

MEMO

Date: February 27, 2020

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director

Re: Acceptance of Police Department Grant



I am requesting that the Town Council accept a grant of \$6,356.00 from the Maine Bureau of Highway Safety for the Click It or Ticket program. The grant has a match requirement of \$1,589 that the Police Department will meet through education programs at the Middle and High School and Family Fun Day. The grant period is March 1, 2020 through August 31, 2020.

As noted in the grant application:

The primary goal of this project is to reduce traffic injuries and deaths related to unbuckled motorists. We hope to improve our seatbelt compliance rate from the current 81% to 91% or higher by August 31, 2020. (In line with the national average).

Enclosed with this memo are the following:

1. Letter of award dated February 26, 2020
2. Grant application – pages 1 and 2

I suggest the following Council order:

That the Town accepts and appropriates a \$6,356 grant from Maine Bureau of Highway Safety for the Click It or Ticket project for the period March 1, 2020 to August 31, 2020.



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

02/26/2020

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

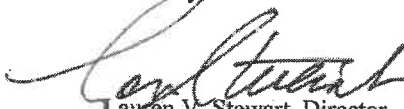
Dear Chief Paul Fenton:

Attached is the material your organization will need to administer your recently approved subgrant number OPB20-040 for the 2020 NHTSA CIOT/BUNE HVE 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, 2020. 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 Chantel Plummer 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

(207)626-3840 (Voice)

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

(207)624-4478 (TDD)

(207)287-3042 (FAX)

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RECEIVED FEB 18 2020



SUBRECIPIENT APPLICATION FOR HIGHWAY SAFETY NHTSA FEDERAL FUNDS

Lauren V. Stewart, Director
Maine Bureau of Highway Safety
45 Commerce Drive, Suite 1
164 State House Station
Augusta, ME 04333
Phone: 207-626-3840
Fax: 207-287-3042
www.maine.gov/dps/bhs

1. Grant/Project Title ✓

2020 NHTSA National Click It or Ticket/Buckle Up, No Excuses! Campaign & Sustained Enforcement

2. Project Period

March 1, 2020 to August 31, 2020

3. Applicant Information

	Applicant Agency	Address to Mail Checks
Name	Cape Elizabeth Police Dept.	Cape Elizabeth Police Dept.
Address Line 1	325 Ocean House Rd.	325 Ocean House Rd.
Address Line 2		
City and Zip Code	Cape Elizabeth, ME 04107	Cape Elizabeth, ME 04107
Federal Employer Number	01-6000010 ✓	
DUNS Number	196754569 ✓	
State of ME Vendor Number	VC1000012228 ✓	
Remit to Vendor Number		

Town of

4. Legal Authority

	Individual Who Has Legal Authority to Sign this Subrecipient Grant Application
Name	Paul Fenton
Title	Chief of Police
Address Line 1	Cape Elizabeth Police Dept.
Address Line 2	325 Ocean House Rd.
City and Zip Code	Cape Elizabeth, ME 04107
Direct Telephone Number	207-767-3323
Fax Number	207-767-0681
E-mail Address	paul.fenton@capeelizabeth.org

5. Project Director and Payroll Representative

	Project Director (Project Director must be different from Legal Authority)	Payroll Representative
Name	Darin Estes	Ariene Rochefort
Title	Patrolman	Payroll
Address Line 1	325 Ocean House Road	320 Ocean House Road
Address Line 2		
City and Zip Code	Cape Elizabeth, ME 04107	Cape Elizabeth, ME 04107
Direct Telephone Number	207-767-3323 x 208	207-767-3323 x 276
Fax Number	207-767-0681	207-799-7141
E-Mail Address	darin.estes@capeelizabeth.org	rochefort@capeelizabethschool

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

Grant funding will support overtime enforcement associated with law enforcement participation in the NHTSA National Click it or Ticket high-visibility campaign (2-week period in May 2020) and a Sustained Occupant Protection high-visibility enforcement campaign (year-round based on problem ID). These projects support law enforcement efforts to increase the seat belt usage rate, voluntary compliance, and decrease unbelted passenger fatalities.

9. Project Budget Summary

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

	Federal	Match	Total
Personal Services	\$6,356.00		\$ 0.00
Travel	\$ 0.00		\$ 0.00
Equipment (\$5,000 or more in value)	\$ 0.00		\$ 0.00
Consultant	\$ 0.00		\$ 0.00
Other	\$ 0.00	\$1,589.00	\$1,589.00
Total	\$6,356.00	\$1,589.00	\$7,945.00

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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