

South Portland City Council  
***Position Paper of the City Manager***

***Subject:***

**ORDER #91-13/14 – Accepting a 2014 Speed Enforcement Grant for \$10,000 from the Maine Bureau of Highway Safety to be used by the Police Department. Passage requires majority vote.**

***Position:***


On December 16, 2013, Police Chief Ed Googins received notification from Lauren Stewart, from the Bureau of Highway Safety that the City was awarded a 2014 Speed Enforcement Grant in the amount of \$10,000. These funds will be used to defray the costs associated with conducting speed enforcement details. The costs for normal traffic enforcement activities and grant administration is considered as the local in-kind match of \$2,500. There is no actual cash match.

The Police Department will be required to submit a Cash Request/Expenditure Report form for reimbursement of allowable expenses. Any costs associated with the speed enforcement details must be incurred from January 2, 2014 to September 5, 2014.

Ed Googins will be at Monday's meeting to answer any questions.

***Requested Action:***

Council passage of ORDER #91-13/14.

  
City Manager



***POLICE DEPARTMENT***

EDWARD J. GOOGINS  
CHIEF OF POLICE

AMY J. BERRY  
DEPUTY CHIEF

To: James H. Gaily, City Manager  
From: Edward J. Googins, Police Chief  
Date: December 20, 2013  
Ref: Bureau of Highway Safety Speed Enforcement Grant

The Maine Bureau of Highway Safety requested applications for sub-grant funding from full-time law enforcement departments to participate in this year's Speed Enforcement Grant Program that were due December 15th. We have participated in this program for many years.

We have been awarded our request for \$10,000 which will fund just over 200 hours of detail coverage including benefits. The soft match for this grant is covered by our enforcement actions made during these details. The Speed Enforcement Grant will run through September 2014.

Please schedule this item for Council action.



CITY OF SOUTH PORTLAND

GERARD A. JALBERT  
Mayor

JAMES H. GAILEY  
City Manager

SUSAN M. MOONEY  
City Clerk

SALLY J. DAGGETT  
Jensen Baird Gardner & Henry

District One  
MICHAEL R. POCK

\_\_\_\_\_

District Two  
PATRICIA A. SMITH

\_\_\_\_\_

District Three  
MELISSA E. LINSKOTT

\_\_\_\_\_

District Four  
LINDA C. COHEN

\_\_\_\_\_

District Five  
GERARD A. JALBERT

\_\_\_\_\_

At Large  
MAXINE R. BEECHER

\_\_\_\_\_

At Large  
THOMAS E. BLAKE

**IN CITY COUNCIL  
ORDER #91-13/14**

**ORDERED**, that a 2014 Speed Enforcement Grant in the amount of ten thousand dollars (\$10,000) from the Maine Bureau of Highway Safety be and hereby is accepted to be used by the Police Department.

Said amount shall be credited to the 2014 Speed Enforcement Grant Account #216012-412013-15635.

Fiscal Note: \$10,000 Revenue

Dated: January 6, 2014



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

PAUL R. LEPAGE  
GOVERNOR

JOHN E. MORRIS  
COMMISSIONER

12/16/2013

Chief Edward Googins  
South Portland Police Department  
30 Antoine Street  
South Portland, ME 04106

Dear Chief Edward Googins:

Attached is the material your organization will need to administer your recently approved subgrant number PT14-015 for the 2014 Speed Enforcement Program project. Please review this material carefully and comply with the instructions. It is especially important that you sign and return all of the contracts to the Bureau of Highway Safety. We will send the contracts to the State Bureau of Purchases for review. The subgrant 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 cash reimbursement process and could cause the subgrant to be terminated.

As a reminder, you can not incur costs after September 30, 2014. By federal statute, the Bureau of Highway Safety can not reimburse you for costs incurred after that date. We also ask that you 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.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Lauren V. Stewart".

Lauren V. Stewart, Director  
Bureau of Highway Safety

attachment(s)

cc: Thomas Simonds, 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

**SUBGRANT CONTRACT**

**DO NOT ENCUMBER**

**PLEASE RETURN TO:  
BUREAU OF HIGHWAY SAFETY  
LAUREN STEWART, DIRECTOR  
45 COMMERCE DRIVE, SUITE 1  
STATE HOUSE STATION 164  
AUGUSTA, MAINE 04333-0164**

SUBGRANT #: PT14-015  
APPROVAL DATE: 12/16/2013  
PROJECT PERIOD: 01/01/2014 TO 09/05/2014  
013 16A 3151 012 6401 PT1514

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: South Portland Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2014 Speed Enforcement Program.

For the Subgrantor - Bureau of Highway Safety

Federal: \$10,000.00

01-6000036  
South Portland Police Dept.  
30 Anthoine Street  
South Portland, ME, 04106

	_____	<u>Director</u>
Date:	Authorized Signature Lauren V. Stewart	Title
	_____	<u>Chief</u>
Date:	Authorized Signature for Subgrantee Chief Edward Googins	Title

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.  
This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget rescission, deferral or revision.  
Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.

Bureau of Highway Safety  
164 State House Station  
Augusta, ME 04333-0164

## **SUBGRANT AWARD MATERIAL/ADMINISTRATION INSTRUCTIONS**

SUBGRANTEE: South Portland Police Department      SUBGRANT #: PT14-015

PROJECT TITLE: 2014 Speed Enforcement Program

To help you administer this subgrant, we are providing the following information with attachments as appropriate:

**SUBGRANT CONTRACT** - Two copies are enclosed. The individual who signed the application must **sign and return both copies to the Bureau of Highway Safety. The contract is subject to review and approval by the State Purchases Review Committee.** The contract is not legally binding until Purchases has approved it. We will send you a signed copy of the approved contract for your records.

**SUBGRANT PROGRESS REPORT FORMS** - Use these forms to submit a narrative report about the activities of your project. The report should outline what has happened during the period covered, any problems encountered, deviations from schedules, etc., and any other information you feel would be helpful to the Bureau of Highway Safety. Progress reports are due monthly or as outlined in the grant.

**CASH REQUEST FORMS** - The Bureau of Highway Safety, through this award, will reimburse you for costs incurred associated with this project and budgeted in the approval application. Subgrantees incur costs and spend money from other sources and will be reimbursed by the Bureau of Highway Safety in accordance with the latest approved budget. Subgrantees must request reimbursement from the Bureau of Highway Safety on the cash request forms along with adequate supporting documentation. Cash requests and supporting documentation must also show subgrantee matching expenditures. The Bureau of Highway Safety will not forward cash to subgrantees without a cash request. Cash requests for this project should be submitted monthly.

**PROGRAMMATIC OR BUDGET CHANGES** - The Bureau of Highway Safety has approved this award based upon the information presented in the approved application. Deviations from or changes to either the program activity or budget, including the project periods, may be requested using the SUBGRANT PROGRAM REVISION REQUEST. Such changes must be approved by the Bureau prior to implementation by the subgrantee.

**FULL APPLICATION** - If corrections, additions, or changes were made to your original submission, a copy of the finalized application, as approved, is included.

Bureau of Highway Safety  
 164 State House Station  
 Augusta, ME 04333-0164

Request # \_\_\_\_\_

**CASH REQUEST/EXPENDITURE REPORT**

SUBGRANTEE: South Portland Police Department

GRANT/INV #: PT14-015

PROJECT- L/D: 2014 Speed Enforcement Program

COORDINATOR: James Tanner

REPORT PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

		Federal Funds	Match Funds	Total Grant Funds
1	Award Amount	\$10,000.00	\$2,500.00	\$12,500.00
2	Personal Services			
3	Travel			
4	Equipment			
5	Consultants			
6	Other			
7	Total Cost this Period			
8	Cumulative Cost Prior Period			
9	Cumulative Cost to Date			
10	Balance Remaining in Grant			

11.  I have included ALL required supporting documentation

12.  Please check if final request

I CERTIFY, that, in accordance with the laws of the state and under terms of the approved project mentioned herein, that actual costs claimed have been incurred for the purposes specified; that no other/prior claim has been presented for payment of costs claimed herein.

13.

\_\_\_\_\_ Date Authorized Signature Title

14. State agencies: Indicate revenue code: fnd \_\_\_\_\_ agcy \_\_\_\_\_ org \_\_\_\_\_ appr \_\_\_\_\_ obj \_\_\_\_\_ rpt cat \_\_\_\_\_

Non-state agencies: Federal ID #: 01-6000036

Make check payable to: South Portland Police Dept.  
 30 Anthoine Street  
 South Portland, ME 04106

*If this information is not correct, please supply BHS with a vendor update form.*

*Bureau of Highway Safety Use Only*

Voucher #: \_\_\_\_\_ Voucher Date: \_\_\_/\_\_\_/\_\_\_ Reimbursement \$ \_\_\_\_\_

Accounting Review By: \_\_\_\_\_ Date: \_\_\_\_\_ Exp: \_\_\_\_\_

Coordinator Review By: \_\_\_\_\_ Date: \_\_\_\_\_ Disb: \_\_\_\_\_

Draw: \_\_\_\_\_

Approved for payment by: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Code: 01-6000036

FDA # & Title: 0 NHTSA

Doc. ID #: 16A

013 16A 3151 012 6401 PT1514 \$ \_\_\_\_\_