understand the above requirements and will comply with these requirements.

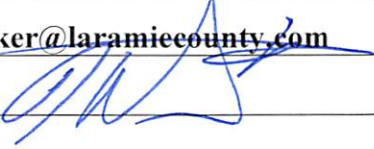



\_\_\_\_\_  
Authorized Official Signature

3/9/13

\_\_\_\_\_  
Date

The agency personnel contact information below must be completed

<b>1. Project Director</b>
<b>Printed Name:</b> Kurt Zunker
<b>Title:</b> Director, Drug Court and DUI Court of Laramie County
<b>Telephone:</b> (307) 633-4530
<b>e-mail:</b> kzunker@laramiecounty.com
<b>Signature:</b> 
<b>Authorizing Official for Agency/Organization</b>
<b>Printed Name:</b> Amber Ash
<b>Title:</b> Chairman, Laramie County Commissioners
<b>Telephone:</b> (307) 633-4260
<b>e-mail:</b> commissioners@laramiecounty.com
<b>Signature:</b> 

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DEPUTY LARAMIE COUNTY  
ATTORNEY



<b>3. Highway Safety Grant Manager (for Official use Only)</b>
<b>Printed Name:</b>
<b>Title:</b>
<b>Telephone:</b>
<b>e-mail:</b>
<b>Signature:</b>
<b>4. Highway Safety Behavioral Program Manager (for Official use Only)</b>
<b>Application Approved:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Printed Name: Dalene Call</b>
<b>Title: Highway Safety Behavioral Program Manager</b>
<b>Telephone: 307-777-4200</b>
<b>e-mail: dalene.call@wyo.gov</b>
<b>Signature:</b>

Once completed please email the application to Stephanie Lucero and cc Dalene Call at the following addresses:

[stephanie.lucero@wyo.gov](mailto:stephanie.lucero@wyo.gov)  
[dalene.call@wyo.gov](mailto:dalene.call@wyo.gov)

If you are having trouble emailing, please contact Stephanie Lucero @ 307-777-4198 or Dalene Call @ 307-777-4200.