

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: July 7, 2010
SUBJECT: Governor's Highway Safety Program
ATTACHMENTS: Yes

SUMMARY OF REQUEST:

The Henderson County Sheriff's Office requests that the Henderson County Board of Commissioners approve the attached grant contract resolution which will provide funding for traffic safety equipment. This grant is through the Governor's Highway Safety Program, and does not involve any County funding

BOARD ACTION REQUESTED:

The Board is requested to approve the grant contract resolution and authorize Sheriff Rick Davis to enter into a contract with the North Carolina Governor's Highway Safety Program to execute the grant.

Suggested Motion:

I move the Board approve the grant contract resolution and authorize Sheriff Rick Davis to proceed with the grant.

North Carolina Governor's Highway Safety Program
LOCAL GOVERNMENTAL RESOLUTION
Form GHSP-02-A

(To be completed, attached to and become part of Form GHSP-02, Traffic Safety Project Contract.)

WHEREAS, the Henderson County Sheriff's Office (herein called the "Agency")
(The Applicant Agency)
 has completed an application contract for traffic safety funding; and that the Henderson County Board of
(The Governing Body of the Agency)
Commissioners (herein called the "Governing Body") has thoroughly considered the problem
 identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Henderson County Board of Commissioners IN OPEN
(Governing Body)
 MEETING ASSEMBLED IN THE CITY OF Hendersonville, NORTH CAROLINA,
 THIS _____ DAY OF June, 20 10, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Rick Davis, Sheriff is authorized to file, on behalf of the Governing
(Name and Title of Representative)
 Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal
 funding in the amount of \$ 10,000.00 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
 the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ -0- as
(Local Cash Appropriation)
 required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other
 appropriate persons to furnish such information, data, documents and reports as required by the contract, if
 approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by _____
(Chairperson/Mayor)

ATTESTED BY _____
(Clerk)

SEAL

DATE _____

North Carolina Governor's Highway Safety Program Traffic Safety Project Contract – Form GHSP-02

SECTION A – GENERAL INFORMATION					
1. Name of Applicant Agency Henderson County Sheriff's Office			4. Name of Project Contact Person for Agency Captain Steve Carter		
2. Address of Applicant Agency 201 N. Main Street Hendersonville, N.C. 28792			5. Telephone Number of Contact Person (828) 694-2793		
3. Location of Project (if different from # 2)			6. Email Address of Contact Person scarter@hendersoncountync.org		
8. Federal Tax ID Number / Type of Agency Federal Tax ID Number: 56-6000307 Type of Agency <input type="checkbox"/> State <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> County <input type="checkbox"/> Higher Education <input type="checkbox"/> Municipality <input type="checkbox"/> Hospital			7. Fax Number of Contact Person (828) 694-3134		
			9. Type of Application <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Continuation Year: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		
10. Project Title (Optional): LEL Henderson County Safe Roads					
11. Budget	Total Project Amount	Source of Funds			
		Federal		State / Local	
		%	Amount	%	Amount
Personnel Costs	\$0	0	\$0	0	\$0
Contractual Services	\$0	0	\$0	0	\$0
Commodities Costs	\$0	0	\$0	0	\$0
Other Direct Costs	\$10,000	100	\$10,000	0	\$0
Indirect Costs	\$0	0	\$0	0	\$0
Total Project Costs	\$10,000		\$10,000		\$10,000
12. Specify How Non-Federal Share Will Be Provided: None needed.					
FOR GHSP USE ONLY					
To GMS: <input type="checkbox"/> SB <input type="checkbox"/> FH <input type="checkbox"/> CM <input type="checkbox"/> CL <input type="checkbox"/> JS			To Finance Officer		
Date: _____, 20____			GMS Initials: _____ Date: _____, 20____		
Finance Officer: Initials _____ Date: _____, 20____			Work Type: _____		
Project Number: _____			CFDA#: 20. _____		
			Ref #: _____		

SECTION B – BUDGET DETAIL

(Refer to Instruction Sheet)

Personnel Costs

Personnel Position

Salary

None

\$0
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Total Salaries Cost

\$0

Personnel Fringe Benefits

Cost

None

\$0
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Total Fringe Benefits Cost

\$0

Total Personnel Costs

\$0

Contractual Services

Contractual Service To Be Provided

Cost

None

\$0
\$
\$
\$

Total Contractual Services

\$0

Commodities Costs

Commodities

None

Cost

\$0
\$
\$
\$
\$
\$
\$
\$
\$
\$

Total Commodities Costs

\$0

Other Direct Costs

Equipment

Four (4) dual antenna radar units

Cost

\$9,916
\$
\$
\$
\$
\$
\$
\$
\$
\$

Total Equipment Cost

\$9,916

Travel

In-State Travel

Out-of-State Travel

Cost

\$84.00
\$0

Total Travel Cost

\$84.00

Other Items of Direct Cost

None

Cost

\$0
\$
\$
\$
\$

Total Other Items of Direct Cost

\$0

Total Other Direct Costs

\$10,000.00

Indirect Costs

Indirect Costs

Cost

N

\$0

\$

\$

\$

\$

\$

\$

\$

Total Indirect Costs

\$0

SECTION C – NARRATIVE DESCRIPTION OF PROJECT**Statement of Problem**

Dating back to 2003 an average of 133.2 motor vehicle collisions were investigated by the North Carolina Highway Patrol in Henderson County. Out of the total number of collisions investigated, 377 or 6.3% were alcohol related. While less than 1 % of the total number of collisions resulted in a fatality we feel like our roads can and should be safer.

While the data is nearly similar, the numbers provided by the University of North Carolina's Highway Safety Research Center solidify that the roads in Henderson County must be safer. According to alcohol related crashes in Henderson County and 105 crashes for 2005 and 141 alcohol related crashes for 2006, this is an increase of 1.2 % which shows there is much work to be accomplished. The 2007 data is not available at this point. For overall crashes, the Research Center reports 2,319 crashes in 2003, 2,404 in 2004 and 2,336 in 2005. 2006 reported an increase of 5% in traffic crashes to 2,462. Much in line with the data provided by the North Carolina Highway Patrol, the Center reports that during each of these years, less than 1% of all traffic crashes resulted in a fatality. The University of North Carolina Highway Research Center reports a total of 9,521 crashes between 2003 and 2006 in Henderson County. A total of 4,458 of these crashes or roughly 53% resulted in some type of injury, but not a fatality. There were a total of 504 alcohol related crashes reported by the Center between 2003 and 2006 in Henderson County.

In 2003 Henderson County averaged 1.3 traffic fatalities per month and 1.4 traffic fatalities per month in 2004 and 2005. 2006 has shown an improvement of .9 traffic fatalities per month and has rest at 11 for the year of 2006; however, we must remain vigilant in our efforts to keep the roads of Henderson County as safe as possible. Greater efforts will be made to futher ensure this.

2007 has shown positive progress as have the first quarter of 2008. The University of North Carolina Highway Safety Research Center does not have the published data to support the 2007 or 2008 claims. Members of the community are attending traffic safety awareness programs put on by the Traffic Enforcement Officer with the Henderson County Sheriff's Office.

Henderson County is listed as one of seven counties within Region 10. Highway safety within this Region is a priority and the Liaison for this Region is Sheriff Rick Davis, Henderson County. Sheriff Davis has proven his commitment to Highway Safety by supporting a traffic enforcement team assigned within patrol division that aggressively enforces traffic safety laws. The purchase of more radar units within this region, particularly Henderson County will further add to the success of highway safety by committing to get other officers involved in aggressive enforcement and highway safety within Region 10.

Proposed Solution

Goal #1: Reduce the number of traffic crashes within Region 10, particularly on the roads of Henderson County by 20% by October 1, 2011

Objectives: This will be accomplished through an in depth process which will include speed enforcement, aggressive driving enforcement, enforcement of alcohol related incidents and community education.

Goal #2: Continue high visibility traffic enforcement in Region 10 particularly in Henderson County

Objectives: This will be accomplished through aggressive highway and roadway traffic enforcement with the utilization of radar within this Region.

Goal #3: Reduce the number of alcohol related traffic crashes on the roads within Region 10 by 20% by October 1, 2011.

Objectives: 1) Aggressive high visibility traffic enforcement. Additionally, the LEL of Region 10 will conduct county coordinators meetings at least once per quarter and will hold Region 10 team meetings at least twice per year.

SECTION D – SCHEDULE OF TASKS BY QUARTERS

List the schedule of tasks by quarters, referring specifically to the objectives listed in the narrative above. Tasks that extend beyond one quarter should specify the elements of the task that are to be performed for the specific quarters.

First Quarter (October, November, December)

- Attend regional LEL meeting TBA
- Participate at booze it and lose it events
- Conduct county coordinator meeting

Second Quarter (January, February, March)

- * Attend regional LEL meeting at location TBA
- * Attend NHTSA conference for SouthEast

Third Quarter (April, May, June)

- Attend regional LEL meeting at TBA
- Attend National Lifesaver conference TBA

Fourth Quarter (July, August, September)

Attend regional LEL meet at location TBA

SECTION E – PROJECT CONTINUATION

North Carolina Governor's Highway Safety Program

Agreement of Conditions

This Agreement is made by and between the North Carolina Department of Transportation, hereinafter referred to as the "Department", to include the Governor's Highway Safety Program, hereinafter referred to as "GHSP"; and the applicant agency, for itself, its assignees and successors in interest, hereinafter referred to as the "Agency". During the performance of this contract, and by signing this contract, the Agency agrees as follows:

A. Federal Provisions

1. **Equal Opportunity/Nondiscrimination.** The Agency will agree to comply with all Federal statutes and implementing regulations relating to nondiscrimination concerning race, color, sex, religion, national origin, handicaps, and age. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964;
 - (b) Title IX of the Education Amendments of 1972, as amended;
 - (c) 49 CFR Part 21, Non-Discrimination in Federally-assisted programs of the United States Department of Transportation, hereinafter referred to as "USDOT", as amended;
 - (d) 49 CFR Part 27, Rehabilitation Act of 1973, as amended; and
 - (e) The Age Discrimination Act of 1975, as amended.
2. **Drug Free Workplace.** The Agency agrees to comply with the provisions cited in the Drug-Free Workplace Act of 1988 (49 CFR Part 29 Sub-part F).
3. **Federal Grant Requirements and Contracts.** The Agency shall comply with the following statutes and implementing regulations as applicable:
 - (a) 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Contracts to State and Local Governments;
 - (b) Office of Management and Budget, hereinafter referred to as "OMB", Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments;
 - (c) OMB Circular A-21, Cost Principles for Institutions of Higher Education;
 - (d) OMB Circular A-122 Cost Principles for Nonprofit Organizations;
 - (e) 5 U.S.C. §§ 1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees" (Hatch Act); and
 - (f) NHTSA Grant Funding Policies, as revised, February 2002.
4. **Lobbying.** The Agency agrees to comply with the restrictions of lobbying members of Congress, 18 USC, Section 1913; Section 326 of the FY 2000 DOT Applications Act, prohibiting the use of USDOT Federal funds for "grass roots" lobbying campaigns to encourage third parties, members of special interest groups, or the general public to urge members of a State legislature to support or oppose a pending legislative or appropriations matter.

5. Audits.

(a) Audit Required. Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Subpart B, §____.200. Guidance on determining Federal awards expended is provided in OMB Circular A-133, Subpart B, §____.205.

(b) Single Audit. Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with OMB Circular A-133, Subpart B, §____.500, except when they elect to have a program-specific audit conducted in accordance with OMB Circular A-133, Subpart B, §____.200, paragraph (c).

(c) Non-Governmental Entities. Non-governmental entities (not-for-profit and for-profit entities) must adhere to North Carolina General Statute 143-6.1.

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

(a) The prospective lower tier participant (the Agency) certifies, by submission of this contract 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 Federal Agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.

7. Conditions for State, Local and Indian Tribal Governments. State, local and Indian tribal government Agencies shall adhere to the standards established by 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Contracts to State and Local Governments, and additions or amendments thereto. Agencies shall also adhere to the standards established by the Office of Management and Budget, and in particular, OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and additions or amendments thereto, for principles for determining costs applicable to grants and contracts with state, local and Indian tribal governments.

8. Conditions for Institutions of Higher Education. If the Agency is an institution of higher education, it shall adhere to the standards established by 49 CFR Part 19, Uniform Administrative Requirements for Grants and Contracts with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and OMB Circular A-21, Cost Principles for Institutions of Higher Education for determining costs applicable to grants and contracts with educational institutions.

9. Conditions for Non-Profit Organizations. If the Agency is a non-profit organization, it shall adhere to the standards established by 49 CFR Part 19, Uniform Administrative Requirements for Grants and Contracts with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and OMB Circular A-122, Cost Principles for Non-profit Organizations for determining costs applicable to grants and contracts with non-profit organizations.

10. Conditions for Hospitals. If the Agency is a hospital, it shall adhere to the standards established by 49 CFR Part 19, Uniform Administrative Requirements for Grants and Contracts with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and 45 CFR Subtitle A, Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals.

B. General Provisions

1. **Contract Changes.** This document contains the entire agreement of the parties. No other contract, either oral or implied, shall supercede this Agreement. Any proposed changes in this contract that would result in any change in the nature, scope, character, or amount of funding provided for in this contract, shall require a written addendum to this contract on a form provided by the Department.
2. **Subcontracts Under This Contract.** The Agency shall not assign any portion of the work to be performed under this contract, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this contract without the prior written concurrence of the Department. Any subcontract under this contract must include all required and applicable clauses and provisions of this contract. The Agency must submit any proposed contracts for subcontracted services to the Governor's Highway Safety Program for final approval no less than 30 days prior to acceptance.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Agency for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Agency of the Agency's obligations under this contract. Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 49 CFR 18.36 (Common Rule). Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 49 CFR 18.36 (Common Rule) and Executive Order 150 as it pertains to Historically Underutilized Businesses.
4. **Incorporation of Provisions in Subcontracts.** The Agency shall include the provisions of section A-1 through A-6 of this Agreement in every subcontract, including procurements of materials and leases of equipment, unless exempted by the regulations, or directives issued pursuant thereto. The Agency shall take such action with respect to any subcontract or procurement as the Department, the State of North Carolina, hereinafter referred to as the "State", the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA", or the Federal Highway Administration, hereinafter referred to as "FHWA", may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Agency becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Agency may request the Department or the State to enter into such litigation to protect the interests of the Department or the State. In addition, the Agency may request the NHTSA or FHWA to enter into such litigation to protect the interests of the United States.
5. **Outsourcing.** All work shall be performed in the United States of America. No work will be allowed to be outsourced outside the United States of America.

6. Property and Equipment.

- (a) **Maintenance and Inventory.** The Agency shall maintain and inventory all property and equipment purchased under this contract.
- (b) **Utilization.** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
- (c) **Title Interest.** The Department and NHTSA retain title interest in all property and equipment purchased under this contract. In the event that the Agency fails or refuses to comply with the provisions of this Agreement or terminates this contract, the Department, at its discretion, may take either of the following actions:
 - (i) Require the Agency to purchase the property or equipment at fair market value or other mutually agreed to amount; or
 - (ii) Require the Agency to transfer the property or equipment and title of said property or equipment, if any, to the Department or to another Agency, as directed by the Department.
- (d) **Non-expendable Property.** Non-expendable property is defined as property or equipment having a value of \$5000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Department.

7. **Promotional or Other Materials.** Any promotional or other materials developed using funds from this contract must be reviewed and approved by the GHSP prior to their production. The cost of promotional materials is limited to a maximum of \$5.00 per item. Items in excess of \$5.00 may not be purchased without the expressed written approval of the GHSP.

8. **Review of Reports and Publications.** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the GHSP prior to their release.

9. Reimbursement.

- (a) **General.** Progress payments, based upon actual allowable costs for not less than one (1) month or more than three (3) months may be made upon receipt of an itemized invoice from the Agency on forms provided by the Department. The itemized invoice shall be supported by documentation of costs as prescribed by the Department.
- (b) **Approval.** The Governor's Highway Safety Program and the Department's Fiscal Section shall approve the itemized invoice prior to payment.
- (c) **Unapproved Costs.** Any rejected or unaccepted costs shall be borne by the Agency. The Agency agrees that in the event the Department determines that, due to Federal or State regulations that grant funds must be refunded, the Agency will reimburse the Department a sum of money equal to the amount of Federal and State participation in the rejected costs.
- (d) **Final Reimbursement Claims.** Final reimbursement claims must be received by the GHSP within 30 days following the close of the approved contract period. Project funds not claimed by this date are subject to reversion.
- (e) **Expending Funds Under This Contract.** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.

- 10. Project Costs.** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Department shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and prosecute to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.
- 11. Program Income.** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with 49 CFR Part 18. Program income earned during the contract period shall be retained by the Agency and added to the funds committed to the project by the GHSP and be used to further eligible program objectives. Program income must be accounted for separately and the records made available for audit purposes.
- 12. Project Directors.** The Project Director, as specified on the signature page of this Agreement, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of GHSP.
- 13. Reports Required.**
- (a) Quarterly Progress Reports.** Unless otherwise directed, the Agency must submit Quarterly Progress Reports to the GHSP, on forms provided by the Department, which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status by quarter and shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter. If the Agency fails to submit a Quarterly Progress Report or submits an incomplete Quarterly Progress Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Quarterly Progress Report that substantiates adequate progress is received, cost reimbursement requests will be processed.
- (b) Final Accomplishments Report.** A Final Accomplishments Report must be submitted to the GHSP within thirty (30) days of completion of the project, on forms provided by the Department, unless otherwise directed. If the Agency fails to submit a Final Accomplishments Report or submits an incomplete Final Accomplishments Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Final Accomplishments Report that substantiates adequate progress is received, cost reimbursement requests will be processed.
- (c) Audit Reports.** Audit reports required in Section A-5 above shall be provided to the Department within thirty (30) days of completion of the audit.
- 14. Out-of-State Travel.**
- (a) General.** All out-of-state travel funded under this contract must have prior written approval by the Governor's Highway Safety Program.
- (b) Requests.** Requests for approval must be submitted to the GHSP, on forms provided by the Department, no less than thirty (30) days prior to the intended departure date of travel.
- (c) Agency Travel Policy Required.** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the North Carolina General Assembly.
- (d) Agenda Required.** Out-of-state travel requests must include a copy of the agenda for the travel requested.

15. Conditions for Law Enforcement. In addition to the other conditions provided for in this Agreement, grants to law enforcement agencies are subject to the following:

(a) Tasks Required. The following tasks must be included in Section D of this contract:

- (i) A minimum of one (1) safety belt checkpoint per month;
- (ii) A minimum of one (1) impaired driving checkpoint per quarter;
- (iii) Participation in all "Click It or Ticket" campaigns;
- (iv) Participation in all "Booze It & Lose It" campaigns;
- (v) Participation in any event or campaign as required by the GHSP.

An effort must be made to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

(b) Certifications Required.

- (i) **In-car Camera or Video System.** For any in-car camera or video system purchased under this contract, it is required that the operator of that equipment has successfully completed Standardized Field Sobriety Testing training (SFST). A copy of this certificate must be filed with GHSP prior to reimbursement of in-car camera or video systems.
- (ii) **Radar.** For any radar equipment purchased under this contract, it is required that the operator of that equipment has successfully completed Radar Certification Training. A copy of this certificate must be filed with GHSP prior to reimbursement of radar equipment.
- (iii) **Alcohol Screening Devices.** For any preliminary alcohol screening devices purchased under this contract, it is required that the operator of that equipment has successfully completed the Alcohol Screening Test Device training offered by the Forensic Test for Alcohol Branch.

(c) Report Required - Monthly Enforcement Data Report. In addition to the reports mentioned above, law enforcement agencies must submit a Monthly Enforcement Data Report on the form provided by the Department. If the Agency fails to submit a Monthly Enforcement Data Report or submits an incomplete Monthly Enforcement Data Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Monthly Enforcement Data Report that substantiates adequate progress is received, cost reimbursement requests will be processed. The agency head must sign the form. However, the agency head may assign a designee to sign the form by providing written signature authority to the GHSP.

16. Conditions for Local Governmental Agencies.

(a) Resolution Required. If the Agency is a local governmental entity, a resolution from the governing body of the Agency is required on a form provided by the Department.

(b) Resolution Content. The resolution must contain a commitment from the governing body to provide the local funds as indicated in this contract. Additionally, the resolution is required even if the funding is one hundred percent from federal sources, as it serves as recognition by the governing body of federal funding for purposes of Section A-5 above.

17. Prohibited Interests. No member, officer, or employee of the Agency during his or her tenure, and for at least one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof or therefrom.

18. Continued Federal and State Funding.

(a) Federal Funding. The Agency agrees and understands that continuation of this project with Federal funds is contingent upon Federal funds being appropriated by the United States Congress specifically for that purpose. The Agency further agrees and understands that in the event funds originally appropriated by Congress for these grants are subsequently reduced by further acts of Congress, funding to the Agency may be proportionately reduced.

(b) State Funding. The Agency agrees and understands that continuation of this project with funds from the State of North Carolina is contingent upon State funds being appropriated by the General Assembly specifically for that purpose. The Agency also agrees that any state funds received under this contract are subject to the same terms and conditions stated in this Agreement.

19. Performance. All grants provided by the Governor's Highway Safety Program are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency, whose performance is deemed unsatisfactory by the GHSP, shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Department to reduce or deny future funding.

20. Resolution of Disputes. Any dispute concerning a question of fact in connection with the work not disposed of by contract by and between the Agency and the Department, or otherwise arising between the parties to this contract, shall be referred to the Secretary of the North Carolina Department of Transportation and the authorized official of the Agency for a negotiated settlement. In any dispute concerning a question of fact in connection with the project where such negotiated settlement cannot be resolved in a timely fashion, the final decision regarding such dispute shall be made by the Secretary of the North Carolina Department of Transportation, with the concurrence of the Federal funding agency, and shall be final and conclusive for all parties.

21. Department Held Harmless.

(a) For State Agencies. Subject to the limitations of the North Carolina Tort Claims Act, the Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.

(b) For Agencies Other Than State Agencies. The Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.

22. Records Access and Retention.

The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the State, NHTSA, or FHWA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for three (3) years from the date of final payment from the Department, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, the Agency shall so certify to the Department, State,

NHTSA, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.

23. Sanctions for Non-Compliance. The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurances in this contract, the Department may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this contract in whole or in part;
- (b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;
- (c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
- (d) Refer the case to the United States Department of Justice for appropriate legal proceedings.

24. Cancellation, Termination, or Suspension of Contract.

(a) By the Department. For noncompliance with any of the said rules, regulations, orders or conditions, this contract may be canceled, terminated, or suspended in whole or in part by the Department, by giving the Agency thirty (30) days advanced written notice. The Department, before issuing notice of cancellation, termination, or suspension of this contract, may allow the Agency a reasonable opportunity to correct for noncompliance.

(b) By the Agency. The Agency may terminate this contract by providing thirty (30) days advanced written notice to the Department.

25. Completion Date.

Unless otherwise authorized in writing by the Department, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Project Contract by September 30 of the Federal fiscal year for which it was approved.

26. Signature.

By signing below, the Agency agrees to adhere to the terms and conditions of this Agreement.

AGENCY PROJECT DIRECTOR		
NAME Steve Carter	TITLE Captain	ADDRESS 201 N. Main Street Hendersonville, N.C. 28792
SIGNATURE 	DATE 6/1/2010	TELEPHONE NUMBER (828)694-2793
AGENCY AUTHORIZING OFFICIAL		
NAME Rick Davis	TITLE Sheriff	ADDRESS 201 N. Main Street Hendersonville, N.C. 28792
SIGNATURE	DATE	TELEPHONE NUMBER (828)697-4911
AGENCY OFFICIAL AUTHORIZED TO RECEIVE FUNDS		
NAME W.M. 'Bill' Blalock	TITLE Business Manager	ADDRESS 201 N. Main Street Hendersonville, N.C. 28792
SIGNATURE	DATE	TELEPHONE NUMBER (828)697-4596
FOR THE GOVERNOR'S HIGHWAY SAFETY PROGRAM		
CONTRACT APPROVAL BY THE DEPARTMENT		
<p>This contract is approved for Federal fiscal year _____ and authorization to proceed with this traffic safety project is granted effective _____ through September 30, 20____, subject to applicable State and Federal laws and regulations, and the conditions stated above.</p>		
APPROVAL DATE	SIGNATURE OF THE DIRECTOR OR DESIGNEE	

North Carolina Governor's Highway Safety Program

Instructions for Form GHSP-02

Traffic Safety Project Contract

Instructions for the completion of **Form GHSP-02**:

A. General Instructions

1. All cost figures must be for the first year only.
2. All cost figures must be in **whole** dollars only.
3. All information must be included on the form. If additional space is needed, attach additional information to the form.
4. Complete one signed original contract application. When approved, a copy of the completed original will be returned to the grantee.
5. Mail the form to Governor's Highway Safety Program, Attn: Manager - Planning, Programs, and Evaluation, 215 East Lane Street, Raleigh, NC, 27601.
6. If you have questions about any aspect of the funding process, including the completion of form GHSP-02, please call the Planning, Programs and Evaluation unit of the GHSP at 919-733-3083 or 800-999-9676.

B. Instructions for Section A – General Information (Page 1)

1. *Name of Applicant Agency* – The name of the agency requesting funding.
2. *Address of Applicant Agency* – The mailing address of the agency.
3. *Location of Project* – Indicate the location of the project if it is different than the mailing address of the agency
4. *Name of Project Contact Person for Agency* – The primary contact for the agency.
5. *Telephone Number of Contact Person* – The telephone number of the primary contact for the agency.
6. *Email Address of Contact Person* – The email address of the primary contact for the agency.
7. *Fax Number of Contact Person* – The fax number of the primary contact for the agency.
8. *Federal Tax ID Number / Type of Agency* – Fill in the agency's Federal Tax ID Number and check the box of the type of Agency.
9. *Type of Application* – Indicate if this is an Initial or Continuation project and the year of funding. If this is an Initial application, the year of funding will be 1.
10. *Project Title* – The title of the project. This field is optional.
11. *Budget* – This information will be the summary of the total category costs brought forward from Section B – Budget Detail.
12. *Specify How Non-Federal Share Will Be Provided* – Explain the source of the State or Local funds that will be used as matching funds. If the Agency is a part of a county or municipal government, attach Form GHSP-02-A, Local Government Resolution.

C. Instructions for Section B – Budget Detail (Pages 2 – 4)

1. Personnel Costs (Page 2)

Note: Travel and Training costs must be listed under Other Direct Costs.

- a. **Personnel Position** – List the specific personnel position or positions needed to accomplish the stated goals. If none are required, this may not be the proper form to complete. Contact the Planning, Programs and Evaluation Section for assistance.
- b. **Salary** – Provide the salary or salaries of the position or positions identified.
- c. **Total Salaries Cost** – Total all salaries.
- d. **Personnel Fringe Benefits** – List the specific fringe benefits to be paid for each position.
- e. **Cost** – Provide the costs of the position or positions identified.
- f. **Total Fringe Benefits Cost** – Total all fringe benefits.
- g. **Total Personnel Costs** – Enter the total of **Total Salaries Cost** and **Total Fringe Benefits Cost**. Also enter the amount in the **Total Project Amount** column of **Personnel Costs** in **Section A, #11 Budget**.
- h. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Personnel Cost**. The formula for the local match of personnel funds is contained in the chart below:

Local Personnel Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

- i. Enter the percentages and amounts in the appropriate columns for **Personnel Costs** in **Section A, #11 Budget**.

2. Contractual Services (Page 2)

- a. **Contractual Services To Be Provided** – List the specific service(s) and service provider(s).

Note: Service providers are required to adhere to the terms and conditions set out in the "Acceptance of Conditions" section of this contract.

- b. **Cost** – Provide the cost of the services to be provided.
- c. **Total Contractual Services Cost** – Enter the total of **Contractual Costs**. Also enter the amount in the **Total Project Amount** column of **Contractual Services** in **Section A, #11 Budget**.
- d. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Contractual Services Cost**. The formula for the local match of contractual services funds is contained in the chart below:

Local Contractual Services Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

3. Commodities Costs (Page 3)

- a. **Commodities** – List the specific commodities to be procured.
- b. **Cost** – Provide the cost of the commodities to be procured.
- c. **Total Commodities Cost** – Enter the total of **Commodities Costs**. Also enter the amount in the **Total Project Amount** column of **Commodities** in **Section A, #11 Budget**.
- d. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Commodities Cost**. The formula for the local match of commodities funds is contained in the chart below:

	Local Commodities Funds Match
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

4. Other Direct Costs (Page 3)

- a. **Equipment**
 1. **Equipment** – List the specific equipment to be procured.
(Please see the attached Addendum that list the maximum allowed cost for specific equipment items)
 2. **Cost** – Provide the cost of the equipment to be procured.
 3. **Total Equipment Cost** – Enter the total of **Equipment Costs**.
- b. **Travel**
 1. **In-State Travel** – Enter the total cost of in-state travel.
 2. **Out-of-State Travel** – Enter the total cost of out-of-state travel.
 3. **Total Travel Cost** – Enter the total of **In-State Travel** and **Out-of-State Travel**.
- c. **Other Items of Direct Cost**
 1. **Other Items of Direct Cost** – List the specific other items of direct cost to be procured.
 2. **Cost** – Provide the cost of the other items of direct cost to be procured.
 3. **Total Other Items of Direct Cost** – Enter the total of **Other Items of Direct Cost**.
- e. **Total Direct Cost** – Enter the total of **Total Equipment Cost Costs**, **Total Travel Cost**, and **Total Other Items of Direct Cost**. Also enter the amount in the **Total Project Amount** column of **Other Direct Costs** in **Section A, #11 Budget**.
- f. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Other Direct Cost**. The formula for the local match of commodities funds is contained in the chart below:

	Local Other Direct Costs Funds Match
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

5. Indirect Costs (Page 4)

- a. **Indirect Costs** – List the specific indirect costs.
- b. **Cost** – Provide the cost of the indirect costs.
- c. **Total Indirect Costs** – Enter the total of **Indirect Costs**. Also enter the amount in the **Total Project Amount** column of **Indirect Costs** in **Section A, #11 Budget**.
- d. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Indirect Costs**. The formula for the local match of Indirect funds is contained in the chart below:

Local Indirect Costs Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

D. Instructions for Section C – Narrative Description of Project (Page 5)

1. Statement of Problem

State the problem or problems in concise terms that will specifically identify and describe the particular problem(s). Include the nature and extent of the problem(s). Included should be an analysis of trends in crash and/or other data, preferably for the prior three calendar years. Provide sufficient data to demonstrate the problem(s) being addressed.

2. Proposed Solution

The types of countermeasures appropriate to the problem should be stated as the basis for determining a solution to the problem(s). Include specific objectives for a single year effort. Also, include long-range goals that indicate the changes or outcomes expected over a three to five year period. These objectives should be consistent with the problem statement, well defined, and stated in measurable terms for a specific time frame. (See *following example*)

Example:

Goal: To reduce the number of injuries and fatalities as a result of alcohol-related traffic crashes in Somewhere, North Carolina by x% by 20xx.

Objectives:

1. To train 45 police officers in Standardized Field Sobriety Testing (SFST) by March 31, 20xx.
2. To conduct eight public information and education presentations each quarter.

E. Instructions for Section D – Schedule of Tasks by Quarters (Page 6)

List the schedule of tasks by quarters referring specifically to the objectives listed in Section C – Narrative Description of Project. Tasks that extend beyond one quarter should specify the elements of the task that are to be performed for the specific quarters.

F. Instructions for Section E – Project Continuation (Page 6)

The Governor's Highway Safety Program (GHSP) has a cost assumption policy. Funding is made available to get projects started. The activities of the project are expected to continue after the GHSP funding has ceased and the grantee must assume all costs for the continuation of the project. Please explain how this project will be continued after GHSP funding ends, including sources of funding.

G. Acceptance of Conditions (Pages 7 – 14)

The **Acceptance of Conditions** is a critical part of the contract. The Agency is required to adhere to all terms and conditions of the **Acceptance of Conditions**. Failure to do so may result in sanctions including withholding of reimbursement pending compliance, a reduction in the amount of funding, and/or cancellation of the contract in its entirety.

Signatures - The **Agency Project Director**, the **Agency Authorizing Official**, and the **Agency Official Authorized to Receive Funds** must sign the contract and include the required **Name, Title, Address, Date, and Telephone Number** before submission to the GHSP.