



TULSA COUNTY SHERIFF'S OFFICE

500 South Denver
Tulsa, Oklahoma 74103-3832
www.tcsso.org

Stanley Glanz
Sheriff

Tim Albin
Undersheriff



Monday, February 24, 2014

Board of County Commissioners
Ron Peters, Chairman
Tulsa County Administration Bldg.
Tulsa, OK 74103

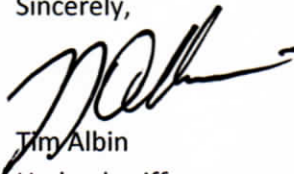
Chairman Peters:

The Sheriff's Office requests your consideration and approval of the 2014-2015 Oklahoma Highway Safety Office Grant Application. The request is for \$95,977.00. This grant would allow Sheriff's Office deputies to aggressively target DUIs and other alcohol-related traffic crimes with 2,400 hours of overtime enforcement. This grant has been used in the past to help facilitate county-wide enforcement efforts with many of the surrounding municipalities and law enforcement organizations. In addition, the grant would fund the purchase of portable breath testing equipment to allow deputies to more efficiently perform their duties.

With the funding supplied in 2012-2013, 325 drivers were arrested for driving under the influence of drugs or alcohol, and 2,116 other warnings or citations were issued. Sheriff's Deputies routinely outstrip the goals set for them by the OHSO, and would continue to do so if funding continues.

This application is submitted over the internet, without physical signatures, so I would ask that Jeff Brown, Grant Analyst from my office, be designated as your signing authority.

Sincerely,



Tim Albin
Undersheriff

Pre-application Guidelines

HIGHWAY SAFETY GRANT GUIDELINES

This document describes the Oklahoma Highway Safety Grant Program that provides funding to Local, State, and Nonprofit agencies to address specific traffic safety problems identified by the applicant.

Grant Program Background

The Federal Traffic Safety Grant is a grant program from the National Highway Traffic Safety Administration (NHTSA). It is intended to support state and local efforts to improve highway safety by providing funding for initiating programs directed at identified highway safety problems. These funds cannot be used to replace existing funding sources (supplanting). In Oklahoma, this grant program is administered by the Oklahoma Highway Safety Office, a division of the Department of Public Safety. The OHSO's grant projects are funded for one year periods, based on the availability of federal funding and the performance of the grantee. Applications for new projects or continuation of existing projects must be submitted each year by the established deadline.

All applicants must apply through the State of Oklahoma OKGrants e-grant system available at <https://grants.ok.gov>.

Applicants approved for funding will be required to enroll in the Oklahoma Office of Management Enterprise Services (OMES) ePay system. Go to the following website to enroll if needed: <https://www.ok.gov/dcs/vendors2/app/index.php>.

Applicants must have a FEI and DUNS number, and must enter it into the Applicant Information page of the eGrants system.

Highway Safety Grants - Guidelines & Required Elements

The OHSO uses strategic planning to help determine the state's priority highway safety problems and to develop program strategies for addressing these problems. The results of this process are reported annually in the State's Highway Safety Plan (HSP). State and local governmental agencies and nonprofit organizations can submit applications to receive funding for traffic safety projects directed at solving problems identified in the HSP. The HSP is prepared by the OHSO staff, based on input from the traffic safety community. The published HSP is available on our website at <http://www.ohso.ok.gov>.

The Highway Safety Grant Program is intended to allow applicants to address any traffic safety issue identified in the HSP. The applicant must submit a grant application that states the problem to be addressed by the grant project and provides supporting data and detail. The grant narrative must address all of the elements outlined in this guide. The budget should be justified and reasonable and only include allowable costs. Highway Safety Grant applications must clearly identify the highway safety problem(s) to be addressed and the solution(s) to be implemented. Applicants should prioritize and limit the number of problems you address in your grant application. Resources are limited; be specific in your focus.

Budget

Be sure your budget request is reasonable and appropriate to the needs of your project and follows the guidelines for allowable costs. When preparing a budget, keep in mind that federal guidelines permit the

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funding of some costs and specifically prohibit the funding of others.

The general principles used by this federal program to determine if costs are eligible for reimbursement include the following: costs charged to the grant need to be necessary, reasonable and allocable; activities and items being charged to the grant must be directly related to the approved project's objectives; **approved expenses must be incurred during the grant period and any items purchased must be received before the end grant period.**

All allowable costs incurred during the grant year must be invoiced and submitted to OHSO by November 1 following the end of the grant year. While we do not intend that costs go un-reimbursed, grantees must claim costs promptly or be subject to non-reimbursement.

If you have any questions on allowable or unallowable costs, contact the OHSO while planning your budget and always check before incurring the costs. If an item is not listed in the table below, do not purchase it until you check with OHSO for prior approval. If you do not seek prior approval or purchase items not listed in your grants approved budget you do so at the risk of non-reimbursement. All purchases with grant funds are subject to prior approval from OHSO before reimbursement vouchers are paid. We strongly recommend that you receive prior approval from OHSO before making such purchases.

Following are the general guidelines for our grant program budgets:

ALLOWABLE COSTS

Contractual services	Professional memberships & Subscriptions
Equipment 1	PI & E materials and products 4
Fringe benefits	Telephone charges (project related)
Materials and supplies	Travel 2
Salary, both regular and overtime	Postage
Training	Printing and Reproduction
Paid media	Computer Hardware and software 1

UNALLOWABLE COSTS (These items are NOT funded by OHSO):

Incentives or prizes of cash, gift cards or services.	Any purchase or expense made outside of the approved grant period.
Land	Capital expenditures/capital construction

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Legislative expenses (lobbying is prohibited)	Tint meters
Police/emergency communications	Entertainment
Alcoholic beverages including controlled training settings)	Maintenance and repairs to existing/non-project funded equipment
Fines and penalties	Furniture, fixtures and equipment 3
Supplanting (Meaning grant funds cannot be used to support existing activities.)	Highway safety Oppurtenances (guard rails, utility poles, sign supports, etc.)
Uniforms	Traffic signal preemption systems
Interest and other financial costs	Contributions and donations

1 Equipment or hardware that costs \$5,000 or more per item needs prior written approval from OHSO and NHTSA before the purchase is made.

2 All travel must be in accordance with the provisions of the Oklahoma Travel Reimbursement Act.

3 Tables, desks, chairs, file cabinets, clocks, lighting, coat racks, drapes, shelves, floor covering, bookcases, etc.

4 PI&E items and activities must be directly related to the project objectives and have a highway safety message.

EQUIPMENT / PROJECT RELATED COMMODITIES

Large commodity orders and equipment required to conduct the project activities as described in the approved grant budget must be ordered and received by December 1 if at all possible. Equipment that costs \$5,000 or more per item needs written approval from OHSO and NHTSA before it is purchased. Any grantee purchasing equipment with a value of \$500 or more per item must provide OHSO a copy of the agency's Purchasing Policy and Inventory Control Policy prior to reimbursement of the cost.

PUBLIC INFORMATION CAMPAIGNS AND PROMOTIONAL MATERIALS

A project's promotional activities, which encourage or educate the general public to adopt highway safety practices, are an allowable cost. Education and information materials are pamphlets, books, booklets, brochures or broadsheets that are used to inform the public about safety topics. Promotional items are items that have a slogan or message imprinted on them, meant to reinforce the education message. Examples of promotional items are pens, key chains, reflectors or other inexpensive items that can be imprinted.

Promotional items and activities must directly relate to the project objectives and contain a traffic safety message, for example, "Buckle Up in Your Truck" or "Head Out with a Helmet." Simply printing the name of your traffic safety program with no additional message is NOT acceptable. Promotional materials should be distributed in conjunction with activities like training programs or at events where traffic safety is emphasized and where program staff interact directly with the public, such as fair exhibits or safety day events.

Educational material produced or purchased should include the following acknowledgement: "Funded by the National Highway Traffic Safety Administration with a grant from the Oklahoma Highway Safety Office."

All public awareness media or promotional campaigns and public information and educational (PI&E)

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materials **developed using grant funds** require the submission of a distribution plan and approval by OHSO **before** they are ordered. This would include radio or television PSAs, brochures, posters, pamphlets, or other media messages. OHSO will review the message for accuracy and consistency with the state's safety goals. If the items are not pre-approved, OHSO may not reimburse you. Please contact the OHSO for assistance on meeting these requirements before you order your materials.

Safety equipment such as bicycle helmets or car seats may be distributed only in conjunction with an educational program. Promotional items of nominal value with the appropriate safety message, e.g. pens, pencils or key chains, may be purchased and distributed to support program activities.

REPORTING

Progress Reports: Grantees will be required to submit monthly progress reports as well as a final summary report. The final report is due by November 1 and should summarize your accomplishments and present the results of the evaluation to determine if the project goal(s) were met.

Invoices: Grantees will be required to submit a monthly invoice for grant funded expenditures, unless a greater time frame is approved by the OHSO. The invoice must be accompanied by sufficient backup documentation to justify the expenditures contained in the invoice.

MONITORING

The OHSO will conduct quarterly on-site monitoring of grant funded projects during the project period, or more frequently if deemed necessary, or at any time within 3 years after the end of the project period. The staff of the OHSO will schedule on-site visits at the mutual convenience of the OHSO and the project director or designee.

During the on-site monitoring visit, the OHSO staff may ask to view: grant records, correspondence, financial records, traffic records, examples of work performed, appointment books, financial and payroll records and equipment purchased with grant funds.

It is expected that you document the work of your grant project. The OHSO may request proof of the work done under the grant. Scheduling diaries, correspondence, meeting minutes, media archives, reports and other materials will help to document your use of grant funding. For enforcement, project surveys, copies of warnings and citations, and crash reports should be maintained by the project director.

Guide for Writing a General Highway Safety Grant Proposal Narrative

The grant application must have a narrative that addresses the following components:

- I. Problem Identification
- II. Project Description/Work Plan
- III. Activities and Milestones
- IV. Goal(s)
- V. Evaluation

Use this guide when writing your grant to develop an acceptable application. Applications will be reviewed

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based on completeness, potential impact, reasonableness of the budget request and the past performance of the applicant. All proposals must address a problem described in the Oklahoma Highway Safety Plan (HSP). The HSP and crash data may be found on the OHSO website www.ohso.ok.gov

I. Problem Identification

In narrative form, describe the problem(s) that you have identified in your community. The problem(s) you describe should be identified through an analysis and assessment of data and information related to highway safety in your community. The data used in identifying the problem(s) must be included to support your problem identification statement.

II. Project Description/Work Plan

Describe the solution to your highway safety problem. Explain what you intend to do and how it will impact your problem.

Provide specific and measurable action statements that indicate what you would like to accomplish by the end of your project period.

Provide a statement for each problem that you will be addressing in the project. Use the SMART guidelines in developing your plan.

Differentiating between goals, objectives and activities:

- A goal is a general statement that gives a desired outcome for the project.
- An objective is one or more detailed strategy(s) to attain the stated goal.
- Activities are detailed actions that will be done to achieve the objective(s) and are measured by quantitative milestones.

S.M.A.R.T. Goals and Objectives

III. Activities and Milestones

Activities: What are the specific activities that you will be performing? Consider how you will implement them, as well as when, how often and to whom they will be directed. Provide a brief description of each type of activity or event.

Example: Make bicycle and pedestrian safety presentations at school assembly to every grammar school in our county (8 schools) during the school year.

Milestones: A milestone is a quantitative indicator that can be monitored over time and is directly related to a goal or objective. Identify the measures you will use to track progress toward the achievement of your goals and objectives. (Examples: number of speeding tickets issued, number of overtime hours worked, number of car seats distributed, number of safety presentations, etc.)

IV. Goal(s)

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The goal of your project is the ultimate end result you hope to achieve over time. In highway safety programs, the ultimate goal is to reduce crashes, fatalities and injuries. The goal should be measurable; it should also be ambitious, but realistic. In stating the goal, include where you are starting from (baseline) using the latest data available for your city or county from the Oklahoma Crash Facts Book, the target you expect to reach, and a timeframe for achieving your goal. (Examples: Reduce the number of pedestrians injured in crashes from 214 in 2010 to 200 in 2013. Reduce the number of KAB crashes that are alcohol-related from 142 in 2010 to 135 in 2013. Increase the seat belt use rate from 83% in 2010 to 87% in 2013.)

V. Evaluation

To determine if the project will be doing what it is intended to do, describe how you will assess your project's accomplishments, achievements and shortcomings. The evaluation should focus on documenting your activities and linking these activities to the achievement of your objectives. Did you conduct the activities you planned? If you did, were the activities effective?

You will also want to determine whether there has been progress toward meeting the stated goal of your project. Because of the time lag in receiving up-to-date crash data, it may not be possible to link your project activities with any change in your measure. Rather, you should review the current status of your measure to determine whether there has been a change (compared to the established baseline) and if the change is in the right direction.

Conducting the Evaluation:

Obtain or collect updated information/data for each of the performance measures related to your project activities, objectives, and goal. Establish a baseline for each measure.

Assess the implementation of your project by comparing the activities that were conducted with the activities that were planned. Include quantitative terms in describing your activities. (Examples: number of presentations, number of participants, number of police officers, number of brochures distributed.)

Evaluate the effectiveness of your activities by comparing the updated measure with the baseline measure related to each objective. Determine if each objective was "met", "unmet", or "exceeded". Look for linkages between your activities and your objectives.

Operational Plan (Work Plan)

You may be asked to provide a more detailed description of how your project will be organized, including such things as staffing, location, schedules and frequencies. What are the specific activities that you will be performing, how will you implement them, when, how often and to whom will they be directed? If requested, your operational plan should provide the following in a few concise paragraphs:

1. Describe the activities that you will conduct to address each problem.
2. Address the reasoning behind the proposed solutions for each problem.
3. Include the names, titles, and duties of those who will carry out the project.
4. Provide detailed milestones for each activity.

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✓ I agree to the terms and guidelines as outlined above.

Click the **Save** button at the top of the screen, and proceed to the rest of the application by using either the links at the bottom of the page, or clicking the Forms Menu link at the top of the page.

Applicant Info

Applicant Organization Name	Tulsa County Sheriff's Office		
Organization Mailing Address	303 West 1st Street		
City	Tulsa	State	OK
		Zip	74103
Organization Physical Address	303 West 1st Street		
City	Tulsa	State	OK
County	Tulsa County		
Zip	74103		
FEI Number	736006419		
DUNS Number	064553571		
Authorizing Official	Ron Peters		
Title	Chairman, Board of County Commissioners		
Mailing Address	303 West 1st Street		
City	Tulsa	State	OK
		Zip	74103
Area Code/Fax Number			
E-mail Address	jbrown@tulsacounty.org		
Project Director	Debi Benight		
Title	Grant Administrator		
Physical Address	303 West 1st Street		
City	Tulsa	State	OK
		Zip	74103
Area Code/Phone Number	(918) 596-4971		
Area Code/Fax Number	(918) 596-5615		
E-mail Address	dbenight@tcco.org		
Finance Officer	Jeff Brown		
Title	Grant Analyst		
Physical Address	303 West 1st Street		
City	Tulsa	State	OK
		Zip	74103
Area Code/Phone Number	(918) 596-5643		
Area Code/Fax Number	(918) 596-5615		
E-mail Address	jbrown@tcco.org		

Project Info

WHAT TYPE OF PROJECT ARE YOU PROPOSING?

Impaired Driving

PROBLEM IDENTIFICATION (250 words or less)

Tulsa County is 587 square miles in area with fourteen towns and cities and 750 miles of roadway. The county is also the locus of several U.S. and interstate highways, including Interstate 44, a vital route passing from Illinois to Texas. Based upon the 2010 Census, Tulsa County has an estimated population of 603,405. Based on OHSO crash data and statistics, 1,527 people were involved in alcohol related crashes in 2012, or .25% of the population. Not including Tulsa County, .203% of Oklahoma's citizens were involved in an alcohol related crash. To put it simply, despite Tulsa County having only 16.1% of the state's population, a full 19.2% of people involved in an alcohol related crash were in Tulsa County at the time, pointing to Tulsa County as potential problem area and hopefully an area of focus for enforcement.

The Tulsa County Sheriffs Office has been on a flat budget for over five years, and does not anticipate a rise in funding. As a result, the average number of deputies on patrol shifts is pegged at six. Response to public calls is of high importance, so the county must look elsewhere for DUI and alcohol related enforcement. Money and manpower are deficient in this respect, but the need is still great.

PROJECT GOALS (100 words or less)

- 1) Reduce the number of people involved in alcohol related crashes in Tulsa County by 1% annually, from 1527 people in 2012 to 1512 in 2014-2015.
- 2) Reduce the overall number of alcohol related crashes in Tulsa County by 1% annually, from 725 in 2012 to 718 in 2014-2015.

PROJECT DESCRIPTION (250 words or less)**Will this project involve enforcement activity? Yes**

Tulsa County requests 2,400 hours of overtime enforcement pay, in order to alleviate the alcohol-related workload of patrol deputies, effectively target alcohol driving infractions, and continue high standards set in previous years. In the 2012-2013 grant year, despite using less than the allotted number of overtime hours and starting one month late due to certification delays, Tulsa County was able to make 325 DUI arrests and issue 1798 other citations in their efforts, demonstrating an aggressive and comprehensive approach to traffic enforcement.

A Traffic Safety Officer will coordinate DUI shifts and monitor information from ODOT, DPS, and other local intelligence to develop locations with a high probability of infraction. Shifts will be four hours for most deployments, with deputies required to maintain at least two contacts per hour. In addition, deputies will partner with the Tulsa Police Department and other local agencies for countywide mobilizations for Click It or Ticket and More Cops, More Stops, shown to be important activities in the past.

To accomplish this, Tulsa County requests \$84,000 in overtime enforcement salary at the Sheriff's Office average of \$35/hr, \$6,426 in PICA fringe benefits, \$1,551 in PBT equipment purchases, and \$4,000 dollars in out-of-state travel/training to the 2015 Lifesavers Conference, for a total of \$95,977.

Project Info

Deputies will use the requested equipment to easily determine the BAC of a suspected impaired driver, determine when to perform intoxilyzer testing, and make a stronger case for prosecution in the future.

Out of state travel funds will help Tulsa County employees identify new and exciting programs and strategies to apply in the struggle against impaired driving.

PROJECT EVALUATION (150 words or less)

Baseline data will be gathered from the Mobilecop computer program installed on all patrol deputies' computers on the start date of this project. This data will be used to determine the effectiveness of the project.

As we gather data over the course of the project, it will be compared to the corresponding time period from the baseline. This will determine if the stated goals have been achieved. This information will be gathered and evaluated by the Project Director. In addition, trends will be examined after some time has passed through the OHSO crash statistics database.

If the OHSO is not able to fund this project as proposed, would your agency be interested in an alternative type of project? If so, please select a second and third preference based on your local problem identification.

2nd Preference Speed Abatement

3rd Preference Occupant Protection

Activities and Milestones: 1

Activity

Deputies will perform at least 200 hours of overtime alcohol-related traffic enforcement per month.

Milestone: 200

Activities and Milestones: 2

Activity

Deputies will make at least 25 DUI/APC arrests per month.

Milestone: 25

Activities and Milestones: 3

Activity

Deputies will participate in Click It or Ticket and Drive Sober or Get Pulled Over mobilizations.

Milestone: 2

Activities and Milestones: 4

Activity

Deputies will issue at least 175 other citations or warnings, not including DUI arrests, per month.

Milestone: 175

Personnel Services: Overtime Impaired Driving Enforcement

Entry info: Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click SAVE.

Job Title Overtime Impaired Driving Enforcement

Full Time Part Time Overtime

This job title is 100% funded by this grant:

How many overtime hours? 2400
Average Hourly Overtime Rate? \$35.00

Salary Amount *

OT Salary Amount \$84,000

Fringe Rate %

OT Fringe Rate 7.65%
(Enter 0 if fringe benefits are not requested)

Fringe Amount

OT Fringe Amount \$6,426

Total Amount \$90,426

Fringe Rate Explanation:
Fringe rate is the standard 7.65% amount.

Operating Costs

Entry info: Costs for support of the project but not specific to other cost areas, such as: car seats, postage, mailing, phone charges, items of nominal cost to support grant-related activities.

✓ **Check box if Operating Costs is not being requested for this project. Click SAVE.**

Description

Dollar Amount

Reason

Equipment: Draeger Alcotest 6810

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment	Portable Breath Tester
Description of item	Draeger Alcotest 6810
Number of items requested	2
Cost per item	\$775.50
Dollar Amount	\$1,551
Justification	The Tulsa County Sheriff's Office received funding for two Draeger Alcotest 6810 portable breath testers in FY 2012, and those pieces of equipment have been deployed with our deputies to great success. With approximately 15-20 deputies working each month's impaired driving efforts, we would like to ensure that if a deputy needs access to a PBT for grant work, then it is easily available.

Travel In-State

✓ Check box if, Travel In-State is not being requested for this project. Click Save.

Description

Dollar Amount

Reason

Travel Out-of-State: Lifesavers Conference 2015 - Chicago, Ill

Check box if Travel Out-of-State is not being requested for this project. Click SAVE.

Description of travel	Lifesavers Conference 2015 - Chicago, Ill
Dollar Amount	\$4,000
Reason	This funding would allow two Tulsa County employees to attend the 2014 Lifesavers Conference from April 27-29, 2014 in Nashville, TN. The project officials would be able to determine new and innovative forms of enforcement and prevention in order to further disseminate that knowledge to other Tulsa County employees, thus increasing the probability of lifesaving action on the county's highways.

Contractual Services

✓ Check box if Contractual Services is not being requested for this project. Click SAVE.

Item

Approved IDC Rate %
(Attach copy of approval letter to application)

Dollar Amount

Reason

Budget Summary

Expense Item	Amount
Personnel Services	\$90,426
Operating Costs	\$0
Equipment	\$1,551
Travel In-State	\$0
Travel Out-of-State	\$4,000
Contract Services	\$0
TOTAL	\$95,977