

MEMO

Date: March 24, 2021

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director

Re: Maine Bureau of Highway Safety – eCitation Printer grant

CC: Debra Lane, Town Clerk and Paul Fenton, Police Chief; Darin Estes, Police Department

On March 11, 2021, the Maine Bureau of Highway Safety notified the Police Chief of an award of up to \$1,275.40 for the purchase of an eCitation Printers. There is a match of \$360.00, which will come from the Police Department's operating budget or other Police Department Resources. The grant purchase period ends September 30, 2021.

The grant will reimburse the purchase of eCitation printers up to \$600.00 per printer. The printers are used with the State's new eCitation system. The use of that system is limited to vehicles used primarily for traffic patrol officers. This system will allow the State to transition from a paper based ticketing system to an electronic system

I am requesting that the Council accept and appropriate \$1,275.40 into account 0725-4463.

I suggest the following Council order:

The Council accepts and appropriates a grant award of \$1,275.40 from Maine Bureau of Highway Safety – Impaired Driving Enforcement grant in account 0725-4463. The grant will reimburse the purchase of eCitation printers that will work with the State's new eCitation ticketing system. Any match requirements will be met through the Police Department's operating budget or other Police Department resources, as allowed by the terms of the grant. The purchasing period of the grant ends September 30, 2021.



STATE OF MAINE
Department of Public Safety
Bureau of Highway Safety
164 State House Station
Augusta, Maine
04333-0164

MICHAEL SAUSCHUCK
COMMISSIONER

LAUREN V. STEWART
DIRECTOR

03/11/2021

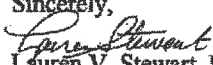
Chief Paul Fenton
Cape Elizabeth Police Department
325 Ocean House Road
Cape Elizabeth, ME 04107

Dear Chief Paul Fenton:

Attached is the material your organization will need to administer your recently approved subgrant number TRC21-041 for the 2021 eCitation Printer Reimbursement project. Please review this material carefully and comply with the instructions. It is especially important that you sign and return all of the required documents to the Bureau of Highway Safety. We will send the contract to the State Bureau of Purchases for review. The grant is not approved until the State Bureau of Purchases has signed the contracts. Failure to comply with grant instructions may result in delays in the reimbursement process and could cause the subgrant to be terminated.

As a reminder, you can NOT incur costs after September 30, 2021. By federal statute, the Bureau of Highway Safety cannot reimburse you for costs incurred after that date. Please establish a file to maintain separate and complete records related to this project. Your accounting system must allow you to maintain separate accountability for funds received and disbursed against this project, and it must allow you to provide detailed supporting claim costs.

Please contact Lauren Stewart for assistance. We look forward to working with you to attain the highway safety benefits resulting from this project.

Sincerely,

Lauren V. Stewart, Director
Bureau of Highway Safety

attachment(s)

cc: Darin Estes, Project Director

OFFICES LOCATED AT: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME

(207)626-3840 (Voice)

(207)624-4478 (TDD)

(207)287-3042 (FAX)

PRINTED ON RECYCLED PAPER

6. Population of Project Area

9800

7. Congressional District Served

<input checked="" type="checkbox"/> 1st.	<input type="checkbox"/> 2nd	<input type="checkbox"/> Both
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8. Project Description Summary

The State of Maine electronic citation (eCitation) system was developed to ensure timely and accurate collection of citation data. Traffic records projects are also intended to increase accessibility. While the submission of the citation to the Violations bureau is electronic, in order for Maine law enforcement to transition from paper-based citation to the eCitation system, agencies must have the necessary equipment, supplies, and resources, including in-cruiser printers to print a copy of the citation to present to the violator.

The purpose of this project is to reimburse agencies for the purchase of in-cruiser printers (up to \$600 per unit) that meet required specifications. Reimbursement is contingent upon installation and implementation of the eCitation system and is limited to vehicles used primarily by traffic patrol officers.

9. Project Budget Summary

This section will auto-complete from budget and match worksheets on pages 11 & 13

	Federal	Match	Total
Personal Services	\$ 0.00		\$ 0.00
Travel	\$ 0.00		\$ 0.00
Equipment (\$5,000 or more in value)	\$ 0.00		\$ 0.00
Consultant	\$ 0.00		\$ 0.00
Other	\$ 1,275.40	\$ 360.00	\$ 1,635.40
Total	\$ 1,275.40	\$ 360.00	\$ 1,635.40

10. Seat Belt Policy

Any subrecipient entity receiving a grant must have a written seat belt policy. Does your agency have and enforce a seat belt use policy? You may be asked to provide a copy of this policy

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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5. JUSTIFICATION

On the following pages, please provide a description and budget for how your agency will use grant funds. For each of the following budget categories, describe any anticipated grant related expenditures in the box below:

- a. **Personal Services.** Allowable salary costs associated with the administration of the grant in compliance with all Uniform Guidance (refer to 2 CFR 200.430 and 200.431)
- b. **Travel.** Anticipated allowable travel costs associated with the administration of the grant. List each item separately and be specific. Refer to the Contract Terms and Conditions "Out-of-State Travel", for further information on out-of-state travel restrictions. Please contact your Highway Safety Coordinator for more information regarding allowable travel expenses. (State travel SAAM & 2 CFR 200.474)
- c. **Consultants.** **ALL CONSULTANT CONTRACTS MUST BE COMPETITIVELY BID.** Sole source procurements will be approved only when very specific circumstances exist. Consultant and any applicable contract costs must be identified separately and detailed in the budget description. Consultant costs in excess of \$250 per day will require justification and prior approval from the Bureau of Highway Safety.
- d. **Other.**

The Cape Elizabeth Police Department will be using grant funds to purchase the following:

Item	Quantity	Description	Cost	Total
1	2	Havis Brother Pocket jet Printer Mount	196.20	392.40 (Coastal Electronics)
2	1	Brother Pocket Jet Series Power Cord	27.00	27.00 (AED*)
3	1	10 Ft. USB 2.0 male to mini B male left angle cable	24.00	24.00 (AED*)
4	1	urpm horizontal attachment bar for Ford	125.00	125.00 (AED*)
5	1	urpm printer adapter plate	295.00	295.00 (AED*)
6	1	Pocket Jet Thermal Printer	412.00	412.00 (AED*)

*AED - Advanced Electronic Design Inc.

BUDGET WORKSHEET

(Utilize this worksheet to calculate budget estimates for Budget Summary on page 3)

Description of Estimated Costs for Personal Services (be specific)	
Total Budget for Personal Services:	\$ 0.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

Description of Estimated Travel Expenses (be specific)	
Total Budget for Travel Expenses:	\$ 0.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

Equipment (with prior written authorization) *to be used ONLY for equipment purchases THAT EXCEED \$5,000.00*	
Item	Estimated Cost
1.	<small>(do not enter \$ symbol, it will populate automatically)</small>
2.	<small>(do not enter \$ symbol, it will populate automatically)</small>
Total Budget for Equipment Expenses	\$ 0.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

Description of Estimated Consultant Fees (be specific)	
Total Budget for Consultant Fees:	<small>(do not enter \$ symbol, it will populate automatically)</small>

Other	
Use box on prior page for description of other anticipated grant related expenditures.	
Total Budget for Other Expenses:	\$ 1,275.40 <small>(do not enter \$ symbol, it will populate automatically)</small>

MATCH CALCULATION WORKSHEET

(Utilize this worksheet to calculate match estimates in column 2 of the Budget Summary on page 3)

Description of Estimated Match Costs for Personal Services (be specific)	
Total Match Contribution for Personal Services:	\$ 0.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

Description of Estimated Match Travel Expenses (be specific)	
Total Match Contribution for Travel Expenses:	\$ 0.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

Description of Estimated Consultant Fees (be specific)	
Total Match Contribution for Consultant Fees:	\$ 0.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

Other (be specific)	
Benners Auto Service installation of the printers and accessories for police cruiser	
3 hours x \$120.00/hour = \$360.00	
Total Match Contribution for Other Expenses:	\$ 360.00 <small>(do not enter \$ symbol, it will populate automatically)</small>