



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation

Transportation Safety
235 Union Street NE
Salem, OR 97301-1054
Telephone 503-986-4190
FAX 503-986-4341

184354

November 9, 2010

FILE CODE:

Attention: Mark Lear, Project Director

City of Portland
1120 SW 5th Avenue, Suite 800
Portland, OR 97204

RE: Portland Safe Community

Project Number: K4SA-11-25-05

Congratulations! Your FY 2011 Traffic Safety Project is approved.

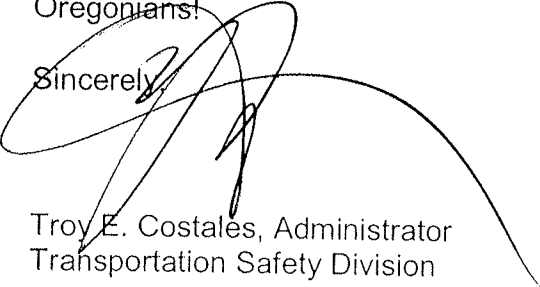
Enclosed is the executed project agreement, authorizing you to proceed as of November 9, 2010.

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

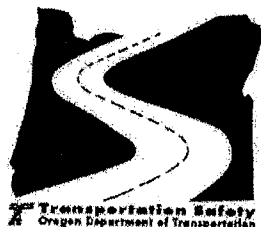
If you have questions regarding the forms, please contact Kelly Mason, Grants Assistant at (503) 986-4202. Your project number and name should be referenced in all correspondence to us regarding this project. Your CFDA number for this grant is 20.609.

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,


Troy E. Costales, Administrator
Transportation Safety Division

cc: Grant File
TSD Project Manager



OREGON DEPARTMENT OF TRANSPORTATION
Transportation Safety Division

GRANT PROJECT APPLICATION

RECEIVED

OCT 19 2010

Project No: K4SA-11-25-05

Project Name: Portland Safe Community

Answer each question in the boxes provided. Answer each question completely and according to the instructions in *Italics*. All fields are required. Do not attempt to paste images or Excel tables into the text fields provided.

I. Project Description

This community-based, coalition-led project will develop and implement a three-year plan to improve vehicle, motorcycle, pedestrian, and bicycle safety within Portland and the greater metropolitan area. The first year of the three year plan will 1) Focus on implementing engineering, enforcement, and education strategies along three of ten identified high crash corridors in Portland, 2) Continue implementation of enforcement and education strategies along 82nd Avenue, and 2) Work with the regional Traffic Safety Committee to coordinate transportation safety education and outreach efforts in the Portland metropolitan area.

The Portland Safe Communities Coordination Council will oversee our efforts to bring together community organizational stakeholders and neighborhood members, identify and discuss transportation safety issues, conduct neighborhood outreach, implement a 3-E based safety plan, and propose strategies that will reduce traffic-related injuries and fatalities along four of Portland's high crash corridors and expand education and outreach efforts throughout the Portland metropolitan region.

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.)

Based on crash data, the Safe Communities Coordination Council identified a need for engineering, education, and enforcement enhancements to improve transportation for all modes along ten high crash corridors in Portland. The Safe Communities Coordination Council identified a need for coordinated education efforts on a regional level since a significant number of Portland drivers arrive from

or travel to areas outside the City limits that are within the metropolitan region.

The Coordination Council believes that the development of specific efforts to improve traffic safety along 10 high crash corridors and to coordinate education efforts within the metropolitan region is necessary to accomplish the following:

- Increase prevention of traffic crashes for all modes locally and regionally;
- Increase coordination of traffic safety partners and community stakeholders;
- Increase the effective use of resources to reduce injuries and fatalities;
- Increase implementation of strategic traffic safety enhancements and safety issues;
- Increase awareness of driving behaviors and vehicular collisions involving pedestrians, bicycles, motorcycles, and young drivers.

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

Portland's 10 high crash corridors include:

- ✓ SE Foster Road
- ✓ SE Powell Boulevard
- ✓ SE Division St.
- ✓ NE/SE 122nd Avenue
- ✓ NE/SE 82nd Avenue
- ✓ NE Sandy Boulevard
- ✓ SW Barbur Boulevard
- ✓ SW Beaverton-Hillsdale Highway
- ✓ West Burnside
- ✓ NE Marine Drive

This Safe Communities Grant will continue to focus our efforts on 82nd Avenue and introduce increased engineering, enforcement, and education on SE Foster, SW Barbur Boulevard, and SE/NE 122nd Avenue.

1. Between 1995 to 2004, Portland traffic data shows that 4% of Portland's streets accounted for over 66% of Portland's pedestrian fatalities and 58% of pedestrian serious injuries.
2. Portland's 10 high crash corridors have the highest incidences of traffic crashes, injuries, and fatalities than other road segments outside of the downtown core area.
3. Pedestrians walking along Portland's high crash corridors are more likely to die from a collision than along other single road segments in the City.

4. Portland's 10 highest crash corridors have high pedestrian usage and many opportunities to use transit:
 - Portland's 10 high crash corridors are heavily used by 18 different bus lines (#4, #9, #10, #12, #14, #15, #16, #18, #19, #20, #54, #56, #57, #61, #71, #72, #92, #94) and additional bus lines intersecting many of these corridors.
 - Many of Portland's 10 high crash corridors serve as a transit junction for TriMet buses, MAX light rail, and access to major freeways.
 - The #72 bus line that runs along NE/SE 82nd Avenue has more transit riders than any other line outside the downtown bus mall.
5. A significant number of low-income neighborhoods and non-English speaking members of Portland live on or within close proximity to Portland's 10 high crash corridors. Members of these communities rely on public transit more often than other community members.
6. The pedestrian walking distance between traffic signals or other protected pedestrian crossings is greater than 600' at many of the signal locations along Portland's 10 high crash corridors.
7. Many schools from elementary through college are located on high crash corridors including Vestal Elementary School, Atkinson Elementary, Vestal Elementary School, Arthur Charter Academy, Eastside Christian School, Pleasant Valley Elementary School, Madison High School, Cleveland High School, Portland Community College
8. Many senior living facilities are located on or within close proximity to Portland's 10 high crash corridors including The Heights at Columbia Knoll on NE Sandy Blvd. at NE 82nd Ave., Courtyard Plaza and Emerson House on SE Division, Cameron Care Center and Kirkland Union Manor on SE Powell Blvd., Firwood Gardens on NE 122nd Ave, Ruth Haefner Plaza and Marquis Care at Autumn Hills on Beaverton-Hillsdale Hwy, and more

- 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.)

- Pedestrian and Bicycle Safety Technical Advisory Committee -- technical advisory committee to Portland Traffic Safety Coordination Council
- DUII Working Group -- technical advisory committee to Portland Traffic Safety Coordination Council
- Safe Routes to School Technical Advisory Committee -- technical advisory committee to Portland Traffic Safety Coordination Council
- Portland Office of Transportation -- traffic safety engineering, education and encouragement activities
- Portland Police Bureau -- traffic safety enforcement
- Bicycle Transportation Alliance -- bicycle safety, enforcement, and education programs

- Willamette Pedestrian Coalition -- pedestrian safety, enforcement, and education programs
- Elders in Action -- pedestrian and bicycle safety, enforcement, and education programs
- SW Trails Group -- pedestrian and bicycle safety and education programs
- Oregon Department of Transportation, TriMet, Portland Office of Neighborhood Involvement, Portland area business associations and neighborhood associations are all working to address various aspects of transportation safety

III. Objectives

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

The following are examples:

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

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

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

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

	Start Date	End Date	Objective
1.	10/1/2010	9/30/2011	Work with organizational stakeholders to secure staff and funding commitments for implementing engineering, education, and/or enforcement strategies along identified safety corridors in Portland and the metropolitan area during the 12-month period from October 1, 2010 through September 30, 2011.
2.	10/1/2010	9/30/2011	Collaborate with Metro's Transportation Safety Committee to develop and implement a regional transportation safety education and outreach plan during the 12-month period from October 1, 2010 through September 30, 2011.

3.	10/1/2010	9/30/2011	Increase community awareness about bicycle, pedestrian, motorcycle, and vehicle safety including DUII, speeding, distracted driving and other transportation safety issues during the 12-month period from October 1, 2010 through September 30, 2011.
4.	4/1/2011	9/30/2011	Increase opportunities for a minimum of 250 low-income and/or non-English speaking members of our community living at or traveling along four identified corridors of Portland's ten high crash corridors to engage in an educational activity during the 6-month period from April 1, 2010 through September 30, 2011.
5.	3/1/2011	9/30/2011	Increase opportunities for 250 youth living at or traveling along four identified corridors of Portland's ten high crash corridors to engage in an educational activity about pedestrian, bicycle, driver, motorcycle and/or transit safety during the 7-month period from March 1, 2010 through September 30, 2011.
6.	10/1/2010	9/30/2011	Increase community awareness and utilization of alternative and safer routes to walk and bike that parallel four identified corridors of Portland's ten high crash corridors during the 12-month period from October 1, 2010 through September 30, 2011.
7.	11/1/2010	9/30/2011	Increase enforcement and education of Oregon crosswalk laws along or close to four identified corridors of Portland's ten high crash corridors during the 11-month period from November 1, 2010 through September 30, 2011.
8.	12/1/2010	9/30/2011	Increase enforcement of Oregon traffic laws by providing enhanced police presence and enforcement at strategic times along four identified corridors of Portland's ten high crash corridors during the 10-month period from December 1, 2010 through September 30, 2011.
9.	10/1/2010	9/30/2011	Provide engineering enhancements for pedestrians and bicyclists crossing or moving along four identified corridors of Portland's ten high crash corridors during the 12-month period from October 1, 2010 through September 30, 2011.

IV. Proposed Activities

A. Major Activities

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

	Start Date	End Date	Activity
1.	10/1/2010	9/30/2011	<p>What: Encourage and record stakeholder commitments to provide staff and/or funding to support engineering, enforcement, and/or education along four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue, and within the metropolitan area</p> <p>Who: PBOT, PPB, ODOT, METRO, Clackamas Police, etc.</p> <p>Who Affected: Residents, businesses,</p>
2.	10/1/2010	9/30/2011	<p>What: Coordinate monthly media events and publication of news articles for four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue, and the metropolitan region to highlight transportation safety issues.</p> <p>Who: PBOT, ODOT, PPB, METRO, Safe Routes To School, Bicycle Transportation Alliance, Willamette Pedestrian Coalition, Legacy Emanuel Hospital, Multnomah County Courts, and others</p> <p>Who Affected: Residents, businesses, transit riders, motorcyclists, distracted drivers, and others.</p>
3.	10/1/2010	9/30/2011	<p>What: Implement a messaging program that includes over-the-street banners, bus bench advertisements, billboards, and/or other messaging systems focusing on transportation safety issues along four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue.</p> <p>Who: PBOT, ODOT</p> <p>Who Affected: Residents, businesses, PBOT, ODOT, TriMet, etc.</p>

4.	4/1/2011	9/30/2011	<p>What: Work with area non-profits to develop and implement transportation safety programs and services for low-income and/or non-English speaking community members living on or within 10 blocks of 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue,.</p> <p>Who: PBOT, IRCO, Community Cycling Center, Asian Health and Service Center, churches, etc.</p> <p>Who Affected: Portland residents that are typically more difficult to reach and frequently unaware of Oregon laws or how to safely use our transportation system</p>
5.	3/1/2011	9/30/2011	<p>What: Work with area schools and community organizations to develop and implement transportation safety programs and services for youth living on or within 10 blocks of 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue.</p> <p>Who: PBOT, ODOT, TriMet, Oregon Partnership, schools, etc.</p> <p>Who Affected: students, teachers, parents and families</p>
6.	10/1/2010	9/30/2011	<p>What: Use animated videos and other educational strategies to promote walking and bicycling on family friendly neighborhood greenways/ bicycle boulevards in Portland as an option to using four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue, for getting to many neighborhood destinations</p> <p>Who: PBOT staff</p> <p>Who Affected: residents, schools, members of the business community, etc.</p>
7.	11/1/2010	9/30/2011	<p>What: Implement a minimum of four "crosswalk enforcement actions" and four new pilot program "crosswalk enforcement/ education actions" along or near four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue,.</p> <p>Who: PBOT, PPB, ODOT, community volunteers</p> <p>Who Affected: drivers and pedestrians</p>

8.	12/1/2010	9/30/2011	<p>What: Work with the CSTSP, Metro, and ODOT to implement a minimum of 3 saturation patrols enforcing excessive speeding, DUI, Oregon crosswalk laws and other transportation safety issues in four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue, and the metropolitan region area during September 2010 (back to school), Christmas/New Year holiday of 2010/2011, and summer of 2011.</p> <p>Who: PBOT, PPB, Multnomah County Sheriff's Office, law enforcement of other cities and counties, Safe Routes to School</p> <p>Who Affected: residents, business, community members across the region</p>
9.	10/1/2010	9/30/2011	<p>What: Work with the CSTSP, Metro, and ODOT to identify and implement transportation safety engineering services at, adjacent to, or parallel to four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122nd Avenue,</p> <p>Who: PBOT, ODOT, Metro staff</p> <p>Who Affected: residents, businesses, transit users, and everyone that uses Portland's high crash corridors</p>

Plans for sharing the project activities with others:

This project will develop and foster a healthy and sustainable public dialogue around transportation safety issues in Portland and the metropolitan area through the City Council supported Safe Communities Coordination Council and the Metro Transportation Safety Committee. In addition, Safe Community Grant project details will be shared with members of the media, Portland Neighborhood Associations, Business Associations, community groups, and others as requested.

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. Include Letters of Commitment in Exhibit C if you will be relying on other agencies to accomplish the objectives of the project. 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:

- Safe Communities Coordination Council – project lead
- PBOT and ODOT – engineering
- PBOT, ODOT, TriMet, ONI, Elders In Action, Legacy Emanuel Hospital, Multnomah County Courts, BTA, WPC – education
- Portland Police Bureau, Multnomah County Sheriff's Office – enforcement

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:

The Safe Communities Coordination Council will continue to develop, implement, monitor, and evaluate traffic safety services. A Community and School Traffic Safety Account has been established with increased traffic fine revenue to create a pool of funds dedicated to transportation safety.

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.	Describe stakeholder commitments for engineering, enforcement, and/or education along four of Portland's ten high crash corridors including 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue,. Describe stakeholder commitments for enforcement and/or education in the metropolitan area.

2.	Describe how many media events were coordinated on or near 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, where they took place, how many people attended, and define the media coverage that resulted from the event. Describe how many news articles were published, the topic of conversation, where they were published, and the audience that was most likely to read the article(s).
3.	Describe how many banners and billboards were deployed on or near 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, what the messages were, the locations of the banners and billboards, the duration of the messages, and any comments received relating to the banners and billboards.
4.	Describe what transportation safety programs were implemented targeting low-income and and/or non-English speaking community members on or near 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, what transportation safety messages were addressed, what community partners were involved, who attended, when was the event/activity conducted, and what was the outcome of each event.
5.	Describe what transportation safety programs were implemented targeting schools on or within close proximity to 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, what transportation safety messages were addressed, what community partners were involved, who attended, when was the event/activity conducted, and what was the outcome of each event.
6.	Describe what educational strategies were developed to promote walking and bicycling on family friendly neighborhood greenways/ bicycle boulevards on or within close proximity to 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue,, how was the information distributed to community members, how many community members received the information, and how were community members impacted by the information.
7.	Describe how many crosswalk enforcement actions were conducted on or within close proximity to 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, at what locations, and the result of each mission. Describe how the crosswalk enforcement/education action pilot project was conducted, when they took place, the results of the action, how many staff and/or volunteers participated, how many members of the media participated, etc.
8.	Describe how many saturation patrols were conducted on or within close proximity to 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, the target locations, what transportation safety issues were stressed, the results of the saturation patrols, which partners participated, etc.
9.	Describe the engineering enhancements that were installed on or within close proximity to 82nd Avenue, SE Foster Road, SW Barbur Boulevard, and 122 nd Avenue, define who will benefit from the engineering improvement, who paid for the improvement, and how the location was selected.

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:

Information from Portland Police Bureau enforcement actions, SAFE locations, and DMV crash reports, and more will be available for review. Staff will track delivery of project activities and community participation in the activities.

C. Evaluation Design

Describe how the data will be analyzed:

The Safe Communities Coordination Council will correlate Police enforcement actions with crash histories and traffic safety service requests in an attempt to show clear relationships between enforcement, public safety concerns, and improvements to public safety.

D. Project Evaluation Preparation

A Project Evaluation Report will be submitted to TSD following the requirements given in the Agreements and Assurances, Section B, Paragraph 6.

VI. Grant Project Budget Summary

A. List of major budget items:

Personnel Costs: Staff costs for Portland Transportation staff costs
Equipment:

Materials: newspaper ads, billboards, bus bench ads, brochures, etc.

Other Project Costs: I SHARE THE LANE video, outreach targeting low-income/non-English speaking community members and programs targeting youth, billboards or other displays of public information

Mini-Grants: mini-grant for implementing "crosswalk enforcement/ education actions"

B. Budget Allotment

The agency named in this document hereby applies for \$98,000.00 in Transportation Safety funds to be matched with \$125,305.00 in funds from the City of Portland 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: Letters of Commitment
(Provide copies of letters of commitment from those agencies you will be relying upon to accomplish the objectives of the project.)
- D. Exhibit D: Conditions of Approval
(To be developed at a later date.)

IX. Agreements and Assurances

(READ, but do not sign until grant is approved by TSD and returned to you for signature. Do not attach to the grant project application.)

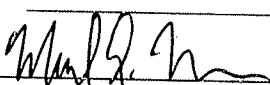
X. Approval Signatures

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.**

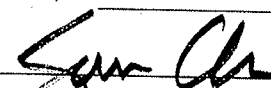
A. Agency Information

Agency Name*:	Portland, City of
Street Address:	1120 SW 5 th Ave., Suite 800
City:	Portland
State:	OR
Zip:	97204

C. Project Director

First Name: Mark Last Name: Lear
Title: Traffic Investigations Manager Email: mark.lear@portland
oregon.gov
Phone: (503) 823-7604 Fax: (503) 823-7576
Street Address: 1120 SW 5th Ave., Suite 800
City: Portland
State: OR
Zip: 97204
Signature:  Date: 10/11/10

D. Authorizing Official of Agency Completing Application

First Name: Sam Last Name: Adams
Title: Mayor City of Portland Email: Sam.Adams@portlan
doregon.gov
Phone: (503) 823-4120 Fax: (503) 823-4120
Street Address: 1221 SW 4th Ave., Room 340
City: Portland
State: OR
Zip: 97204
Signature:  Date: 10/13/10

*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
235 Union Street NE
Salem, OR 97301-1054

Email completed electronic copy to your TSD Program Manager.

ODOT GRANT BUDGET AND COST SHARING

Project No.: K4SA-11-25-05
 Project Name: Portland Safe Community
 Agency: City of Portland

Project Period: 10/01/10 - 09/30/11
 (From) (To)

(Office Use Only)

Grant Adjustment #: 0

Grant Adjust. Effective Date: 10/7/2010

Project Yr. (1-2-3, Ongoing): _____

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

1. **Personnel Costs***

A. Staff assigned and estimated hours:

			Rate	
Project Engineer	60	@	\$ 58.00 /hr =	\$ 3,480.00
Program Specialist	1,500	@	\$ 46.00 /hr =	\$ 69,000.00
Program Coordinator	50	@	\$ 48.00 /hr =	\$ 2,400.00
	0	@	\$ - /hr =	\$ -
	0	@	\$ - /hr =	\$ -
	0	@	\$ - /hr =	\$ -
Staff Subtotal				\$ 74,880.00

B. Overtime	0	@	\$ - /hr =	\$ -
Overtime	0	@	\$ - /hr =	\$ -
Overtime Subtotal				\$ -

C. Volunteer Time	225	@	\$ 25.00 /hr =	\$ 5,625.00
Volunteer Time	0	@	\$ - /hr =	\$ -
Volunteer Subtotal				\$ 5,625.00

2. **Personnel Benefits**

A. _____	\$ -
B. _____	\$ -
Benefits Total	\$ -

3. **Equipment**

A. _____	\$ -
B. _____	\$ -
C. _____	\$ -
D. _____	\$ -
Equipment Total	\$ -

4. **Materials/Printing**

A. Reports: <u>School newspaper ads, bro.</u>	\$ 700.00
B. Brochures: <u>Printing of billboards</u>	\$ 1,000.00
C. Other: _____	\$ -
Materials Total	\$ 1,700.00

5. **Overhead/Indirect Costs**

A. Indirect Support	\$ 9,800.00
B. _____	\$ -
Overhead Total	\$ 9,800.00

TSD FUNDS	MATCH	TOTAL
\$65,000	\$9,880	\$74,880
\$0	\$0	\$0
\$0	\$5,625	\$5,625
\$0	\$0	\$0
\$0	\$0	\$0
\$1,700	\$0	\$1,700
\$0	\$9,800	\$9,800

184354

ODOT GRANT BUDGET AND COST SHARING

Project Number: Portland Safe Community

6. Other Project Costs

A. Travel In-State	\$ -
B. Travel Out-of-State (specify)***:	\$ -
C. Office Expenses (supplies, photocopy, telephone, postage)	\$ -
D. Other Costs (specify):	
1.) I SHARE THE LANE video	\$ 6,750.00
2.) Trans safety proj targeting low-income/non-English	\$ 3,000.00
3.) Trans Safety projects targeting youth	\$ 3,000.00
4.) Rotating billboards and/or other advertisements	\$ 4,550.00
5.) Engineering Improvements	\$ 100,000.00
	\$ 117,300.00

7. Consultation/Contractual Services **

A. _____	\$ -
B. _____	\$ -
Consult Total	\$ -

8. Mini-Grants ***

	<u>TSD</u>	<u>Match</u>
A. Crosswalk enf/education mini-grant	\$ 14,000.00	\$ -
B. _____	\$ -	\$ -
C. _____	\$ -	\$ -
D. _____	\$ -	\$ -
E. _____	\$ -	\$ -
F. _____	\$ -	\$ -
G. _____	\$ -	\$ -
H. _____	\$ -	\$ -
Subtotals	\$ 14,000.00	\$ -

TOTAL

COST SHARING BREAKDOWN

1. TSD Funds	\$ 98,000	44%
2. Match: State		
3. Match: Local	\$ 125,305	56%
4. Match: Other (specify)		
a.) _____		
b.) _____		
c.) _____		
5. TOTAL COSTS	\$ 223,305	100%

<u>TSD FUNDS</u>	<u>MATCH</u>	<u>TOTAL</u>
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$17,300	\$100,000	\$117,300
\$0	\$0	\$0
\$14,000	\$0	\$14,000
\$98,000	\$125,305	\$223,305

Budget Comments

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

** TSD approval required prior to expenditures.

City of Portland

Job Code: 30000463

CLASS SPECIFICATION
Program Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes, and participates in a small, highly focused program or assists in administering elements of larger specialized bureau programs; carries out or assists in developing and implementing program plans, budgets, procedures and supporting program promotional materials; and performs related duties as assigned.

NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.

DISTINGUISHING CHARACTERISTICS

A Program Specialist performs difficult and responsible work in planning, implementing and evaluating a small, highly focused program, typically involving no or very limited additional involvement of City staff and a limited program budget. Incumbents may also be assigned responsibilities for assisting in administering a larger program or for implementing elements of a specialized bureau program. Work requires well developed analytical and communications skills, but does not require technical knowledge. Any program-specific knowledge can generally be learned within a reasonable time following appointment.

Program Specialist is distinguished from Program Coordinator in that incumbents in the latter class has overall program management responsibility for a small to moderate-sized program or project and is responsible to ensuring program results to meet established goals and objectives.

Program Specialist is distinguished from Assistant Program Specialist in that an incumbent in the former class independently performs program implementation and administration responsibilities for a very small program or assists in doing so on larger programs or projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Researches, develops, recommends and implements program plans to meet established goals for an assigned program or program element; participates in developing program designs, budgets, features and metrics; develops and recommends associated program policies and operating and administrative procedures; develops an annual work program and calendar; plans, organizes and implements work activities to meet established overall program goals and objectives; analyzes alternative methods or

processes to meet program and service delivery goals; ensures program compliance with all applicable City and outside agency requirements.

2. Maintains and reports on program activities and performance results data; monitors conformance with program requirements; assists in tracking program expenditures; assists in fund raising activities or in activities to secure additional funding.
3. Coordinates or assists in coordinating program activities with other bureau staff and outside agencies; participates in developing program partnerships, where applicable, with external agencies and organizations; assists in development of agreements for multi-agency efforts.
4. Plans and conducts program outreach and promotional activities for assigned programs; develops information, outreach and educational materials, including brochures, information packets, flyers, guides, handbooks, manuals and other documents; plans and conducts or assists in conducting program and/or events, including planning and carrying out event/activity logistical arrangements; makes presentations to community, neighborhood, business and school groups on assigned program.
5. Provides information and technical assistance to other agencies and organizations; coordinates with other agencies for information sharing and community education; responds to requests for information regarding program activities or requirements; represents the bureau in meetings with outside agencies regarding program issues.
6. Performs research and analysis of issues applicable to assigned programs; organizes, summarizes and presents information on program trends and development/implementation issues; develops and maintains databases for tracking various aspects of assigned programs; prepares required statistical reports; may maintain a library of program information for staff use.
7. Coordinates centralized information, referral and assistance services applicable to assigned program.

OTHER DUTIES

1. Performs a wide variety of program administrative duties in support of program activities, including coordinating mailings and ordering and distributing program supplies.
2. Staffs or assists in staffing advisory committees associated with program functions.
3. Assists with community revitalization and stabilization program activities; organizes community events to increase community awareness and collaboration on program issues; participates in community-planning processes in areas of assigned responsibility.
4. Develops or assists in developing grant applications for program funding; drafts and monitors contracts for community services; monitors grantee performance to ensure conformance with program requirements.
5. Drafts contracts and other related documents; prepares and processes ordinances, resolutions, easements and other legal documents associated with assigned program for submission to City Council; secures agreements for program construction needs; trains contractors and monitors contractor performance.

6. Responds to requests for investigative services; evaluates requests for appropriateness and processes requests for services.
7. Conducts in-person administrative reviews from code enforcement appellants; coordinates recordings of code violations and related lien billing and satisfaction processes.
8. May assist in the work direction of clerical support staff.
9. May recruit and coordinate the work of program volunteers.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of program, administrative and organizational analysis.
2. Basic principles and practices of program/project planning and management.
3. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Basic principles and practices of public outreach and involvement, including marketing principles and practices.
6. Principles and practices of sound business communication.

Ability to:

1. Analyze assigned program, administrative and operational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
3. Coordinate program activities with multiple stakeholders to ensure agreement and consensus.
4. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
5. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to assigned program responsibilities.
6. Understand, interpret and respond to internal and external customer needs and expectations.
7. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
8. Communicate effectively orally and in writing to both internal and external program stakeholders.
9. Ensure the maintenance of all required files, records and documentation.

10. Exercise independent judgment and initiative within established guidelines.
11. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
12. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, social sciences or a closely related field; and at least two years of progressively responsible experience involving analysis, planning, and/or implementation of professional program assignments; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain work assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0964 PROGRAM SPECIALIST

7492 COMMUNITY RELATIONS SPECIALIST

June 2009 - Change Job Class number from 7153 to 30000463, due to system change.

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

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,
- 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.

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 (b)(1)(E).

Cash drawdowns will be initiated only when actually needed for disbursement, cash disbursements and balances will be reported in a timely manner as required by NHTSA, and 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 18.20, 18.21, and 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

The State will report 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 the Office of Management and Budget in subsequent guidance or regulation.

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. §§ 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 handicaps (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,

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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:

- 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;
- Establishing a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace.
 - The grantee's policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation; and employee assistance programs.
 - The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- 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).
- Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
 - Abide by the terms of the statement.
 - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- 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 -
 - Taking appropriate personnel action against such an employee, up to and including termination.
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or

local health, law enforcement, or other appropriate agency.

- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

Buy America Act

The State will comply with the provisions of the Buy America Act (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:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard

Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment and Suspension

Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

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

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this

proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily

excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

Policy to Ban Text Messaging While Driving

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

1. Adopt and enforce workplace safety policies to decrease crashed 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, including a Data Table as provided in the Traffic Safety Grant Application Packet. 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; and,
 - e. requirements given in Section A. 9-12.
4. Where applicable, contracts shall include the following provisions:
 - a. Termination for cause and for convenience by the grantee including the manner by which it will be effected and the basis for the settlement (Contracts in excess of \$10,000);
 - b. Compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and supplemented in Dept. of Labor regulations (41 CFR Part 60) (Contracts in excess of \$10,000);
 - c. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor regulations (29 CFR Part 5) (Contracts in excess of \$2,500);
 - d. Bidders, proposers, and applicants must certify that neither they nor their principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal agency or department (Contracts in excess of \$25,000).

Travel

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

Development of Printed or Production Materials

1. The grantee shall provide TSD with draft copies of all materials developed using grant funds. TSD may suggest revisions and must approve production.
2. All brochures; course, workshop and conference announcements; and other materials that are developed and/or printed using grant funds shall include a statement crediting TSD and federal participation.
3. Materials produced through this project shall be provided to TSD for its use and distribution and may not be sold for profit by either the grantee or any other party.

Equipment Purchased with Grant Funds

1. A Residual Value Agreement shall be completed and submitted to TSD if grant funds are used in whole or in part to acquire any single item equipment costing \$5,000 or more or at TSD discretion. A copy of the original vendor's invoice indicating quantity, description, manufacturer's identification number and cost of each item will be attached to the signed agreement. All equipment should be identified with a property identification number.
2. All material and equipment purchased shall be produced in the United States in accordance with Section 165 of the Surface Transportation Assistance Act of 1982 (Pub. L. 97-424; 96 Stat. 2097) unless the Secretary of Transportation has determined under Section 165 that it is appropriate to waive this agreement.
3. Material and equipment shall be used in the program or activity for which it was acquired as long as

needed, whether or not the project continues to be supported by grant funds. Ownership of equipment acquired with grant funds shall be vested with the grantee. Costs incurred for maintenance, repairs, updating, or support of such equipment shall be borne by the grantee.

4. If any material or equipment ceases to be used in project activities, the grantee agrees to promptly notify TSD. In such event, TSD may direct the grantee to transfer, return, keep, or otherwise dispose of the equipment.

Termination

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

Conditions of Project Approval

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

Contract Provisions and Signatures

It is understood and agreed that the grantee shall comply with all federal, state, and local laws, regulations, or ordinances applicable to this agreement and that this Agreement is contingent upon grantee complying with such requirements.

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

184354

Agreements and Assurances**Project Director:**

Mark Lear, Traffic Investigations Manager

Signature

Date

Designated Alternate:

Signature

Date

Authorizing Government Official:

Sam Adams, Mayor

Signature

Date

TO BE COMPLETED BY TSD

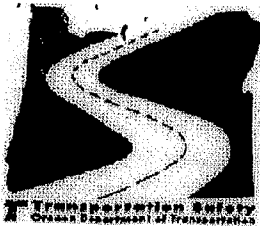
Project No.: K4SA-11-25-05

Title: Portland Safe CommunityOTC approval date: August 25, 2010Total project cost: \$223,305TSD grant funds: \$98,000All matching funds: \$125,305Matching source(s): Local

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

Manager, Transportation Safety Division Oregon
Department of Transportation

Date



Reports And Claims Due Dates

Project No.: K4SA-11-25-05

Project Title: Portland Safe Community

Calendar: FEDERAL FISCAL YEAR 2011

Grant Year: 2011

Reports/Claims

Due Dates

First Quarter (October 01 - December 31)

Quarterly Reports

Monday, January 10, 2011

Claims for Reimbursement

Saturday, February 5, 2011

Second Quarter (January 01 - March 31)

Quarterly Reports

Sunday, April 10, 2011

Claims for Reimbursement

Thursday, May 5, 2011

Third Quarter (April 01 - June 30)

Quarterly Reports

Sunday, July 10, 2011

Claims for Reimbursement

Friday, August 5, 2011

Fourth Quarter (July 01 - September 30)

Quarterly Reports

Monday, October 10, 2011

Claims for Reimbursement

Saturday, November 5, 2011

Project Evaluation Report

Evaluation Report Due

Saturday, November 5, 2011

Claims for Reimbursement

Final Claims

Saturday, November 5, 2011

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

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

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

Project Director's Name: Mark Lear

Project Director's Signature:

Date:

10/14/2010