

OREGON DEPARTMENT OF TRANSPORTATION  
Transportation Safety Division

RECEIVED

## GRANT PROJECT APPLICATION

JUN 17 2013

Project No: 1315WKZN-421 BBB

*Photo Radar Demo Project*

Project Name: PORTLAND PB WZ ENF/TSD

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

Patrol enforcement for work zones.

## 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.)*

This project will address fatal, injury and pdo crashes within select State of Oregon highway construction zones designed to federal standards. It will provide reductions to vehicle speeds, distracted drivers, and provide greater awareness of police enforcement in work zones.

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

WZ Traffic					
	Fatalities	Crashes	F&A Crashes	B&C Crashes	PDO Crashes
2008	5	505	30	236	239
2009	18	508	34	269	205
2010	9	490	24	237	229
2011	11	528	25	265	238
2012 Prelim	6	n/a	n/a	n/a	n/a

- 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.)*

Public information and education programs statewide and within local jurisdictions. Enforcement statewide and within local jurisdictions focusing on incidents and prevention. National efforts and entities working toward a reduction in work zone related traffic deaths, injuries and crashes along with increased awareness. Engineering efforts both within the State and local governments related to traffic calming and work zone safety. National engineering efforts and guidebook development and distribution nationally by the NCHRP.

### 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."*

	<b>Start Date</b>	<b>End Date</b>	<b>Objective</b>
1.	7/01/2013	6/30/2015	Reduce the number of work zone related fatal, injury, pdo crashes within state highway work zones through enforcement presence and active patrol. Reduce speeds in work zones and provide input to ODOT on the ease of maneuvering within work zones.
2.	7/01/2013	6/30/2015	Provide preventative and incident specific public information and education efforts to the public through media efforts and other activities.

3.	7/01/2013	6/30/2015	Provide high visibility/high contact enforcement efforts while patrolling under this grant and while performing enforcement as part of any match requirements.
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#### 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.	7/01/2013	6/30/2015	Communicate regularly to coordinate work zone safety enforcement with ODOT, OBDP, Project Managers, Region Trans Safety Coord, Inspectors, R1 Work Zone Coord, other police agencies, public information officers and TSD Roadway Safety Program Mgr.
2.	7/01/2013	6/30/2015	Provide overtime work zone patrol on projects requested through the WZ Electronic Tracking System/Master Project Spreadsheet 2013-15 as updated from time to time.
3.	7/01/2013	6/30/2015	Provide match as specified in Exhibit A, and 2013-2015 Work Zone Enforcement Guidelines. (Match Option A. Provide 16.27 percent match in documented straight time enforcement in an identified work zone.)
4.	7/01/2013	6/30/2015	Conduct activities as identified within Exhibit A of this grant agreement and follow ODOT Work Zone processes within the 2013-15 Work Zone Enforcement Guidelines and its revisions.
5.	7/01/2013	6/30/2015	Provide high visibility/high contact enforcement efforts while on patrol under this grant.
6.	7/01/2013	6/30/2015	Provide preventative and incident specific public information and education efforts to the public through the media and other venues.
7.	7/01/2013	6/30/2015	Provide updated federal indirect rate and updated overtime and straight time hourly rates when available for negotiation of any expected grant adjustment(s).

Plans for sharing the project activities with others:

Yes. Coordination with police agencies statewide and media to the extent possible. Coordinate with ODOT staff.

**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:

Police agencies statewide to the extent possible as coordinating work on given work zone projects.

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

Ability to complete the project independently:

**C. Continuation**

Plans to continue the project activities after funding ceases:

Yes, depending on funding.

**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.	What are the grand totals of the provided OT hours and Match hours, number of citations, number of warnings, vehicles stopped for the entire grant period?
2.	What of the following types of patrol were provided & if various types were provided please identify the estimated percent of the time they were used under this grant. Single officer in work zone, multiple officers in work zones, other creative efforts?

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:

All police agencies participating in the grant track OT cites/warnings, hours, days etc. per work zone patrolled per the 2013-2015 Work Zone Enforcement Guidelines and Exhibit A, Work Zone Enforcement Project Work Plan attached hereto and any revisions.

C. Evaluation Design

Describe how the data will be analyzed:

Data will be analyzed to identify what level of additional enforcement the State's receiving on dedicated work zone enforcement from year to year. The data will be used per project to identify if an adequate number of hours were requested & received.

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:

Patrol Hours

B. Budget Allotment

The agency named in this document hereby applies for \$15,000.00 in Transportation Safety funds to be matched with \$2,915.00 in funds from source Local police agency 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: Work Zone Project Work Plan  
(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.)*

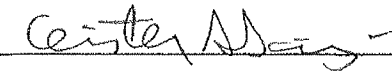
**X. Approval Signatures**  
I have read and understand the Agreements and Assurances stipulating the conditions under which the funds for which are being applied will be available and can be utilized. **The agency named in this document is prepared to become a recipient of the funds should the grant funds be awarded.**

A. Agency Information

Agency Name\*: Portland Police Bureau  
 Street Address: 1111 SW 2nd Ave.  
 City: Portland  
 State: OR  
 Zip: 97204

B. Project Director

First Name: Christopher Last Name: Davis  
 Title: Lt. Email: christopher.davis@portlandoregon.gov  
 Phone: (503) 793-3823 Fax: (503) 823-2220  
 Street Address: 7214 N Philadelphia Avenue  
 City: Portland  
 State: OR  
 Zip: 97203

Signature:  Date: 06/05/2015

C. Authorizing Official of Agency Completing Application

First Name: Charlie Last Name: Hales  
 Title: Mayor Email: MayorHales@portlandoregon.gov  
 Phone: (503) 823-4120 Fax: (503) 823-3588  
 Street Address: 1221 SW 4th Avenue, Room 340  
 City: Portland  
 State: OR  
 Zip: 97204

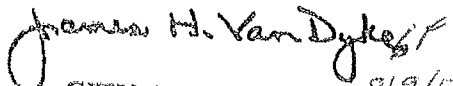
Signature:  Date: 6-12-17

\*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.

APPROVED AS TO FORM

  
 CITY ATTORNEY 8/9/17

## ODOT GRANT BUDGET AND COST SHARING

Project No.: 1315WKZN-421 BBB  
 Project Name: PORTLAND PB WZ ENF/TSD  
 Agency: Portland Police Bureau

Project Period: 07/01/13 - 06/30/15  
 (From) (To)

(Office Use Only)

Grant Adjustment #: 0  
 Grant Adjust. Effective Date: \_\_\_\_\_  
 Project Yr. (1-2-3, Ongoing): 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
Officer Match	76.38 @ \$	38.16 /hr = \$	2,914.66
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-

Staff Subtotal \$ 2,914.66

B. Overtime	Hours	Rate	Total Cost
Officer OT	191.78 @ \$	62.76 /hr = \$	12,036.11
Sgt OT	42.00 @ \$	70.56 /hr = \$	2,963.52

Overtime Subtotal \$ 14,999.63

C. Volunteer Time	Hours	Rate	Total Cost
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-

Volunteer Subtotal \$ -

**2. Personnel Benefits**

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

Benefits Subtotal \$ -

**3. Equipment**

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
B.	\$ - @	0 =	\$ -
C.	\$ - @	0 =	\$ -
D.	\$ - @	0 =	\$ -

Equipment Subtotal \$ -

**4. Materials/Printing**

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
B.	\$ - @	0 =	\$ -
C.	\$ - @	0 =	\$ -

Materials Subtotal \$ -

**5. Overhead/Indirect Costs**

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

Overhead Subtotal \$ -

TSD FUNDS	MATCH	TOTAL
\$0.00	\$2,914.66	\$2,914.66
\$14,999.63	\$0.00	\$14,999.63
\$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

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# 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.frs.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Reporting\\_08272010.pdf](https://www.frs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)) by reporting to FRS.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 08/2/2012)

§§ 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 (42 U.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.
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.

#### Buy America Act

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

#### 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:

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; and 20.613, Child Safety and Child Booster Seats Incentive Grants.

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 1.1246 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.

Agreements and Assurances

Project Director:

Christopher Davis, Lt.

Christopher Davis  
Signature

06/05/2013  
Date

Designated Alternate:

Dave Hendrie, Captain

[Signature]  
Signature

06/05/13  
Date

Authorizing Government Official:

Charlie Hales, Mayor

[Signature]  
Signature

6/10/13  
Date

APPROVED AS TO FORM

James H. Van Dyke  
CITY ATTORNEY 8/9/13

TO BE COMPLETED BY TSD

Project No.: 1315WKZN-421 BBB

Title: PORTLAND PB WZ ENF/TSD

OTC approval date: June 19, 2013

Total project cost: \$17,914

TSD grant funds: \$15,000

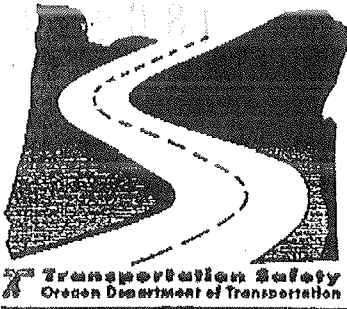
All matching funds: \$2,915

Matching source(s): Local

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

[Signature]  
Manager, Transportation Safety Division Oregon  
Department of Transportation

6/21/13  
Date



## Reports And Claims Due Dates

Project No.: 1315WKZN-421 BBB

Project Title: PORTLAND PB WZ ENF/TSD

Calendar: 2 YEAR STATE FISCAL YEAR 2014

Grant Year: 2014

### Reports/Claims

### Due Dates

<b>First Quarter ( July 01 - September 30 )</b>	
Claims for Reimbursement	Tuesday, November 5, 2013
<b>Second Quarter ( October 01 - December 31 )</b>	
Claims for Reimbursement	Wednesday, February 5, 2014
<b>Third Quarter ( January 01 - March 31 )</b>	
Claims for Reimbursement	Monday, May 5, 2014
<b>Fourth Quarter ( April 01 - June 30 )</b>	
Claims for Reimbursement	Tuesday, August 5, 2014
<b>First Quarter (2nd Yr) ( July 01 - September 30 )</b>	
Claims for Reimbursement	Wednesday, November 5, 2014
<b>Second Quarter (2nd Yr) ( October 01 - December 31 )</b>	
Claims for Reimbursement	Thursday, February 5, 2015
<b>Third Quarter (2nd Yr) ( January 01 - March 31 )</b>	
Claims for Reimbursement	Tuesday, May 5, 2015
<b>Fourth Quarter (2nd Yr) ( April 01 - June 30 )</b>	
Claims for Reimbursement	Wednesday, August 5, 2015
<b>2nd Yr Project Evaluation Report</b>	
2nd Yr Proj. Evaluation	Wednesday, August 5, 2015
<b>Claims for Reimbursement</b>	
Final Claims	Wednesday, August 5, 2015

**Note:**

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: Christopher Davis

Project Director's Signature: *Christopher Davis* Date: 06/05/2013

**EXHIBIT A****WORK ZONE ENFORCEMENT PROJECT WORK PLAN**

In the last five years, 2007-2011, there have been 141 work zone related fatal and serious injury crashes. In that same time period there have been averages of 524 crashes per year in Oregon work zones. It's important to remember that most of today's construction work is performed "under traffic" so the risk of exposure is still on the rise for drivers, their passengers, construction and utility workers and enforcement personnel. Federal studies show that work zone crashes tend to be more severe than other types of crashes. It's also important to note that over 40 percent of work zone crashes occur in the transition zone prior to the work area. Thus, it's a priority to get vehicles slowed down as early as possible upon entering the work zone.

Under the work zone enforcement grants ODOT will enlist the forces of state and local law enforcement agencies as authorized by ODOT and in compliance with the provisions of local cooperative policing agreements. Grantees will operate according to processes and procedures herein and outlined in the 2013-2015 Work Zone Enforcement Guidelines and its modifications.

**Project Objectives**

- Increase driver attentiveness.
- Reduce traffic related deaths and injuries in roadway work zones by reducing average speeds through these zones. Focus on reducing vehicle speeds within the transition zone prior to the work area and throughout the zone.
- Provide ODOT input on the ability to safely and instinctively maneuver through the zones.
- Provide information to local media sources emphasizing safety in work zones.

**Project Operation**

Law enforcement is hired on an overtime hourly basis to patrol specifically identified ODOT road construction projects. These projects must meet federal design and construction standards to be eligible for federal participation and reimbursement for enforcement. The projects may be state or federally funded projects. Maintenance projects are not eligible.

The program is paid for with Federal Highway Administration Funds. It's a statewide program operated on a biennial budget authorization through the Oregon Transportation Commission. Funds used for overtime enforcement are not part of construction project budgets. The entire work zone budget for the 2013-2015 biennium is approximately \$4M in federal funds including match for education, enforcement,

1 and minor equipment needs. Federal funds are provided to the ODOT Regions and the Oregon Bridge  
2 Development Unit (OBDU) based on work zone enforcement needs identified by Region/OBDU staff,  
3 consultants and state/local enforcement agencies.

4 Work zone enforcement construction project identification and coordination for ODOT's Region managed  
5 construction projects are the responsibility of the Region Transportation Safety Coordinator.

6  
7 Work zone enforcement project identification and coordination for ODOT's OBDU and their consultant  
8 Oregon Bridge Delivery Partners (OBDP) construction projects are the responsibility of the OBDU Senior  
9 Construction Engineer, OBDU Designee, OBBDP's Construction Manager, and OBBDP's Construction  
10 Coordinators.

11  
12 This agreement is primarily with the Oregon State Police, although funds may be used to fund other local  
13 police agencies within the provisions of local cooperative policing agreements. As stewards of the state  
14 highway system, OSP will have the first opportunity to cover the enforcement needs in work zones on  
15 state highways up to the amount of their budget limitation. If the work zone is on a state highway, located  
16 within a City or County, OSP may be notified that patrol hours are available as long as OSP budget  
17 limitation exists. If OSP indicates they will not be able to provide resources for the identified enforcement  
18 or they do not typically enforce in the area the enforcement hours may be offered to the local police  
19 department or sheriff's office.

20  
21 **Reimbursable work zone activities:**

- 22  Reimbursement will be provided to OSP or local police agency based on the grant negotiations and  
23 will be identified within the Grant Agreement.
- 24  The total reimbursable grant amount must be matched with a non reimbursable match amount of  
25 16.27 percent.
- 26  Direct travel to a project, or in-between projects, shall ideally not be more than a maximum of 20  
27 percent of the total hours of patrol effort provided for that shift. *Thus, an 8 hour patrol effort*  
28 *ideally will not have more than an additional 1.6 hours of associated travel time.* Travel will be  
29 reimbursable at the same rate as it was incurred (regular or overtime.) The final decision regarding  
30 the amount of travel time allowed on a per project basis will be at the discretion of the ODOT  
31 Region Transportation Safety Coordinator, ODOT Region 1 Work Zone Coordinator, or the  
32 OBDU Designee.
- 33  Reimbursable patrol under this grant is to be within 5 miles either side of the official work zone.
- 34  Direct administrative time spent by the enforcement agency in relation to the work zone projects

1 and program as long as the administrative time is not already loaded into an indirect agency billing  
 2 rate. Direct administrative activities eligible for reimbursement include:

- 3 • Supervisory documentation of grant hours and activities.
- 4 • Program level enforcement consultation with ODOT/OBDU/OBDP personnel.
- 5 • Scheduling and coordinating enforcement patrols, billings etc.
- 6 • Coordination of public safety announcements with news media.

7

8 **Non-reimbursable work zone enforcement activities shall include**

- 9  Enforcement at work sites not approved by ODOT/OBDU/OBDP.
- 10  Time spent on unrelated service calls.
- 11  Match at 16.27 percent of the total grant amount.

12

13 **Responsibilities**

14 Program responsibilities have been divided into four sections:

- 15  ODOT Transportation Safety Division.
- 16  ODOT Region Transportation Safety Coordinator, ODOT Region 1 Work Zone Coordinator,  
 17 OBDU Senior Construction Engineer, OBDU Designee, and OBDP Construction Manager.
- 18  ODOT Construction Project Manager or Consultant Project Manager and OBDU/P Construction  
 19 Manager or Construction Coordinators.
- 20  Enforcement Agency.

21

22 **ODOT Transportation Safety Division:**

- 23  Develop grant documents as necessary.
- 24  Monitor program and budget at statewide level.
- 25  Revise program scope as necessary.
- 26  Adjust Region and OBDU budget allocations as needed.
- 27  Track total program expenditures and budgets.
- 28  Administer the Work Zone Enforcement Tracking System (WZ ETS).
- 29  Partner with FHWA.
- 30  Develop and administer Work Zone Public Information and Education Program statewide.
- 31  Work with ODOT Headquarters and Region, OBDU/P, OSP and local police agency public  
 32 information representative(s) to provide information to statewide media.
- 33  Work with statewide media to promote work zone enforcement, education, and EMS awareness.
- 34  Process and authorize various program documents in a timely manner.

- 1         Operate according to project guidelines outlined in official grant document including the 2013-  
2            2015 Work Zone Enforcement Guidelines and its modifications as necessary.
- 3         Raise safety concerns in work zones through the ODOT chain of command if issues are not dealt  
4            with in a timely, appropriate and safe manner.

5

6        **ODOT Region Transportation Safety Coordinator (RTSC),**

7        **ODOT Region 1 Work Zone Coordinator,**

8        **OBDU Senior Construction Engineer, OBDU Designee, and**

9        **OBDP Construction Manager:**

- 10        Develop annual and biennial enforcement plan/project lists and budget in coordination and  
11           partnership with ODOT Construction Project Managers, Consultant Project Managers, OBDP  
12           Construction Manager/Coordinators and state/local law enforcement or their designees.
- 13        Allocate enforcement hours and update project list and allocations as needed.
- 14        Administer the WZ ETS for the Region or OBDU.
- 15        Monitor work zone enforcement program status at Region/OBDU/P level.
- 16        Work with ODOT Region, OBDU/P, OSP and local police agency public information  
17           representative(s) to provide information to local media.
- 18        Work with local media as possible to promote work zone enforcement, education, and EMS  
19           awareness.
- 20        Process and authorize various program documents in a timely manner.
- 21        Operate according to project guidelines outlined in official grant document including the 2013-15  
22           Work Zone Enforcement Guidelines and its modifications as necessary.
- 23        Track expenditure of enforcement hours by project.
- 24        Meet regularly with project and enforcement staff to assess program and project progress and  
25           needs.
- 26        Maintain the various processes and forms identified within the 2013-15 Work Zone Enforcement  
27           Guidelines to provide consistency throughout the state.
- 28        Raise safety concerns in work zones through the ODOT or OBDP chain of command if issues are  
29           not dealt with in a timely, appropriate and safe manner.
- 30



1 **ODOT Construction Project Manager or Consultant Project Manager and**  
2 **OBDP Construction Manager or OBDP Construction Coordinators:**

- 3  Coordinate individual project work schedules with enforcement agency(s), Region Transportation  
4 Safety Coordinators, Region 1 Work Zone Coordinator and OBDU Designee.
- 5  Schedule specific overtime enforcement needs through requests to the Region Transportation  
6 Safety Coordinator, Region 1 Work Zone Coordinator or OBDU Designee for inclusion in the WZ  
7 ETS at least 3 months prior to construction start date. Two weeks prior to construction start date,  
8 at a minimum, police should be contacted again to confirm project start so police can begin the  
9 development of the overtime shift schedule.
- 10  Consider provision of safe enforcement areas such as "launch pads" and pull-outs when possible  
11 within specific work zones. Encourage the use of Class III safety apparel at all times.
- 12  Monitor roadway and shoulder areas for debris including gravel which could be hazardous to  
13 police motorcycle patrols.
- 14  Process and authorize various program documents in a timely manner.
- 15  Encourage notation of presence of patrols on construction Daily Progress Reports or similar logs  
16 when possible.
- 17  Encourage cooperative working relationship between Contractor, Inspector, Work Zone Traffic  
18 Control Supervisor and police agencies in order to perform construction and enforcement functions  
19 in the safest manner possible.
- 20  Operate according to project guidelines outlined in official grant document including the 2013-  
21 2015 Work Zone Enforcement Guidelines and its modifications as necessary.
- 22  Work with ODOT Region, OBDU/P, OSP and local police agency public information  
23 representative(s) to provide information to local media.
- 24  Work with local media as possible to promote work zone enforcement, education, and EMS  
25 awareness.
- 26  Raise safety concerns in work zones through the ODOT or OBDP chain of command if issues are  
27 not dealt with in a timely, appropriate and safe manner.

28  
29 **Enforcement Agency**

- 30  Provide to the best of their ability the necessary staffing per agreed Enforcement Plan (WZ  
31 ETS/Master Project Spreadsheet).
- 32  Provide 16.27 percent match.
- 33  Provide high visibility/high contact enforcement efforts while patrolling under this grant and while  
34 performing match patrol hours under this grant.

- 1       □ Work with ODOT and OBDU/P to identify alternative law enforcement resources if OSP is unable  
2       to provide services.
- 3       □ Contact ODOT Construction Project Manager/Consultant Project Manager, OBDP Construction  
4       Manager/Construction Coordinators or RTSC to alert of work zone safety issues. In emergencies  
5       contact the Region Dispatch Office or in Region 1 the Traffic Management Operations Center as  
6       noted in the 2013-2015 Work Zone Enforcement Guidelines.
- 7       □ Raise safety concerns in work zones through the ODOT or OBDU/P chain of command if issues  
8       are not dealt with in a timely, appropriate and safe manner.
- 9       □ Document information requested on the WZ ETS/MCZPR forms and submit via WZ  
10      ETS//MCZPR forms per work zone project for approval monthly.
- 11      □ The 16.27 percent Match may be provided in various forms as agreed upon and documented within  
12      the Grant Agreement. Examples include but are not limited to:
- 13      Option A: Provide 16.27 percent match in documented straight time enforcement ideally on a  
14      monthly basis and based on the amount of overtime funds provided on each work zone.
- 15      Option B: provide the overtime billings for enforcement to ODOT with a requested reimbursement  
16      of 83.73 percent. No straight time reporting is necessary with this option.
- 17      Option C: Provide 16.27 percent match in documented straight/overtime court appearances on  
18      work zone citations directly related from this grant.

19

20      Required documentation for reimbursable grant funds and/or the 10.27 percent "hard match" if the  
21      match is provided in enforcement hours:

22             Officer name,

23             Calendar day,

24             # of overtime or match hours provided,

25             Hourly shift worked or similar notation,

26             # of citations,

27             # of warnings,

28             Significant issues occurring during the shift or Other activities, and,

29             At what hourly rate e.g. OT, Straight Time and if Travel Time or Administrative Time.

30

31      Minimum required documentation for the 6 percent "soft match" is a Certification from the agency  
32      noting the total # of hours of enforcement in work zones on match time and the equivalent dollar  
33      amount, identification of the activities conducted e.g. # of citations and warnings, by month or  
34      other period of time.

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- Working with other areas of the enforcement agency regarding resource needs, if applicable.

3

- Maintaining project files for federal and state audit purposes.

4

- Processing and authorizing various program documents in a timely manner.

5

- Participating in project design or work zone evaluation meetings as requested, pending availability.

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7

- Working with ODOT Region, OBDU/P, OSP and local police agency public information representative(s) to provide information to local media.

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9

- Working with local media, as possible, to promote work zone enforcement, education, and EMS awareness.

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- Operating according to project guidelines outlined in official grant document including the 2013-2015 Work Zone Enforcement Guidelines and its modifications as necessary.

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