

**RESOLUTION NO**

**A RESOLUTION APPROVING THE SUBMITTAL OF A GRANT APPLICATION TO THE WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE THROUGH THE WYOMING DEPARTMENT OF TRANSPORTATION FOR A FY21 SELECTIVE TRAFFIC OVERTIME ENFORCEMENT GRANT IN THE AMOUNT OF \$12,179.04, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING**

**FOR THE PURPOSE OF:** REQUESTED FUNDS IN THE AMOUNT OF \$12,179.04 WILL BE USED FOR OVERTIME COSTS ASSOCIATED WITH SELECTIVE TRAFFIC ENFORCEMENT FOR THE LARAMIE COUNTY SHERIFF'S DEPARTMENT.

WITNESSETH

**WHEREAS,** the Governing Body of Laramie County desires to participate in the SELECTIVE TRAFFIC OVERTIME ENFORCEMENT GRANT PROGRAM by sponsoring this grant application to assist in financing this project; and

**WHEREAS,** the Governing Body of Laramie County has been provided with preliminary cost estimates and information on the project; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY** that a grant application in the amount of \$12,179.04 be submitted to the Wyoming Association of Sheriffs and Chiefs of Police through the Wyoming Department of Transportation Highway Safety Program for consideration of assistance in funding the Laramie County Sheriff's Department.

**BE IT FURTHER RESOLVED,** that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

**PASSED, APPROVED AND ADOPTED THIS 18<sup>TH</sup> DAY OF FEBRUARY 2020.**

By: \_\_\_\_\_  
Amber Ash, Chairman

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

Received and Approved as to Form only By:

  
\_\_\_\_\_  
Mark Voss, County Attorney

  
\_\_\_\_\_  
Date

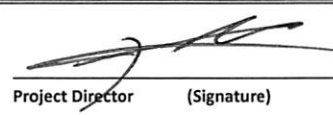


**FY-2021 GRANT APPLICATION (HS-1)**  
 Selective Traffic Enforcement Grant Program/Department Allocation

Agency Requesting Funds: **Laramie County Sheriff's Department**

	Date	National/Local Activities	SOURCE	For J&A Use Only	DUI Overtime	OP Overtime	
N1	October 18-25, 2020	National Teen Driver Week - Teen Driving Issues	OP				
N2	Oct 28 - November 1, 2020	Buzzed Driving - Impaired Driving	DUI				
N3	Nov 22 - 30, 2020	Thanksgiving - Occupant Protection	OP				
N4	Nov 30 - Dec 13, 2020	Pre-Holiday - Impaired Driving	DUI				
N5	Dec 13 - January 1, 2021	Holiday Season - Impaired Driving	DUI		\$ 2,000.00		
N6	February 4-7, 2021	Superbowl - Impaired Driving	DUI		\$ 1,500.00		
N7	March 15-18, 2021	St. Patrick's Day - Impaired Driving	DUI		\$ 1,500.00		
N8	May 1-13, 2021	Occupant Protection	OP				
N9	May 14 - June 2, 2021	May Mobilization - Occupant Protection	OP			\$ 2,300.00	
N10	June 30 - July 7, 2021	Fourth of July - Impaired Driving	DUI		\$ 1,879.04		
N11	Aug 13-31, 2021	National Crackdown - Impaired Driving	DUI		\$ 3,000.00		
L1							
L2							
L3							
L4							
L5							
L6							
L7							
L8							
L9							
L10							
L11							
L12							
<b>TOTAL</b>					<b>\$ 9,879.04</b>	<b>\$ 2,300.00</b>	<b>\$ 12,179.04</b>

  
 Department/Agency Head (Signature)

  
 Project Director (Signature)

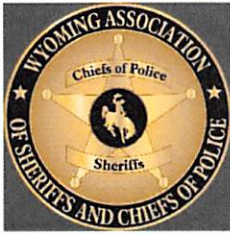
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LOAD YOUR APPLICATION TO YOUR AGENCY PROJECT SITE



## FY-2020 SELECTIVE TRAFFIC ENFORCEMENT GRANT PROGRAM

### GRANT TIMELINES

ACTIVITY DEADLINES	DATE	ACTION
FY-2021 Grant Application Filing Deadline	5:00PM March 15, 2020	Agency must complete Grant Application (HS-1), sign and submit to WASCOP before deadline
Agency Receives Preliminary Grant Award Notice		Agencies can use their grant application request for budgeting purposes
Grant Contracts Processed	September 15-30, 2020 Or upon a signed Contract with the Wyoming Highway Safety Office	Staff will process/post Grant Contracts/Agreements for all participating agencies.
FY-2020 Grant Activities End	August 31, 2020	Agencies that were awarded FY-2020 grants must cease all grant funded enforcement activities.
FY-2020 Grant Close-out Deadline	September 10, 2020	Agencies that were awarded FY-2020 grants must submit final reimbursement vouchers and reports.
FY-2021 Grant Funds Become Available for Use by Eligible Agencies	October 1, 2020 or upon a signed Contract with WASCOP and notification to proceed	Agencies that have finalized their FY-2020 grant agreement and have received a FY-2021 Selective Traffic Enforcement Grant Agreement can begin grant funded activities (enforcement, purchasing new equipment, etc.)
FY-2021 Grant Activity Time Period	October 1, 2020 through August 31, 2021	<b><u>NOTE:</u> Agencies will not be eligible to receive any FY-2021 grant funds until they have closed-out/finalized their FY-2020 grants.</b>

# **STEP-BY-STEP INSTRUCTIONS**

## **GRANT APPLICATION/REQUIREMENTS**

The Selective Traffic Enforcement Grant Application Form (HS-1) has been uploaded to the Law Enforcement Highway Safety Grants Network Project Site. Agencies can download the application form directly from the site.

Agencies applying for Highway Safety grant funds must agree to abide by the grant requirements which are enumerated in the Selective Traffic Enforcement Grant Program Requirements (HS-2). Agencies can also download the Requirements Form directly from the Law Enforcement Highway Safety Grants Network project site.

The Grant Application form (EXCEL file) should be completed in its entirety, saved and then uploaded to the agency project management site.

## **GRANT AWARD NOTIFICATION LETTER**

The Wyoming Association of Sheriffs and Chiefs of Police – Highway Safety Grants Program staff will review the submitted Grant Application form, check for completeness and conformity with grant requirements. WASCOP's Traffic Safety Committee will meet to review all grant applications and will award grant funds in accordance with funds available within the Wyoming Department of Transportation's Highway Safety Plan.

## **GRANT AGREEMENT**

Grant Agreements (HS-3) will be prepared and agency administrators will be required to verify that they have read and are aware of the grant requirements - and that the agency agrees to abide by the terms specified. The Grant Agreement also requires the administrator to verify the budget information/details submitted.

The agency will then load their signed Grant Agreement (HS-3) to their project site. This completes the Grant Application and Authorization Process.

## **EQUIPMENT/TRAINING**

Grant funds are available for purchasing radar units and in-car video cameras for agencies that meet the criteria for eligibility set by the Highway Safety Office. The purchase of equipment related/associated accessories are also allowed. Each year, project staff will notify agencies that are eligible to apply for equipment grant funds.

Agencies that apply for equipment funding must agree to participate in the Selective Traffic Enforcement Grant Program for two additional fiscal years. **Agencies that fail to meet this participation requirement will be required to refund the cost of the purchased equipment.**

Non-Major Equipment Purchasing Forms (HS-5) for radar units and in-car video equipment can be downloaded from the Grant Network site. Agencies requesting grant funding for purchasing of equipment must complete the appropriate form(s) and submit them along with the agency's Grant Application Form.

Grant funded equipment **must** be purchased by December 31, 2019 or grant funding approved for the purchasing of equipment will be forfeited. Should more expensive equipment be desired than what is provided for in the grant budget, the agency will be responsible for - and must pay the additional cost. **(HSO has decided that if the equipment is purchased with grant funds and goes over the \$4999 threshold - even if the excess amount over the grant is paid by the agency – that equipment has to be tracked as Major Equipment)** Ownership of the grant-funded equipment will be transferred to the agency upon the successful participation/reporting/conclusion of this grant.

Training associated/related to the use of the equipment will be provided at the agency's expense. Training provided should meet professional, agency and legal standards.

**Please refer to (HS-2) Grant Requirements for complete detail about limits of grant funding and equipment purchasing requirements.**

### **GRANT ACTIVITIES/OPERATION**

Grant funded activities can begin on October 1, 2020 after receiving a completed and signed agreement for FY-2021 – provided the agency has closed-out all FY-2020 grants and has submitted the required final vouchers and reports.

All grant funded activities must cease by August 31, 2021.

### **OFFICER DAILY/EVENT SUMMARY REPORTS**

An Officer Daily Activity Report (HS-6) has to be filled out for EVERY officer that was involved in the event. Copies of all officers Daily Activity reports have to be submitted - along with the reimbursement Voucher/and attachment and the Event Activity Summary report. These forms must be retained by the department for three years. This form can be downloaded and/or printed directly from the Grants Network site.

An Event Activity Summary Report (HS-7) has to be filled out and submitted before reimbursement can be authorized. This fillable PDF form can be downloaded directly from the Grants Network or the department project site. The completed report will be the basis for reimbursement.

The totals reported in the summary report must be consistent with all the daily activity reports that are kept on file by the departments. A review of these reports is conducted as they are submitted to ensure that all daily forms were submitted and received properly – a NHTSA requirement.

A Master File containing the results of ALL event activities (the numbers reported by all grantee departments) will be compiled, uploaded and available on the LE Highway Safety Grants Network project management site after all reports have been submitted.

### **VOUCHERS/PAYMENTS**

The agency must fill out the Voucher Reimbursement Form (HS-8) and the Voucher Attachment Form (HS-8a), sign and upload to the agency project management site. This form can be downloaded and/or printed directly from the Grants Network site. Agencies are encouraged to submit the Event Activity Summary Reports and all Officer Daily Activity Reports TOGETHER

with the Event Voucher Reimbursement Form so reimbursement can be processed faster. (Please refer to the Instructions for filling out the Voucher Attachment Form which provides additional information about the purpose and the process for filling out this form)

Program staff will review, approve and forward the submitted Vouchers to the Wyoming Association of Sheriffs and Chiefs of Police fiscal officer for payment. Program staff will also scan and upload the approved voucher forms on the department site.

Agencies have **45 days** after a grant-funded event has concluded to submit the Event Summary Report along with the Reimbursement Voucher to Program staff for processing.

***NOTE: Any agency that fails to submit the event summary report and voucher within 45 days will receive an immediate reminder/request for the required paperwork. Any agency that fails to respond to the reminder/request and submit the voucher and event summary form within 60 days after the closing of the event MAY NOT BE REIMBURSED FOR THAT EVENT and may jeopardize the agency's current and future grant eligibility status.***

***NOTE: Grant funding not used by any agency for an approved event will not "carry over" to future events. These unexpended funds will automatically revert to a HS account for use in next fiscal year's Highway Safety Plan.***

#### **GRANT CLOSE-OUT**

Agencies are encouraged to submit all required event reports and vouchers **as soon as possible** after the last approved/scheduled event has concluded for the grant fiscal year and **no later than September 10, 2021**. Program staff will review final reports/vouchers and process payment.

Agencies will not be eligible to receive the next fiscal year's grant funds from Highway Safety until the previous year's grant has been officially closed-out and notice to proceed has been given.



## JOHNSON AND ASSOCIATES

Management Consulting Services

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Douglas, WY 82633

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### INSTRUCTIONS - HIGHWAY SAFETY GRANT APPLICATION FORMS

*This instruction sheet will guide you through the process of locating, completing and submitting the application forms for Highway Safety Selective Traffic Enforcement Program Grants. This instruction sheet should answer most of the questions you may have; however, please don't hesitate to contact a Johnson and Associates staff person to help you if you have questions or experience problems in the process.*

#### Application Forms – Availability

1. Grant Application forms are available and can be downloaded from the LE Highway Safety Grants Network project site (<https://wyomingassociationofsheriffsandchiefsofpolice.basecampHQ.com>). All Instruction forms are in PDF format. The application forms are available in Excel format.
2. The grant application forms are located in the FILE section of the site in the FY-2020 Grant Documents category. The forms in the packet include:
  - a. Department Allocations – for Alcohol overtime enforcement grant funding
  - b. Department Allocations – for OP/HVE overtime enforcement grant funding
  - c. (HS-1) - form for applying for grant funds which have been allocated for each agency
  - d. (HS-2) Grant Requirements/Objectives

#### Funding Formula – Department Allocations

1. As noted above, each agency has a set amount of grant funds available for OP/High Visibility Enforcement, as well as for Alcohol. The grant funding formula that is used to establish the specific amount of funds available for each agency was developed by the Traffic Safety Committee of the Wyoming Association of Sheriffs and Chiefs of Police in accordance with NHTSA and WYDOT Highway Safety Program guidelines.
2. This funding formula utilizes a problem-based approach and comprehensive data-sets for alcohol-related arrests and traffic crashes in each county and local jurisdiction.
3. Most agencies in the state (regardless of size or percentage of problem) are allocated a MINIMUM of \$2,000 for OP/HVE AND \$2,000 for DUI enforcement.
4. No agency in the state (regardless of size or percentage of problem) is allocated MORE than \$25,000 for OP/HVE and \$25,000 for DUI. This cap on the maximum amount was self-imposed by the agencies effected.
5. The amount of grant funds available to each agency and county is listed in the DEPARTMENT ALLOCATION SHEETS.
6. Be sure to refer to this listing before you begin completing either of your grant application forms. This form lists the set amount of FY-2021 grant funding which is available for your agency and other agencies in your county.

#### Completing the Application Forms

1. All the application forms are in EXCEL format. Please fill the required forms out in their entirety in order to avoid delays in processing your application.
2. The first step in the process is to review the Grant Requirements and Objectives (HS-2) to decide whether your agency is willing and able to abide by the requirements for all grant recipients. This document provides detailed information about the grant requirements and the agency commitments and objectives.
3. (HS-1) is similar to the application form used last fiscal year and is used to apply for the grant funds that have been specifically allocated for your agency.
  - a. Select the National Events that your agency is requesting grant funding for and fill in the dollar amounts needed for each event to be worked.

- b. Note that agencies are required to work the Holidays, May Mobilization and National Crackdown in order to be eligible for any grant funding.
  - c. Select the Local Events that your agency is requesting grant funding for and fill in the dollar amount that your agency will need to work each local event. Be sure to provide the name of the local event, the dates involved and the Safety Focus (OP or Alcohol) as this will affect your funding source totals.
  - d. Total the dollar amount that you are requesting for all DUI events (local and national) and enter that total.
4. If your agency is ELIGIBLE and you are requesting funding to purchase IN-CAR video cameras and radar units (speed measuring equipment), you are required to submit a separate narrative form that provides additional information justifying your request (number of patrol units without cameras, number of unserviceable or outdated cameras, etc.) Also, please note that body cameras are not allowable for purchase with Highway Safety grant funds. Please refer to HS-2 Grant Requirements for specifics on equipment reimbursement limits.
    - a. There is a section in the application form to tabulate the number and cost for the equipment involved.
  5. Compute your agency's total funding request to work your selected DUI and OP/HVE events – the total amount should also include the cost to purchase all related equipment.

Submitting the Application Forms

1. Make sure you provide the names of the authorizing official or agency administrator, **as well as the assigned project director.**
2. Upload your EXCEL application form to your agency project management site.

Grants Administration

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Project Management

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# FY-2021 Highway Safety Grants

## Selective Traffic Enforcement Program: Alcohol/OP Department Allocations

County / Agency	Alcohol Allocation	Occupant Protection Allocation	County / Agency	Alcohol Allocation	Occupant Protection Allocation
<b>Albany County</b>			<b>Niobrara County</b>		
Sheriff			Sheriff	\$ 2,000.00	\$ 2,000.00
Laramie PD	\$ 2,500.00	\$ 12,540.00	Lusk	\$ 2,770.90	\$ 1,000.00
UW PD	\$ 1,752.72	\$ 2,000.00			
<b>Big Horn County</b>			<b>Park County</b>		
Sheriff	\$ 5,000.00	\$ 4,500.00	Sheriff		
Byron	\$ 2,000.00	\$ 1,500.00	Cody PD	\$ 8,805.01	\$ 5,893.94
Greybull PD	\$ 4,000.00	\$ 2,000.00	Powell PD	\$ 3,250.00	\$ 1,750.00
Lovell PD					
<b>Campbell County</b>			<b>Platte County</b>		
Sheriff	\$ 9,186.82	\$ 5,130.72	Sheriff	\$ 3,250.00	\$ 500.00
Gillette PD	\$ 14,300.00	\$ 10,500.00	Guernsey PD		
			Wheatland PD	\$ 2,200.00	\$ 1,750.00
<b>Carbon County</b>			<b>Sheridan County</b>		
Sheriff	\$ 2,753.13	\$ 2,753.13	Sheriff	\$ 7,700.00	\$ 2,916.00
Rawlins PD	\$ 12,800.00	\$ 4,760.00	Sheridan PD	\$ 15,513.30	\$ 8,598.38
<b>Converse County</b>			<b>Sublette County</b>		
Sheriff	\$ 10,812.44	\$ 2,609.02	Sheriff	\$ 1,973.39	\$ 1,840.00
Douglas PD	\$ 11,195.00	\$ 3,499.52			
<b>Crook County</b>			<b>Sweetwater County</b>		
Sheriff	\$ 2,000.00	\$ 2,000.00	Sheriff	\$ 13,000.00	\$ 4,300.00
Moorcroft PD	\$ 1,540.00	\$ 616.00	Green River PD	\$ 7,500.00	\$ 2,500.00
Sundance PD	\$ 2,000.00	\$ 2,000.00	Rock Springs PD	\$ 13,000.00	\$ 9,500.00
Hulett PD	\$ 1,440.00	\$ 720.00			
<b>Fremont County</b>			<b>Teton County</b>		
Sheriff	\$ 11,490.60	\$ 15,301.94	Sheriff	\$ 7,500.00	\$ 2,344.00
Lander PD	\$ 20,300.00	\$ 4,050.00	Jackson PD	\$ 14,400.00	\$ 7,250.00
Riverton PD	\$ 14,741.00	\$ 4,577.00			
Shoshoni PD	\$ 2,000.00	\$ 1,680.00	<b>Uinta County</b>		
			Sheriff	\$ 2,850.00	\$ 1,900.00
<b>Goshen County</b>			Evanston PD	\$ 7,690.00	\$ 3,482.00
Sheriff	\$ 2,178.10	\$ 1,896.88	Lyman PD	\$ 2,375.55	\$ 1,994.13
Torrington	\$ 3,600.00	\$ 2,298.70			
<b>Hot Springs County</b>			<b>Washakie County</b>		
Sheriff	\$ 4,400.00	\$ 3,100.00	Sheriff	\$ 2,000.00	\$ 5,000.00
Thermopolis	\$ 4,356.00	\$ 2,750.00	Worland PD	\$ 4,000.00	\$ 2,000.00
<b>Johnson County</b>			<b>Weston County</b>		
Sheriff	\$ 2,000.00	\$ 5,000.00	Sheriff		
Buffalo	\$ 4,718.26	\$ 2,189.57	Newcastle PD		
<b>Laramie County</b>			<b>Wyoming State Parks</b>		
Sheriff	\$ 9,879.04	\$ 2,300.00		\$ 7,300.00	\$ 5,000.00
Cheyenne PD	\$ 25,000.00	\$ 30,000.00			
<b>Lincoln County</b>					
Sheriff	\$ 7,878.00	\$ 3,500.00			
Afton PD	\$ 2,500.00	\$ 1,500.00			
Diamondville PD	\$ 2,300.00	\$ 2,500.00			
Kemmerer PD	\$ 2,000.00	\$ 4,000.00			
La Barge PD					
<b>Natrona County</b>					
Sheriff	\$ 16,026.78	\$ 5,692.29			
Casper PD	\$ 13,350.00	\$ 24,000.00			
Evansville	\$ 4,395.00	\$ 1,500.00			
Mills PD	\$ 22,082.92	\$ 6,628.16			
	\$ 258,475.81	\$ 181,592.93		\$ 129,078.15	\$ 71,518.45

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