



M. BARBARA CARTMILL
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

October 13, 2016

Board of County Commissioner
Clackamas County

Members of the Board:

Acceptance of Oregon Department of Transportation Grant to Update the Clackamas County Transportation Safety Action

Purpose/Outcomes	Use the \$88,000 grant from the Oregon Department of Transportation – Transportation Safety Division to update the 2012 Clackamas County Transportation Safety Action Plan
Dollar Amount and Fiscal Impact	\$88,000
Funding Source	Drive-to-Zero Program – General Funds
Duration	15 months
Previous Board Action	BCC/Administration approval to apply for the grant
Strategic Plan Alignment	1. Aligns with plan to reduce fatal and serious injury crashes 2. Aligns with Performance Clackamas Goals in reducing transportation-related fatalities
Contact Person	Joseph Marek

BACKGROUND:

Clackamas County adopted its first Transportation Safety Action Plan (TSAP) in November of 2012. The County is still the only county in Oregon with a locally adopted plan. It is now time to update the TSAP and the County has been successful in receiving grant funding from the Oregon Department of Transportation – Transportation Safety Division for the estimated \$88,000 cost of updating the plan. Most of the funds (\$85,000) will be used for procuring the services of a consulting firm to update the plan. The remainder of the cost will be used for incidentals such as making copies of the report upon completion.

The schedule proposes to have the plan completed by late 2017 with a proposed adoption in December of 2017.

RECOMMENDATION:

Staff respectfully recommends acceptance of the grant award of \$88,000 from the Oregon Department of Transportation – Transportation Safety Division for updating the 2012 Clackamas County Transportation Safety Action Plan.

Respectfully submitted,

Mike Bezner, PE

Assistant Director of Transportation



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 27, 2016

TO: Don Krupp, County Administrator

CC: Joseph Marek, Traffic Engineering Supervisor

From: Mike Bezner – Assistant Director, Department of Transportation and Development *MB*

Subject: Request to Approve Grant Award from ODOT-TSD – Transportation Safety Action Plan Update Grant

Through: Barb Cartmill – Department of Transportation and Development Director

Date: September 27, 2016

The Clackamas Safe Communities Program (also known as – Drive to Zero) has been awarded a grant through the Oregon Department of Transportation – Traffic Safety Division (ODOT-TSD) in the amount of \$88,000 for FY16-17.

The grant funds will be used to hire a consultant to update the Clackamas County Transportation Safety Action Plan, first adopted by the BCC in 2012.

Grant match is 20% and will be met with staff and volunteer time.

Staff greatly appreciates the continued support of ODOT-TSD and their support of our Transportation Safety Action Plan. We will complete the grant award forms upon approval from the Board.



OREGON DEPARTMENT OF TRANSPORTATION
Transportation Safety Division

GRANT PROJECT APPLICATION

Project No: RS-17-77-08

Project Name: CLACKAMAS COUNTY TRANSPORTATION SAFETY PLAN UPDATE

Answer each question in the boxes provided. Answer each question completely and according to the instructions in *Italics*. All fields are required.

I. Project Description

The goal of this project is to create and adopt via the Board of County Commissioners and update of the Transportation Safety Action Plan (TSAP) which was adopted in 2012. The update will build upon the current plan utilizing the FHWA's "5 E" approach - Engineering, Education, Enforcement, Encouragement and Evaluation to help create a culture of emphasizing safety for all road users. It is envisioned that this plan will adopt a Toward Zero Deaths (TZD) goal based on the AASHTO initiative of 2015.

II. Problem Statement

- A. Describe the problem(s) this project will try to impact:
(Describe the problem(s) you intend to impact with this grant.)

Clackamas County's three year fatal average is has ranged between 22 and 24 since 2012, down from a high of 34 in 2007. We believe that every person deserves to get home safely to their families each night and this plan update will reflect this goal, using the TZD goal. While the County has held steady as F&SI crashes have increased across the State, our efforts need to continue and evolve.

- B. Provide summary data about the problem(s):
(Give summary data regarding the problem as it exists in your jurisdiction.)

The three year fatal crash rate is 24 for years 13-15. The County has experienced a decrease in fatalities for 2015 and first half of 2016, bucking State and national trends. But numbers are now increasing. As we hold steady, we are cautiously optimistic that our progress in of holding steady may be, at least partially attributed to our safety efforts which have been underway for many years. We have been completing safety outreach in high schools for 10 years now as well as the Safety

Street section at the Clackamas County Fair and have been much more proactive with safety projects in the past five years.

Our top three F&SI crash factors continue to be Roadway Departure, Young Drivers and Aggressive Driving. While the rankings have changed, these have remained the top three. Other areas of high crash causes include alcohol/drugs, motorcyclists, bicyclists, pedestrians and older drivers.

Seventy percent of the fatal crashes occur on rural roads while 70 percent of the crashes occur in the urban areas of the County.

- C. List current activities and associated agencies already involved in solving the problem(s):

(Include all related activities and agencies involved. If you have a current project, list the objectives of that project and progress in achieving them.)

We currently have an adopted TSAP which has been guiding our efforts since its 2012 adoption. There is a Drive To Zero (DTZ) Campaign and an advisory board for this effort, formerly the Safe Communities Advisory Board.

The County budget was realigned for the 2016-17 budget year creating a Transportation Safety Program within DTD under the Transportation Division consisting of all planning, engineering and maintenance work done associated with safety.

The Drive to Zero campaign has a dedicated base level of funding committed from the BCC paying for one staff person and money for our outreach and education efforts.

The County's Strategic Priorities reflect safety as one of the top goals, with an overall focus on Safe Roads, Healthy People and a Vibrant Economy.

There continues to be a strong education component of the DTZ Program including outreach to over 3000 young adults each year at school events and the County Fair.

The County has acknowledged that transportation safety affects all departments and current coordination efforts include County Administration, public health, behavioral health, children, youth and families, social services, housing authority, juvenile, tourism, sheriff's office, engineering, planning, maintenance.

Active city partners include Lake Oswego, Oregon City, Canby, Molalla and Sandy, Montana State University.

Other organizations include AMR, Oregon Impact, Oregon City Together, Molalla Communities That Care, State Farm Insurance, ODOT TSD, and ODOT.

III. Objectives

(Describe quantifiable products or outcomes that address those problems identified in Section II that should result from the proposed activities. Normally at least three very specific objectives should be given and each should include beginning and ending date.

The following are examples:

"To increase safety belt usage in (funded jurisdiction) from 85% to 90% by September 30, 2004, with the use rate determined by conducting observed use surveys."

"To reduce nighttime fatal and injury crashes occurring in (funded jurisdiction) by 20% from 60, the average for the 1998-2001 period, to 48 during the 12-month period starting October 1, 2003, and ending September 30, 2004."

"To provide intensive probation supervision to a minimum of 30 additional persons convicted of DUII in (funded jurisdiction) by making at least three face-to-face contacts with each person weekly from October 1, 2003, through September 30, 2004."

"To complete an evaluation by July 1, 2004, to determine if using photo radar will lead to a significant reduction in fatal and injury traffic crashes in that location."

	Start Date	End Date	Objective
1.	10/01/2016	12/01/2016	Assemble a diverse TSAP stakeholder team including 4E sectors, multiple health sectors, citizens and businesses.
2.	11/01/2016	1/01/2017	Review current transportation safety, health, and education data related to and influencing transportation safety.
3.	12/01/2016	9/30/2017	Review current TSAP and assess new TZD efforts, international, federal, state and local initiatives related to reducing F&SI crashes and develop new TSAP framework and overall plan.
4.	1/01/2017	5/01/2017	Develop a comprehensive suite of safety and health performance measures building up Clackamas County Strategic Priorities.
5.	4/01/2017	9/30/2017	Develop a Safety Project Plan including a prioritization of systemic and hot-spot projects for County-maintained roadways.
6.	10/01/2017	12/31/2017	Adoption of 2017 Clackamas County TSAP by Board of County Commissioners.

IV. Proposed Activities

A. Major Activities

(List major activities to be carried out to achieve objectives stated in Section III above. List the start and end date for each activity, and include in your description what will be done, who will do it, and who will be affected.)

	Start Date	End Date	Activity
1.	10/01/2016	11/30/2016	1.1 Assess needed sectors for TSAP plan update and reach out to the sectors.
2.	11/01/2016	12/31/2017	1.2 Use DTZ Advisory Board as main body and add need sectors to develop stakeholder group of 15-20 persons.
3.	1/01/2017	3/01/2017	2.1 Review 2009-15 ODOT crash data.
4.	2/01/2017	3/01/2017	2.2 Work with stakeholders to identify other data sets that provide insight into safety and safety-health and are easily accessed and searched.
5.	1/01/2017	5/01/2017	2.3 Review data using appropriate analysis methods to identify primary safety areas, trends, gaps and linkages between data sets and various safety-related risk components.
6.	4/01/2017	6/01/2017	2.4 Provide a report summarizing the data with ready to use graphics and tables.
7.	11/01/2016	2/01/2017	3.1 Complete a literature review of TSAP best practices based on international, national, state and local levels.
8.	12/01/2016	2/01/2017	3.2 Review the current TSAP and assess the capabilities for cross sector collaboration.
9.	2/01/2017	5/01/2017	3.3 Develop prioritized goals and action items based on a short-intermediate and long term approach.
10.	4/1/2017	10/1/2017	3.4 Create a new Transportation Safety Action Plan.
11.	1/1/2017	5/1/2017	4.1 Review State, County and current TSAP performance measures including all relevant performance measures from related sectors.
12.	2/1/2017	5/1/2017	4.2 List and prioritize performance measures based on their ability to tell the transportation safety story, available and in-place collection methods and each of use and updating - picking a select top group.
13.	3/1/2017	7/1/2017	5.1 Develop, review and prioritize list of systemic projects for the rural and urban roadways of the County.

14.	3/1/2017	7/1/2017	5.2 Develop, review and prioritize list of "hot-spot" project for the rural and urban roadways of the County.
15.	5/1/2017	7/1/2017	5.3 Develop planning level cost estimates, safety benefits and B/C ratios.
16.	6/1/2017	8/1/2017	5.4 Create plan document for "Safety Project Plan" element of the TSAP.
17.	5/1/2017	8/1/2017	6.1 Develop draft TSAP document.
18.	8/1/2017	12/31/2017	6.2 Complete reviews and changes to plan.
19.	11/1/2017	12/31/2017	6.3 Prepare documents and take plan to Board of County Commissioners for adoption and adoption, by reference, into the Transportation System Plan.

Plans for sharing the project activities with others:

The TSAP project team will host a series of meeting with stakeholders along with public meetings (number yet to be determined) to provide information and solicit input about the plan. A public involvement schedule will be provided, which will include a public review period. The TSAP will also be presented to multiple agency stakeholders including the Board of County Commissioners.

B. Coordination

(List the groups and agencies with which you will be cooperating to complete the activities of the project. Explain how you will be working together. In those projects not requiring the involvement of other agencies, a statement justifying the ability of the applicant to carry out the project independently should be included.)

Is coordination with outside agencies or groups required? If yes, check here:

1) If you checked the box above, please fill in the following. Otherwise skip to item 2) below:

Name/role of groups and agencies involved:

2) Fill this if you did not check the box above:

Ability to complete the project independently:

Completion of the TSAP update relies upon strong partnerships to identify issues, solutions and strategies to achieve the goals. There are many relationships in place which will be utilized as well as forming new partnerships. Groups may include but are not limited to:
 Clackamas County:
 Transportation Division of Dept. of Trans and Development

County Bike and Pedestrian Coordinator
 Transportation Maintenance
 Sheriff's Office
 Health, Housing and Human Service – Public Health, Social Services, Behavioral Health, Office of Children, Youth and Families, Housing Authority, Suicide Prevention, Juvenile Department
 County Public Affairs Staff
 Drive to Zero Advisory Board
 Traffic Safety Commission
 Safety Culture Workgroup
 Tourism
 Citizen Participation Organizations – through public meetings
 Clackamas Fire District #1, other fire districts
 School Districts (North Clackamas, Oregon City, Oregon Trail, Molalla):
 ODOT – Traffic Safety Coordinator
 Transit agencies
 Not for profit groups such as Oregon Impact
 Public at-large

C. Continuation

Plans to continue the project activities after funding ceases:

Clackamas County has realigned its organization and created a Transportation Safety Program with performance measures that include number of fatalities. The BCC adopted the current plan in 2012, and will adopt a new plan, demonstrating the County's commitment to safety.

With the new plan and the broader scope, the goal is to create wider inclusion of County departments with a goal to have all County departments committed to safety and working in a collaborative and coordinated manner to include safety in all work.

Current efforts, such as the DTZ program, Traffic Safety Commission and internal safety groups will continue and the BCC has created a dedicated funding stream for the DTZ efforts.

V. Evaluation Plan

A. Evaluation Questions

(You will be reporting on your objectives in your Project Evaluation. At a minimum each objective should be rephrased as an evaluation question. For example, what percentage of the public in (funded jurisdiction) wears a safety belt? What percentage increase is this? Add questions that demonstrate expected or potential impact of the project on the state or jurisdiction's traffic safety environment. Avoid yes/no evaluation questions.)

Evaluation Question	
1.	Was a diverse TSAP stakeholder team including 4E sectors, multiple health sectors, citizens and businesses formed?
2.	Were the current transportation safety, health, and education data related to and influencing transportation safety reviewed and a report produced?
3.	Was the current TSAP reviewed and new TZD efforts analyzed and a new framework and report completed?
4.	Were a comprehensive suite of safety and health performance measures building up Clackamas County Strategic Priorities developed?
5.	Was a Transportation Safety Project Plan developed including a prioritization of systemic and hot-spot projects for County-maintained roadways?
6.	Was the 2017 Clackamas County TSAP adopted by Board of County Commissioners?

B. Data Requirements

1. Data to be collected: The Data Table presented as Exhibit A will be submitted with required quarterly reports.

2. Data System

Describe how the data will be collected, stored, and tabulated:

ODOT's crash data will be collected along with other relevant data sources such as 911 calls for service, health data, EMS and hospital data, as deemed appropriate by the technical team. Data will be analyzed using proper statistical methods to inform the status of safety and health in the County along with developing trending for future goals and actions items.

C. Evaluation Design

Describe how the data will be analyzed:

The data will be analyzed using proper statistical methods in order to provide a relevant picture of the status of health and safety in the County. Analysis will be done by engineering, but also may be completed by health professionals or others with specialized expertise related to the particular data set. This data analysis will assist in determining where safety efforts need to focus – education, engineering, enforcement, encouragement and/or evaluation.

D. Project Evaluation Preparation

A Project Evaluation Report will be submitted to TSD following the requirements given in the Agreements and Assurances.

VI. Grant Project Budget Summary

A. List of major budget items:

Consultant and sub-consultant time will be the largest budget item. County staff time and partner agency staff time will be submitted as a match to the grant request. Another item will include printing final plans for distribution.

B. Budget Allotment

The agency named in this document hereby applies for \$88,000.00 in Transportation Safety funds to be matched with \$23,188.10 in funds from source Direct staff time to carry out a traffic safety project described in this document.

VII. Budget and Cost Sharing

(Complete Form 737-1003 Budget and Cost Sharing. You may attach one page to explain specific requests. If you are applying for a multiple-year grant, you must include a separate budget for each year for which you are requesting funding.)

VIII. Exhibits

A. Exhibit A: Data Table

(To be developed at a later date.)

B. Exhibit B: Job Descriptions

(Provide copy of job descriptions of all positions assigned to the project 500 hours or more paid with grant funds.)

C. Exhibit C: Contracts or Service Agreements

(Provide signed copies of any contracts or other service agreements that are entered into by the grantee as part of this project. These shall be reviewed by TSD to determine whether the work to be accomplished is consistent with the objectives of the project. All contracts awarded by the grantee shall include the provision that any subcontracts include all provisions stated in the Agreements and Assurances.)

IX. Agreements and Assurances

(READ, sign and attach to the grant project application.)

X. Approval Signatures

I have read and understand the Agreements and Assurances stipulating the conditions under which the funds for which are being applied will be available and can be utilized.

The agency named in this document is prepared to become a recipient of the funds should the grant funds be awarded.

A. Agency Information

Agency Name*: Clackamas Co. Dept. of
Transportation Development
Street Address: 150 Beaver Creek Road
City: Oregon City
State: OR
Zip: 97045

B. Project Director

First Name: Joseph Last Name: Marek
Title: Traffic Engineering Supervisor Email: joem@co.clackamas.
or.us
Phone: (503) 742-4705 Fax: (503) 742-4659
Street Address: 150 Beaver Creek Road
City: Oregon City
State: OR
Zip: 97045

Signature: Joseph Marek Date: 10/3/2016

C. Authorizing Official of Agency Completing Application

First Name: Mike Last Name: Bezner
Title: Assistant Director, DTD Email: mikebez@co.clackamas.
or.us
Phone: (503) 742-4651 Fax: (503) 742-4659
Street Address: 150 Beaver Creek Road
City: Oregon City
State: OR
Zip: 97045

Signature: Mike Bezner Date: 10/4/16

*Non-profit agencies must submit proof of exempt status under Code Sec. 501(c)(3)

Mail signed copies to: Oregon Dept. of Transportation
Transportation Safety Division, MS 3
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142

Email completed electronic copy to your TSD Program Manager.



Reports And Claims Due Dates

Project No.: RS-17-77-08

Project Title: CLACKAMAS COUNTY TRANSPORTATION SAFETY PLAN UPDATE

Calendar: FEDERAL FISCAL YEAR 2017

Grant Year: 2017

Reports/Claims	Due Dates
First Quarter (October 01 - December 31)	
Quarterly Reports	Tuesday, January 10, 2017
Claims for Reimbursement	Sunday, February 5, 2017
Second Quarter (January 01 - March 31)	
Quarterly Reports	Monday, April 10, 2017
Claims for Reimbursement	Friday, May 5, 2017
Third Quarter (April 01 - June 30)	
Quarterly Reports	Monday, July 10, 2017
Claims for Reimbursement	Saturday, August 5, 2017
Fourth Quarter (July 01 - September 30)	
Quarterly Reports	Tuesday, October 10, 2017
Claims for Reimbursement	Sunday, November 5, 2017
Project Evaluation Report	
Evaluation Report Due	Sunday, November 5, 2017
Claims for Reimbursement	
Final Claims	Sunday, November 5, 2017

Note: Claim reimbursement for any quarter will not be processed until the quarterly report has been received and signed by the TSD Program Manager.

If you file monthly claims, the last monthly claim for the quarter will not be paid unless the quarterly report has been received and signed by the TSD Program Manager.

The undersigned agree that the information included above has been reviewed and the required due dates and final deadlines are understood.

Project Director's Name: Joseph Marek

Project Director's Signature: *Joseph Marek* Date: 10/3/2016

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

- 1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

- 2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

- 3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this 3rd day of October, 2016, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Joseph E. Mark
Signature
Printed Name: Joseph E. Mark
Title: Transportation Safety Program Manager

¹ "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.

Agreements and Assurances

Project Director:

Joseph Marek, Traffic Engineering
Supervisor

Joseph J. Marek
Signature

9/26/2016
Date

Designated Alternate:

Signature

Date

Authorizing Government Official:

Mike Bezner, Assistant Director, DTD

Mike Bezner
Signature

10/4/16
Date

TO BE COMPLETED BY TSD

Project No.: RS-17-77-08

Title: CLACKAMAS COUNTY
TRANSPORTATION SAFETY PLAN

OTC approval date:	June 16, 2016
Total project cost:	\$111,188.10
TSD grant funds:	\$88,000.00
All matching funds:	\$23,188.10
Matching source(s):	Local

Authority to approve modifications to this agreement is delegated to the Transportation Safety Division grant manager.

Manager, Transportation Safety Division Oregon
Department of Transportation

Date

ODOT GRANT BUDGET AND COST SHARING

Project No.: RS-17-77-08
 Project Name: CLACKAMAS COUNTY TRANSPORTATION SAFETY PLAN UPDATE
 Agency: Clackamas Co. Dept. of Transportation Development

Project Period: 10/01/16 (From) - 09/30/17 (To)

(Office Use Only)

Grant Adjustment #: 0
 Grant Adjust. Effective Date: 9/20/2016
 Project Yr. (1-2-3, Ongoing): _____

This form should include all budget information. If additional information is required for clarity, please include on a separate page referencing appropriate budget item.

1. Personnel Costs*

A. Staff assigned and estimated hours:	Hours	Rate	Total Cost
TranSafety Match - Admin Analyst	120.00 @ \$	54.93 /hr = \$	6,591.60
TranSafety Match - Supervisor	100.00 @ \$	85.89 /hr = \$	8,589.00
TranSafety Match - CE Senior	50.00 @ \$	78.47 /hr = \$	3,923.50
TranSafety Match - ET3	40.00 @ \$	54.60 /hr = \$	2,184.00
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
Staff Subtotal			\$ 21,288.10

B. Overtime	Hours	Rate	Total Cost
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
Overtime Subtotal			\$ -

C. Volunteer Time	Hours	Rate	Total Cost
Volunteer Time	100.00 @ \$	19.00 /hr = \$	1,900.00
	0.00 @ \$	- /hr = \$	-
Volunteer Subtotal			\$ 1,900.00

2. Personnel Benefits

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Benefits Subtotal			\$ -

3. Equipment

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Equipment Subtotal			\$ -

4. Materials/Printing

A.	Unit Cost	# of Units	Total Cost
Report Printing (50 reports)	\$ 60.00 @	50 =	\$ 3,000.00
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Materials Subtotal			\$ 3,000.00

5. Overhead/Indirect Costs

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Overhead Subtotal			\$ -

TSD FUNDS	MATCH	TOTAL
\$0.00	\$21,288.10	\$21,288.10
\$0.00	\$0.00	\$0.00
\$0.00	\$1,900.00	\$1,900.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$3,000.00	\$0.00	\$3,000.00
\$0.00	\$0.00	\$0.00

ODOT GRANT BUDGET AND COST SHARING

Project Number: CLACKAMAS COUNTY TRAN

6. Other Project Costs

	Unit Cost	# of Units	Total Cost
A. Travel In-State	\$ - @	0 =	\$ -
B. Travel Out-of-State (specify)***:	\$ - @	0 =	\$ -
C. Office Expenses (supplies, photocopy, telephone, postage)	\$ - @	0 =	\$ -
D. Other Costs (specify):			
1.)	\$ - @	0 =	\$ -
2.)	\$ - @	0 =	\$ -
3.)	\$ - @	0 =	\$ -
4.)	\$ - @	0 =	\$ -
5.)	\$ - @	0 =	\$ -
Other Project Costs Subtotal			\$ -

7. Consultation/Contractual Services **

	Unit Cost	# of Units	Total Cost
A. TSAP Consultant	\$ 85,000.00 @	1 =	\$ 85,000.00
B.	\$ - @	0 =	\$ -
Consultation/Contractual Services Total			\$ 85,000.00

8. Mini-Grants ***

	TSD	Match
A.	\$ -	\$ -
B.	\$ -	\$ -
C.	\$ -	\$ -
D.	\$ -	\$ -
E.	\$ -	\$ -
F.	\$ -	\$ -
G.	\$ -	\$ -
H.	\$ -	\$ -
Mini-Grants Subtotals		\$ -

TOTAL

COST SHARING BREAKDOWN

1. TSD Funds	\$ 88,000.00	79%
2. Match: State		
3. Match: Local	\$ 23,188.10	21%
4. Match: Other (specify)		
a.)		
b.)		
c.)		
5. TOTAL COSTS	\$ 111,188.10	100%

TSD FUNDS	MATCH	TOTAL
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$85,000.00	\$0.00	\$85,000.00
\$0.00	\$0.00	\$0.00
\$88,000.00	\$23,188.10	\$111,188.10

Remarks/Comments:

* Job descriptions for all positions assigned to grant for 500 hours or more must be included in Exhibit B.
 ** TSD approval required prior to expenditures.

FFY Agreements and Assurances

Failure to comply with applicable Federal statutes, regulations and directives may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

Each fiscal year the State will sign these Certifications and Assurances that the State complies with all applicable Federal statutes, regulations, and directives in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but not limited to, the following:

- 23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended;
- 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Chapter II - (§§1200, 1205, 1206, 1250, 1251, & 1252) Regulations governing highway safety programs
- NHTSA Order 462-6C - Matching Rates for State and Community Highway Safety Programs
- Highway Safety Grant Funding Policy for Field-Administered Grants

Certifications and Assurances

Section 402 Requirements (as amended by Pub. L. 112-141)

The Governor is responsible for the administration of the State highway safety program through a State highway safety agency which has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program (23 USC 402(b) (1) (A));

The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation (23 USC 402(b) (1) (B));

At least 40 per cent of all Federal funds apportioned to this State under 23 USC 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs (23 USC 402(b) (1) (C)), unless this requirement is waived in writing;

This State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or

replaced on or after July 1, 1976, at all pedestrian crosswalks (23 USC 402(b) (1) (D));

The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including:

- National law enforcement mobilizations and high-visibility law enforcement mobilizations,
- Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits,
- An annual statewide safety belt use survey in accordance with criteria established by the Secretary for the measurement of State safety belt use rates to ensure that the measurements are accurate and representative,
- Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources.
- Coordination of its highway safety plan, data collection, and information systems with the State strategic highway safety plan (as defined in section 148)(a)).

(23 USC 402 (b)(1)(F));

The State shall actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 USC 402 (j)).

Cash drawdowns will be initiated only when actually needed for disbursement. 49 CFR 18.20

Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 49 CFR 18.21.

The same standards of timing and amount, including the reporting of cash disbursement and balances, will be imposed upon any secondary recipient organizations. 49 CFR 18.41.

Failure to adhere to these provisions may result in the termination of drawdown privileges.

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs);

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and

kept in operation for highway safety purposes (23 CFR 1200.21);

The State will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20;

Federal Funding Accountability and Transparency Act (FFATA)

The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting August 27, 2010, (https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if—of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity;

(i) the entity in the preceding fiscal year received
(I) 80 percent or more of its annual gross revenues in Federal awards; and (II) \$25,000,000 or more in annual gross revenues from Federal awards; and (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

- Other relevant information specified by OMB guidance.

The State highway safety agency will 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. (Revised 01/27/2014)

§§ 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 Drug-free Workplace Act of 1988 (41 U.S.C. 702);:

The State will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace.
 2. The grantee's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 1. Abide by the terms of the statement.

2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted -
 1. Taking appropriate personnel action against such an employee, up to and including termination.
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

Buy America Act

The State will comply with the provisions of the Buy America Act, 23 U.S.C. § 313, which prohibits States from using highway grant funds under 23 U.S.C Chapter 4 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 minimum purchase threshold that exempts the need for a waiver. For compliance purposes, American-made covers any product that is manufactured or assembled in the United States.

The Secretary of Transportation may waive the Buy America Act requirement if: 1) the requirements would be inconsistent with the public interest (public interest waiver); 2) the products are not produced in the United States in sufficient and reasonably available quantities and of satisfactory quality (non-availability waiver); or 3) use of products produced in the United States would increase the overall cost of a product by more than percent (cost waiver). States may request a waiver of the Buy America Act requirements for purchases made with funds provided through grants under 23 U.S.C. §§ 402 and 405, provided they satisfy one of the above conditions.

Political Activity (Hatch Act)

The State will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal

employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients 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.

Restriction on State Lobbying

None of the funds under this program will 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.

Certification Regarding Debarment and Suspension

Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses

enumerated in paragraph (1)(b) of this certification; and

- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without

modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving—
 - a. Company-owned or -rented vehicles, or Government-owned, leased or rented vehicles; or

- b. Privately-owned when on official Government business or when performing any work on or behalf of the Government.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as
- a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Environmental Impact

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

Oregon General Grant Regulations

Any federal funds committed shall be subject to the continuation of funds made available to TSD by the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) by statute or administrative action. Projects are funded for the federal fiscal year, which is October 1 through September 30 or the state fiscal year, which is July 1 through June 30. Typical grants are for one year but may be continued for up to two additional years. Public information and education projects are continued indefinitely.

The grantee shall ensure compliance with 49 CFR Part 18.42 which addresses retention and access requirements for grant-related records. The State, the federal grantor agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any books, documents, papers or other records of the grantee which are pertinent to the grant. These records must be retained for a period of six years starting on the date the grantee submits its final request for reimbursement for this grant.

Any obligation of grant funds extends only to those costs incurred by the grantee after "Authorization to Proceed" for the particular part of the program involving costs.

Grant funds shall not be used for activities previously carried out with the grantee's own resources (supplanting).

Income earned through services conducted through the project should be used to offset the cost of the project and be included in the Budget and Cost Summary.

The grantee shall ensure that all grant-related expenditures are included as a part of entity-wide audits conducted in accordance with the Single Audit Act of 1984 (31 USC 7561-7). The grantee shall provide TSD a copy of all Single Audit Reports covering the time period of the grant award as soon as they become available. Federal funds received have the following Catalog of Federal Domestic Assistance (CFDA) numbers: 20.205, Highway Planning and Construction, 20.600, State and Community Highway Safety; 20.601, Alcohol Impaired Driving Countermeasures Incentive Grants; 20.602, Occupant Protection Incentive Grants; 20.608, Minimum Penalties for Repeat Offenders for Driving While Intoxicated; 20.609, Safety Belt Performance Grants; 20.610, State Traffic Safety Information System Improvement Grants; 20.611, Incentive Grant Program to Prohibit Racial Profiling; 20.612, Incentive Grant Program to Increase Motorcyclist Safety; 20.613, Child Safety and Child Booster Seats Incentive Grants; and 20.616, National Priority Programs – MAP-21.

The grantee shall reimburse TSD within 30 days for any ineligible or unauthorized expenditures as determined by a state or federal review for which grant funds have been claimed and payment received.

The grantee, its subcontractors, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

The grantee shall make purchases of any equipment, materials, or services pursuant to this Agreement under procedures consistent with those outlined in ORS Chapter 279A, 279B and 279C; the Attorney General Model Procurement Rules, OAR Chapter 137, Divisions 46, 47, 48 and 49, as may have been modified by a contracting agency pursuant to ORS 279A.065. [The Oregon Department of Administrative Services Administrative Rules (Oregon Administrative Rules, Chapter 125: and Oregon State Law, ORS Chapter 279)].

The grantee shall defend, save and hold harmless the State of Oregon, including the Oregon Transportation Commission, the Oregon Transportation Safety Committee, the Department of Transportation, the Transportation Safety Division, and their members, officers, agents, and employees from all claims, suits, or actions of whatever nature arising out of the performance of this Agreement, except for claims arising out of the negligent acts or omissions of the State of Oregon, its employees, or representatives. This provision is subject to the limitations, if applicable, set forth in Article XI, Section 10 of the Oregon Constitution and in the Oregon Tort Claims Act, ORS 30.260 to 30.300.

Project Director's Responsibilities

The Project Director is responsible for fulfilling this Agreement and establishing and maintaining procedures that will ensure the effective administration of the project objectives. The Project Director shall:

1. Establish or use an accounting system that conforms to generally accepted accounting principles, and ensure that source documents are developed which will reliably account for the funds expended.
2. Maintain copies of job descriptions and resumes of persons hired for all project-related positions which are funded at 0.25 FTE or more.
3. Maintain records showing actual hours utilized in project-related activity by all grant-funded personnel and by all other staff personnel or volunteers whose time is used as in-kind match.
4. Complete a Quarterly Highway Safety Project Report. Each report must be signed by the Project Director or the Designated Alternate, and submitted to TSD by the tenth of the month following the close of each calendar quarter for the duration of the grant period. The Designated Alternate is an individual who is given the authority to sign Quarterly Highway Safety Project Reports for the Project Director, in the event he/she is unable to sign due to circumstances beyond his/her control.
5. Submit a Claim for Reimbursement within 35 days of the end of the calendar quarter in which expenses were incurred, using the form provided by TSD as follows:
 - a. Copies of invoices and/or receipts for all specified items must be submitted to TSD upon request with the Claim for Reimbursement;
 - b. claims may be submitted monthly, and must be submitted at least quarterly; and,
 - c. claims must be signed by the Project Director or the Designated Alternate (duplicated signatures will not be accepted).
6. Prepare a Project Directors Final Evaluation Report in accordance with the Evaluation Plan described in the grant document. The report will be no more than ten pages and will include the following elements:
 - a. A summary of the project including problems addressed, objectives, major activities, and accomplishments as they relate to the objectives;
 - b. a summary of the costs of the project including amount paid by TSD, funded agency, other agencies, and private sources. The amount of volunteer time should be identified;
 - c. discussion of implementation process so that other agencies implementing similar projects can learn from your experiences; What went as planned? What didn't work as expected? What important elements made the project successful or not as successful as expected?

- d. responses to Evaluation Questions. List each question and answer (refer to Data Table); and,
- e. completed Data Table.

The Project Director's Final Evaluation Report must be submitted within 35 days following the last day of the grant period.

Project Revision

1. Any proposed changes in the project objectives, key project personnel, time period, budget, or mailing address must be requested in writing, and receive approval by TSD. A Grant Adjustment Form will be signed by both TSD and the grantee.
2. Any time extension in the project period must be requested at least six weeks prior to the end of the project period and approved by the federal grantor agency if the end of federal fiscal year is involved.

Contracts and Other Service Agreements

1. Any contracts or other service agreements that are entered into by the grantee as part of this project shall be reviewed and approved by TSD to determine whether the work to be accomplished is consistent with the objectives of the project, and whether the provisions of paragraphs 2 through 4 of this section are considered.
2. All contracts awarded by the grantee shall include the provision that any subcontracts include all provisions stated in this section or the provision that no subcontracts shall be awarded.
3. The grantee shall ensure that each contractor adhere to applicable requirements established for the grant and that each contract include provisions for the following:
 - a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate;
 - b. mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163);
 - c. access by the grantee, the state, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions. Grantees shall require contractors to maintain all required records for three years after grantees make final payments and all other pending matters are closed;
 - d. notice of grantor agency requirements and regulations pertaining to reporting, requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, and

requirements and regulations pertaining to copyrights and rights in data.

4. Where applicable, contracts shall include the following provisions:
 - a. Termination for cause and for convenience by the grantee including the manner by which it will be effected and the basis for the settlement (Contracts in excess of \$10,000);
 - b. Compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and supplemented in Dept. of Labor regulations (41 CFR Part 60) (Contracts in excess of \$10,000);
 - c. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor regulations (29 CFR Part 5) (Contracts in excess of \$2,500);
 - d. Bidders, proposers, and applicants must certify that neither they nor their principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal agency or department (Contracts in excess of \$25,000).

Travel

1. The grantee shall keep a record of all significant travel. In-state trips outside the grantee's jurisdiction should be summarized on Quarterly Highway Safety Project Reports.
2. All out-of-state travel must be pre-approved by TSD. To receive authorization, the trip must be detailed on the project budget or requested in a grant adjustment. Reports on out-of-state trips shall be summarized on Quarterly Highway Safety Program Report.
3. Reimbursement will only be authorized for travel of persons employed by the grantee in project-related activities unless prior written approval is granted by TSD.

Development of Printed or Production Materials

1. The grantee shall provide TSD with draft copies of all materials developed using grant funds. TSD may suggest revisions and must approve production.
2. All brochures; course, workshop and conference announcements; and other materials that are developed and/or printed using grant funds shall include a statement crediting TSD and federal participation.
3. Materials produced through this project shall be provided to TSD for its use and distribution and may

not be sold for profit by either the grantee or any other party.

Equipment Purchased with Grant Funds

1. A Residual Value Agreement shall be completed and submitted to TSD if grant funds are used in whole or in part to acquire any single item equipment costing \$5,000 or more or at TSD discretion. A copy of the original vendor's invoice indicating quantity, description, manufacturer's identification number and cost of each item will be attached to the signed agreement. All equipment should be identified with a property identification number.
2. All material and equipment purchased shall be produced in the United States in accordance with Section 165 of the Surface Transportation Assistance Act of 1982 (Pub. L. 97-424; 96 Stat. 2097) unless the Secretary of Transportation has determined under Section 165 that it is appropriate to waive this agreement.
3. Material and equipment shall be used in the program or activity for which it was acquired as long as needed, whether or not the project continues to be supported by grant funds. Ownership of equipment acquired with grant funds shall be vested with the grantee. Costs incurred for maintenance, repairs, updating, or support of such equipment shall be borne by the grantee.
4. If any material or equipment ceases to be used in project activities, the grantee agrees to promptly notify TSD. In such event, TSD may direct the grantee to transfer, return, keep, or otherwise dispose of the equipment.

Termination

1. TSD may terminate this Agreement for convenience in whole or in part whenever:
 - a. The requisite state and/or federal funding becomes unavailable through failure of appropriation or otherwise; or,
 - b. The requisite local funding to continue this project becomes unavailable to grantee; or,
 - c. Both parties agree that continuation of the project would not produce results commensurate with the further expenditure of funds.
2. TSD may, by written notice to grantee, terminate this Agreement for any of the following reasons:
 - a. The grantee takes any action pertaining to this Agreement without the approval of TSD and which under the provisions of this agreement would have required the approval of TSD; or,
 - b. The commencement, prosecution, or timely completion of the project by grantee is, for any reason, rendered improbable, impossible, or illegal; or,
 - c. The grantee is in default under any provision of this Agreement.

Conditions of Project Approval

Actions taken by the Oregon Transportation Safety Committee, if any, regarding conditions under which this project is approved are given in the Conditions of Approval. The grantee agrees to follow these conditions in implementing the project.

Contract Provisions and Signatures

It is understood and agreed that the grantee shall comply with all federal, state, and local laws, regulations, or

ordinances applicable to this agreement and that this Agreement is contingent upon grantee complying with such requirements.

This Agreement shall be executed by those officials authorized to execute this Agreement on the grantee's behalf. In the event grantee's governing body delegates signature of the Agreement, grantee shall attach to this Agreement a copy of the motion or resolution which authorizes said officials to execute this Agreement, and shall also certify its authenticity.

Grant Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: DTD-Transportation Safety

Grant Renewal? Yes No

Name of Funding Opportunity: Safe Communities Grant
Funding Source: Federal State Local: Nat Hwy Trans Safety Admin
Requestor Information (Name of staff person initiating form): Joseph Marek
Requestor Contact Information: 503-742-4705
Department Fiscal Representative: Diedre Landon
Program Name or Number (please specify): 02108 - Clackamas County Safe Communities
Brief Description of Project:

The Clackamas County Safe Communities Program has received funds from this grant since program inception in 2005. Funding for this grant will support an update of the 2012 Clackamas County Transportation Safety Action Plan. The BCC will adopt the updated plan.

Name of Funding (Granting) Agency: Oregon Department Of Transportation - Transportation Safety Division

Agency's Web Address for Grant Guidelines and Contact Information:

Walter McAllister - ODOT-TSD - MS3 - 4040 Fairview Industrial Drive SE - Salem, OR 97302-1142 -
Walter.J.McAllister@odot.state.or.us - 503-986-4187 -http://www.oregon.gov/ODOT/TS/Pages/grantee.aspx

OR

Application Packet Attached: Yes No

Completed By: Joseph Marek, Transportation Safety Program Manager Date _____

** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE **

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant Non-Competing Grant/Renewal Other Notification Date: _____
CFDA(s), if applicable: 20.205
Announcement Date: 7/31/2016 Announcement/Opportunity: _____
Grant Category/Title: Safe Communities Max Award Value: na
Allows Indirect/Rate: yes Match Requirement: 20%
Application Deadline: 9/15/2016 Other Deadlines: _____
Grant Start Date: 10/1/2016 Other Deadline Description: _____
Grant End Date: 9/30/2016
Completed By: Joseph Marek and Patty McMillan
Pre-Application Meeting Schedule: _____

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant support the Department's Mission/Purpose/Goals?

The Safe Communities program - also called Drive to Zero - has a mission to reduce fatal and serious injury crashes. The goal of the TSAP is to reduce fatal and serious injury crashes by 50% by 2022. This grant funds projects that support the reduction of crash occurrence with education, enforcement, messaging, data collection and other support which is in alignment with the department's mission and goals.

2. How does the grant support the Division's Mission/Purpose/Goals? (If applicable)

The grant supports the division goals in the same manner as the department goals by ensuring safe, healthy and secure communities.

3. What, if any, are the community partners who might be better suited to perform this work?

None

4. What are the objectives of this grant? How will we meet these objectives?

The objective of this grant will be to update the TSAP which will be completed via a consultant contract.

5. Does the grant proposal fund an existing program? If yes, which program? If no, what should the program be called and what is its purpose?

Yes, this grant funds fund a portion of the Drive-to-Zero Program (formerly Safe Communities).

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If yes, what types of staff are required? If no, can staff be hired within the grant timeframe?

Yes, the organization has adequate staff for this grant including Program Director - Joseph Marek and Program Coordinator - Patty McMillan and other Transportation Safety Program staff.

2. Is there partnership efforts required? If yes, who are we partnering with, what are their roles and responsibilities, and are they committed to the same goals?

Not specifically, but the TSAP update will include a large set of stakeholders, or partners. While the TSAP update is within the Transportation Safety Program, the impacts of crashes affect every department in the County, emergency services providers, citizens and businesses. There will be a stakeholder group put together to offer input into the plan update. It will be based around the Drive-to-Zero Advisory Board and the Traffic Safety Commission. All of the stakeholders will be offering input and ideas pertaining to the plan update.

3. If this is a pilot project, what is the plan for sunseting the program or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

This is not a pilot project.

4. If funding creates a new program, does the department intend that the program continue after initial funding is exhausted? If so, how will the department ensure funding (e.g. request new funding during the budget process, discontinue or supplant a different program, etc.)?

This is not a new program. The program is established and staffed. It does not rely on this grant for sustainability. The

grant offsets road funding that otherwise would support the program.

Collaboration

1. List County departments that will collaborate on this award, if any.

H3S, Public Health, Fairgrounds, Juvenile Department, CCSO, Parks and Rec, Public and Govt Affairs and Social Services.

Reporting Requirements

1. What are the program reporting requirements for this grant?

Initial grant application. Quarterly reports. End of year Director Report.

2. What is the plan to evaluate grant performance? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Within the ODOT grant, there are objectives, goals and evaluation measurements that are established and reported every quarterly to ensure outcomes are being reached, in process or delayed.

3. What are the fiscal reporting requirements for this grant?

Purchases are tracked and reported to County grant personnel. Quarterly claims for reimbursement are completed by grant personnel.

Fiscal

1. Will we realize more benefit than this grant will cost to administer?

Yes.

2. What other revenue sources are required? Have they already been secured?

The Safe Communities program is funded with General Funds that have been approved for FY2016-17.

3. Is there a match requirement? If yes, how much and what type of funding (CGF, Inkind, Local Grant, etc.)?

Yes, there is a match requirement, 20%, and easily met with staff and volunteer time. We will meet the required 20% for the match; though we will dedicate more than 20% toward the larger program this will not be part of the grant application.

4. Is this continuous or one-time funding? If one-time funding, how will program funding be sustained?

This grant has been offered since the Safe Communities program was established in 2005. Funding is National Highway Transportation Safety Administration funds routed through the state DOT safety offices. Grant amounts change each year dependent on proposed projects. Grant funds could be terminated at some time, however, the program is sustainable without these grants funds.

5. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

Yes. The rate cap is identified in the County's Federal Cognizant Agency Letter (per ODOT). ODOT grant representatives prefer funds are used on program needs. It is unknown at this time if additional funds could be obtained to support indirect expenses.

Program Approval:

Name (Typed/Printed)	Date	Signature
** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **		

Section IV: Approvals

DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR		
Name (Typed/Printed)	Date	Signature

IF APPLICATION IS FOR FEDERAL FUNDS, PLEASE SEND COPY OF THIS DOCUMENT, BY EMAIL OR BY COURIER, TO FINANCE. ROUTE ORIGINAL OR SCANNED VERSION TO COUNTY ADMIN.

Section V: Board of County Commissioners/County Administration (required for all grant applications)

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.

Department: keep original with your grant file.