



Oregon

John A. Kitzhaber, MD, Governor

187028

Department of Transportation
Transportation Safety Division - MS 3
4040 Fairview Industrial Dr SE
Salem, OR 97302-1142
(503) 986-4190
Fax: (503) 986-3143

January 21, 2015

Attention: Lt. Paul Weatheroy, Project Director
Portland Police Bureau
1111 SW 2nd Ave.
Portland, OR 97204

RE: Motor Officer Training
Project Number: SC-15-35-05 PPB

Congratulations! Your FY 2015 Traffic Safety Project is approved.

Enclosed is the executed project agreement, authorizing you to proceed as of January 21, 2015.

Your Agency Claim for Reimbursement and Project Evaluation Report forms have been customized. Electronic files for these and other grant forms will be emailed to you.

If you have questions regarding the forms, please contact Kelly Mason, Grants Assistant at (503) 986-4202. Your project number and name should be referenced in all correspondence to us regarding this project. Your CFDA number for this grant is 20.600.

Thank you for responding to our grant program and for all the effort required to make this project a reality and a success. Efforts like this will make our highways and byways safer for all Oregonians!

Sincerely,

Stacey Johnson, Operations Manager
Transportation Safety Division

cc: Grant File
TSD Project Manager



Filed 1-27-2015

PL-151



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Transportation Safety Division - MS 3
4040 Fairview Industrial Dr SE
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October 16, 2014

Dear 2015 Grantee:

Congratulations on your receipt of a National Highway Traffic Safety Administration (NHTSA) funded grant for the 2015 grant fiscal year.

As you will have learned at your grantee orientation webinar, there is an increased emphasis in the Buy America Act (BAA) on the part of NHTSA, as evidenced by a January 23, 2014 guidance document.

The NHTSA has established a clear purchasing threshold that takes things to the penny. To assist you in compliance with the new guidance, we have developed the attached process to guide your work as we progress with the grant year. For your convenience, we will be posting a list of items on our website that you and other grantees have found to be in compliance with the BAA on the day they made their purchase. You will have to verify each purchase as you go along – the list should become a helpful tool, but does not assure the manufacturer did not change the country of origin.

Each purchase subject to BAA compliance will need to be documented. Some examples of documentation might include: a photo of the Made in America label, a copy of the invoice stating USA manufacture, or a certification letter from the vendor.

Please be sure your documentation makes it easy to understand that the purchase was made or assembled in the United States so that your grant manager can quickly determine your purchases are BAA compliant. If the grant manager cannot determine your purchase complies, your claim will be returned to you for adjustment prior to payment.

As you progress in the grant year, you may find that some items just cannot be purchased in a way that is both reasonable and BAA compliant. If you have other fund sources available, you may wish to make non-BAA compliant purchases with those funds.

Your grant manager is available to help you be successful with your grant. If you have questions, or need help with determining how best to make a purchase, or otherwise need assistance with your grant, please contact your grant manager as your point of first contact for help.

Sincerely,

Troy E. Costales, Administrator
ODOT-Transportation Safety Division

Buy America Act (NHTSA Funds)

TSD Grantee Process

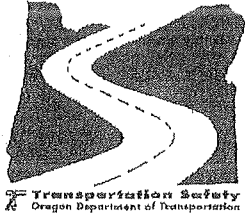
- I. Grantee determines an item needs to be purchased. Questions to ask when determining the need are:
 - A. Has this item been listed as a purchase in an original grant application?
 - B. Does this item reasonably support the goals and performance plans of the program/office?
- II. Grantee determines if the item is made or assembled in the U.S.A.
 - A. If the product is assembled in America, it qualifies even if parts of the product were imported from other countries.
 - B. Enhancements to products are conditional acceptance¹.
 1. If the enhancement completes the product for its final form, it is acceptable.
 2. An after-market add-on may not be acceptable and would be required to qualify under the Buy America Act as an individual item.
- III. If an American made product cannot be found, grantee works with their program manager to determine if a waiver can be requested. If a waiver is requested, grantee will need to submit documentation showing the research that was done to determine that an acceptable American made item was unavailable. No purchase can be made at this time.
- IV. TSD program manager will submit a waiver request and report back to grantee when a decision is made.
- V. All purchases require documentation that includes proof that item was made or assembled in the U.S.A. BAA documentation shall include one of the following and be forwarded to the TSD grants assistant with claims:
 - A. Letter or e-mail from vendor or manufacturer stating item is American made or assembled
 - B. Phone log notes of conversation with vendor or manufacturer where they confirmed item is American made or assembled
 - C. Screen print of website stating item is American made or assembled
 - D. Quote from manufacturer that states the product was produced in USA, etc.
 - E. Photo of the made in the U.S.A. label

(NOTE: All purchases must follow state purchasing rules.)

¹ Example #1: A bike helmet functions on its own. Adding a sticker or brochure may enhance the product, but it is not a requirement for the bike helmet to function.

Example #2: Your agency purchases an operational motor vehicle, but wants to enhance the vehicle's function as a law enforcement vehicle by adding a lightbar. The lightbar is a stand alone item and is required to qualify under the Buy America Act.

Example #3: The Driver Education curriculum requires a specific training aid comprised of a printed plastic ring. Your agency purchases whiz rings (Frisbees) from a distributor that obtains them from China. The rings are then printed in America with graphics that allow them to be used as training aids in classrooms statewide. The "end-product" is a training aid and was assembled in America and could qualify under the Buy America Act.



OREGON DEPARTMENT OF TRANSPORTATION
Transportation Safety Division

JAN 21 2015

GRANT PROJECT APPLICATION

Project No: SC-15-35-05 PPB

Project Name: Motor Officer Training

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

Provide funds to Portland Police Bureau for the development, instruction, and operation of an Advanced Motor Officer rider training course to maintain motor officer responder and scene safety.

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.*)

Typical motor officer training focuses heavily on slow speed maneuvers that challenge the riders balance, clutch control and coordination. To maintain motor officer safety, emphasis must be added in dealing with real-world speeds and street situations that officer's encounter daily. In the past four months, two area motor officers were shot conducting seemingly "low risk" traffic stops. Emphasis must be placed on initiating and completing traffic stops safely - both high and low risk. In addition to traffic stops, motor officers are often responsible for traffic incident management at a crash scene; training related to scene safety and clearance is also needed.

There is also insufficient training being provided to Oregon motor officers in key training areas of cornering, emergency braking, pursuit safety and emergency obstacle avoidance such as other drivers, pedestrians and bicyclists. Motor officers need to have situational training where they encounter and safely avoid such obstacles.

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

DPSST does not currently provide any motor officer curriculum; Team Oregon provided four hour high speed training to Oregon motor officers in 2014 with TSD grant assistance. Advanced Motor Officer training is vital to maintain motor officer safety.

- 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.)

Most motor officer training is provided on an as-needed basis by local jurisdictions. Some jurisdictions host collaborative training sessions but most are providing this training in house or on the job. The training provided is inconsistent in content, theory, application and evaluation. Advanced training instructed by Portland Police Bureau will provide the officers with the opportunity to learn and practice effective real world motor officer skills and strategies and help to maintain motor officer safety while responding to traffic incidents and on traffic stops and crashes.

III. Objectives

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

The following are examples:

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

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

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

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

	Start Date	End Date	Objective
1.	12/01/2014	9/30/2015	Develop a situational curriculum for instruction at the Portland Police Bureau Training facility.
2.	12/01/2014	9/30/2015	Provide training opportunities for police motor officers using the Portland Police Bureau Training facility for Portland Police Bureau Motor Unit.
3.	12/01/2014	9/30/2015	Provide at least 2 training opportunities for police motor officers from other police agency motor units using the Portland Police Training facility.

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.	12/01/2014	9/30/2015	Develop Curriculum.
2.	12/01/2014	9/30/2015	Reserve training facility and schedule instructors.
3.	12/01/2014	9/30/2015	Notify motor officer community of training opportunities and provide registration service.
4.	12/01/2014	9/30/2015	Provide Situational Training Course.
5.	12/01/2014	9/30/2015	Submit Training Roster to DPSST.
6.	12/01/2014	9/30/2015	Obtain course evaluation from riders. Include their self-rated skills increase from training.

Plans for sharing the project activities with others:

This is a collaborative effort involving motor officers throughout the State.

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:

Portland Police Bureau, DPSST, ODOT, city and county police agencies.

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

Ability to complete the project independently:

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C. Continuation

Plans to continue the project activities after funding ceases:

At this time, the need for advance motor officer rider training is needed and training should continue; and will involve trainers from other agencies to act as a train the trainer program. This will support continued consistency in training.

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.	How many Motor Officers participated in training?
2.	How many police instructors were trained, evaluated and utilized?
3.	Have student course evaluations been submitted to TSD?
4.	Was a listing of all students' names and the agencies they represented provided to TSD?
5.	Was training provided to PPB motor unit?
6.	Was training provided to other law enforcement motor units?

7.	Did officers feel their skills were increased?
8.	Was the training created to be sustainable and able to be repeated?

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:

- | |
|---|
| <ol style="list-style-type: none"> 1. Number of courses. 2. Number of invitations sent and to what agencies. 3. Number of students who attended. |
|---|

C. Evaluation Design

Describe how the data will be analyzed:

Portland Police Bureau will review and report all data quarterly and compile all data in a final report at the end of the contract period.
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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:

Development of curriculum, training, materials/supplies.
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B. Budget Allotment

The agency named in this document hereby applies for \$25,000.00 in Transportation Safety funds to be matched with \$12,500.00 in funds from source Officer Training Time to carry out a traffic safety project described in this document.

VII. Budget and Cost Sharing

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

VIII. Exhibits

- A. Exhibit A: Data Table
(To be developed at a later date.)
- B. Exhibit B: Job Descriptions
(Provide copy of job descriptions of all positions assigned to the project 500 hours or more paid with grant funds.)
- C. Exhibit C: Contracts or Service Agreements
(Provide signed copies of any contracts or other service agreements that are entered into by the grantee as part of this project. These shall be reviewed by TSD to determine whether the work to be accomplished is consistent with the objectives of the project. All contracts awarded by the grantee shall include the provision that any subcontracts include all provisions stated in the Agreements and Assurances.)

IX. Agreements and Assurances

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

X. Approval Signatures

I have read and understand the Agreements and Assurances stipulating the conditions under which the funds for which are being applied will be available and can be utilized. The agency named in this document is prepared to become a recipient of the funds should the grant funds be awarded, contingent upon authorization by Portland City Council of the grant award and agreement.

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:	<u>Paul</u>	Last Name:	<u>Weatheroy</u>
Title:	<u>Lieutenant</u>	Email:	<u>Paul.weatheroy@portlandoregon.gov</u>
Phone:	<u>503.823.2188</u>	Fax:	<u>(503) 823-2220</u>
Street Address:	<u>1111 SW 2nd Ave.</u>		
City:	<u>Portland</u>		
State:	<u>OR</u>		
Zip:	<u>97204</u>		
Signature:	<u>LT. Paul Weatheroy #19502</u> Date: <u>1/7/15</u>		

LT. Paul Weatheroy #19502

C. Authorizing Official of Agency Completing Application

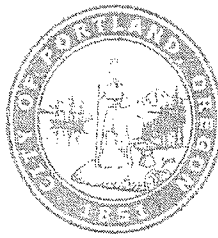
First Name: Charlie Last Name: Hales
Title: Mayor Email: MayorHales@portlandoregon.gov
Phone: (503) 823-4120 Fax: (503) 823-3588
Street Address: 1221 SW 4th Avenue, Suite 340
City: Portland
State: OR
Zip: 97204
Signature:  Date: 1/13/15

*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 1/8/15



OFFICE OF MAYOR CHARLIE HALES
CITY OF PORTLAND

I delegate to my Chief of Staff, Gail Shibley, the authority to sign on my behalf any document I am authorized to sign for the City of Portland. This delegation shall be in effect until revoked by me in writing.

Dated: 9/30/2014

Signed: [Signature]
Charlie Hales, Mayor

APPROVED AS TO FORM

[Signature]

CITY ATTORNEY