

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Nathan Lavery, Fiscal Analyst

Date: July 18, 2008

Subject: JFO #2328

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on "Enforcement of Motorcycle Laws" and a training program to deliver the new curriculum across the country.

[*JFO received 06/18/08*]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse, Administrative Assistant R. J. Elrick, Executive Director



MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: June 19, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on "Enforcement of Motorcycle Laws" and a training program to deliver the new curriculum across the country.

[*JFO received 06/18/08*]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; <u>nlavery@leg.state.vt.us</u> or Stephen Klein at 802/828-5769; <u>sklein@leg.state.vt.us</u>) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <u>July 3</u> we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner Linda Morse, Administrative Assistant R. J. Elrick, Executive Director

STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY:Training for the Enforcement of Motorcycle LawsDATE:May 23, 2008DEPARTMENT:Criminal Justice Training CouncilGRANT AMOUNT:\$456,000GRANT PERIOD:May 1, 2008-March 30, 2011GRANTOR/DONOR:International Association of Directors of Law Enforcement
Standards and Training

POSITIONS REQUESTED (LIMITED SERVICE): None. See comment below.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None.

COMMENTS: See attached email from Molly Paulger to Senator Bartlett and Representative Heath on temporary transfer of DPS position to CJTC for period of this grant.

DEPT. FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION: SENT TO JOINT FISCAL OFFICE:

(INITIAL) 512708 (INITIAL) 7PM 5/29/08 (DATE) <u>617</u>



JFO # 2328

		REQ		TATE OF VEF					FORM AA-
		(u:	se ado	ditional sheet	s as n	eeded)			(Rev. 9-90
1. 2. 3.	Agency: Department: Program:	С	rimina	I Justice Train	ing Co	buncil			
4. 5. 6.	Legal Title of Grant: Federal Catalog No.: Grantor and Office Address:	D In P	TNH2 ternat O. Bo	2-07-D-00160		it of Motorcycle Lav (NHTSA) Directors of Law Ei		ment Standards and Trainin	g
7.	Grant Period:	Fr	om:	5/1/2008	To:	4/30/2011			
3.).	Purpose of Grant: This grant will fund the develop a "Train the Trainer" to create a and benefits of a staff member project. (Exact grant period to the Impact on Existing Programs None. This project will provide Highway Traffic Safety Adminis	a cadre of a curr a cadre of instr at CJTC (for b be determined i f Grant is no a new curricul stration (NHTS)	culum uctors ackfill when t Acc um to A), and	for delivery of of duties) for a finalized) epted: enhance enfo d passing thro	nent o the ne a three rceme ugh th	f Motorcycle Laws" ew curriculum acros e year period, as we nt of motorcycle lav e International Ass	ss the ell as o vs on ociatio	country. The grant funds w operating expenses in conne a national basis. Fully fund- on of Directors of Law Enforc	ill cover the salary ection with the ed by the National
0.	and Training (IADLEST), Verm Budget Information:	ont has the op	(1st	ity to develop State FY) Y 2008	this pr	ogram for delivery : (2nd State FY) FY 2009	across	(3rd State FY) FY 2010	
v	PENDITURES:								
	Personal Services		\$	68,500.00	\$	70 555 00		72,672.00	
	Operating Expenses Grants		\$ \$	83,500.00	\$ \$	70,555.00 81,445.00	\$ \$	79,328.00	
		TOTAL			\$		\$ \$		
E)	Grants VENUES: State Funds: Cash In-Kind	TOTAL	\$	83,500.00	\$ \$	81,445.00	\$ \$	79,328.00	
:E\	Grants VENUES: <u>State Funds:</u> Cash	TOTAL	\$	83,500.00	\$ \$ \$	81,445.00	\$	79,328.00	
E)	Grants VENUES: State Funds: Cash In-Kind <u>Federal Funds:</u> (Direct Costs) (Statewide Indirect)	TOTAL	\$_ \$ \$ \$	83,500.00	\$\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	81,445.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	79,328.00	
E	Grants VENUES: State Funds: Cash In-Kind Federal Funds: (Direct Costs) (Statewide Indirect) (Department Indirect) Other Funds:	TOTAL	\$ \$ \$ \$ \$	83,500.00	\$\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	81,445.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	79,328.00	
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Form AA-1				Page 2
 11. Will grant monies be spent by or X YES If YES, signature of appointing address on bidding. X 12a. Please list any requested Limited 	Notity here ind	IO licates intent to follow	cts?	
Titles		Nu	mber of Position	ons
TOTAL	Desitions			
TOTAL	Positions	0		
 12b. Equipment and space for these p Is presently available. Can be obtained with available 13. Signature of Appointing Authorit I certify that no funds have 	funds.	R.S. Cluck		4/25/28
been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.	(Signature) (Title)	Executive Dire	ector	(Date)
14. Action by Governor:	(Signature	munt of		6/16/08 (Date)
15. Secretary of Administration:	(Signature)	funda P Midr	K	<u> </u>
16. Action by Joint Fiscal Committee	:		(Dates)	
Request to be placed on JFC a Approved (not placed on agend Approved by JFC Rejected by JFC Approved by Legislature				
	(Signature)			(Date)

Beatty, David

From:Paulger, MollySent:Friday, May 23, 2008 12:23 PMTo:Senatorbartlett@comcast.net; 'MPHeath@aol.com'Cc:McIntire, Linda; Elrick, RJ; Beatty, DavidSubject:Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

Thank you for taking the time to meet with me to discuss my plan to help VCJTC staff the Enforcement of Motorcycle Laws grant. To restate my plan:

Position number 340370, Senior Trooper – Station, pay grade 22, last filled 9/1/05, will be transferred to Vt. Criminal Justice Training Council as a Training and Curriculum Development Coordinator, pay grade 22.

The position will be transferred to VCJTC effective when the JFC approves the Enforcement of Motorcycle Laws grant. We will review the MOU each year of the grant, and renew the MOU if it makes sense. When the grant ends the trooper position will return to VSP.

David Beatty will include a copy of this email with the grant package when it is sent for JFC review.

If you have any questions, please let me know.

Thank you. Molly

Molly Ordway Paulger Human Resources Director Agency of Administration Department of Human Resources 144 State Street Montpelier, VT 05620-1701 (802)828-3517 molly.paulger@state.vt.us



Memorandum of Understanding Between Vermont Department of Public Safety and Vermont Criminal Justice Training Center

THIS MEMORANDUM OF UNDERSTANDING, made this _____ day of _____ 2008, by and between the Vermont Department of Public Safety ("DPS") and the Vermont Criminal Justice Training Council ("VCJTC").

Whereas VCJTC has the primary responsibility for providing training to Vermont Law Enforcement officers in the State of Vermont.

Whereas VCJT has the need to staff a motorcycle safety training grant though a position loan and VCJT and DPS have determined that the most efficient and effective way to address this need is through a position transfer.

Whereas DPS has agreed to transfer a vacant trooper position to VCJTC for the purpose of staffing the motorcycle safety training grant.

Whereas DPS and VCJTC wish to continue this arrangement on an annual basis subject to review and termination by either party.

NOW, THEREFORE, DPS and VCJTC agree as follows:

- 1. DPS position number 340370, Senior Trooper, pay grade 22, will be transferred to the VCJTC as a Training and Curriculum Development Coordinator, pay grade 22. The position will be transferred to VCJTC effective the date when ____?___("JFC") approves the Enforcement of Motorcycle Laws Grant.
- 2. Funding for the Training and Curriculum Development Coordinator position will be provided through the Enforcement of Motorcycle Laws Grant and will include salary, benefits and operating expenses attributable to the position.
- 3. This agreement shall continue for one calendar year from the effective date of the transfer and may be renewed upon agreement of the parties.

Signed:

Date:

Thomas R. Tremblay, Commissioner Department of Public Safety Signed: R.J. Elrick, Executive Director Vermont Criminal Justice Training Council

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Date:



http://www.iadlest.org

GEORGE GOTSCHALK President

Virginia Criminal Justice Services 202 East 9th Street Richmond, Virginia 23219 (804) 786-8001 Fax: (804) 786-0410 george.gotschalk@dpis.state.virginia.us

RAYMOND BEACH, JR. First Vice President

Michigan Commission on Law Enforcement Standards 7426 North Canal Road Lansing, Michigan 48913 (517) 322-1417 Fax: (517) 322-6439 beachr@michigan.gov

MICHAEL CREWS

Second Vice President Florida Department of Law Enforcement P.O. Box 1489 Tallahassee, Florida 32302-1489 (850) 410-8600 Fax: (850) 410-8606 mikecrews@fdle.state.fl.us

E. A. WESTFALL

Treasurer Iowa Law Enforcement Training Academy P.O. Box 130 Johnston, Iowa 50131-0130 (515) 242-5357 Fax: (515) 242-5471 Penny.Westfall@ilea.state.ia.us

LLOYD HALVORSON

Secretary Peace Officer Training Lake Region State College 1801 North College Drive Devils Lake, North Dakota 58301 (800) 443-1313 Iloyd.halvorson@lrsc.nodak.edu

PATRICK J. JUDGE Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828 Fax (517) 857-3826 pjudge@worldnet.att.net

International Association of Directors of Law Enforcement Standards and Training

P.O. Box 227, Van Meter, Iowa 50621

George Gotschalk, President International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, Michigan 49224

February 20, 2008

RJ Elrick, Executive Director Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Training for the Enforcement of Motorcycle Laws Grant Task Order Number: 0003 / Contract Number: DTNH22-07-D-00160

Dear Mr. Elrick,

Re:

It is my pleasure to advise you that the Vermont Criminal Justice Training Council (VCJTC) has been selected as the recipient of the "Enforcement of Motorcycle Laws" grant project. The VCJTC will manage the grant project as a sub grantee/contractor to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). The grant is for a three (3) year time frame, and the funding level is \$456,000.00, a \$152,000 award per year.

As discussed in the grant proposal, VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign Assistant Director June Kelly to the project as the Project Manager. Award documents will follow with work commencing immediately upon approval on your end followed by acceptance of the agreement. Congratulations and IADLEST looks forward to working with you.

Sincerely, terry B. Artull

George Gotschalk President IADLEST

Thomas Flaherty Northeast Region Connecticut Ph (230) 238-6505 Fax (230) 238-6643 thomase.flaherty@po.state.ct.us Thomas Jurkanin, Ph.D Central Region Illinois Ph (217) 785-5910 Fax (217) 524-5350 tom.jurkanin@llinois.gov Peggy Schaefer South Region North Carolina Ph (910) 525-4151 Fax (910) 525-5439 pschaefer@ncdoi.gov Mark E. Damitio Midwest Region Kansas Ph (620) 694-1532 Fax (620) 694-1420

mdamitio@kletc.org

Lyle Mann West Region Arizona Ph (602) 223-2514 Fax (602) 244-0477 LyleM@azpost.gov Patrick Bradley, JD Immediate Past President Maryland Ph (410) 875-3400 Fax (410) 875-3500 pbradley@dpscs.state.md

RECENTS

FEB 2 5 2008

V.C.J.T.C.



Criminal Justice Training Council Vermont Police Academy 317 Sanatorium Road Pittsford, VT 05763 www.vcjtc.state.vt.us

[phone] 802-483-6228 [fax] 802-483-2343 Office of the Executive Director

MAR 0 3 2008

February 29, 2008

Secretary Michael K. Smith Agency of Administration 109 State Street Montpelier VT 05609-0201

Re: Grant Acceptance Request

Secretary Smith,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the International Association of Directors of law Enforcement Standards and Training (IADLEST). The federal funds originate with NHTSA (National Highway Traffic Safety Administration) and are passed through an umbrella agreement to IADLEST.

This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle laws, the development and implementation of a "train-the-trainer" course structured around the new curriculum, and ultimately this curriculum will be used nationwide. This is a great opportunity for Vermont. We were selected for this project from a competitive application process!





I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,

luck 64 K.

R. J. Elrick Executive Director

State of Vermont Criminal Justice Training Council

Technical Response



International Association of Directors of Law Enforcement Standards & Training

Training for the Enforcement of Motorcycle Laws Grant

> Task Order Number: 0003 Contract Number: DTNH22-07-D-00160

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year October 31, 2007 to September 30, 2008

Organization Capacity

Vermont Criminal Justice Training Council (VCJTC) 317 Academy Road Pittsford, VT 05763

The mission of the Vermont Criminal Justice Training Council (VCJTC), also known as the Vermont Police Academy, is to establish rules, policies, regulations and standards for certification and training of law enforcement. The Council also serves as a resource to municipalities, counties, and the state to improve the quality of citizen protection. Established in 1971, we are a state agency that trains all state, county and local law enforcement.

VCJTC accomplishes its' mission by developing comprehensive programs to provide high quality criminal justice training in a cooperative, efficient and effective manner through proper utilization of modern technology and coordination of our facility. We provide an in-service training offerings and work to meet the continuing education needs of today's law enforcement.

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

Mr. Patrick Judge, IADLEST Executive Director shall serve as Project Manager. Ms. June F. Kelly will serve as Project Manager.

Project Staffing and Management

Overseeing the development and implementation of a training requires the dedication of a project manager that is responsible for day-to-day operations and oversight. Assuming knowledge of training for motorcycle safety and enforcement issues, this project manager also would have knowledge and experience in project management, quantitative and qualitative research, communications, and finance.

<u>Project Director:</u>	Patrick Judge, Executive Director International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, MI 49224 Office ph: (517) 857-3928 Fax no: (517) 857-3826 Email: <u>PJudge@world.att.net</u>
<u>Project Manager:</u>	June F. Kelly, Assistant Director VCJTC Office ph: (802) 483-6228 ext. 12 Fax no: (802) 483-2343 Email: <u>June.Kelly@state.vt.us</u>
Clerical/Fiscal Support:	Gail Billings, Accountant VCJTC Office ph: (802) 483-6228 ext. 10

Office ph: (802) 483-6228 ext. 10 Fax no: (802) 483-2343 Email: <u>Gail.Billings@state.vt.us</u>

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

In 2005, 4,553 motorcyclists were killed and an additional 87,000 were injured in traffic crashes in the United States – 13 percent more than the 4,028 motorcyclist fatalities and 14 percent more than the 76,000 motorcyclist injuries reported in 2004. This is the level last seen in 1986. Per vehicle mile traveled, motorcyclists are about 34 times more likely than passenger car occupants to die in a traffic crash. Per registered vehicle, the fatality rate for motorcyclists in 2004 was 4.8 times the fatality rate for passenger car occupants, yet motorcycles made up more than 2 percent of all registered vehicles in the United States in 2004 and accounted for only 0.3 percent of all vehicle miles traveled.

Almost half (41 percent) of the 1,051 motorcycle operators who died in single-vehicle crashes had BAC levels of .08 g/dl or higher. Nearly one out of four motorcycle operators (24 percent) involved in fatal crashes were operating the vehicle with an invalid license at the time of the collision. Whereas NHTSA estimates that helmets saved 1,546 motorcyclists' lives in 2005, 728 more could have been saved if all motorcyclists had worn helmets. In 2005, 34 percent of all motorcyclists involved in fatal crashes were speeding, compared to 26 percent for passenger car drivers, 25 percent for light-truck drivers, and 2 percent for large-truck drivers. The targets for the enforcement of motorcycle laws are clear: alcohol, licensing, helmets, and speed. However, motorcycles have some unique characteristics that may require some innovative solutions.

The law enforcement community may represent the most critical group of partners with the front-line capability of implementing strategies to address the drastic increases in motorcycle crashes and fatalities. First, law enforcement must be aware of the scope of the problem. Second, law enforcement should understand how their individual and collective capability can make an immediate impact.

Traditionally, officers have received inconsistent, little or no training on what to do in dealing with motorcyclists. Given the increasingly extreme performance capabilities of motorcycles, law enforcement officers, more than ever before, need policy and strategies that can be used as effective countermeasures and action plans to avoid a potential pursuit situation. They also need the confidence that their actions will be reinforced and supported by prosecutors and adjudicators. By working together, they can create an effective front to motorcycle-related violations.

PURPOSE

The purpose of this Project Order (PO) is to proactively enforce motorcycle traffic safety laws and regulations that allow officers to effectively enforce in a manner that avoids precipitating pursuit situations. The Grantee shall take the appropriate actions to promote State POST certification of the training and provide sufficient train-the-trainer sessions to assure that each NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

This PO between NHTSA and the Grantee serves to provide the financial and technical assistance to accomplish training programs for the enforcement of motorcycle laws designed to reduce the number of deaths and injuries that result from motorcycle related traffic crashes.

The Grantee, in cooperation with NHTSA, shall provide the leadership, expertise and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery of training in support of motorcycle laws and the associated publications, activities and technical assistance requirements.

The focus of this effort is to address legal and operational law enforcement training on motorcycle issues that consistent with appropriate International Association of Chiefs of Police (IACP) policy guidelines and applicable State POST training and certification guidelines.

The result of this effort will be a implementation of a training program for the enforcement of motorcycle laws that will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to safely and successfully conduct motorcycle law enforcement efforts, and, a train-the-trainer program designed to provide law enforcement trainers with the knowledge and skills necessary to deliver the training program for the enforcement of motorcycle laws at IADLEST member accredited law enforcement training academies, community colleges and universities.

Task 2 – Develop and Submit a Work Plan

Within 15 days after award, the Grantee shall submit in writing to the POM a draft Work Plan (WP) detailing how the Grantee intends to accomplish the tasks outlined in this PO. The draft WP shall include, but not be limited to the following:

- a. Each task outlined in Specific Requirements and Tasks.
- b. Each Milestone and Deliverable identified in Performance Deliverables and Milestones.
- c. A detailed work plan of how the Grantee intends to approach and complete the actions, tasks, milestones and deliverables identified and contained within this PO.
- d. Indicate timelines to accomplish each task outlined in Specific Requirements and Tasks.

Within 5 days after the Initial Project Meeting (Task 3), the COTR will either approve the WP or provide the Grantee PM consolidated written comments for revision.

Within 5 days after receiving written comments from the COTR, the Grantee shall submit a revised WP for COTR review, comment, and revision, or COTR approval.

Work to be Done

As we understand in the request for proposal, work will commence immediately upon acceptance of the agreement. The grant cooperative agreement period of the grant is from the designated start date to September 30, 2010, a three year commitment. Based on the motorcycle grant time line, VCJTC, as sub grantee would support the proposed three year period or as set forth cooperatively. Based on statement of work, we are willing to commit the necessary project manager, equipment and office space necessary in support of the grant. Our work will accomplish and satisfy the specification as described by the attached work project orders.

The VCJTC proposes to manage the grant project as a sub grantee to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign a staff member in a full-time capacity to the project. The proposed Project Manager is Assistant Director June Kelly.

Methodology

Goal - Reduce the number of motorcyclist killed or injured in traffic crashes in the United States through educating law enforcement and outreach.

Objectives -

- 1. Educate police on the scope of the problem, i.e., motorcycle traffic crashes.
- 2. Create awareness that individual and collective capability can make an immediate impact on motorcycle deaths and injuries.
- 3. Create a collaborative with the police community and the motorcycle safety training community.
- 4. Sharing with law enforcement the array of resources on motorcycle safety
- 5. Proactive enforcement of motorcycle safety laws
- 6. Reduction of police pursuits involving motorcyclists

<u>Year One (1)</u> –

Research and analyze extent of the problem.

- 1. Plan is to take a look at existing training programs through research of resources, consultants, and existing law enforcement training programs.
- 2. Based on NHTSA Uniform Guidelines for State Highway Safety Programs, each State should ensure that State and community safety programs include a law enforcement component. Find out which states are in compliance and based on the statement of work help to provide a policy and training component.
- 3. Data collection
- 4. Use of Technical assistance resources
- 5. Look at best way to assemble a focus group/subject matter expert group.

Technical Response - Training for the Enforcement of Motorcycle Laws

- 6. Contact key project personnel & expertise.
- 7. Establish collaboratives with those involved with motorcycle safety.
- 8. Look at copyright permissions on existing safety training literature, materials and curriculum.
- 9. Research state to state motorcycle laws or resources to find them.

Design/Develop

- 1. NB: In accordance with the National Highway Traffic Safety Administration Uniform Guidelines for State Highway Safety Programs, Highway Safety Program Guideline No. 3, Motorcycle Safety, subsection VII. Law Enforcement, states the following: Each State should ensure that State and community motorcycle safety programs include a law enforcement component. Each State should emphasize strongly the role played by law enforcement personnel in motorcycle safety. Essential components of that role include:
 - Developing knowledge of motorcycle crash situations, investigating crashes, and maintaining a reporting system that documents crash activity and supports problem identification and evaluation activities;
 - Providing communication and education support;
 - Providing training to law enforcement personnel in motorcycle safety, including how to identify impaired motorcycle operators and helmets that do not meet FMVSS 218; and
 - Establishing agency goals to support motorcycle safety.
- 2. NHTSA and IADLEST would be in a position to assist each State
- 3. Public, Information & Education materials for law enforcement
- 4. Model Policy development
- 5. Lesson Plan / curriculum

Years Two (2) & Three (3) -

Implement

- 1. Pilot Test Lesson Plan / curriculum
- 2. Conduct Train-the-Trainer
- 3. Public, Information & Education materials for law enforcement
- 4. Police and public outreach
- 5. Sharing Model Policy

Task 3 – Conduct Initial Project Meeting

Within 30 days after award, the Grantee shall meet with the COTR and TOM and other interested NHTSA staff to review and discuss the Grantee's draft WP. The meeting will be conducted at NHTSA Headquarters, Washington, D.C. The purpose of this meeting is to discuss the PO's objectives, Grantee's planned course of action to accomplish the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA, and resolve any differences between the Government's intent and the Grantee's approach. The intent of this meeting is to ensure that the Grantee and COTR have an agreed understanding of the objectives of the PO and how the Grantee will be accomplished them.

The Grantee's PM shall first conduct a briefing describing their planned approach. The Grantee shall be prepared with appropriate briefing materials. After the Grantee's prepared briefing, the Grantee and COTR, and other NHTSA staff, will discuss specific details of the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA. The Grantee shall allow two hours for this meeting.

If further revisions are needed, the Grantee shall submit a revised WP to the COTR within 5 days reflecting the agreed upon revisions for final approval by the COTR. Other than planning, the Grantee shall not perform any subsequent work or tasks prior to approval of the WP by the COTR.

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

At a minimum, the Grantee shall submit a Progress Report (PR) quarterly. The Grantee shall furnish one (1) copy to the CO and one (1) original PR to the COTR within 30 days following each reporting period. The COTR will provide the Grantee with a template for use when submitting the PR. The template shall

be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each PR shall include a narrative description of the following items:

- · Activities, milestones and deliverables accomplished during the reporting period.
- Funds expended during the reporting period, to include the amount of any Grantee in-kind contributions.
- Problems or delays encountered while conducting services during the reporting period.
- Identify specific actions, problems or delays the Grantee would like NHTSA to address.
- Identify activities, milestones and deliverables the Grantee plans to accomplish during the next reporting period.
- Requests for technical assistance during the reporting period.
- Preliminary or interim results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

Note: The Grantee shall be permitted to submit a claim for reimbursement each month, provided that an appropriate PR has been previously submitted or accompanies each claim for reimbursement for that period of time.

2) Annually.

The Grantee shall submit an annual PR. The Grantee shall furnish one (1) copy to the CO and one (1) original annual PR to the COTR within 30 days following the one year anniversary of the start of the PO. The COTR will provide the Grantee with a template for use when submitting the annual PR. The template shall be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each annual PR shall include a narrative description of the following items:

- · Summary of activities, task, milestones and deliverables accomplished during the fiscal year.
- Accounting of funds expended during the reporting period, to include the amount of any Grantee inkind contributions.
- Summary of problems or delays encountered while conducting services during the reporting period.
- Summary of results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

b. Draft Final Report.

No less than 30 days prior to the expiration of this PO, or, within 30 days of termination of this PO, the Grantee shall submit a draft Final Report (FR) to the COTR for review. The draft FR shall provide a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks.

Within 5 days after receipt, the COTR and appropriate NHTSA staff will review the draft FR for adequacy and provide consolidated comments to the Grantee.

c. Final Report.

Within 90 days after expiration or termination of this PO, the Grantee shall provide a FR presenting a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks. The Grantee may provide the FR electronically to the COTR, in addition to one (1) original (hard copy) to the CO and one (1) original (hard copy) to the COTR via an acceptable ground delivery service.

d. Required Format for Final Report.

NHTSA is required by law to submit all products/publications to the Government Printing Office (GPO) for printing. GPO has established guidelines for the preparation of all print materials that can be found in the GPO, "Best Practices for Preparing and Submitting Electronic Design and Prepress Files (GPO Publication 300.6)." This document is available at

www.gpo.gov/procurernent/ditsg/

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format. Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Office graphics programs, such as Microsoft Word, Excel, or PowerPoint are not acceptable for submittal to GPO.

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at http://www.accessboard.gov/secSO8/guide/i 194.22 .htm

Task 5 – Travel

The Grantee shall perform travel as required and necessary to complete the activities, tasks, milestones and deliverables outlined in this PO under the following guidelines. These guidelines include, but are not limited to the following:

- a. Not less than ten (10) days prior to travel, the Grantee shall notify the COTR of scheduled travel. Such notification may be submitted via electronic mail.
- b. The notification shall identify and contain the name of the traveler(s), a detailed statement of purpose, the destination and length of trip (for each traveler).
- c. Within ten (10) days after travel, the Grantee shall submit, upon request of the POM, a trip report providing details of the travel, including tasks performed/accomplished, meetings attended, persons contacted and other necessary details regarding the project. Other issues of interest to NHTSA shall be included in the report. If the COTR does not request a trip report, the Grantee shall include the trip report in the next PR.
- d. All Grantee travel shall be in compliance with the appropriate federal travel regulations.

Task 6 – Meetings Management

The Grantee is responsible for scheduling, convening and managing appropriate meetings as necessary to address relevant training for the enforcement of motorcycle laws issues for NHTSA, IADLEST, and allied law enforcement organizations and agencies across the country. The purpose of each meeting shall be to provide the leadership, expertise and organizational oversight necessary and appropriate for the development, implementation, promotion, maintenance, implementation, support and delivery of the training for motorcycle law enforcement and the associated publications, activities and technical assistance requirements relevant to the activities, task, milestones and deliverables identified under this PO.

Not less than 15 days prior to convening a meeting, the Grantee shall notify the COTR and TOM and provide a draft agenda identifying at a minimum the specific meeting purpose, proposed meeting activities, and, if appropriate, the proposed meeting presentation sessions and speakers. Within five (5) days of receipt, the COTR and TOM will either concur with the agenda or forward to the Grantee suggested revisions. The Grantee shall not distribute the agenda of any meeting prior to receiving COTR concurrence.

Within 30 days following the meeting adjournment, the Grantee shall provide the COTR and TOM a report that reflects the issues addressed and recommendation(s) for action on each issue or activity. Within five (5) days of receipt, the COTR and TOM will either concur with the report or forward to the Grantee suggested revisions. The Grantee shall not distribute the report of any meeting prior to receiving COTR concurrence.

Task 7 – Communication with the Membership, Law Enforcement Leaders and Colleagues

Each fiscal year, the Grantee shall inform IADLEST members and membership organizations of the PO scope of work, goals, progress, and outcomes. This may be accomplished by publishing a minimum of one article in the appropriate IADLEST newsletters or other written or electronic communications with the IADLEST membership,

member and allied organizations and colleagues.

The PM is responsible for keeping the Board of Directors of IADLEST and the Chair of appropriate IADLEST Committees informed of this PO and related activities. The PM shall accomplish this by providing the Board of Directors of IADLEST and the Chair of appropriate IACP Committees copies of all PRs relevant to this PO concurrent with the submission of subject PRs to the COTR.

Task 8 – Subject Matter Expert Working Group

The Grantee, in cooperation with NHTSA, shall convene as necessary an appropriate subject matter expert working group and provide the leadership and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery relevant to the enforcement of motorcycle laws.

The group shall address the following critical areas: impairment, licensing, (compliant) helmets, and speeding. The group shall address situations unique to the enforcement of motorcycle laws to include:

- Detection of impaired motorcyclists
- Including motorcyclists in National Crack Down
- Detection of non-compliant helmets
- Strategies to avoid pursuit situations
- Strategies used to deal with unlicensed riders at a traffic stop
- Equipment violations
- The involvement of motorcycle officers in public relations campaigns

Task 9 – Law Enforcement Motorcycle Training Program

The Grantee, in cooperation with NHTSA, shall create and promote an appropriate training program for the enforcement of motorcycle laws – consistent with IACP police guidelines and State POST training and certification – for law enforcement officers throughout the nation. This training program shall provide guidance for enforcement activities for law enforcement officers. The safety of motorcyclists, the public, and the officer shall be emphasized as being paramount to the total enforcement operations situation. The training for the enforcement of motorcycle laws shall be designed to provide law enforcement officers the knowledge and skills necessary to safely and successfully conduct motorcycle related enforcement activities that are consistent with appropriate IACP policy guidelines.

The Grantee shall convene appropriate training for the enforcement of motorcycle law program delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational enforcement issues on motorcycle laws that are consistent with appropriate IACP policy guidelines.

If required during development, the Grantee shall make recommendations for proposed revisions to the training program objectives and curriculum, participant-officer performance specifications and testing procedures.

Within 10 days of the initial development, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the enforcement of motorcycle law training program curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of the enforcement of motorcycle law program, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the training program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of the enforcement of motorcycle law offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 10 – Train-the-Trainers

The Grantee, in cooperation with NHTSA, shall promote and provide an appropriate enforcement of motorcycle

law train-the-trainers program designed to provide law enforcement trainers the knowledge and skills necessary to develop, implement and deliver the training for the enforcement of motorcycle law, as outlined in Task 9, for law enforcement officers throughout the nation. The result of this train-the-trainer effort will be a training program designed to provide a cadre of law enforcement trainers the knowledge and skills necessary to develop and deliver the training for the enforcement of motorcycle law program at IADLEST member accredited law enforcement training academies, community colleges and universities. The resulting training for the enforcement of motorcycle law programs will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to successfully conduct motorcycle law enforcement activities.

The Grantee shall convene appropriate train-the-trainer delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training for the enforcement of motorcycle law program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational older driver enforcement training issues that are consistent with appropriate IACP policy guidelines.

The Grantee shall make recommendations for consideration on issues relevant to the delivery of the train-thetrainer program, to include but not limited to proposed revisions to the program objectives and curriculum, participant-officer performance specifications and testing procedures, IADLEST membership organizations support, participation and administrative processes, and, participation-officer continuing education credits where applicable.

Within 10 days of the initial development or appropriate revisions, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the training for the enforcement of motorcycle law train-the-trainer curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of a train-the-trainer program offering, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the train-the-trainer program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of each train-the-trainer program offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 11 – Provide Technical Assistance

The Grantee shall provide technical assistance, as requested, with POM approval. The Grantee shall be required to submit the request in writing not less than 3 days prior to the commencement of the engagement. This submission shall include, but not be limited to, person(s) and/or agency(ies) requesting the technical assistance, traveler(s), purpose, location, and the intended accomplishments. In cases of exigent circumstances, the Grantee may notify the POM via telephone or electronic mail requesting approval. If the exigent request is approved by the POM, the Grantee shall submit the request in writing as outlined above to ensure accurate recordkeeping.

PERIOD OF PERFORMANCE

The period of performance for this PO is from the PO Award Date as shown on the face page through a scheduled completion date of September 30, 2010.

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

The following Deliverables (D) and Milestones (M) are significant in this project.

Item No.	Task No.	Milestone (M)/Deliverable (D)	Due Date	No. of Copies
1	1	Selection of project director and project manager.	August 13, 2007	Email
		Completed and signed grant applications due to IADLEST		IADLEST
1	1	Submit a letter designating the PD and PM (M)(D)	Within 10 days	2
			after award	
2	2	Submit draft WP (M)(D)	Within 15 days after	2

Technical Response - Training for the Enforcement of Motorcycle Laws

			award	
3	3	Conduct Initial Project Meeting (M)(D) at NHTSA –	Within 30 days after	N/A
		Washington DC	award	_
		The beginning of the Federal fiscal year.	October 1	
4	2	POM comments or approval of WP (M)(D)	Within 5 days after	N/A
			Initial Project	
			Meeting	
5	2	Submit revised WP	Within 5 days after	2
			receiving POM	
			comments	
6	4	Submit Progress Reports (M)(D)	Within 30 days of	2
Ũ		Quarterly Reports Due	reporting period	-
7	4	Submit annual Progress Reports (M)(D)	Within 30 days of the	2
,		Subinit annual i Togress Reports (III)(D)	end of the fiscal year	2
8	4	Submit claims for reimbursement (must be supported by	Within 30 days of	3
0		the appropriate Progress Report) (D)	reporting period	5
9	4	Submit "draft" Final Report (M)(D)	Within 30 days after	2
9	1	Subline dran Tinai Report (14)(D)	PO termination	2
10	4	Submit Final Report (M)(D)	Within 90 days after	2
10	4	Submit Final Report (M)(D)	PO termination	2
11		G_{-1} (t) T_{resc} (1) V_{-1} (t) (t)		. 1
11	5	Submit Travel Notification (D)	Not less than 10 days	1
10			prior to travel	
12	5	Submit Travel Report (D)	Within 10 days after	1
			POM request	
13	6	Submit Meeting notification and draft agenda (D)	Not less than 15 days	1
			prior to	
			commencement	
14	6	Submit Meeting report (D)	Within 30 days after	1
			meeting adjournment	
15	7	Submit article for IADLEST newsletter (M)(D)	Each fiscal year	1
16	7	Submit PRs to IADLEST Board of Directors and	With the submission	N/A
		appropriate Committee Chairs	of PRs to POM	
17	8	Convene SMEs (M)	As necessary	
18	9	Training Program curriculum and relevant associated	Within 10 days of	1
		documents submission (M)(D)	development or	
			revisions	
19	9	Training Program Pre-delivery report (M)(D)	Not less than 30 prior	1
			to delivery	
20	9	Training Program Post-delivery report (M)(D)	Within 10 days of	1
			training delivery	
21	10	Train-the-Trainer Program curriculum and relevant	Within 10 days of	1
		associated documents submission (M)(D)	development or	
			revisions	
22	10	Train-the-Trainer Program Pre-delivery report (M)(D)	Not less than 30 prior	1
			to delivery	-
23	10	Train-the-Trainer Program Post-delivery report (M)(D)	Within 10 days of	1
			training delivery	1
24	11	Submission of Technical Assistance request for POM	Not less than 4 days	1 .
24	11	Submission of Technical Assistance request for POM approval (M)(D)	Not less than 3 days prior to	1

B. Place of Delivery and Number of Copies

All deliverable items shall be furnished to the following addresses in the number of copies specified.

Item #	Address	# of Copies
1 – 24	TBD	1
	National Highway Traffic Safety Administration	
	Safety Countermeasures Division (NTI-121)	
Technical Resp	onse – Training for the Enforcement of Motorcycle Laws	•

400 Seventh Street, S.W., Suite 5130 Washington, D.C. 20590

Identify Key Project Personnel and Relevant Expertise

June Kelly, Project Manager VT Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763 (802) 483-6228 ext. 12

The following are an initial list of potential consultants, partnerships and other personnel that will be involved in the motorcycle project.

Paul Graves, Program Coordinator Vermont Rider Education Program VT DMV 120 State Street Montpelier, VT 05603-0001 (802) 828-2068 Paul.Graves@state.vt.us

Robert King, Motorcycle Safety VT Governor's Highway Safety Program

National Highway Traffic Safety Administration Safety Countermeasures Division (NTI-121) 400 Seventh Street, S.W., Suite 5130 Washington, DC 20590

IADLEST

International Association of Directors of Law Enforcement Standards and Training George Gotschalk, President Patrick Judge, Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828

Motorcycle Safety Foundation 2 Jenner Street, Suite 150 Irvine, CA 92618 http://www.msf-usa.org (800) 446-9227

National Association of State Motorcycle Safety Administrators SMSA Business Office 7881 S. Wellington Street Centennial, Colorado 80122-3193 (303) 797-2318 Fax: (303) 703-3569 SMSA.org

American Motorcyclist Association (AMA) 13515 Yarmouth Dr. Pickerington, Ohio 43147 (800) AMA-JOIN Fax: (614) 856-1920

Accountability for Expenditures

Expenditures will be reported monthly on prescribed forms for reimbursement. VCJTC will send an accounting of expenses to IADLEST for reimbursement. All Grants are approved by the State of Vermont and are managed through the state's accounting process. All grants are given a specific numeric identifier.

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

- 1. Course Feedback
- 2. Survey results
- 3. Updates to curriculum
- 4. Monitor Type and number of presentations,
- 5. Number of police participated,
- 6. Number of motorcyclist trained,
- 7. Reduction in injuries
- 8. Reduction in deaths
- 9. Measure various enforcement efforts, such as DUI
- 10. Number of tickets issued, i.e., helmet law violations, speeding, etc.
- 11. Public Education outreach
- 12. Document activities and linking these activities to the achievement of objectives.

From:	"Elrick, RJ" <rj.elrick@state.vt.us></rj.elrick@state.vt.us>	
То:	"Nathan Lavery" <nlavery@leg.state.vt.us></nlavery@leg.state.vt.us>	
Date:	6/18/2008 2:37 PM	
Subject:	RE: FW: Initial Questions/Requests from Join Fiscal	

Nathan,

The grant was written for a 36-month period. We have been working on moving it through the system since early Spring and still really don't know a start date. The yearly budgets are accurate for 12 month periods. We will spend approx. \$150K in the first 12 months once the project is underway. We will definitely have to recalculate how much in each given fiscal year, once we know when we can start. The total expenditures during the 36 months of the grant will remain as presented.

R. J. Elrick, Executive Director Vermont Criminal Justice Training Council Vermont Police Academy 317 Academy Road Pittsford VT 05763 Office: (802) 483-6228 Ext. 20 Fax: (802) 483-2343 Cell: (802) 342-0328 E-Mail: rj.elrick@state.vt.us Web: www.vcjtc.state.vt.us

-----Original Message-----From: Nathan Lavery [mailto:nlavery@leg.state.vt.us] Sent: Wednesday, June 18, 2008 2:32 PM To: Elrick, RJ Subject: Re: FW: Initial Questions/Requests from Join Fiscal

Hello Mr. Elrick,

Thank you for the additional information. I think these materials will provide the necessary information to circulate the grant among the JFC members.

However, I am a little confused as to the three budgets you attached. The FY07-08 budget seems to indicate spending roughly \$150,000 in FY08. As the grant will not be approved before the close of FY08, how is this possible?

Nathan Lavery Fiscal Analyst Legislative Joint Fiscal Office One Baldwin Street Montpelier VT 05633-5301 (802) 828-1488

Fiscal Year 2007-2008 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	ltem	Quantity	Estimated Total Costs	Category details - if needed
Personnel	Program Manager / Staff	1 Staff Position	\$68,500.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,300.00	
•			0	•
Management &	fADLEST Administration		\$12,160.00	Admin
Adminis trati ve			0	
Costs - IADLEST			0	
2000,0,000	Travel and Per Diem expenses		\$20,000.00	Travel
Travel/Per Diem			0	
			0	
Constitute Others	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies
Operating Expenses			0	
	Training – Delivery – Consultants	1	\$26,040.00	Training
Training	Contractual Services		0	
			0	
	Laptop computer, software	 I	\$3,000.00	Equipment
Equipment			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
		Total:	\$152,000.00	

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$68,500.00 represents gross annual wages of the project manager based on the current staff rate with an anticipated work step increase during the year of approximately one percent (1 %). The biweekly wage is \$2994.88, and the position has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The deductions are as follows: Social Security Taxes - \$195.41; Federal Taxes - \$408.28; Vermont Taxes - \$113.17; Medical Insurance - \$43.40; Retirement -\$86.93; Life Insurance \$3.02; VSEA Dues \$11.55. The \$5300.00 is an estimate cost of accounting/assistant/clerical support to manage this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend out of state and in-state events such as meetings, conferences to brief the following groups: NHTSA – Washington DC, IADLEST – Indianapolis Conference, IACP, NSA, SMSA and MSF. Also the travel involved others to trainings and travel for subject matter experts to bring focus group together as needed. This cost represents approximately 15 travel event for the year depending on the length of time, individual costs for air fare, lodging, meals, and registration fees, etc.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing and related office materials. Additionally other operating cost such as office costs, such as phone, faxes, clerical supplies, educational supplies, administrative items, subscriptions, and professional organization dues/fees.

Training

A training cost estimate of \$29,400.00 represents the start of training programs, training materials, consultants, and contractual training services.

Equipment

The equipment cost estimate is \$3,000.00 to cover one laptop computer with software such as Adobe printing software required by NHTSA for print materials proposed is for essential equipment to do presentations, progress reports, manuals, and training classes.

Fiscal Year 2008-2009 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	Item	Quantity	Estimated Total Costs	Category details – if needed
Personnel	Program Manager / Staff	1 Staff Position	\$70,555.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,460.00	
-			0	
Management &	IADLEST Administration		\$12,160.00	Admin
Administrative			0	
Costs - IADLEST		ĺ	0	
	Travel and Per Diem expenses		\$20,000.00	Travel
Travel/Per Diem			0	
			0	
	Phones, faxes, office supplies, postage.		\$17,000.00	Operating Expenses
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies
Operating Expenses			0	
	Training – Delivery – Consultants		\$25,585.00	Training
Training	Contractual Services		0	
			0	
	LCD projector		\$1,000.00	Equipment
Equipment	Portable screen		\$ 240.00	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			Ö	
		Total:	\$152.000.00	

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$70,555.00 represents gross annual wages. This is based on the current staff rate with the remainder of a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5460.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel involved others to trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$25,585.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

The equipment cost estimate is \$1240.00 to cover the cost of a LCD projector and portable screen to use for training.

Fiscal Year 2009-2010 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council Total Gran

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	ltem	Quantity	Estimated Total Costs	Category details – if neede	
Personnel	Program Manager / Staff	1 Staff Position	\$72,672.00	Personnel & Fringe	
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,624.00		
•			0		
Management &	i IADLEST Administration	:	\$12,160.00	Admin	
Administrative			0		
Costs - IADLEST			0		
	Travel and Per Diem expenses		\$18,328.00	Travel	
Travel/Per Diem			0		
			0		
	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses	
Supplies, Other	Copies, training materials, printing	· · · · · · · · · · · · · · · · · · ·	0	Supplies	
Operating Costs			0		
<u>.</u>	Training - Delivery - Consultants		\$26,216.00	Training	
Training	Contractual Services		0		
•			0		
	·	· · · · ·	0		
Equipment		•	0		
• •			0		
	·		0		
			0		
			0		
		· ·	0		
			0		
			0		
		Totali	\$152,000.00		
			*		

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$72,672.00 represents gross annual wages. This is based on the current staff rate with a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5624.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$18,328.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel for others involved in trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$26,216.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

No equipment requests this period.



MEMORANDUM

To: Representative Emmons, Corrections and Institutions Representative Lippert, Judiciary

From: Nathan Lavery

Date: June 19, 2008

Subject: JFO #2328 (Training for Enforcement of Motorcycle Laws)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed request and cover memo. They are requesting you provide them with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski Rep. Shap Smith Stephen Klein



MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: June 19, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on "Enforcement of Motorcycle Laws" and a training program to deliver the new curriculum across the country.

[*JFO received 06/18/08*]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; <u>nlavery@leg.state.vt.us</u> or Stephen Klein at 802/828-5769; <u>sklein@leg.state.vt.us</u>) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <u>July 3</u> we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner Linda Morse, Administrative Assistant R. J. Elrick, Executive Director



MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: June 19, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

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[*JFO received 06/18/08*]

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cc: James Reardon, Commissioner Linda Morse, Administrative Assistant R. J. Elrick, Executive Director

STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY:	Training for the Enforcement of Motorcycle Laws
DATE:	May 23, 2008
DEPARTMENT:	Criminal Justice Training Council
GRANT AMOUNT:	\$456,000
GRANT PERIOD:	May 1, 2008-March 30, 2011
GRANTOR/DONOR:	International Association of Directors of Law Enforcement Standards and Training

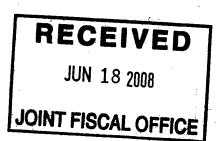
POSITIONS REQUESTED (LIMITED SERVICE): None. See comment below.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None.

COMMENTS: See attached email from Molly Paulger to Senator Bartlett and Representative Heath on temporary transfer of DPS position to CJTC for period of this grant.

DEPT. FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION: SENT TO JOINT FISCAL OFFICE:

1 5127108 7911 5/29/08 (INITIAL) (INITIAL)_ 6/17/08 (DATE)



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		REQ		FOR GRANT					FORM AA
				ditional sheets					(Rev. 9-9
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	Agency:	Cı	rimina	I Justice Train	ing Co	ouncil			
	Department:								
). P	Program:								
. L	egal Title of Grant:					t of Motorcycle Law	/S		
	ederal Catalog No.:			2-07 - D-00160		(NHTSA)			
i. G	Frantor and Office Address:				on of	Directors of Law Er	nforce	ment Standards and Trainin	g
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. G	irant Period:	En	om:	5/1/2008	To:	4/30/2011			
	urpose of Grant:			additional shee					· · · · · · · · · · · · · · · · · · ·
	his grant will fund the develop						. Furt	her, it will fund the develope	nent and delivery c
a	"Train the Trainer" to create a	a cadre of instru	uctors	for delivery of	the n	ew curriculum acros	ss the	country. The grant funds w	ill cover the salary
a	nd benefits of a staff member	at CJTC (for ba	ackfill	of duties) for a	three	e year period, as we	ell as c	perating expenses in conne	ection with the
	roject. (Exact grant period to I							,	(
. Ir	npact on Existing Programs	if Grant is no	t Acc	epted:				<u></u>	
N	one. This project will provide	a new curriculi	um to	enhance enfor	rceme	ent of motorcycle law	vs on	a national basis. Fully fund	ed by the National
Η	lighway Traffic Safety Adminis	tration (NHTSA	A), an	d passing throu	ugh th	e International Asso	ociatic	on of Directors of Law Enforce	cement Standards
a	nd Training (IADLEST), Verm	ont has the opp	<u>oortu</u> n	ity to develop	this pr	rogram for delivery a	across	the country.	
0. B	udget Information:		(1st	State FY)		(2nd State FY)		(3rd State FY)	
			F	Y 2008		FY 2009		FY 2010	
XPE	NDITURES:								
P	ersonal Services		\$	68,500.00	\$	70,555.00	\$ 7	72,672.00	
0	perating Expenses		\$	83,500.00	\$	81,445.00	\$ 7	79,328.00	
G	rants		\$_		\$		\$		
		TOTAL	\$	152,000.00	\$	152,000.00	\$ `	152,000.00	
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•	Cash		\$		\$		\$		
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	(Direct Costs)		\$	152,000.00	\$	152,000.00	\$	152,000.00	
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<u>0</u>	ther Funds:	•	•		•		•		
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Forn	n AA-1	Pag
11.	Will grant monies be spent by one	e or more personal service contracts?
	X YES	NO
	If YES, signature of appointing author	
	current guidelines on bidding.	Λ_{-}
	×	Quik
12a.	Please list any requested Limited	Service positions:
	Titles	Number of Positions
	L	
	TOTAL I	Positions 0
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12b.	Equipment and space for these po	ositions:
	Is presently available.	
	Can be obtained with available f	runds.
13.	Signature of Appointing Authority	
15.	Signature of Appointing Authority	
certi	ify that no funds have	K. Curk, 4/25/28
	expended or committed in	(Signature) (Da
	pation of Joint Fiscal	
	mittee approval of this grant.	Executive Director
		(Title)
14.	Action by Governor:	
14.	Action by Governor.	\sim \sim 11
ſ	Approved	Amurt 2 6/16/08
ł	Rejected	(Signature) (Da
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5.	Secretary of Administration:	
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	✓ Request to JFO	- Funda P Michael 5/30/08
L	Information to JFO	(Signature) (Da
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6.	Action by Joint Fiscal Committee:	(Dates)
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ŀ	Request to be placed on JFC ag Approved (not placed on agenda	
ŀ	Approved (not placed on agenda Approved by JFC	a 11 50 udys
ŀ	Rejected by JFC	
F	Approved by Legislature	
L		·····
		(Signature) (Da

Beatty, David

From:Paulger, MollySent:Friday, May 23, 2008 12:23 PMTo:Senatorbartlett@comcast.net; 'MPHeath@aol.com'Cc:McIntire, Linda; Elrick, RJ; Beatty, DavidSubject:Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

Thank you for taking the time to meet with me to discuss my plan to help VCJTC staff the Enforcement of Motorcycle Laws grant. To restate my plan:

Position number 340370, Senior Trooper – Station, pay grade 22, last filled 9/1/05, will be transferred to Vt. Criminal Justice Training Council as a Training and Curriculum Development Coordinator, pay grade 22.

The position will be transferred to VCJTC effective when the JFC approves the Enforcement of Motorcycle Laws grant. We will review the MOU each year of the grant, and renew the MOU if it makes sense. When the grant ends the trooper position will return to VSP.

David Beatty will include a copy of this email with the grant package when it is sent for JFC review.

If you have any questions, please let me know.

Thank you. Molly

ر :

Molly Ordway Paulger Human Resources Director Agency of Administration Department of Human Resources 144 State Street Montpelier, VT 05620-1701 (802)828-3517 molly.paulger@state.vt.us



Memorandum of Understanding Between Vermont Department of Public Safety and Vermont Criminal Justice Training Center

THIS MEMORANDUM OF UNDERSTANDING, made this _____ day of _____ 2008, by and between the Vermont Department of Public Safety ("DPS") and the Vermont Criminal Justice Training Council ("VCJTC").

Whereas VCJTC has the primary responsibility for providing training to Vermont Law Enforcement officers in the State of Vermont.

Whereas VCJT has the need to staff a motorcycle safety training grant though a position loan and VCJT and DPS have determined that the most efficient and effective way to address this need is through a position transfer.

Whereas DPS has agreed to transfer a vacant trooper position to VCJTC for the purpose of staffing the motorcycle safety training grant.

Whereas DPS and VCJTC wish to continue this arrangement on an annual basis subject to review and termination by either party.

NOW, THEREFORE, DPS and VCJTC agree as follows:

- 1. DPS position number 340370, Senior Trooper, pay grade 22, will be transferred to the VCJTC as a Training and Curriculum Development Coordinator, pay grade 22. The position will be transferred to VCJTC effective the date when ____?__("JFC") approves the Enforcement of Motorcycle Laws Grant.
- 2. Funding for the Training and Curriculum Development Coordinator position will be provided through the Enforcement of Motorcycle Laws Grant and will include salary, benefits and operating expenses attributable to the position.
- 3. This agreement shall continue for one calendar year from the effective date of the transfer and may be renewed upon agreement of the parties.

Signed: Date: ______ Thomas R. Tremblay, Commissioner

Department of Public Safety

Signed: R.J. Elrick, Executive Director Vermont Criminal Justice Training Council

Date:



http://www.iadlest.org

GEORGE GOTSCHALK President Virginia Criminal Justice Services 202 East 9th Street Richmond, Virginia 23219 (804) 786-8001 Fax: (804) 786-0410 george.gotschalk@dpjs.state.virginia.us

RAYMOND BEACH, JR. First Vice President

Michigan Commission on Law Enforcement Standards 7426 North Canal Road Lansing, Michigan 48913 (517) 322-1417 Fax: (517) 322-6439 beachr@michigan.gov

MICHAEL CREWS Second Vice President Florida Department of Law Enforcement P.O. Box 1489 Tallahassee, Florida 32302-1489 (850) 410-8600 Fax: (850) 410-8606 mikecrews@fdle.state.fl.us

E. A. WESTFALL

Treasurer Iowa Law Enforcement Training Academy P.O. Box 130 Johnston, Iowa 50131-0130 (515) 242-5357 Fax: (515) 242-5471 Penny.Westfall@ilea.state.ia.us

LLOYD HALVORSON Secretary

Peace Officer Training Lake Region State College 1801 North College Drive Devils Lake, North Dakota 58301 (800) 443-1313 Iloyd.halvorson@lrsc.nodak.edu

PATRICK J. JUDGE Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828 Fax (517) 857-3826 pjudge@worldnet.att.net

International Association of Directors of Law Enforcement Standards and Training

P.O. Box 227, Van Meter, Iowa 50621

George Gotschalk, President International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, Michigan 49224

February 20, 2008

RJ Elrick, Executive Director Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Re: Training for the Enforcement of Motorcycle Laws Grant Task Order Number: 0003 / Contract Number: DTNH22-07-D-00160

Dear Mr. Elrick,

It is my pleasure to advise you that the Vermont Criminal Justice Training Council (VCJTC) has been selected as the recipient of the "Enforcement of Motorcycle Laws" grant project. The VCJTC will manage the grant project as a sub grantee/contractor to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). The grant is for a three (3) year time frame, and the funding level is \$456,000.00, a \$152,000 award per year.

As discussed in the grant proposal, VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign Assistant Director June Kelly to the project as the Project Manager. Award documents will follow with work commencing immediately upon approval on your end followed by acceptance of the agreement. Congratulations and IADLEST looks forward to working with you.

Sincerely, tery B. Astullh

George Gotschalk President IADLEST

Thomas Flaherty Northeast Region Connecticut Ph (230) 238-6505 Fax (230) 238-6643 thomase.flaherty@po.state.ct.us Thomas Jurkanin, Ph.D Central Region Illinois Ph (217) 785-5910 Fax (217) 524-5350 tom.jurkanin@llinois.gov Peggy Schaefer South Region North Carolina Ph (910) 525-4151 Fax (910) 525-5439 pschaefer@ncdol.gov Mark E. Damitio Midwest Region Kansas Ph (620) 694-1532 Fax (620) 694-1420 mdamitio@kletc.org Lyle Mann West Region Arizona Ph (602) 223-2514 Fax (602) 244-0477 LyleM@azpost.gov Patrick Bradley, JD Immediate Past President Maryland Ph (410) 875-3400 Fax (410) 875-3500 pbradley@dpscs.state.md

RECEIVED

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V.C.J.T.C.



Criminal Justice Training Council Vermont Police Academy 317 Sanatorium Road Pittsford, VT 05763 **www.vcjtc.state.vt.us**

[phone] 802-483-6228 [fax] 802-483-2343 Office of the Executive Director

MAR 0 3 2008

February 29, 2008

Secretary Michael K. Smith Agency of Administration 109 State Street Montpelier VT 05609-0201

Re: Grant Acceptance Request

Secretary Smith,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the International Association of Directors of law Enforcement Standards and Training (IADLEST). The federal funds originate with NHTSA (National Highway Traffic Safety Administration) and are passed through an umbrella agreement to IADLEST.

This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle laws, the development and implementation of a "train-the-trainer" course structured around the new curriculum, and ultimately this curriculum will be used nationwide. This is a great opportunity for Vermont. We were selected for this project from a competitive application process!

RECD MAR 0 3 2008



I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,

uck

R. J. Elrick Executive Director

RECTI MAR 0 3 2008

State of Vermont Criminal Justice Training Council

Technical Response



International Association of Directors of Law Enforcement Standards & Training

Training for the Enforcement of Motorcycle Laws Grant

Task Order Number: 0003 Contract Number: DTNH22-07-D-00160

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year October 31, 2007 to September 30, 2008

Organization Capacity

Vermont Criminal Justice Training Council (VCJTC) 317 Academy Road Pittsford, VT 05763

The mission of the Vermont Criminal Justice Training Council (VCJTC), also known as the Vermont Police Academy, is to establish rules, policies, regulations and standards for certification and training of law enforcement. The Council also serves as a resource to municipalities, counties, and the state to improve the quality of citizen protection. Established in 1971, we are a state agency that trains all state, county and local law enforcement.

VCJTC accomplishes its' mission by developing comprehensive programs to provide high quality criminal justice training in a cooperative, efficient and effective manner through proper utilization of modern technology and coordination of our facility. We provide an in-service training offerings and work to meet the continuing education needs of today's law enforcement.

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

Mr. Patrick Judge, IADLEST Executive Director shall serve as Project Manager. Ms. June F. Kelly will serve as Project Manager.

Project Staffing and Management

Overseeing the development and implementation of a training requires the dedication of a project manager that is responsible for day-to-day operations and oversight. Assuming knowledge of training for motorcycle safety and enforcement issues, this project manager also would have knowledge and experience in project management, quantitative and qualitative research, communications, and finance.

<u>Project Director:</u>	Patrick Judge, Executive Director International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, MI 49224 Office ph: (517) 857-3928 Fax no: (517) 857-3826 Email: <u>PJudge@world.att.net</u>
<u>Project Manager:</u>	June F. Kelly, Assistant Director VCJTC Office ph: (802) 483-6228 ext. 12 Fax no: (802) 483-2343 Email: <u>June.Kelly@state.vt.us</u>
Clerical/Fiscal Support:	Gail Billings, Accountant VCJTC

Office ph: (802) 483-6228 ext. 10 Fax no: (802) 483-2343 Email: Gail.Billings@state.vt.us

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

In 2005, 4,553 motorcyclists were killed and an additional 87,000 were injured in traffic crashes in the United States – 13 percent more than the 4,028 motorcyclist fatalities and 14 percent more than the 76,000 motorcyclist injuries reported in 2004. This is the level last seen in 1986. Per vehicle mile traveled, motorcyclists are about 34 times more likely than passenger car occupants to die in a traffic crash. Per registered vehicle, the fatality rate for motorcyclists in 2004 was 4.8 times the fatality rate for passenger car occupants, yet motorcycles made up more than 2 percent of all registered vehicles in the United States in 2004 and accounted for only 0.3 percent of all vehicle miles traveled.

Almost half (41 percent) of the 1,051 motorcycle operators who died in single-vehicle crashes had BAC levels of .08 g/dl or higher. Nearly one out of four motorcycle operators (24 percent) involved in fatal crashes were operating the vehicle with an invalid license at the time of the collision. Whereas NHTSA estimates that helmets saved 1,546 motorcyclists' lives in 2005, 728 more could have been saved if all motorcyclists had worn helmets. In 2005, 34 percent of all motorcyclists involved in fatal crashes were speeding, compared to 26 percent for passenger car drivers, 25 percent for light-truck drivers, and 2 percent for large-truck drivers. The targets for the enforcement of motorcycle laws are clear: alcohol, licensing, helmets, and speed. However, motorcycles have some unique characteristics that may require some innovative solutions.

The law enforcement community may represent the most critical group of partners with the front-line capability of implementing strategies to address the drastic increases in motorcycle crashes and fatalities. First, law enforcement must be aware of the scope of the problem. Second, law enforcement should understand how their individual and collective capability can make an immediate impact.

Traditionally, officers have received inconsistent, little or no training on what to do in dealing with motorcyclists. Given the increasingly extreme performance capabilities of motorcycles, law enforcement officers, more than ever before, need policy and strategies that can be used as effective countermeasures and action plans to avoid a potential pursuit situation. They also need the confidence that their actions will be reinforced and supported by prosecutors and adjudicators. By working together, they can create an effective front to motorcycle-related violations.

PURPOSE

The purpose of this Project Order (PO) is to proactively enforce motorcycle traffic safety laws and regulations that allow officers to effectively enforce in a manner that avoids precipitating pursuit situations. The Grantee shall take the appropriate actions to promote State POST certification of the training and provide sufficient train-the-trainer sessions to assure that each NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

This PO between NHTSA and the Grantee serves to provide the financial and technical assistance to accomplish training programs for the enforcement of motorcycle laws designed to reduce the number of deaths and injuries that result from motorcycle related traffic crashes.

The Grantee, in cooperation with NHTSA, shall provide the leadership, expertise and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery of training in support of motorcycle laws and the associated publications, activities and technical assistance requirements.

The focus of this effort is to address legal and operational law enforcement training on motorcycle issues that consistent with appropriate International Association of Chiefs of Police (IACP) policy guidelines and applicable State POST training and certification guidelines.

The result of this effort will be a implementation of a training program for the enforcement of motorcycle laws that will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to safely and successfully conduct motorcycle law enforcement efforts, and, a train-the-trainer program designed to provide law enforcement trainers with the knowledge and skills necessary to deliver the training program for the enforcement of motorcycle laws at IADLEST member accredited law enforcement training academies, community colleges and universities.

Task 2 – Develop and Submit a Work Plan

Within 15 days after award, the Grantee shall submit in writing to the POM a draft Work Plan (WP) detailing how the Grantee intends to accomplish the tasks outlined in this PO. The draft WP shall include, but not be limited to the following:

- a. Each task outlined in Specific Requirements and Tasks.
- b. Each Milestone and Deliverable identified in Performance Deliverables and Milestones.
- c. A detailed work plan of how the Grantee intends to approach and complete the actions, tasks, milestones and deliverables identified and contained within this PO.
- d. Indicate timelines to accomplish each task outlined in Specific Requirements and Tasks.

Within 5 days after the Initial Project Meeting (Task 3), the COTR will either approve the WP or provide the Grantee PM consolidated written comments for revision.

Within 5 days after receiving written comments from the COTR, the Grantee shall submit a revised WP for COTR review, comment, and revision, or COTR approval.

Work to be Done

As we understand in the request for proposal, work will commence immediately upon acceptance of the agreement. The grant cooperative agreement period of the grant is from the designated start date to September 30, 2010, a three year commitment. Based on the motorcycle grant time line, VCJTC, as sub grantee would support the proposed three year period or as set forth cooperatively. Based on statement of work, we are willing to commit the necessary project manager, equipment and office space necessary in support of the grant. Our work will accomplish and satisfy the specification as described by the attached work project orders.

The VCJTC proposes to manage the grant project as a sub grantee to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign a staff member in a full-time capacity to the project. The proposed Project Manager is Assistant Director June Kelly.

<u>Methodology</u>

Goal - Reduce the number of motorcyclist killed or injured in traffic crashes in the United States through educating law enforcement and outreach.

Objectives -

- 1. Educate police on the scope of the problem, i.e., motorcycle traffic crashes.
- 2. Create awareness that individual and collective capability can make an immediate impact on motorcycle deaths and injuries.
- 3. Create a collaborative with the police community and the motorcycle safety training community.
- 4. Sharing with law enforcement the array of resources on motorcycle safety
- 5. Proactive enforcement of motorcycle safety laws
- 6. Reduction of police pursuits involving motorcyclists

<u>Year One (1)</u> -

Research and analyze extent of the problem.

- 1. Plan is to take a look at existing training programs through research of resources, consultants, and existing law enforcement training programs.
- 2. Based on NHTSA Uniform Guidelines for State Highway Safety Programs, each State should ensure that State and community safety programs include a law enforcement component. Find out which states are in compliance and based on the statement of work help to provide a policy and training component.
- 3. Data collection
- 4. Use of Technical assistance resources
- 5. Look at best way to assemble a focus group/subject matter expert group.

Technical Response - Training for the Enforcement of Motorcycle Laws

2

- 6. Contact key project personnel & expertise.
- 7. Establish collaboratives with those involved with motorcycle safety.
- 8. Look at copyright permissions on existing safety training literature, materials and curriculum.
- 9. Research state to state motorcycle laws or resources to find them.

Design/Develop

- 1. NB: In accordance with the National Highway Traffic Safety Administration Uniform Guidelines for State Highway Safety Programs, Highway Safety Program Guideline No. 3, Motorcycle Safety, subsection VII. Law Enforcement, states the following: Each State should ensure that State and community motorcycle safety programs include a law enforcement component. Each State should emphasize strongly the role played by law enforcement personnel in motorcycle safety. Essential components of that role include:
 - Developing knowledge of motorcycle crash situations, investigating crashes, and maintaining a reporting system that documents crash activity and supports problem identification and evaluation activities;
 - Providing communication and education support;
 - Providing training to law enforcement personnel in motorcycle safety, including how to identify impaired motorcycle operators and helmets that do not meet FMVSS 218; and
 - Establishing agency goals to support motorcycle safety.
- 2. NHTSA and IADLEST would be in a position to assist each State
- 3. Public, Information & Education materials for law enforcement
- 4. Model Policy development
- 5. Lesson Plan / curriculum

Years Two (2) & Three (3) -

Implement

- 1. Pilot Test Lesson Plan / curriculum
- 2. Conduct Train-the-Trainer
- 3. Public, Information & Education materials for law enforcement
- 4. Police and public outreach
- 5. Sharing Model Policy

Task 3 – Conduct Initial Project Meeting

Within 30 days after award, the Grantee shall meet with the COTR and TOM and other interested NHTSA staff to review and discuss the Grantee's draft WP. The meeting will be conducted at NHTSA Headquarters, Washington, D.C. The purpose of this meeting is to discuss the PO's objectives, Grantee's planned course of action to accomplish the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA, and resolve any differences between the Government's intent and the Grantee's approach. The intent of this meeting is to ensure that the Grantee and COTR have an agreed understanding of the objectives of the PO and how the Grantee will be accomplished them.

The Grantee's PM shall first conduct a briefing describing their planned approach. The Grantee shall be prepared with appropriate briefing materials. After the Grantee's prepared briefing, the Grantee and COTR, and other NHTSA staff, will discuss specific details of the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA. The Grantee shall allow two hours for this meeting.

If further revisions are needed, the Grantee shall submit a revised WP to the COTR within 5 days reflecting the agreed upon revisions for final approval by the COTR. Other than planning, the Grantee shall not perform any subsequent work or tasks prior to approval of the WP by the COTR.

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

At a minimum, the Grantee shall submit a Progress Report (PR) quarterly. The Grantee shall furnish one (1) copy to the CO and one (1) original PR to the COTR within 30 days following each reporting period. The COTR will provide the Grantee with a template for use when submitting the PR. The template shall

be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each PR shall include a narrative description of the following items:

- Activities, milestones and deliverables accomplished during the reporting period.
- Funds expended during the reporting period, to include the amount of any Grantee in-kind contributions.
- Problems or delays encountered while conducting services during the reporting period.
- Identify specific actions, problems or delays the Grantee would like NHTSA to address.
- Identify activities, milestones and deliverables the Grantee plans to accomplish during the next reporting period.
- Requests for technical assistance during the reporting period.
- Preliminary or interim results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

Note: The Grantee shall be permitted to submit a claim for reimbursement each month, provided that an appropriate PR has been previously submitted or accompanies each claim for reimbursement for that period of time.

2) Annually.

The Grantee shall submit an annual PR. The Grantee shall furnish one (1) copy to the CO and one (1) original annual PR to the COTR within 30 days following the one year anniversary of the start of the PO. The COTR will provide the Grantee with a template for use when submitting the annual PR. The template shall be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each annual PR shall include a narrative description of the following items:

- Summary of activities, task, milestones and deliverables accomplished during the fiscal year.
- Accounting of funds expended during the reporting period, to include the amount of any Grantee inkind contributions.
- Summary of problems or delays encountered while conducting services during the reporting period.
- Summary of results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

b. Draft Final Report.

No less than 30 days prior to the expiration of this PO, or, within 30 days of termination of this PO, the Grantee shall submit a draft Final Report (FR) to the COTR for review. The draft FR shall provide a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks.

Within 5 days after receipt, the COTR and appropriate NHTSA staff will review the draft FR for adequacy and provide consolidated comments to the Grantee.

c. Final Report.

Within 90 days after expiration or termination of this PO, the Grantee shall provide a FR presenting a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks. The Grantee may provide the FR electronically to the COTR, in addition to one (1) original (hard copy) to the CO and one (1) original (hard copy) to the COTR via an acceptable ground delivery service.

d. Required Format for Final Report.

NHTSA is required by law to submit all products/publications to the Government Printing Office (GPO) for printing. GPO has established guidelines for the preparation of all print materials that can be found in the GPO, "Best Practices for Preparing and Submitting Electronic Design and Prepress Files (GPO Publication 300.6)." This document is available at

www.gpo.gov/procurernent/ditsg/

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format. Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Office graphics programs, such as Microsoft Word, Excel, or PowerPoint are not acceptable for submittal to GPO.

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at http://www.accessboard.gov/secSO8/guide/i 194.22 .htm

Task 5 – Travel

The Grantee shall perform travel as required and necessary to complete the activities, tasks, milestones and deliverables outlined in this PO under the following guidelines. These guidelines include, but are not limited to the following:

- a. Not less than ten (10) days prior to travel, the Grantee shall notify the COTR of scheduled travel. Such notification may be submitted via electronic mail.
- b. The notification shall identify and contain the name of the traveler(s), a detailed statement of purpose, the destination and length of trip (for each traveler).
- c. Within ten (10) days after travel, the Grantee shall submit, upon request of the POM, a trip report providing details of the travel, including tasks performed/accomplished, meetings attended, persons contacted and other necessary details regarding the project. Other issues of interest to NHTSA shall be included in the report. If the COTR does not request a trip report, the Grantee shall include the trip report in the next PR.
- d. All Grantee travel shall be in compliance with the appropriate federal travel regulations.

Task 6 – Meetings Management

The Grantee is responsible for scheduling, convening and managing appropriate meetings as necessary to address relevant training for the enforcement of motorcycle laws issues for NHTSA, IADLEST, and allied law enforcement organizations and agencies across the country. The purpose of each meeting shall be to provide the leadership, expertise and organizational oversight necessary and appropriate for the development, implementation, promotion, maintenance, implementation, support and delivery of the training for motorcycle law enforcement and the associated publications, activities and technical assistance requirements relevant to the activities, task, milestones and deliverables identified under this PO.

Not less than 15 days prior to convening a meeting, the Grantee shall notify the COTR and TOM and provide a draft agenda identifying at a minimum the specific meeting purpose, proposed meeting activities, and, if appropriate, the proposed meeting presentation sessions and speakers. Within five (5) days of receipt, the COTR and TOM will either concur with the agenda or forward to the Grantee suggested revisions. The Grantee shall not distribute the agenda of any meeting prior to receiving COTR concurrence.

Within 30 days following the meeting adjournment, the Grantee shall provide the COTR and TOM a report that reflects the issues addressed and recommendation(s) for action on each issue or activity. Within five (5) days of receipt, the COTR and TOM will either concur with the report or forward to the Grantee suggested revisions. The Grantee shall not distribute the report of any meeting prior to receiving COTR concurrence.

Task 7 – Communication with the Membership, Law Enforcement Leaders and Colleagues

Each fiscal year, the Grantee shall inform IADLEST members and membership organizations of the PO scope of work, goals, progress, and outcomes. This may be accomplished by publishing a minimum of one article in the appropriate IADLEST newsletters or other written or electronic communications with the IADLEST membership,

member and allied organizations and colleagues.

The PM is responsible for keeping the Board of Directors of IADLEST and the Chair of appropriate IADLEST Committees informed of this PO and related activities. The PM shall accomplish this by providing the Board of Directors of IADLEST and the Chair of appropriate IACP Committees copies of all PRs relevant to this PO concurrent with the submission of subject PRs to the COTR.

Task 8 – Subject Matter Expert Working Group

The Grantee, in cooperation with NHTSA, shall convene as necessary an appropriate subject matter expert working group and provide the leadership and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery relevant to the enforcement of motorcycle laws.

The group shall address the following critical areas: impairment, licensing, (compliant) helmets, and speeding. The group shall address situations unique to the enforcement of motorcycle laws to include:

- Detection of impaired motorcyclists
- Including motorcyclists in National Crack Down
- Detection of non-compliant helmets
- Strategies to avoid pursuit situations
- Strategies used to deal with unlicensed riders at a traffic stop
- Equipment violations
- The involvement of motorcycle officers in public relations campaigns

Task 9 – Law Enforcement Motorcycle Training Program

The Grantee, in cooperation with NHTSA, shall create and promote an appropriate training program for the enforcement of motorcycle laws – consistent with IACP police guidelines and State POST training and certification – for law enforcement officers throughout the nation. This training program shall provide guidance for enforcement activities for law enforcement officers. The safety of motorcyclists, the public, and the officer shall be emphasized as being paramount to the total enforcement officers the knowledge and skills necessary to safely and successfully conduct motorcycle related enforcement activities that are consistent with appropriate IACP policy guidelines.

The Grantee shall convene appropriate training for the enforcement of motorcycle law program delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational enforcement issues on motorcycle laws that are consistent with appropriate IACP policy guidelines.

If required during development, the Grantee shall make recommendations for proposed revisions to the training program objectives and curriculum, participant-officer performance specifications and testing procedures.

Within 10 days of the initial development, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the enforcement of motorcycle law training program curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of the enforcement of motorcycle law program, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the training program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of the enforcement of motorcycle law offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 10 – Train-the-Trainers

The Grantee, in cooperation with NHTSA, shall promote and provide an appropriate enforcement of motorcycle

law train-the-trainers program designed to provide law enforcement trainers the knowledge and skills necessary to develop, implement and deliver the training for the enforcement of motorcycle law, as outlined in Task 9, for law enforcement officers throughout the nation. The result of this train-the-trainer effort will be a training program designed to provide a cadre of law enforcement trainers the knowledge and skills necessary to develop and deliver the training for the enforcement of motorcycle law program at IADLEST member accredited law enforcement training academies, community colleges and universities. The resulting training for the enforcement of motorcycle law programs will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to successfully conduct motorcycle law enforcement activities.

The Grantee shall convene appropriate train-the-trainer delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training for the enforcement of motorcycle law program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational older driver enforcement training issues that are consistent with appropriate IACP policy guidelines.

The Grantee shall make recommendations for consideration on issues relevant to the delivery of the train-thetrainer program, to include but not limited to proposed revisions to the program objectives and curriculum, participant-officer performance specifications and testing procedures, IADLEST membership organizations support, participation and administrative processes, and, participation-officer continuing education credits where applicable.

Within 10 days of the initial development or appropriate revisions, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the training for the enforcement of motorcycle law train-the-trainer curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of a train-the-trainer program offering, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the train-the-trainer program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of each train-the-trainer program offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 11 – Provide Technical Assistance

The Grantee shall provide technical assistance, as requested, with POM approval. The Grantee shall be required to submit the request in writing not less than 3 days prior to the commencement of the engagement. This submission shall include, but not be limited to, person(s) and/or agency(ies) requesting the technical assistance, traveler(s), purpose, location, and the intended accomplishments. In cases of exigent circumstances, the Grantee may notify the POM via telephone or electronic mail requesting approval. If the exigent request is approved by the POM, the Grantee shall submit the request in writing as outlined above to ensure accurate recordkeeping.

PERIOD OF PERFORMANCE

The period of performance for this PO is from the PO Award Date as shown on the face page through a scheduled completion date of September 30, 2010.

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

The following Deliverables (D) and Milestones (M) are significant in this project.

Item No.	Task No.	Milestone (M)/Deliverable (D)	Due Date	No. of Copies
1	1	Selection of project director and project manager. Completed and signed grant applications due to IADLEST	August 13, 2007	Email IADLEST
1	1	Submit a letter designating the PD and PM (M)(D)	Within 10 days after award	2
2	2	Submit draft WP (M)(D)	Within 15 days after	2

Technical Response - Training for the Enforcement of Motorcycle Laws

			award	
3	3	Conduct Initial Project Meeting (M)(D) at NHTSA –	Within 30 days after	N/A
		Washington DC	award	
		The beginning of the Federal fiscal year.	October 1	
4	2	POM comments or approval of WP (M)(D)	Within 5 days after	N/A
			Initial Project	
			Meeting	
5	2	Submit revised WP	Within 5 days after	2
			receiving POM	
			comments	
6	4	Submit Progress Reports (M)(D)	Within 30 days of	2
		Quarterly Reports Due	reporting period	
7	4	Submit annual Progress Reports (M)(D)	Within 30 days of the	2
			end of the fiscal year	
8	4	Submit claims for reimbursement (must be supported by	Within 30 days of	3
Ū		the appropriate Progress Report) (D)	reporting period	•
9	4	Submit "draft" Final Report (M)(D)	Within 30 days after	2
,			PO termination	2
10	4	Submit Final Report (M)(D)	Within 90 days after	2
10			PO termination	2
11	5	Submit Travel Notification (D)	Not less than 10 days	1
11		Submit Maver Normeation (D)	prior to travel	1
12	5	Submit Travel Report (D)	Within 10 days after	1
12		Subilit Have Report (D)	POM request	1
13	6	Submit Meeting notification and draft agenda (D)		1
15	0	Submit Meeting normeation and draft agenda (D)	Not less than 15 days	1
			prior to	
14		Out with Martine and (D)	commencement	1
14	6	Submit Meeting report (D)	Within 30 days after	1
			meeting adjournment	
15	7	Submit article for IADLEST newsletter (M)(D)	Each fiscal year	1
16	7	Submit PRs to IADLEST Board of Directors and	With the submission	N/A
		appropriate Committee Chairs	of PRs to POM	
17	8	Convene SMEs (M)	As necessary	
18	9	Training Program curriculum and relevant associated	Within 10 days of	1
		documents submission (M)(D)	development or	
			revisions	
19	9	Training Program Pre-delivery report (M)(D)	Not less than 30 prior	1
			to delivery	
20	9	Training Program Post-delivery report (M)(D)	Within 10 days of	1
			training delivery	
21	10	Train-the-Trainer Program curriculum and relevant	Within 10 days of	1
		associated documents submission (M)(D)	development or	
			revisions	
	10	Train-the-Trainer Program Pre-delivery report (M)(D)	Not less than 30 prior	1
22	1 10		to delivery	
22	10		io delivery	
22 23	10	Train-the-Trainer Program Post-delivery report (M)(D)	Within 10 days of	1
		Train-the-Trainer Program Post-delivery report (M)(D)	Within 10 days of	1
23	10		Within 10 days of training delivery	
· · · · · · · · · · · · · · · · · · ·		Train-the-Trainer Program Post-delivery report (M)(D) Submission of Technical Assistance request for POM approval (M)(D)	Within 10 days of	1

B. Place of Delivery and Number of Copies

· ,

All deliverable items shall be furnished to the following addresses in the number of copies specified.

Item #	Address	# of Copies
1 - 24	TBD	1
	National Highway Traffic Safety Administration	
	Safety Countermeasures Division (NTI-121)	
Technical Resp	onse – Training for the Enforcement of Motorcycle Laws	•

8

400 Seventh Street, S.W., Suite 5130 Washington, D.C. 20590

Identify Key Project Personnel and Relevant Expertise

June Kelly, Project Manager VT Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763 (802) 483-6228 ext. 12

The following are an initial list of potential consultants, partnerships and other personnel that will be involved in the motorcycle project.

Paul Graves, Program Coordinator Vermont Rider Education Program VT DMV 120 State Street Montpelier, VT 05603-0001 (802) 828-2068 Paul.Graves@state.vt.us

Robert King, Motorcycle Safety VT Governor's Highway Safety Program

National Highway Traffic Safety Administration Safety Countermeasures Division (NTI-121) 400 Seventh Street, S.W., Suite 5130 Washington, DC 20590

IADLEST International Association of Directors of Law Enforcement Standards and Training George Gotschalk, President Patrick Judge, Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828

Motorcycle Safety Foundation 2 Jenner Street, Suite 150 Irvine, CA 92618 http//www.msf-usa.org (800) 446-9227

National Association of State Motorcycle Safety Administrators SMSA Business Office 7881 S. Wellington Street Centennial, Colorado 80122-3193 (303) 797-2318 Fax: (303) 703-3569 SMSA.org

American Motorcyclist Association (AMA) 13515 Yarmouth Dr. Pickerington, Ohio 43147 (800) AMA-JOIN Fax: (614) 856-1920

Accountability for Expenditures

Expenditures will be reported monthly on prescribed forms for reimbursement. VCJTC will send an accounting of expenses to IADLEST for reimbursement. All Grants are approved by the State of Vermont and are managed through the state's accounting process. All grants are given a specific numeric identifier.

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

- 1. Course Feedback
- 2. Survey results
- 3. Updates to curriculum
- 4. Monitor Type and number of presentations,
- 5. Number of police participated,
- 6. Number of motorcyclist trained,
- 7. Reduction in injuries
- 8. Reduction in deaths
- 9. Measure various enforcement efforts, such as DUI
- 10. Number of tickets issued, i.e., helmet law violations, speeding, etc.
- 11. Public Education outreach
- 12. Document activities and linking these activities to the achievement of objectives.

Pag€

From:	"Elrick, RJ" <rj.elrick@state.vt.us></rj.elrick@state.vt.us>	
То:	"Nathan Lavery" <nlavery@leg.state.vt.us></nlavery@leg.state.vt.us>	
Date:	6/18/2008 2:37 PM	
Subject:	RE: FW: Initial Questions/Requests from Join Fiscal	

Nathan,

The grant was written for a 36-month period. We have been working on moving it through the system since early Spring and still really don't know a start date. The yearly budgets are accurate for 12 month periods. We will spend approx. \$150K in the first 12 months once the project is underway. We will definitely have to recalculate how much in each given fiscal year, once we know when we can start. The total expenditures during the 36 months of the grant will remain as presented.

R. J. Elrick, Executive Director Vermont Criminal Justice Training Council Vermont Police Academy 317 Academy Road Pittsford VT 05763 Office: (802) 483-6228 Ext. 20 Fax: (802) 483-2343 Cell: (802) 342-0328 E-Mail: rj.elrick@state.vt.us Web: www.vcjtc.state.vt.us

-----Original Message-----From: Nathan Lavery [mailto:nlavery@leg.state.vt.us] Sent: Wednesday, June 18, 2008 2:32 PM To: Elrick, RJ Subject: Re: FW: Initial Questions/Requests from Join Fiscal

Hello Mr. Elrick,

Thank you for the additional information. I think these materials will provide the necessary information to circulate the grant among the JFC members.

However, I am a little confused as to the three budgets you attached. The FY07-08 budget seems to indicate spending roughly \$150,000 in FY08. As the grant will not be approved before the close of FY08, how is this possible?

Nathan Lavery Fiscal Analyst Legislative Joint Fiscal Office One Baldwin Street Montpelier VT 05633-5301 (802) 828-1488

Fiscal Year 2007-2008 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	Item	Quantity	Estimated Total Costs	Category details – if needed
Personnel	Program Manager / Staff	1 Staff Position	\$68,500.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical	1	\$ 5,300.00	
-			0	•
Management &	IADLEST Administration		\$12.160.00	Admin
Administrative			0	
Costs - IADLEST			0	
	Travel and Per Diem expenses		\$20,000.00	Travel
Travel/Per Diem			0	
			0	
	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies
Operating Expenses			0	
	Training – Delivery – Consultants		\$26,040.00	Training
Training	Contractual Services		0	
			0	
	Laptop computer, software		\$3,000.00	Equipment
Equipment	· · · · · · · · · · · · · · · · · · ·		0	
			0	
			0	
			0	
			0	
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			0	
		1	0	
			0	
		Total:	\$152,0 00.00	

Budget narrative description

Personnel -- salary and benefits

The salary and benefits total of \$68,500.00 represents gross annual wages of the project manager based on the current staff rate with an anticipated work step increase during the year of approximately one percent (1 %). The biweekly wage is \$2994.88, and the position has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The deductions are as follows: Social Security Taxes - \$195.41; Federal Taxes - \$408.28; Vermont Taxes - \$113.17; Medical Insurance - \$43.40; Retirement -\$86.93; Life Insurance \$3.02; VSEA Dues \$11.55. The \$5300.00 is an estimate cost of accounting/assistant/clerical support to manage this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend out of state and in-state eventssuch as meetings, conferences to brief the following groups: NHTSA – Washington DC, IADLEST – Indianapolis Conference, IACP, NSA, SMSA and MSF. Also the travel involved others to trainings and travel for subject matter experts to bring focus group together as needed. This cost represents approximately 15 travel event for the year depending on the length of time, individual costs for air fare, lodging, meals, and registration fees, etc.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing and related office materials. Additionally other operating cost such as office costs, such as phone, faxes, clerical supplies, educational supplies, administrative items, subscriptions, and professional organization dues/fees.

Training

A training cost estimate of \$29,400.00 represents the start of training programs, training materials, consultants, and contractual training services.

Equipment

The equipment cost estimate is \$3,000.00 to cover one laptop computer with software such as Adobe printing software required by NHTSA for print materials proposed is for essential equipment to do presentations, progress reports, manuals, and training classes.

Fiscal Year 2008-2009 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	ltem	Quantity	Estimated Total Costs	Category details - if needed
Personnel	Program Manager / Staff	1 Staff Position	\$70,555.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,460.00	
			0	
Management &	ADLEST Administration	_	\$12,160.00	Admin
Administrative			00	
Costs - IADLEST	! !		0	
	Travel and Per Diem expenses		\$20,000.00	Travel
Travel/Per Diem			0	
			0	<u> </u>
Curreline Other	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies
operating Expenses			0	
	Training – Delivery – Consultants		\$25,585.00	Training
Training	Contractual Services		0	
		1	0	
	LCD projector		\$1,000.00	Equipment
Equipment	Portable screen		\$ 240.00	· · · · · · · · · · · · · · · · · · ·
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		1	0	
			0	
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			0	
			0	
		Total:	\$152,000.00	

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$70,555.00 represents gross annual wages. This is based on the current staff rate with the remainder of a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5460.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel involved others to trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$25,585.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

The equipment cost estimate is \$1240.00 to cover the cost of a LCD projector and portable screen to use for training.

Fiscal Year 2009-2010 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department:

Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	Item	Quantity	Estimated Total Costs	Category details – if needed
Personnel	Program Manager / Staff	1 Staff Position	\$72,672.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,624.00	
-			0	
Management &	IADLEST Administration	1	\$12.160.00	Admìn
Administrative			0	<u></u>
Costs - IADLEST			0	
	Travel and Per Diem expenses		\$18,328.00	Travel
Travel/Per Diem			0	
			0	
Comelia a Other	Phones, faxes, office supplies, postage.		\$17.000.00	Operating Expenses
Supplies, Other Operating Costs	Copies, training materials, printing	1	0	Supplies
operating costs			0	
	Training - Delivery - Consultants		\$26,216.00	Training
Training	Contractual Services		0	
			0	
U	· · · · · · · · · · · · · · · · · · ·		0	
Equipment	· · · ·		0	
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			Q,	
		Total:	\$152,000.00	

Budget narrative description

Personnel – salary and benefits

The salary and benefits total of \$72,672.00 represents gross annual wages. This is based on the current staff rate with a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5624.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$18,328.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel for others involved in trainings.

Supplies/Other Operating Expenses

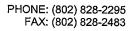
The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$26,216.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

No equipment requests this period.





STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: June 19, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on "Enforcement of Motorcycle Laws" and a training program to deliver the new curriculum across the country.

[*JFO received 06/18/08*]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; <u>nlavery@leg.state.vt.us</u> or Stephen Klein at 802/828-5769; <u>sklein@leg.state.vt.us</u>) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <u>July 3</u> we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner Linda Morse, Administrative Assistant R. J. Elrick, Executive Director

STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY:	Training for the Enforcement of Motorcycle Laws
DATE:	May 23, 2008
DEPARTMENT:	Criminal Justice Training Council
GRANT AMOUNT:	\$456,000
GRANT PERIOD:	May 1, 2008-March 30, 2011
GRANTOR/DONOR:	International Association of Directors of Law Enforcement Standards and Training

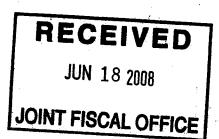
POSITIONS REQUESTED (LIMITED SERVICE): None. See comment below.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None.

COMMENTS: See attached email from Molly Paulger to Senator Bartlett and Representative Heath on temporary transfer of DPS position to CJTC for period of this grant.

DEPT. FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION: SENT TO JOINT FISCAL OFFICE:

(INITIAL)_	Je 5122108
(INITIAL)_	<u> 791 5/29/08</u>
(DATE) _	6/17/08





		:	STATE OF VER	MON	Т				
			T FOR GRANT					FORM AA-	
		(use a	dditional sheet	s as n	needed)			(Rev. 9-9)	
۱.	Agency:	Crimir	nal Justice Train	ina Ca	ouncil				
2.	Department:	Chinin		ing ot					
3.	Program:								
1 . '	Legal Title of Grant:	Traini	ng for the Enford	cemen	nt of Motorcycle Lav	vs			
5.	Federal Catalog No.:		22-07-D-00160		(NHTSA)				
5.	Grantor and Office Address:	Intern	ational Associat	ion of	Directors of Law Er	nforcerr	nent Standards and Tra	ining	
			Box 227						
		Van N	leter IA 50621						
•									
	Grant Period:	From:	5/1/2008	To:	4/30/2011				
	Purpose of Grant:		n additional shee			· · · · ·			
	This grant will fund the development of	of a curriculu	m on :"Enforcer	nent o	of Motorcycle Laws"	'. Furth	er, it will fund the deve	lopment and delivery o	
	a "Train the Trainer" to create a cadre	of instructo	rs for delivery of	the n	ew curriculum acros	ss the c	country. The grant fund	is will cover the salary	
	and benefits of a staff member at CJT	C (for backf	ill of duties) for a	a three	e year period, as we	ell as op	perating expenses in co	onnection with the	
	project. (Exact grant period to be dete				· · · · · · · · · · · · · · · · · · ·				
1.	Impact on Existing Programs if Gra				at a financia and a state				
	None. This project will provide a new		o ennance enfo		ent of motorcycle lav	ws on a	national basis. Fully f	unded by the National	
	Highway Traffic Safety Administration and Training (IADLEST), Vermont has	(IN⊟ I SA), a	inu passing thro	ugn th this pr	e international Ass	ociation	tor Directors of Law Ei	norcement Standards	
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EXF	PENDITURES:								
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	Operating Expenses	5	\$ 83,500.00	\$	81,445.00	\$ 79	9,328.00		
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Forr	m AA-1					Page 2		
1.	Will grant monies be spent by one XYES If YES, signature of appointing action current guidelines on bidding. X		NO					
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2a.	Please list any requested Limited Service positions:							
	Titles	2		Number of Pos	itions			
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		Positional						
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2b.	Equipment and space for these po Is presently available. Can be obtained with available f	·	\sim					
een ntic	Signature of Appointing Authority tify that no funds have n expended or committed in sipation of Joint Fiscal umittee approval of this grant.	(Signatur (Title)	Executive	uck Director	4/25/	08 (Date)		
4.	Action by Governor:	(Signatur	Amurt X	2	6/16/08	(Date)		
5.	Secretary of Administration:		<u> </u>	· · · · · · · · · · · · · · · · · · ·	<u>, </u>			
	Request to JFO	(Signatur	funda PM	licht	5/30/08	(Date)		
<u>.</u>	Action by Joint Fiscal Committee:	·		(Dates)				
	Request to be placed on JFC ag Approved (not placed on agenda Approved by JFC Rejected by JFC Approved by Legislature		5					
		(Signature	e)		- <u></u> .	(Date)		

Beatty, David

From:Paulger, MollySent:Friday, May 23, 2008 12:23 PMTo:Senatorbartlett@comcast.net; 'MPHeath@aol.com'Cc:McIntire, Linda; Elrick, RJ; Beatty, David

Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

Thank you for taking the time to meet with me to discuss my plan to help VCJTC staff the Enforcement of Motorcycle Laws grant. To restate my plan:

Position number 340370, Senior Trooper – Station, pay grade 22, last filled 9/1/05, will be transferred to Vt. Criminal Justice Training Council as a Training and Curriculum Development Coordinator, pay grade 22.

The position will be transferred to VCJTC effective when the JFC approves the Enforcement of Motorcycle Laws grant. We will review the MOU each year of the grant, and renew the MOU if it makes sense. When the grant ends the trooper position will return to VSP.

David Beatty will include a copy of this email with the grant package when it is sent for JFC review.

If you have any questions, please let me know.

Thank you. Molly

Molly Ordway Paulger Human Resources Director Agency of Administration Department of Human Resources 144 State Street Montpelier, VT 05620-1701 (802)828-3517 molly.paulger@state.vt.us

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Memorandum of Understanding Between Vermont Department of Public Safety and Vermont Criminal Justice Training Center

THIS MEMORANDUM OF UNDERSTANDING, made this _____ day of _____ 2008, by and between the Vermont Department of Public Safety ("DPS") and the Vermont Criminal Justice Training Council ("VCJTC").

Whereas VCJTC has the primary responsibility for providing training to Vermont Law Enforcement officers in the State of Vermont.

Whereas VCJT has the need to staff a motorcycle safety training grant though a position loan and VCJT and DPS have determined that the most efficient and effective way to address this need is through a position transfer.

Whereas DPS has agreed to transfer a vacant trooper position to VCJTC for the purpose of staffing the motorcycle safety training grant.

Whereas DPS and VCJTC wish to continue this arrangement on an annual basis subject to review and termination by either party.

NOW, THEREFORE, DPS and VCJTC agree as follows:

- 1. DPS position number 340370, Senior Trooper, pay grade 22, will be transferred to the VCJTC as a Training and Curriculum Development Coordinator, pay grade 22. The position will be transferred to VCJTC effective the date when ____?__("JFC") approves the Enforcement of Motorcycle Laws Grant.
- 2. Funding for the Training and Curriculum Development Coordinator position will be provided through the Enforcement of Motorcycle Laws Grant and will include salary, benefits and operating expenses attributable to the position.
- 3. This agreement shall continue for one calendar year from the effective date of the transfer and may be renewed upon agreement of the parties.

Signed: Date: ______ Thomas R. Tremblay, Commissioner

Department of Public Safety

Signed: R.J. Elrick, Executive Director Vermont Criminal Justice Training Council

Date:

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http://www.iadlest.org

GEORGE GOTSCHALK President Virginia Criminal Justice Services 202 East 9th Street Richmond, Virginia 23219 (804) 786-8001 Fax: (804) 786-0410 george.gotschalk@dpjs.state.virginia.us

RAYMOND BEACH, JR. First Vice President Michigan Commission on Law Enforcement Standards 7426 North Canal Road Lansing, Michigan 48913 (517) 322-1417 Fax: (517) 322-6439

beachr@michigan.gov MICHAEL CREWS Second Vice President Florida Department of Law Enforcement P.O. Box 1489 Tallahassee, Florida 32302-1489 (850) 410-8600 Fax: (850) 410-8606 mikecrews@fdle.state.fl.us

E. A. WESTFALL

Treasurer Iowa Law Enforcement Training Academy P.O. Box 130 Johnston, Iowa 50131-0130 (515) 242-5357 Fax: (515) 242-5471 Penny.Westfall@ilea.state.ia.us

LLOYD HALVORSON Secretary

Peace Officer Training Lake Region State College 1801 North College Drive Devils Lake, North Dakota 58301 (800) 443-1313 Iloyd.halvorson@Irsc.nodak.edu

PATRICK J. JUDGE Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828 Fax (517) 857-3826 pjudge@worldnet.att.net

International Association of Directors of Law Enforcement Standards and Training

P.O. Box 227, Van Meter, Iowa 50621

George Gotschalk, President International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, Michigan 49224

February 20, 2008

RJ Elrick, Executive Director Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Re: Training for the Enforcement of Motorcycle Laws Grant Task Order Number: 0003 / Contract Number: DTNH22-07-D-00160

Dear Mr. Elrick,

It is my pleasure to advise you that the Vermont Criminal Justice Training Council (VCJTC) has been selected as the recipient of the "Enforcement of Motorcycle Laws" grant project. The VCJTC will manage the grant project as a sub grantee/contractor to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). The grant is for a three (3) year time frame, and the funding level is \$456,000.00, a \$152,000 award per year.

As discussed in the grant proposal, VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign Assistant Director June Kelly to the project as the Project Manager. Award documents will follow with work commencing immediately upon approval on your end followed by acceptance of the agreement. Congratulations and IADLEST looks forward to working with you.

Sincerely, ery B. Astullh

George Gotschalk President IADLEST

Thomas Flaherty Northeast Region Connecticut Ph (230) 238-6505 Fax (230) 238-6643 thomase.flaherty@po.state.ct.us Thomas Jurkanin, Ph.D Central Region Illinois Ph (217) 785-5910 Fax (217) 524-5350 tom.jurkanin@Illinois.gov Peggy Schaefer South Region North Carolina Ph (910) 525-4151 Fax (910) 525-5439 pschaefer@ncdoi.gov Mark E. Damitio Midwest Region Kansas Ph (620) 694-1532 Fax (620) 694-1420 mdamitio@kletc.org

Lyle Mann West Region Arizona Ph (602) 223-2514 Fax (602) 244-0477 LyleM@azpost.gov Patrick Bradley, JD Immediate Past President Maryland Ph (410) 875-3400 Fax (410) 875-3500 pbradley@dpscs.state.md

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V.C.J.T.C.



Criminal Justice Training Council Vermont Police Academy 317 Sanatorium Road Pittsford, VT 05763 **www.vcjtc.state.vt.us**

[phone] 802-483-6228 [fax] 802-483-2343 Office of the Executive Director

MAR 0 3 2008

February 29, 2008

Secretary Michael K. Smith Agency of Administration 109 State Street Montpelier VT 05609-0201

Re: Grant Acceptance Request

Secretary Smith,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the International Association of Directors of law Enforcement Standards and Training (IADLEST). The federal funds originate with NHTSA (National Highway Traffic Safety Administration) and are passed through an umbrella agreement to IADLEST.

This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle laws, the development and implementation of a "train-the-trainer" course structured around the new curriculum, and ultimately this curriculum will be used nationwide. This is a great opportunity for Vermont. We were selected for this project from a competitive application process!

RECD MAR 0 3 2008



I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,

uck

R. J. Elrick Executive Director

RECTI MAR 0 3 2008

State of Vermont Criminal Justice Training Council

Technical Response



International Association of Directors of Law Enforcement Standards & Training

Training for the Enforcement of Motorcycle Laws Grant

Task Order Number: 0003 Contract Number: DTNH22-07-D-00160

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year October 31, 2007 to September 30, 2008

Organization Capacity

Vermont Criminal Justice Training Council (VCJTC) 317 Academy Road Pittsford, VT 05763

The mission of the Vermont Criminal Justice Training Council (VCJTC), also known as the Vermont Police Academy, is to establish rules, policies, regulations and standards for certification and training of law enforcement. The Council also serves as a resource to municipalities, counties, and the state to improve the quality of citizen protection. Established in 1971, we are a state agency that trains all state, county and local law enforcement.

VCJTC accomplishes its' mission by developing comprehensive programs to provide high quality criminal justice training in a cooperative, efficient and effective manner through proper utilization of modern technology and coordination of our facility. We provide an in-service training offerings and work to meet the continuing education needs of today's law enforcement.

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

Mr. Patrick Judge, IADLEST Executive Director shall serve as Project Manager. Ms. June F. Kelly will serve as Project Manager.

Project Staffing and Management

Overseeing the development and implementation of a training requires the dedication of a project manager that is responsible for day-to-day operations and oversight. Assuming knowledge of training for motorcycle safety and enforcement issues, this project manager also would have knowledge and experience in project management, quantitative and qualitative research, communications, and finance.

Project Director:	Patrick Judge, Executive Director International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, MI 49224 Office ph: (517) 857-3928 Fax no: (517) 857-3826 Email: <u>PJudge@world.att.net</u>
<u>Project Manager:</u>	June F. Kelly, Assistant Director VCJTC Office ph: (802) 483-6228 ext. 12 Fax no: (802) 483-2343 Email: <u>June.Kelly@state.vt.us</u>
Clerical/Fiscal Support:	Gail Billings, Accountant VCJTC

Office ph: (802) 483-6228 ext. 10 Fax no: (802) 483-2343 Email: Gail.Billings@state.vt.us

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

In 2005, 4,553 motorcyclists were killed and an additional 87,000 were injured in traffic crashes in the United States – 13 percent more than the 4,028 motorcyclist fatalities and 14 percent more than the 76,000 motorcyclist injuries reported in 2004. This is the level last seen in 1986. Per vehicle mile traveled, motorcyclists are about 34 times more likely than passenger car occupants to die in a traffic crash. Per registered vehicle, the fatality rate for motorcyclists in 2004 was 4.8 times the fatality rate for passenger car occupants, yet motorcycles made up more than 2 percent of all registered vehicles in the United States in 2004 and accounted for only 0.3 percent of all vehicle miles traveled.

Almost half (41 percent) of the 1,051 motorcycle operators who died in single-vehicle crashes had BAC levels of .08 g/dl or higher. Nearly one out of four motorcycle operators (24 percent) involved in fatal crashes were operating the vehicle with an invalid license at the time of the collision. Whereas NHTSA estimates that helmets saved 1,546 motorcyclists' lives in 2005, 728 more could have been saved if all motorcyclists had worn helmets. In 2005, 34 percent of all motorcyclists involved in fatal crashes were speeding, compared to 26 percent for passenger car drivers, 25 percent for light-truck drivers, and 2 percent for large-truck drivers. The targets for the enforcement of motorcycle laws are clear: alcohol, licensing, helmets, and speed. However, motorcycles have some unique characteristics that may require some innovative solutions.

The law enforcement community may represent the most critical group of partners with the front-line capability of implementing strategies to address the drastic increases in motorcycle crashes and fatalities. First, law enforcement must be aware of the scope of the problem. Second, law enforcement should understand how their individual and collective capability can make an immediate impact.

Traditionally, officers have received inconsistent, little or no training on what to do in dealing with motorcyclists. Given the increasingly extreme performance capabilities of motorcycles, law enforcement officers, more than ever before, need policy and strategies that can be used as effective countermeasures and action plans to avoid a potential pursuit situation. They also need the confidence that their actions will be reinforced and supported by prosecutors and adjudicators. By working together, they can create an effective front to motorcycle-related violations.

PURPOSE

The purpose of this Project Order (PO) is to proactively enforce motorcycle traffic safety laws and regulations that allow officers to effectively enforce in a manner that avoids precipitating pursuit situations. The Grantee shall take the appropriate actions to promote State POST certification of the training and provide sufficient train-the-trainer sessions to assure that each NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

This PO between NHTSA and the Grantee serves to provide the financial and technical assistance to accomplish training programs for the enforcement of motorcycle laws designed to reduce the number of deaths and injuries that result from motorcycle related traffic crashes.

The Grantee, in cooperation with NHTSA, shall provide the leadership, expertise and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery of training in support of motorcycle laws and the associated publications, activities and technical assistance requirements.

The focus of this effort is to address legal and operational law enforcement training on motorcycle issues that consistent with appropriate International Association of Chiefs of Police (IACP) policy guidelines and applicable State POST training and certification guidelines.

The result of this effort will be a implementation of a training program for the enforcement of motorcycle laws that will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to safely and successfully conduct motorcycle law enforcement efforts, and, a train-the-trainer program designed to provide law enforcement trainers with the knowledge and skills necessary to deliver the training program for the enforcement of motorcycle laws at IADLEST member accredited law enforcement training academies, community colleges and universities.

Task 2 – Develop and Submit a Work Plan

Within 15 days after award, the Grantee shall submit in writing to the POM a draft Work Plan (WP) detailing how the Grantee intends to accomplish the tasks outlined in this PO. The draft WP shall include, but not be limited to the following:

- a. Each task outlined in Specific Requirements and Tasks.
- b. Each Milestone and Deliverable identified in Performance Deliverables and Milestones.
- c. A detailed work plan of how the Grantee intends to approach and complete the actions, tasks, milestones and deliverables identified and contained within this PO.
- d. Indicate timelines to accomplish each task outlined in Specific Requirements and Tasks.

Within 5 days after the Initial Project Meeting (Task 3), the COTR will either approve the WP or provide the Grantee PM consolidated written comments for revision.

Within 5 days after receiving written comments from the COTR, the Grantee shall submit a revised WP for COTR review, comment, and revision, or COTR approval.

Work to be Done

As we understand in the request for proposal, work will commence immediately upon acceptance of the agreement. The grant cooperative agreement period of the grant is from the designated start date to September 30, 2010, a three year commitment. Based on the motorcycle grant time line, VCJTC, as sub grantee would support the proposed three year period or as set forth cooperatively. Based on statement of work, we are willing to commit the necessary project manager, equipment and office space necessary in support of the grant. Our work will accomplish and satisfy the specification as described by the attached work project orders.

The VCJTC proposes to manage the grant project as a sub grantee to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign a staff member in a full-time capacity to the project. The proposed Project Manager is Assistant Director June Kelly.

Methodology

Goal - Reduce the number of motorcyclist killed or injured in traffic crashes in the United States through educating law enforcement and outreach.

Objectives -

- 1. Educate police on the scope of the problem, i.e., motorcycle traffic crashes.
- 2. Create awareness that individual and collective capability can make an immediate impact on motorcycle deaths and injuries.
- 3. Create a collaborative with the police community and the motorcycle safety training community.
- 4. Sharing with law enforcement the array of resources on motorcycle safety
- 5. Proactive enforcement of motorcycle safety laws
- 6. Reduction of police pursuits involving motorcyclists

Year One (1) -

Research and analyze extent of the problem.

- 1. Plan is to take a look at existing training programs through research of resources, consultants, and existing law enforcement training programs.
- 2. Based on NHTSA Uniform Guidelines for State Highway Safety Programs, each State should ensure that State and community safety programs include a law enforcement component. Find out which states are in compliance and based on the statement of work help to provide a policy and training component.
- 3. Data collection
- 4. Use of Technical assistance resources
- 5. Look at best way to assemble a focus group/subject matter expert group.

Technical Response - Training for the Enforcement of Motorcycle Laws

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- 6. Contact key project personnel & expertise.
- 7. Establish collaboratives with those involved with motorcycle safety.
- 8. Look at copyright permissions on existing safety training literature, materials and curriculum.
- 9. Research state to state motorcycle laws or resources to find them.

Design/Develop

- 1. NB: In accordance with the National Highway Traffic Safety Administration Uniform Guidelines for State Highway Safety Programs, Highway Safety Program Guideline No. 3, Motorcycle Safety, subsection VII. Law Enforcement, states the following: Each State should ensure that State and community motorcycle safety programs include a law enforcement component. Each State should emphasize strongly the role played by law enforcement personnel in motorcycle safety. Essential components of that role include:
 - Developing knowledge of motorcycle crash situations, investigating crashes, and maintaining a reporting system that documents crash activity and supports problem identification and evaluation activities;
 - Providing communication and education support;
 - Providing training to law enforcement personnel in motorcycle safety, including how to identify impaired motorcycle operators and helmets that do not meet FMVSS 218; and
 - Establishing agency goals to support motorcycle safety.
- 2. NHTSA and IADLEST would be in a position to assist each State
- 3. Public, Information & Education materials for law enforcement
- 4. Model Policy development
- 5. Lesson Plan / curriculum

Years Two (2) & Three (3) -

Implement

- 1. Pilot Test Lesson Plan / curriculum
- 2. Conduct Train-the-Trainer
- 3. Public, Information & Education materials for law enforcement
- 4. Police and public outreach
- 5. Sharing Model Policy

Task 3 – Conduct Initial Project Meeting

Within 30 days after award, the Grantee shall meet with the COTR and TOM and other interested NHTSA staff to review and discuss the Grantee's draft WP. The meeting will be conducted at NHTSA Headquarters, Washington, D.C. The purpose of this meeting is to discuss the PO's objectives, Grantee's planned course of action to accomplish the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA, and resolve any differences between the Government's intent and the Grantee's approach. The intent of this meeting is to ensure that the Grantee and COTR have an agreed understanding of the objectives of the PO and how the Grantee will be accomplished them.

The Grantee's PM shall first conduct a briefing describing their planned approach. The Grantee shall be prepared with appropriate briefing materials. After the Grantee's prepared briefing, the Grantee and COTR, and other NHTSA staff, will discuss specific details of the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA. The Grantee shall allow two hours for this meeting.

If further revisions are needed, the Grantee shall submit a revised WP to the COTR within 5 days reflecting the agreed upon revisions for final approval by the COTR. Other than planning, the Grantee shall not perform any subsequent work or tasks prior to approval of the WP by the COTR.

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

At a minimum, the Grantee shall submit a Progress Report (PR) quarterly. The Grantee shall furnish one (1) copy to the CO and one (1) original PR to the COTR within 30 days following each reporting period. The COTR will provide the Grantee with a template for use when submitting the PR. The template shall

be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each PR shall include a narrative description of the following items:

- Activities, milestones and deliverables accomplished during the reporting period.
- Funds expended during the reporting period, to include the amount of any Grantee in-kind contributions.
- Problems or delays encountered while conducting services during the reporting period.
- Identify specific actions, problems or delays the Grantee would like NHTSA to address.
- Identify activities, milestones and deliverables the Grantee plans to accomplish during the next reporting period.
- Requests for technical assistance during the reporting period.
- Preliminary or interim results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

Note: The Grantee shall be permitted to submit a claim for reimbursement each month, provided that an appropriate PR has been previously submitted or accompanies each claim for reimbursement for that period of time.

2) Annually.

The Grantee shall submit an annual PR. The Grantee shall furnish one (1) copy to the CO and one (1) original annual PR to the COTR within 30 days following the one year anniversary of the start of the PO. The COTR will provide the Grantee with a template for use when submitting the annual PR. The template shall be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each annual PR shall include a narrative description of the following items:

- Summary of activities, task, milestones and deliverables accomplished during the fiscal year.
- Accounting of funds expended during the reporting period, to include the amount of any Grantee inkind contributions.
- Summary of problems or delays encountered while conducting services during the reporting period.
- Summary of results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

b. Draft Final Report.

No less than 30 days prior to the expiration of this PO, or, within 30 days of termination of this PO, the Grantee shall submit a draft Final Report (FR) to the COTR for review. The draft FR shall provide a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks.

Within 5 days after receipt, the COTR and appropriate NHTSA staff will review the draft FR for adequacy and provide consolidated comments to the Grantee.

c. Final Report.

Within 90 days after expiration or termination of this PO, the Grantee shall provide a FR presenting a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks. The Grantee may provide the FR electronically to the COTR, in addition to one (1) original (hard copy) to the CO and one (1) original (hard copy) to the COTR via an acceptable ground delivery service.

d. Required Format for Final Report.

NHTSA is required by law to submit all products/publications to the Government Printing Office (GPO) for printing. GPO has established guidelines for the preparation of all print materials that can be found in the GPO, "Best Practices for Preparing and Submitting Electronic Design and Prepress Files (GPO Publication 300.6)." This document is available at

www.gpo.gov/procurernent/ditsg/

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format. Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Office graphics programs, such as Microsoft Word, Excel, or PowerPoint are not acceptable for submittal to GPO.

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at http://www.accessboard.gov/secSO8/guide/i 194.22 .htm

Task 5 – Travel

The Grantee shall perform travel as required and necessary to complete the activities, tasks, milestones and deliverables outlined in this PO under the following guidelines. These guidelines include, but are not limited to the following:

- a. Not less than ten (10) days prior to travel, the Grantee shall notify the COTR of scheduled travel. Such notification may be submitted via electronic mail.
- b. The notification shall identify and contain the name of the traveler(s), a detailed statement of purpose, the destination and length of trip (for each traveler).
- c. Within ten (10) days after travel, the Grantee shall submit, upon request of the POM, a trip report providing details of the travel, including tasks performed/accomplished, meetings attended, persons contacted and other necessary details regarding the project. Other issues of interest to NHTSA shall be included in the report. If the COTR does not request a trip report, the Grantee shall include the trip report in the next PR.
- d. All Grantee travel shall be in compliance with the appropriate federal travel regulations.

Task 6 – Meetings Management

The Grantee is responsible for scheduling, convening and managing appropriate meetings as necessary to address relevant training for the enforcement of motorcycle laws issues for NHTSA, IADLEST, and allied law enforcement organizations and agencies across the country. The purpose of each meeting shall be to provide the leadership, expertise and organizational oversight necessary and appropriate for the development, implementation, promotion, maintenance, implementation, support and delivery of the training for motorcycle law enforcement and the associated publications, activities and technical assistance requirements relevant to the activities, task, milestones and deliverables identified under this PO.

Not less than 15 days prior to convening a meeting, the Grantee shall notify the COTR and TOM and provide a draft agenda identifying at a minimum the specific meeting purpose, proposed meeting activities, and, if appropriate, the proposed meeting presentation sessions and speakers. Within five (5) days of receipt, the COTR and TOM will either concur with the agenda or forward to the Grantee suggested revisions. The Grantee shall not distribute the agenda of any meeting prior to receiving COTR concurrence.

Within 30 days following the meeting adjournment, the Grantee shall provide the COTR and TOM a report that reflects the issues addressed and recommendation(s) for action on each issue or activity. Within five (5) days of receipt, the COTR and TOM will either concur with the report or forward to the Grantee suggested revisions. The Grantee shall not distribute the report of any meeting prior to receiving COTR concurrence.

Task 7 – Communication with the Membership, Law Enforcement Leaders and Colleagues

Each fiscal year, the Grantee shall inform IADLEST members and membership organizations of the PO scope of work, goals, progress, and outcomes. This may be accomplished by publishing a minimum of one article in the appropriate IADLEST newsletters or other written or electronic communications with the IADLEST membership,

member and allied organizations and colleagues.

The PM is responsible for keeping the Board of Directors of IADLEST and the Chair of appropriate IADLEST Committees informed of this PO and related activities. The PM shall accomplish this by providing the Board of Directors of IADLEST and the Chair of appropriate IACP Committees copies of all PRs relevant to this PO concurrent with the submission of subject PRs to the COTR.

Task 8 – Subject Matter Expert Working Group

The Grantee, in cooperation with NHTSA, shall convene as necessary an appropriate subject matter expert working group and provide the leadership and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery relevant to the enforcement of motorcycle laws.

The group shall address the following critical areas: impairment, licensing, (compliant) helmets, and speeding. The group shall address situations unique to the enforcement of motorcycle laws to include:

- Detection of impaired motorcyclists
- Including motorcyclists in National Crack Down
- Detection of non-compliant helmets
- Strategies to avoid pursuit situations
- Strategies used to deal with unlicensed riders at a traffic stop
- Equipment violations
- The involvement of motorcycle officers in public relations campaigns

Task 9 – Law Enforcement Motorcycle Training Program

The Grantee, in cooperation with NHTSA, shall create and promote an appropriate training program for the enforcement of motorcycle laws – consistent with IACP police guidelines and State POST training and certification – for law enforcement officers throughout the nation. This training program shall provide guidance for enforcement activities for law enforcement officers. The safety of motorcyclists, the public, and the officer shall be emphasized as being paramount to the total enforcement operations situation. The training for the enforcement of motorcycle laws shall be designed to provide law enforcement officers the knowledge and skills necessary to safely and successfully conduct motorcycle related enforcement activities that are consistent with appropriate IACP policy guidelines.

The Grantee shall convene appropriate training for the enforcement of motorcycle law program delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational enforcement issues on motorcycle laws that are consistent with appropriate IACP policy guidelines.

If required during development, the Grantee shall make recommendations for proposed revisions to the training program objectives and curriculum, participant-officer performance specifications and testing procedures.

Within 10 days of the initial development, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the enforcement of motorcycle law training program curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of the enforcement of motorcycle law program, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the training program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of the enforcement of motorcycle law offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 10 – Train-the-Trainers

The Grantee, in cooperation with NHTSA, shall promote and provide an appropriate enforcement of motorcycle

law train-the-trainers program designed to provide law enforcement trainers the knowledge and skills necessary to develop, implement and deliver the training for the enforcement of motorcycle law, as outlined in Task 9, for law enforcement officers throughout the nation. The result of this train-the-trainer effort will be a training program designed to provide a cadre of law enforcement trainers the knowledge and skills necessary to develop and deliver the training for the enforcement of motorcycle law program at IADLEST member accredited law enforcement training academies, community colleges and universities. The resulting training for the enforcement of motorcycle law programs will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to successfully conduct motorcycle law enforcement activities.

The Grantee shall convene appropriate train-the-trainer delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training for the enforcement of motorcycle law program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational older driver enforcement training issues that are consistent with appropriate IACP policy guidelines.

The Grantee shall make recommendations for consideration on issues relevant to the delivery of the train-thetrainer program, to include but not limited to proposed revisions to the program objectives and curriculum, participant-officer performance specifications and testing procedures, IADLEST membership organizations support, participation and administrative processes, and, participation-officer continuing education credits where applicable.

Within 10 days of the initial development or appropriate revisions, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the training for the enforcement of motorcycle law train-the-trainer curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of a train-the-trainer program offering, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the train-the-trainer program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of each train-the-trainer program offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 11 – Provide Technical Assistance

The Grantee shall provide technical assistance, as requested, with POM approval. The Grantee shall be required to submit the request in writing not less than 3 days prior to the commencement of the engagement. This submission shall include, but not be limited to, person(s) and/or agency(ies) requesting the technical assistance, traveler(s), purpose, location, and the intended accomplishments. In cases of exigent circumstances, the Grantee may notify the POM via telephone or electronic mail requesting approval. If the exigent request is approved by the POM, the Grantee shall submit the request in writing as outlined above to ensure accurate recordkeeping.

PERIOD OF PERFORMANCE

The period of performance for this PO is from the PO Award Date as shown on the face page through a scheduled completion date of September 30, 2010.

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

The following Deliverables (D) and Milestones (M) are significant in this project.

Item No.	Task No.	Milestone (M)/Deliverable (D)	Due Date	No. of Copies
1	1	Selection of project director and project manager. Completed and signed grant applications due to IADLEST	August 13, 2007	Email IADLEST
1	1	Submit a letter designating the PD and PM (M)(D)	Within 10 days after award	2
2	2	Submit draft WP (M)(D)	Within 15 days after	2

Technical Response - Training for the Enforcement of Motorcycle Laws

			award	
3	3	Conduct Initial Project Meeting (M)(D) at NHTSA –	Within 30 days after	N/A
		Washington DC	award	
		The beginning of the Federal fiscal year.	October 1	
4	2	POM comments or approval of WP $(M)(D)$	Within 5 days after	N/A
			Initial Project	
			Meeting	
5	2	Submit revised WP	Within 5 days after	2
			receiving POM	
			comments	
6	4	Submit Progress Reports (M)(D)	Within 30 days of	2
		Quarterly Reports Due	reporting period	
7	4	Submit annual Progress Reports (M)(D)	Within 30 days of the	2
			end of the fiscal year	
8	4	Submit claims for reimbursement (must be supported by	Within 30 days of	3
		the appropriate Progress Report) (D)	reporting period	
9	4	Submit "draft" Final Report (M)(D)	Within 30 days after	2
			PO termination	
10	4	Submit Final Report (M)(D)	Within 90 days after	2
			PO termination	
11	5	Submit Travel Notification (D)	Not less than 10 days	1
			prior to travel	
12	5	Submit Travel Report (D)	Within 10 days after	1
			POM request	
13	6	Submit Meeting notification and draft agenda (D)	Not less than 15 days	1
			prior to	
			commencement	
14	- 6-	Submit Meeting report (D)	Within 30 days after	1 .
			meeting adjournment	
15	7	Submit article for IADLEST newsletter (M)(D)	Each fiscal year	1
16	7	Submit PRs to IADLEST Board of Directors and	With the submission	N/A
	1.	appropriate Committee Chairs	of PRs to POM	
17	8	Convene SMEs (M)	As necessary	
18	9	Training Program curriculum and relevant associated	Within 10 days of	1
		documents submission (M)(D)	development or	
			revisions	
19	9	Training Program Pre-delivery report (M)(D)	Not less than 30 prior	1,
			to delivery	- •
20	9	Training Program Post-delivery report (M)(D)	Within 10 days of	1
			training delivery	
21	10	Train-the-Trainer Program curriculum and relevant	Within 10 days of	1
		associated documents submission (M)(D)	development or	
			revisions	
22	10	Train-the-Trainer Program Pre-delivery report (M)(D)	Not less than 30 prior	1
			to delivery	-
23	10	Train-the-Trainer Program Post-delivery report (M)(D)	Within 10 days of	1
			training delivery	-
		Culturing of Training Activity of C DOD 5		1
24	11	+ Submission of Lechnical Assistance request for POM	I INOULESS LITATING AVS	
24	11	Submission of Technical Assistance request for POM approval (M)(D)	Not less than 3 days prior to	1

B. Place of Delivery and Number of Copies

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All deliverable items shall be furnished to the following addresses in the number of copies specified.

Item #	Address	# of Copies
1 - 24	TBD	1
	National Highway Traffic Safety Administration	
	Safety Countermeasures Division (NTI-121)	
Technical Resp	onse – Training for the Enforcement of Motorcycle Laws	I

400 Seventh Street, S.W., Suite 5130 Washington, D.C. 20590

Identify Key Project Personnel and Relevant Expertise

June Kelly, Project Manager VT Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763 (802) 483-6228 ext. 12

The following are an initial list of potential consultants, partnerships and other personnel that will be involved in the motorcycle project.

Paul Graves, Program Coordinator Vermont Rider Education Program VT DMV 120 State Street Montpelier, VT 05603-0001 (802) 828-2068 Paul.Graves@state.vt.us

Robert King, Motorcycle Safety VT Governor's Highway Safety Program

National Highway Traffic Safety Administration Safety Countermeasures Division (NTI-121) 400 Seventh Street, S.W., Suite 5130 Washington, DC 20590

IADLEST

International Association of Directors of Law Enforcement Standards and Training George Gotschalk, President Patrick Judge, Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828

Motorcycle Safety Foundation 2 Jenner Street, Suite 150 Irvine, CA 92618 http://www.msf-usa.org (800) 446-9227

National Association of State Motorcycle Safety Administrators SMSA Business Office 7881 S. Wellington Street Centennial, Colorado 80122-3193 (303) 797-2318 Fax: (303) 703-3569 SMSA.org

American Motorcyclist Association (AMA) 13515 Yarmouth Dr. Pickerington, Ohio 43147 (800) AMA-JOIN Fax: (614) 856-1920

Accountability for Expenditures

Expenditures will be reported monthly on prescribed forms for reimbursement. VCJTC will send an accounting of expenses to IADLEST for reimbursement. All Grants are approved by the State of Vermont and are managed through the state's accounting process. All grants are given a specific numeric identifier.

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

- 1. Course Feedback
- 2. Survey results
- 3. Updates to curriculum
- 4. Monitor Type and number of presentations,
- 5. Number of police participated,
- 6. Number of motorcyclist trained,
- 7. Reduction in injuries
- 8. Reduction in deaths
- 9. Measure various enforcement efforts, such as DUI
- 10. Number of tickets issued, i.e., helmet law violations, speeding, etc.
- 11. Public Education outreach
- 12. Document activities and linking these activities to the achievement of objectives.

From:	"Elrick, RJ" <rj.elrick@state.vt.us></rj.elrick@state.vt.us>
To:	"Nathan Lavery" <nlavery@leg.state.vt.us></nlavery@leg.state.vt.us>
Date:	6/18/2008 2:37 PM
Subject:	RE: FW: Initial Questions/Requests from Join Fiscal

Nathan,

The grant was written for a 36-month period. We have been working on moving it through the system since early Spring and still really don't know a start date. The yearly budgets are accurate for 12 month periods. We will spend approx. \$150K in the first 12 months once the project is underway. We will definitely have to recalculate how much in each given fiscal year, once we know when we can start. The total expenditures during the 36 months of the grant will remain as presented.

R. J. Elrick, Executive Director Vermont Criminal Justice Training Council Vermont Police Academy 317 Academy Road Pittsford VT 05763 Office: (802) 483-6228 Ext. 20 Fax: (802) 483-2343 Cell: (802) 342-0328 E-Mail: rj.elrick@state.vt.us Web: www.vcjtc.state.vt.us

-----Original Message-----From: Nathan Lavery [mailto:nlavery@leg.state.vt.us] Sent: Wednesday, June 18, 2008 2:32 PM To: Elrick, RJ Subject: Re: FW: Initial Questions/Requests from Join Fiscal

Hello Mr. Elrick,

Thank you for the additional information. I think these materials will provide the necessary information to circulate the grant among the JFC members.

However, I am a little confused as to the three budgets you attached. The FY07-08 budget seems to indicate spending roughly \$150,000 in FY08. As the grant will not be approved before the close of FY08, how is this possible?

Nathan Lavery Fiscal Analyst Legislative Joint Fiscal Office One Baldwin Street Montpelier VT 05633-5301 (802) 828-1488

Fiscal Year 2007-2008 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council Total

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	Item	Quantity	Estimated Total Costs	Category details if needed	
Personnel	Program Manager / Staff	1 Staff Position	\$68,500.00	Personnel & Fringe	
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,300.00		
			0	•	
Management &	IADLEST Administration	_	\$12,160.00	Admin	
Administrative			0	1	
Costs - IADLEST			0	1	
	Travel and Per Diem expenses		\$20,000.00	Travel	
Travel/Per Diem			0		
			0	_	
Currling Other	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses	
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies	
Operating Expenses		i i i i i i i i i i i i i i i i i i i	0		
	Training – Delivery – Consultants	1	\$26,040.00	Training	
Training	Contractual Services		0		
			0		
	Laptop computer, softwåre		\$3.000.00	Equipment	
Equipment			0		
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		Total:	\$152,000.00		

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$68,500.00 represents gross annual wages of the project manager based on the current staff rate with an anticipated work step increase during the year of approximately one percent (1 %). The biweekly wage is \$2994.88, and the position has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The deductions are as follows: Social Security Taxes - \$195.41; Federal Taxes - \$408.28; Vermont Taxes - \$113.17; Medical Insurance - \$43.40; Retirement -\$86.93; Life Insurance \$3.02; VSEA Dues \$11.55. The \$5300.00 is an estimate cost of accounting/assistant/clerical support to manage this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend out of state and in-state events such as meetings, conferences to brief the following groups: NHTSA – Washington DC, IADLEST – Indianapolis Conference, IACP, NSA, SMSA and MSF. Also the travel involved others to trainings and travel for subject matter experts to bring focus group together as needed. This cost represents approximately 15 travel event for the year depending on the length of time, individual costs for air fare, lodging, meals, and registration fees, etc.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing and related office materials. Additionally other operating cost such as office costs, such as phone, faxes, clerical supplies, educational supplies, administrative items, subscriptions, and professional organization dues/fees.

Training

A training cost estimate of \$29,400.00 represents the start of training programs, training materials, consultants, and contractual training services.

Equipment

The equipment cost estimate is \$3,000.00 to cover one laptop computer with software such as Adobe printing software required by NHTSA for print materials proposed is for essential equipment to do presentations, progress reports, manuals, and training classes.

Fiscal Year 2008-2009 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	ltem	Quantity	Estimated Total Costs	Category details – if needed	
Personnel	Program Manager / Staff	1 Staff Position	\$70,555.00	Personnel & Fringe	
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,460.00		
-	· ·		0		
Management &	IADLEST Administration	8	\$12,160.00	Admin	
Administrative			0		
Costs - IADLEST			0	2004	
	Travel and Per Diem expenses		\$20,000.00	Travel	
Travel/Per Diem			0		
			0		
· · · · · · · · · · · · · · · ·	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses	
Supplies, Other Operating Expenses	copies, training materials, printing	F.	0	Supplies	
Operating Expenses			0		
	Training – Delivery – Consultants		\$25,585.00	Training	
Training	Contractual Services		0		
	······		0		
	LCD projector		\$1,000.00	Equipment	
Equipment	Portable screen		\$ 240.00		
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			\$152,000.00		

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$70,555.00 represents gross annual wages. This is based on the current staff rate with the remainder of a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5460.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend several meetings, conferences of to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel involved others to trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$25,585.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

The equipment cost estimate is \$1240.00 to cover the cost of a LCD projector and portable screen to use for training.

Fiscal Year 2009-2010 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department:

Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	Item	Quantity	Estimated Total Costs	Category details – if neede
Personnel	Program Manager / Staff	1 Staff Position	\$72,672.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,624.00	
		1	0	
Management &	IADLEST Administration		\$12,160.00	Admin
Administrative			0	
Costs - IADLEST			0	
	Travel and Per Diem expenses		\$18,328.00	Travel
Travel/Per Diem			0	
			0	
Supplies, Other	Phones, faxes, office supplies, postage,		\$17.000.00	* Operating Expenses
Operating Costs	Copies, training materials, printing		0	Supplies
operating costs	£	ŝ	0	
	Training – Delivery - Consultants		\$26,216.00	Training
Training	Contractual Services		0	
			0	
	~ 	sr	0	
Equipment			0	
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			0	
			0	
		Total:	\$152,000.00	

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$72,672.00 represents gross annual wages. This is based on the current staff rate with a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5624.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$18,328.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel for others involved in trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$26,216.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

No equipment requests this period.



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: June 19, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on "Enforcement of Motorcycle Laws" and a training program to deliver the new curriculum across the country.

[*JFO received 06/18/08*]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; <u>nlavery@leg.state.vt.us</u> or Stephen Klein at 802/828-5769; <u>sklein@leg.state.vt.us</u>) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <u>July 3</u> we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner Linda Morse, Administrative Assistant R. J. Elrick, Executive Director

STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

JFO # 7.328

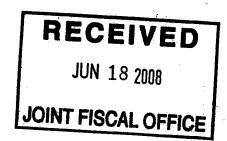
GRANT SUMMARY:	Training for the Enforcement of Motorcycle Laws
DATE:	May 23, 2008
DEPARTMENT:	Criminal Justice Training Council
GRANT AMOUNT:	\$456,000
GRANT PERIOD:	May 1, 2008-March 30, 2011
GRANTOR/DONOR:	International Association of Directors of Law Enforcement Standards and Training

POSITIONS REQUESTED (LIMITED SERVICE): None. See comment below.

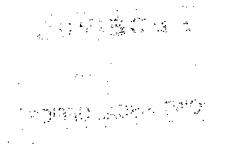
ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None.

COMMENTS: See attached email from Molly Paulger to Senator Bartlett and Representative Heath on temporary transfer of DPS position to CJTC for period of this grant.

DEPT. FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION: SENT TO JOINT FISCAL OFFICE: (INITIAL) 7/11 5/29/08 (INITIAL) 7/11 5/29/08 (DATE) 6/17/08



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Beatty, David

From:Paulger, MollySent:Friday, May 23, 2008 12:23 PMTo:Senatorbartlett@comcast.net; 'MPHeath@aol.com'Cc:McIntire, Linda; Elrick, RJ; Beatty, DavidSubject:Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

Thank you for taking the time to meet with me to discuss my plan to help VCJTC staff the Enforcement of Motorcycle Laws grant. To restate my plan:

Position number 340370, Senior Trooper – Station, pay grade 22, last filled 9/1/05, will be transferred to Vt. Criminal Justice Training Council as a Training and Curriculum Development Coordinator, pay grade 22.

The position will be transferred to VCJTC effective when the JFC approves the Enforcement of Motorcycle Laws grant. We will review the MOU each year of the grant, and renew the MOU if it makes sense. When the grant ends the trooper position will return to VSP.

David Beatty will include a copy of this email with the grant package when it is sent for JFC review.

If you have any questions, please let me know.

Thank you. Molly

Molly Ordway Paulger Human Resources Director Agency of Administration Department of Human Resources 144 State Street Montpelier, VT 05620-1701 (802)828-3517 molly.paulger@state.vt.us

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Memorandum of Understanding Between Vermont Department of Public Safety and Vermont Criminal Justice Training Center

THIS MEMORANDUM OF UNDERSTANDING, made this _____ day of _____ 2008, by and between the Vermont Department of Public Safety ("DPS") and the Vermont Criminal Justice Training Council ("VCJTC").

Whereas VCJTC has the primary responsibility for providing training to Vermont Law Enforcement officers in the State of Vermont.

Whereas VCJT has the need to staff a motorcycle safety training grant though a position loan and VCJT and DPS have determined that the most efficient and effective way to address this need is through a position transfer.

Whereas DPS has agreed to transfer a vacant trooper position to VCJTC for the purpose of staffing the motorcycle safety training grant.

Whereas DPS and VCJTC wish to continue this arrangement on an annual basis subject to review and termination by either party.

NOW, THEREFORE, DPS and VCJTC agree as follows:

- 1. DPS position number 340370, Senior Trooper, pay grade 22, will be transferred to the VCJTC as a Training and Curriculum Development Coordinator, pay grade 22. The position will be transferred to VCJTC effective the date when ____?__("JFC") approves the Enforcement of Motorcycle Laws Grant.
- 2. Funding for the Training and Curriculum Development Coordinator position will be provided through the Enforcement of Motorcycle Laws Grant and will include salary, benefits and operating expenses attributable to the position.
- 3. This agreement shall continue for one calendar year from the effective date of the transfer and may be renewed upon agreement of the parties.

Signed:	Date:
The second D. Translater Commission	

Thomas R. Tremblay, Commissioner Department of Public Safety Signed: R.J. Elrick, Executive Director Vermont Criminal Justice Training Council

Date:



http://www.iadlest.org

GEORGE GOTSCHALK President Virginia Criminal Justice Services 202 East 9th Street Richmond, Virginia 23219 (804) 786-8001 Fax: (804) 786-0410 george.gotschalk@dpjs.state.virginia.us

RAYMOND BEACH, JR. First Vice President

Michigan Commission on Law Enforcement Standards 7426 North Canal Road Lansing, Michigan 48913 (517) 322-1417 Fax: (517) 322-6439 beachr@michigan.gov

MICHAEL CREWS Second Vice President Florida Department of Law Enforcement P.O. Box 1489 Tallahassee, Florida 32302-1489 (850) 410-8600 Fax: (850) 410-8606 mikecrews@fdle.state.fl.us

E. A. WESTFALL Treasurer

lowa Law Enforcement Training Academy P.O. Box 130 Johnston, Iowa 50131-0130 (515) 242-5357 Fax: (515) 242-5471 Penny.Westfall@ilea.state.ia.us

LLOYD HALVORSON Secretary

Peace Officer Training Lake Region State College 1801 North College Drive Devils Lake, North Dakota 58301 (800) 443-1313 lloyd halvorson@lrsc.nodak.edu

PATRICK J. JUDGE Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828 Fax (517) 857-3826 pjudge@worldnet.att.net

International Association of Directors of Law Enforcement Standards and Training

P.O. Box 227, Van Meter, Iowa 50621

George Gotschalk, President International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, Michigan 49224

February 20, 2008

RJ Elrick, Executive Director Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Re: Training for the Enforcement of Motorcycle Laws Grant Task Order Number: 0003 / Contract Number: DTNH22-07-D-00160

Dear Mr. Elrick,

It is my pleasure to advise you that the Vermont Criminal Justice Training Council (VCJTC) has been selected as the recipient of the "Enforcement of Motorcycle Laws" grant project. The VCJTC will manage the grant project as a sub grantee/contractor to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). The grant is for a three (3) year time frame, and the funding level is \$456,000.00, a \$152,000 award per year.

As discussed in the grant proposal, VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign Assistant Director June Kelly to the project as the Project Manager. Award documents will follow with work commencing immediately upon approval on your end followed by acceptance of the agreement. Congratulations and IADLEST looks forward to working with you.

Sincerely,) B. Artullh emp

George Gotschalk President IADLEST

Thomas Flaherty Northeast Region Connecticut Ph (230) 238-6505 Fax (230) 238-6643 thomase.flaherty@po.state.ct.us Thomas Jurkanin, Ph.D Central Region Illinois Ph (217) 785-5910 Fax (217) 524-5350 tom.jurkanin@llinois.gov Peggy Schaefer South Region North Carolina Ph (910) 525-4151 Fax (910) 525-5439 pschaefer@ncdoj.gov Mark E. Damitio Midwest Region Kansas Ph (620) 694-1532 Fax (620) 694-1420 mdamitio@kletc.org Lyle Mann West Region Arizona Ph (602) 223-2514 Fax (602) 244-0477 LyleM@azpost.gov Patrick Bradley, JD Immediate Past President Maryland Ph (410) 875-3400 Fax (410) 875-3500 pbradley@dpscs.state.md

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V.C.J.T.C.



Criminal Justice Training Council Vermont Police Academy 317 Sanatorium Road Pittsford, VT 05763 **www.vcjtc.state.vt.us**

[phone] 802-483-6228 [fax] 802-483-2343 Office of the Executive Director

MAR 0 3 2008

February 29, 2008

Secretary Michael K. Smith Agency of Administration 109 State Street Montpelier VT 05609-0201

Re: Grant Acceptance Request

Secretary Smith,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the International Association of Directors of law Enforcement Standards and Training (IADLEST). The federal funds originate with NHTSA (National Highway Traffic Safety Administration) and are passed through an umbrella agreement to IADLEST.

This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle laws, the development and implementation of a "train-the-trainer" course structured around the new curriculum, and ultimately this curriculum will be used nationwide. This is a great opportunity for Vermont. We were selected for this project from a competitive application process!

RECD MAR 0 3 2008



I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,

ute

R. J. Elrick Executive Director

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State of Vermont Criminal Justice Training Council

Technical Response



International Association of Directors of Law Enforcement Standards & Training

Training for the Enforcement of Motorcycle Laws Grant

Task Order Number: 0003 Contract Number: DTNH22-07-D-00160

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year October 31, 2007 to September 30, 2008

Organization Capacity

Vermont Criminal Justice Training Council (VCJTC) 317 Academy Road Pittsford, VT 05763

The mission of the Vermont Criminal Justice Training Council (VCJTC), also known as the Vermont Police Academy, is to establish rules, policies, regulations and standards for certification and training of law enforcement. The Council also serves as a resource to municipalities, counties, and the state to improve the quality of citizen protection. Established in 1971, we are a state agency that trains all state, county and local law enforcement.

VCJTC accomplishes its' mission by developing comprehensive programs to provide high quality criminal justice training in a cooperative, efficient and effective manner through proper utilization of modern technology and coordination of our facility. We provide an in-service training offerings and work to meet the continuing education needs of today's law enforcement.

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

Mr. Patrick Judge, IADLEST Executive Director shall serve as Project Manager. Ms. June F. Kelly will serve as Project Manager.

Project Staffing and Management

Overseeing the development and implementation of a training requires the dedication of a project manager that is responsible for day-to-day operations and oversight. Assuming knowledge of training for motorcycle safety and enforcement issues, this project manager also would have knowledge and experience in project management, quantitative and qualitative research, communications, and finance.

<u>Project Director:</u>	Patrick Judge, Executive Director International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, MI 49224 Office ph: (517) 857-3928 Fax no: (517) 857-3826 Email: <u>PJudge@world.att.net</u>
Project Manager:	June F. Kelly, Assistant Director VCJTC Office ph: (802) 483-6228 ext. 12 Fax no: (802) 483-2343 Email: <u>June.Kelly@state.vt.us</u>
Clerical/Fiscal Support:	Gail Billings, Accountant VCJTC

Office ph: (802) 483-6228 ext. 10 Fax no: (802) 483-2343 Email: <u>Gail.Billings@state.vt.us</u>

Technical Response - Training for the Enforcement of Motorcycle Laws

1

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

In 2005, 4,553 motorcyclists were killed and an additional 87,000 were injured in traffic crashes in the United States – 13 percent more than the 4,028 motorcyclist fatalities and 14 percent more than the 76,000 motorcyclist injuries reported in 2004. This is the level last seen in 1986. Per vehicle mile traveled, motorcyclists are about 34 times more likely than passenger car occupants to die in a traffic crash. Per registered vehicle, the fatality rate for motorcyclists in 2004 was 4.8 times the fatality rate for passenger car occupants, yet motorcycles made up more than 2 percent of all registered vehicles in the United States in 2004 and accounted for only 0.3 percent of all vehicle miles traveled.

Almost half (41 percent) of the 1,051 motorcycle operators who died in single-vehicle crashes had BAC levels of .08 g/dl or higher. Nearly one out of four motorcycle operators (24 percent) involved in fatal crashes were operating the vehicle with an invalid license at the time of the collision. Whereas NHTSA estimates that helmets saved 1,546 motorcyclists' lives in 2005, 728 more could have been saved if all motorcyclists had worn helmets. In 2005, 34 percent of all motorcyclists involved in fatal crashes were speeding, compared to 26 percent for passenger car drivers, 25 percent for light-truck drivers, and 2 percent for large-truck drivers. The targets for the enforcement of motorcycle laws are clear: alcohol, licensing, helmets, and speed. However, motorcycles have some unique characteristics that may require some innovative solutions.

The law enforcement community may represent the most critical group of partners with the front-line capability of implementing strategies to address the drastic increases in motorcycle crashes and fatalities. First, law enforcement must be aware of the scope of the problem. Second, law enforcement should understand how their individual and collective capability can make an immediate impact.

Traditionally, officers have received inconsistent, little or no training on what to do in dealing with motorcyclists. Given the increasingly extreme performance capabilities of motorcycles, law enforcement officers, more than ever before, need policy and strategies that can be used as effective countermeasures and action plans to avoid a potential pursuit situation. They also need the confidence that their actions will be reinforced and supported by prosecutors and adjudicators. By working together, they can create an effective front to motorcycle-related violations.

PURPOSE

The purpose of this Project Order (PO) is to proactively enforce motorcycle traffic safety laws and regulations that allow officers to effectively enforce in a manner that avoids precipitating pursuit situations. The Grantee shall take the appropriate actions to promote State POST certification of the training and provide sufficient train-the-trainer sessions to assure that each NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

This PO between NHTSA and the Grantee serves to provide the financial and technical assistance to accomplish training programs for the enforcement of motorcycle laws designed to reduce the number of deaths and injuries that result from motorcycle related traffic crashes.

The Grantee, in cooperation with NHTSA, shall provide the leadership, expertise and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery of training in support of motorcycle laws and the associated publications, activities and technical assistance requirements.

The focus of this effort is to address legal and operational law enforcement training on motorcycle issues that consistent with appropriate International Association of Chiefs of Police (IACP) policy guidelines and applicable State POST training and certification guidelines.

The result of this effort will be a implementation of a training program for the enforcement of motorcycle laws that will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to safely and successfully conduct motorcycle law enforcement efforts, and, a train-the-trainer program designed to provide law enforcement trainers with the knowledge and skills necessary to deliver the training program for the enforcement of motorcycle laws at IADLEST member accredited law enforcement training academies, community colleges and universities.

Task 2 – Develop and Submit a Work Plan

Within 15 days after award, the Grantee shall submit in writing to the POM a draft Work Plan (WP) detailing how the Grantee intends to accomplish the tasks outlined in this PO. The draft WP shall include, but not be limited to the following:

- a. Each task outlined in Specific Requirements and Tasks.
- b. Each Milestone and Deliverable identified in Performance Deliverables and Milestones.
- c. A detailed work plan of how the Grantee intends to approach and complete the actions, tasks, milestones and deliverables identified and contained within this PO.
- d. Indicate timelines to accomplish each task outlined in Specific Requirements and Tasks.

Within 5 days after the Initial Project Meeting (Task 3), the COTR will either approve the WP or provide the Grantee PM consolidated written comments for revision.

Within 5 days after receiving written comments from the COTR, the Grantee shall submit a revised WP for COTR review, comment, and revision, or COTR approval.

Work to be Done

As we understand in the request for proposal, work will commence immediately upon acceptance of the agreement. The grant cooperative agreement period of the grant is from the designated start date to September 30, 2010, a three year commitment. Based on the motorcycle grant time line, VCJTC, as sub grantee would support the proposed three year period or as set forth cooperatively. Based on statement of work, we are willing to commit the necessary project manager, equipment and office space necessary in support of the grant. Our work will accomplish and satisfy the specification as described by the attached work project orders.

The VCJTC proposes to manage the grant project as a sub grantee to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign a staff member in a full-time capacity to the project. The proposed Project Manager is Assistant Director June Kelly.

Methodology

Goal - Reduce the number of motorcyclist killed or injured in traffic crashes in the United States through educating law enforcement and outreach.

Objectives -

- 1. Educate police on the scope of the problem, i.e., motorcycle traffic crashes.
- 2. Create awareness that individual and collective capability can make an immediate impact on motorcycle deaths and injuries.
- 3. Create a collaborative with the police community and the motorcycle safety training community.
- 4. Sharing with law enforcement the array of resources on motorcycle safety
- 5. Proactive enforcement of motorcycle safety laws
- 6. Reduction of police pursuits involving motorcyclists

Year One (1) -

Research and analyze extent of the problem.

- 1. Plan is to take a look at existing training programs through research of resources, consultants, and existing law enforcement training programs.
- 2. Based on NHTSA Uniform Guidelines for State Highway Safety Programs, each State should ensure that State and community safety programs include a law enforcement component. Find out which states are in compliance and based on the statement of work help to provide a policy and training component.
- 3. Data collection
- 4. Use of Technical assistance resources
- 5. Look at best way to assemble a focus group/subject matter expert group.

Technical Response – Training for the Enforcement of Motorcycle Laws

- 6. Contact key project personnel & expertise.
- 7. Establish collaboratives with those involved with motorcycle safety.
- 8. Look at copyright permissions on existing safety training literature, materials and curriculum.
- 9. Research state to state motorcycle laws or resources to find them.

Design/Develop

- 1. NB: In accordance with the National Highway Traffic Safety Administration Uniform Guidelines for State Highway Safety Programs, Highway Safety Program Guideline No. 3, Motorcycle Safety, subsection VII. Law Enforcement, states the following: Each State should ensure that State and community motorcycle safety programs include a law enforcement component. Each State should emphasize strongly the role played by law enforcement personnel in motorcycle safety. Essential components of that role include:
 - Developing knowledge of motorcycle crash situations, investigating crashes, and maintaining a reporting system that documents crash activity and supports problem identification and evaluation activities;
 - Providing communication and education support;
 - Providing training to law enforcement personnel in motorcycle safety, including how to identify impaired motorcycle operators and helmets that do not meet FMVSS 218; and
 - Establishing agency goals to support motorcycle safety.
- 2. NHTSA and IADLEST would be in a position to assist each State
- 3. Public, Information & Education materials for law enforcement
- 4. Model Policy development
- 5. Lesson Plan / curriculum

Years Two (2) & Three (3) -

Implement

- 1. Pilot Test Lesson Plan / curriculum
- 2. Conduct Train-the-Trainer
- 3. Public, Information & Education materials for law enforcement
- 4. Police and public outreach
- 5. Sharing Model Policy

Task 3 – Conduct Initial Project Meeting

Within 30 days after award, the Grantee shall meet with the COTR and TOM and other interested NHTSA staff to review and discuss the Grantee's draft WP. The meeting will be conducted at NHTSA Headquarters, Washington, D.C. The purpose of this meeting is to discuss the PO's objectives, Grantee's planned course of action to accomplish the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA, and resolve any differences between the Government's intent and the Grantee's approach. The intent of this meeting is to ensure that the Grantee and COTR have an agreed understanding of the objectives of the PO and how the Grantee will be accomplished them.

The Grantee's PM shall first conduct a briefing describing their planned approach. The Grantee shall be prepared with appropriate briefing materials. After the Grantee's prepared briefing, the Grantee and COTR, and other NHTSA staff, will discuss specific details of the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA. The Grantee shall allow two hours for this meeting.

If further revisions are needed, the Grantee shall submit a revised WP to the COTR within 5 days reflecting the agreed upon revisions for final approval by the COTR. Other than planning, the Grantee shall not perform any subsequent work or tasks prior to approval of the WP by the COTR.

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

At a minimum, the Grantee shall submit a Progress Report (PR) quarterly. The Grantee shall furnish one (1) copy to the CO and one (1) original PR to the COTR within 30 days following each reporting period. The COTR will provide the Grantee with a template for use when submitting the PR. The template shall

be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each PR shall include a narrative description of the following items:

- Activities, milestones and deliverables accomplished during the reporting period.
- Funds expended during the reporting period, to include the amount of any Grantee in-kind contributions.
- Problems or delays encountered while conducting services during the reporting period.
- Identify specific actions, problems or delays the Grantee would like NHTSA to address.
- Identify activities, milestones and deliverables the Grantee plans to accomplish during the next reporting period.
- Requests for technical assistance during the reporting period.
- Preliminary or interim results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

Note: The Grantee shall be permitted to submit a claim for reimbursement each month, provided that an appropriate PR has been previously submitted or accompanies each claim for reimbursement for that period of time.

2) Annually.

The Grantee shall submit an annual PR. The Grantee shall furnish one (1) copy to the CO and one (1) original annual PR to the COTR within 30 days following the one year anniversary of the start of the PO. The COTR will provide the Grantee with a template for use when submitting the annual PR. The template shall be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each annual PR shall include a narrative description of the following items:

- Summary of activities, task, milestones and deliverables accomplished during the fiscal year.
- Accounting of funds expended during the reporting period, to include the amount of any Grantee inkind contributions.
- Summary of problems or delays encountered while conducting services during the reporting period.
- Summary of results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

b. Draft Final Report.

No less than 30 days prior to the expiration of this PO, or, within 30 days of termination of this PO, the Grantee shall submit a draft Final Report (FR) to the COTR for review. The draft FR shall provide a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks.

Within 5 days after receipt, the COTR and appropriate NHTSA staff will review the draft FR for adequacy and provide consolidated comments to the Grantee.

c. Final Report.

Within 90 days after expiration or termination of this PO, the Grantee shall provide a FR presenting a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks. The Grantee may provide the FR electronically to the COTR, in addition to one (1) original (hard copy) to the CO and one (1) original (hard copy) to the COTR via an acceptable ground delivery service.

d. Required Format for Final Report.

NHTSA is required by law to submit all products/publications to the Government Printing Office (GPO) for printing. GPO has established guidelines for the preparation of all print materials that can be found in the GPO, "Best Practices for Preparing and Submitting Electronic Design and Prepress Files (GPO Publication 300.6)." This document is available at

www.gpo.gov/procurernent/ditsg/

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format. Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Office graphics programs, such as Microsoft Word, Excel, or PowerPoint are not acceptable for submittal to GPO.

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at http://www.accessboard.gov/secSO8/guide/i 194.22 .htm

Task 5 – Travel

The Grantee shall perform travel as required and necessary to complete the activities, tasks, milestones and deliverables outlined in this PO under the following guidelines. These guidelines include, but are not limited to the following:

- a. Not less than ten (10) days prior to travel, the Grantee shall notify the COTR of scheduled travel. Such notification may be submitted via electronic mail.
- b. The notification shall identify and contain the name of the traveler(s), a detailed statement of purpose, the destination and length of trip (for each traveler).
- c. Within ten (10) days after travel, the Grantee shall submit, upon request of the POM, a trip report providing details of the travel, including tasks performed/accomplished, meetings attended, persons contacted and other necessary details regarding the project. Other issues of interest to NHTSA shall be included in the report. If the COTR does not request a trip report, the Grantee shall include the trip report in the next PR.
- d. All Grantee travel shall be in compliance with the appropriate federal travel regulations.

Task 6 – Meetings Management

The Grantee is responsible for scheduling, convening and managing appropriate meetings as necessary to address relevant training for the enforcement of motorcycle laws issues for NHTSA, IADLEST, and allied law enforcement organizations and agencies across the country. The purpose of each meeting shall be to provide the leadership, expertise and organizational oversight necessary and appropriate for the development, implementation, promotion, maintenance, implementation, support and delivery of the training for motorcycle law enforcement and the associated publications, activities and technical assistance requirements relevant to the activities, task, milestones and deliverables identified under this PO.

Not less than 15 days prior to convening a meeting, the Grantee shall notify the COTR and TOM and provide a draft agenda identifying at a minimum the specific meeting purpose, proposed meeting activities, and, if appropriate, the proposed meeting presentation sessions and speakers. Within five (5) days of receipt, the COTR and TOM will either concur with the agenda or forward to the Grantee suggested revisions. The Grantee shall not distribute the agenda of any meeting prior to receiving COTR concurrence.

Within 30 days following the meeting adjournment, the Grantee shall provide the COTR and TOM a report that reflects the issues addressed and recommendation(s) for action on each issue or activity. Within five (5) days of receipt, the COTR and TOM will either concur with the report or forward to the Grantee suggested revisions. The Grantee shall not distribute the report of any meeting prior to receiving COTR concurrence.

Task 7 – Communication with the Membership, Law Enforcement Leaders and Colleagues

Each fiscal year, the Grantee shall inform IADLEST members and membership organizations of the PO scope of work, goals, progress, and outcomes. This may be accomplished by publishing a minimum of one article in the appropriate IADLEST newsletters or other written or electronic communications with the IADLEST membership,

member and allied organizations and colleagues.

The PM is responsible for keeping the Board of Directors of IADLEST and the Chair of appropriate IADLEST Committees informed of this PO and related activities. The PM shall accomplish this by providing the Board of Directors of IADLEST and the Chair of appropriate IACP Committees copies of all PRs relevant to this PO concurrent with the submission of subject PRs to the COTR.

Task 8 – Subject Matter Expert Working Group

The Grantee, in cooperation with NHTSA, shall convene as necessary an appropriate subject matter expert working group and provide the leadership and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery relevant to the enforcement of motorcycle laws.

The group shall address the following critical areas: impairment, licensing, (compliant) helmets, and speeding. The group shall address situations unique to the enforcement of motorcycle laws to include:

- Detection of impaired motorcyclists
- Including motorcyclists in National Crack Down
- Detection of non-compliant helmets
- Strategies to avoid pursuit situations
- Strategies used to deal with unlicensed riders at a traffic stop
- Equipment violations
- The involvement of motorcycle officers in public relations campaigns

Task 9 – Law Enforcement Motorcycle Training Program

The Grantee, in cooperation with NHTSA, shall create and promote an appropriate training program for the enforcement of motorcycle laws – consistent with IACP police guidelines and State POST training and certification – for law enforcement officers throughout the nation. This training program shall provide guidance for enforcement activities for law enforcement officers. The safety of motorcyclists, the public, and the officer shall be emphasized as being paramount to the total enforcement officers the knowledge and skills necessary to safely and successfully conduct motorcycle related enforcement activities that are consistent with appropriate lACP policy guidelines.

The Grantee shall convene appropriate training for the enforcement of motorcycle law program delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational enforcement issues on motorcycle laws that are consistent with appropriate IACP policy guidelines.

If required during development, the Grantee shall make recommendations for proposed revisions to the training program objectives and curriculum, participant-officer performance specifications and testing procedures.

Within 10 days of the initial development, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the enforcement of motorcycle law training program curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of the enforcement of motorcycle law program, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the training program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of the enforcement of motorcycle law offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 10 – Train-the-Trainers

The Grantee, in cooperation with NHTSA, shall promote and provide an appropriate enforcement of motorcycle

law train-the-trainers program designed to provide law enforcement trainers the knowledge and skills necessary to develop, implement and deliver the training for the enforcement of motorcycle law, as outlined in Task 9, for law enforcement officers throughout the nation. The result of this train-the-trainer effort will be a training program designed to provide a cadre of law enforcement trainers the knowledge and skills necessary to develop and deliver the training for the enforcement of motorcycle law program at IADLEST member accredited law enforcement training academies, community colleges and universities. The resulting training for the enforcement of motorcycle law programs will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to successfully conduct motorcycle law enforcement activities.

The Grantee shall convene appropriate train-the-trainer delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training for the enforcement of motorcycle law program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational older driver enforcement training issues that are consistent with appropriate IACP policy guidelines.

The Grantee shall make recommendations for consideration on issues relevant to the delivery of the train-thetrainer program, to include but not limited to proposed revisions to the program objectives and curriculum, participant-officer performance specifications and testing procedures, IADLEST membership organizations support, participation and administrative processes, and, participation-officer continuing education credits where applicable.

Within 10 days of the initial development or appropriate revisions, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the training for the enforcement of motorcycle law train-the-trainer curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of a train-the-trainer program offering, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the train-the-trainer program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of each train-the-trainer program offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 11 – Provide Technical Assistance

The Grantee shall provide technical assistance, as requested, with POM approval. The Grantee shall be required to submit the request in writing not less than 3 days prior to the commencement of the engagement. This submission shall include, but not be limited to, person(s) and/or agency(ies) requesting the technical assistance, traveler(s), purpose, location, and the intended accomplishments. In cases of exigent circumstances, the Grantee may notify the POM via telephone or electronic mail requesting approval. If the exigent request is approved by the POM, the Grantee shall submit the request in writing as outlined above to ensure accurate recordkeeping.

PERIOD OF PERFORMANCE

The period of performance for this PO is from the PO Award Date as shown on the face page through a scheduled completion date of September 30, 2010.

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

The following Deliverables (D) and Milestones (M) are significant in this project.

Item No.	Task No.	Milestone (M)/Deliverable (D)	Due Date	No. of Copies
1	1	Selection of project director and project manager. Completed and signed grant applications due to IADLEST	August 13, 2007	Email IADLEST
1	1	Submit a letter designating the PD and PM (M)(D)	Within 10 days after award	2
2	2	Submit draft WP (M)(D)	Within 15 days after	2

Technical Response -- Training for the Enforcement of Motorcycle Laws

	<u> </u>		award	
3	3	Conduct Initial Project Meeting (M)(D) at NHTSA – Washington DC	Within 30 days after award	N/A
		The beginning of the Federal fiscal year.	October 1	
4	2	POM comments or approval of WP (M)(D)	Within 5 days after Initial Project Meeting	N/A
5	2	Submit revised WP	Within 5 days after receiving POM comments	2
6	4	Submit Progress Reports (M)(D) Quarterly Reports Due	Within 30 days of reporting period	2
7	4	Submit annual Progress Reports (M)(D)	Within 30 days of the end of the fiscal year	2
8	4	Submit claims for reimbursement (must be supported by the appropriate Progress Report) (D)	Within 30 days of reporting period	3
9	4	Submit "draft" Final Report (M)(D)	Within 30 days after PO termination	2
10	4	Submit Final Report (M)(D)	Within 90 days after PO termination	2
11	5	Submit Travel Notification (D)	Not less than 10 days prior to travel	1
12	5	Submit Travel Report (D)	Within 10 days after POM request	1
13	6	Submit Meeting notification and draft agenda (D)	Not less than 15 days prior to commencement	1
14	6.	Submit Meeting report (D)	Within 30 days after meeting adjournment	1
15	7	Submit article for IADLEST newsletter (M)(D)	Each fiscal year	1
16	7	Submit PRs to IADLEST Board of Directors and appropriate Committee Chairs	With the submission of PRs to POM	N/A
17	8	Convene SMEs (M)	As necessary	
18	9	Training Program curriculum and relevant associated documents submission (M)(D)	Within 10 days of development or revisions	1
19	9	Training Program Pre-delivery report (M)(D)	Not less than 30 prior to delivery	1
20	9	Training Program Post-delivery report (M)(D)	Within 10 days of training delivery	1
21	10	Train-the-Trainer Program curriculum and relevant associated documents submission (M)(D)	Within 10 days of development or revisions	1
22	10	Train-the-Trainer Program Pre-delivery report (M)(D)	Not less than 30 prior to delivery	1
23	10	Train-the-Trainer Program Post-delivery report (M)(D)	Within 10 days of training delivery	1
24	11	Submission of Technical Assistance request for POM approval (M)(D)	Not less than 3 days prior to commencement	1

B. Place of Delivery and Number of Copies

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All deliverable items shall be furnished to the following addresses in the number of copies specified.

Item #	Address	# of Copies
1 – 24	TBD	1
	National Highway Traffic Safety Administration	
	Safety Countermeasures Division (NTI-121)	
Technical Resp	onse – Training for the Enforcement of Motorcycle Laws	

400 Seventh Street, S.W., Suite 5130 Washington, D.C. 20590

Identify Key Project Personnel and Relevant Expertise

June Kelly, Project Manager VT Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763 (802) 483-6228 ext. 12

The following are an initial list of potential consultants, partnerships and other personnel that will be involved in the motorcycle project.

Paul Graves, Program Coordinator Vermont Rider Education Program VT DMV 120 State Street Montpelier, VT 05603-0001 (802) 828-2068 Paul.Graves@state.vt.us

Robert King, Motorcycle Safety VT Governor's Highway Safety Program

National Highway Traffic Safety Administration Safety Countermeasures Division (NTI-121) 400 Seventh Street, S.W., Suite 5130 Washington, DC 20590

IADLEST

International Association of Directors of Law Enforcement Standards and Training George Gotschalk, President Patrick Judge, Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828

Motorcycle Safety Foundation 2 Jenner Street, Suite 150 Irvine, CA 92618 http://www.msf-usa.org (800) 446-9227

National Association of State Motorcycle Safety Administrators SMSA Business Office 7881 S. Wellington Street Centennial, Colorado 80122-3193 (303) 797-2318 Fax: (303) 703-3569 SMSA.org

American Motorcyclist Association (AMA) 13515 Yarmouth Dr. Pickerington, Ohio 43147 (800) AMA-JO!N Fax: (614) 856-1920

Accountability for Expenditures

Expenditures will be reported monthly on prescribed forms for reimbursement. VCJTC will send an accounting of expenses to IADLEST for reimbursement. All Grants are approved by the State of Vermont and are managed through the state's accounting process. All grants are given a specific numeric identifier.

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

- 1. Course Feedback
- 2. Survey results
- 3. Updates to curriculum
- 4. Monitor Type and number of presentations,
- 5. Number of police participated,
- 6. Number of motorcyclist trained,
- 7. Reduction in injuries
- 8. Reduction in deaths
- 9. Measure various enforcement efforts, such as DUI
- 10. Number of tickets issued, i.e., helmet law violations, speeding, etc.
- 11. Public Education outreach
- 12. Document activities and linking these activities to the achievement of objectives.

From:	"Elrick, RJ" <rj.elrick@state.vt.us></rj.elrick@state.vt.us>	
То:	"Nathan Lavery" <nlavery@leg.state.vt.us></nlavery@leg.state.vt.us>	
Date:	6/18/2008 2:37 PM	
Subject:	RE: FW: Initial Questions/Requests from Join Fiscal	

Nathan,

The grant was written for a 36-month period. We have been working on moving it through the system since early Spring and still really don't know a start date. The yearly budgets are accurate for 12 month periods. We will spend approx. \$150K in the first 12 months once the project is underway. We will definitely have to recalculate how much in each given fiscal year, once we know when we can start. The total expenditures during the 36 months of the grant will remain as presented.

R. J. Elrick, Executive Director Vermont Criminal Justice Training Council Vermont Police Academy 317 Academy Road Pittsford VT 05763 Office: (802) 483-6228 Ext. 20 Fax: (802) 483-2343 Cell: (802) 342-0328 E-Mail: rj.elrick@state.vt.us Web: www.vcjtc.state.vt.us

-----Original Message-----From: Nathan Lavery [mailto:nlavery@leg.state.vt.us] Sent: Wednesday, June 18, 2008 2:32 PM To: Elrick, RJ Subject: Re: FW: Initial Questions/Requests from Join Fiscal

Hello Mr. Elrick,

Thank you for the additional information. I think these materials will provide the necessary information to circulate the grant among the JFC members.

However, I am a little confused as to the three budgets you attached. The FY07-08 budget seems to indicate spending roughly \$150,000 in FY08. As the grant will not be approved before the close of FY08, how is this possible?

Nathan Lavery Fiscal Analyst Legislative Joint Fiscal Office One Baldwin Street Montpelier VT 05633-5301 (802) 828-1488

Fiscal Year 2007-2008 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email - June.Kelly@state.vt.us

ltem	Quantity	Total Costs	Category details – if needed
Program Manager / Staff	1 Staff Position	\$68,500.00	Personnel & Fringe
Accounting/Assistant/Clerical		\$ 5,300.00	
		0	•
IADLEST Administration		\$12,160.00	Admin
i		0	
		0	
Travel and Per Diem expenses		\$20,000.00	Travel
		0	
		0	
Phones, faxes, office supplies, postage,		\$17.000.00	Operating Expenses
copies, training materials, printing		0	Supplies
		0	
Training – Delivery – Consultants	1	\$26,040.00	Training
Contractual Services		0	
		0	
Laptop computer, software		\$3,000.00	Equipment
		0	
<u> </u>		0	
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		0	
		0	
		0	
	Total:	\$152.000.00	
	Accounting/Assistant/Clerical IADLEST Administration Travel and Per Diem expenses Phones, faxes, office supplies, postage, copies, training materials, printing Training – Delivery – Consultants Contractual Services	Program Manager / Staff Position Accounting/Assistant/Clerical	Program Manager / Staff Position \$68,500.00 Accounting/Assistant/Clerical \$5,300.00 0 IADLEST Administration \$12.160.00 0 IADLEST Administration \$12.160.00 0 Travel and Per Diem expenses \$20,000.00 0 Travel and Per Diem expenses \$20,000.00 0 Phones, faxes, office supplies, postage, copies, training materials, printing 0 0 Training – Delivery – Consultants \$26,040.00 0 Contractual Services 0 0 0 0 0 0 Laptop computer, software \$3,000.00 0 0 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$68,500.00 represents gross annual wages of the project manager based on the current staff rate with an anticipated work step increase during the year of approximately one percent (1 %). The biweekly wage is \$2994.88, and the position has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The deductions are as follows: Social Security Taxes - \$195.41; Federal Taxes - \$408.28; Vermont Taxes - \$113.17; Medical Insurance - \$43.40; Retirement -\$86.93; Life Insurance \$3.02; VSEA Dues \$11.55. The \$5300.00 is an estimate cost of accounting/assistant/clerical support to manage this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend out of state and in-state events such as meetings, conferences to brief the following groups: NHTSA – Washington DC, IADLEST – Indianapolis Conference, IACP, NSA, SMSA and MSF. Also the travel involved others to trainings and travel for subject matter experts to bring focus group together as needed. This cost represents approximately 15 travel event for the year depending on the length of time, individual costs for air fare, lodging, meals, and registration fees, etc.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing and related office materials. Additionally other operating cost such as office costs, such as phone, faxes, clerical supplies, educational supplies, administrative items, subscriptions, and professional organization dues/fees.

Training

A training cost estimate of \$29,400.00 represents the start of training programs, training materials, consultants, and contractual training services.

Equipment

The equipment cost estimate is \$3,000.00 to cover one laptop computer with software such as Adobe printing software required by NHTSA for print materials proposed is for essential equipment to do presentations, progress reports, manuals, and training classes.

Fiscal Year 2008-2009 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	ltem	Quantity	Estimated Total Costs	Category details – if needed
Personnel	Program Manager / Staff	1 Staff Position	\$70,555.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,460.00	
-			0	
Management &	IADLEST Administration		\$12,160.00	Admin
Administrative		62	0	
Costs - IADLEST			0	
	Travel and Per Diem expenses		\$20,000.00	Travel
Travel/Per Diem			0	
~			0	
	Phones, faxes, office supplies, postage,		\$17,000.00	Operating Expenses
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies
Operating Expenses			0	
	Training – Delivery – Consultants		\$25,585.00	Training
Training	Contractual Services		0	
		1	0	
	LCD projector		\$1,000.00	Equipment
Equipment	Portable screen		\$ 240.00	
			0	
			0	
			0	
			0	·
			0	
			0	
			0	
			0	
		Total:	\$152,000.00	

Budget narrative description

Personnel -- salary and benefits

The salary and benefits total of \$70,555.00 represents gross annual wages. This is based on the current staff rate with the remainder of a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5460.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel involved others to trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$25,585.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

The equipment cost estimate is \$1240.00 to cover the cost of a LCD projector and portable screen to use for training.

Fiscal Year 2009-2010 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email - June.Kelly@state.vt.us

Budget Category	ltem	Quantity	Estimated Total Costs	Category details - if neede
Personnel	Program Manager / Staff	1 Staff Position	\$72,672.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,624.00	
-			0	
Management &	IADLEST Administration		\$12,160.00	Admin
Administrative		1	0	
Costs - IADLEST			0	
	Travel and Per Diem expenses		\$18,328.00	Travel
Travel/Per Diem			0	
			0	
Councilian Others	Phones, faxes, office supplies, postage,		\$17.000.00	Operating Expenses
Supplies, Other Operating Costs	Copies. training materials, printing		0	Supplies
operating costs			0	
	Training - Delivery - Consultants		\$26,216.00	Training
Training	Contractual Services		0	
			0	
		1	0	
Equipment			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			<u>0</u>	
		Total:	\$152,000.00	

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$72,672.00 represents gross annual wages. This is based on the current staff rate with a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5624.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$18,328.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel for others involved in trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$26,216.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

No equipment requests this period.



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: June 19, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on "Enforcement of Motorcycle Laws" and a training program to deliver the new curriculum across the country.

[*JFO received 06/18/08*]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; <u>nlavery@leg.state.vt.us</u> or Stephen Klein at 802/828-5769; <u>sklein@leg.state.vt.us</u>) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <u>July 3</u> we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner Linda Morse, Administrative Assistant R. J. Elrick, Executive Director

STATE OF VERMONT GRANT POSITION ACCEPTANCE FORM

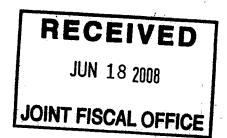
GRANT SUMMARY:	Training for the Enforcement of Motorcycle Laws
DATE:	May 23, 2008
DEPARTMENT:	Criminal Justice Training Council
GRANT AMOUNT:	\$456,000
GRANT PERIOD:	May 1, 2008-March 30, 2011
GRANTOR/DONOR:	International Association of Directors of Law Enforcement Standards and Training

POSITIONS REQUESTED (LIMITED SERVICE): None. See comment below.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None.

COMMENTS: See attached email from Molly Paulger to Senator Bartlett and Representative Heath on temporary transfer of DPS position to CJTC for period of this grant.

DEPT. FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION: SENT TO JOINT FISCAL OFFICE: (INITIAL) 7 5127/08 (INITIAL) 7/11 5/29/08 (DATE) 6/17/08



JF0#

2328

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			STATE OF V				
			EST FOR GRAI				FORM AA (Rev. 9-9
1. 2. 3.	Agency: Department: Program:		minal Justice Tr				
1 .	Legal Title of Grant:	Tra	ining for the Enf	orcemen	t of Motorcycle Law		
5.	Federal Catalog No.:	DT	NH22-07-D-001	60 ((NHTSA)		
5.	Grantor and Office Address:	P. (ernational Assoc D. Box 227 n Meter IA 5062		Directors of Law Er	forcement Standards and Traini	ng
<u>.</u>	Grant Period:	Fro			4/30/2011		
3.	Purpose of Grant:		ach additional sl				
	This grant will fund the developm a "Train the Trainer" to create a c and benefits of a staff member at project. (Exact grant period to be	adre of instruct CJTC (for back determined w	ctors for delivery ckfill of duties) fo hen finalized)	of the ne	ew curriculum acros	s the country. The grant funds	will cover the salary
).	Impact on Existing Programs if None. This project will provide a Highway Traffic Safety Administra and Training (IADLEST), Vermon	new curriculu ation (NHTSA)	m to enhance er), and passing th	rough th	e International Asso	ociation of Directors of Law Enfo	ded by the National rcement Standards
0.	Budget Information:		(1st State FY) FY 2008		(2nd State FY) FY 2009	(3rd State FY) FY 2010	· · · · · · · · · · · · · · · · · · ·
					11 2000	112010	
EXF	ENDITURES:				112000	112010	
	Personal Services		\$ 68,500.00		70,555.00	\$ 72,672.00	
	Personal Services Operating Expenses					\$ 72,672.00 \$ 79,328.00	
	Personal Services	TOTAL	\$ 68,500.00	\$	70,555.00	\$ 72,672.00	
	Personal Services Operating Expenses Grants	TOTAL	\$ 68,500.00 \$ 83,500.00 \$	\$	70,555.00 81,445.00	\$ 72,672.00 \$ 79,328.00 \$	
REV	Personal Services Operating Expenses	TOTAL	\$ 68,500.00 \$ 83,500.00 \$	\$	70,555.00 81,445.00	\$ 72,672.00 \$ 79,328.00 \$	
REV	Personal Services Operating Expenses Grants ENUES: State Funds: Cash	TOTAL	\$ 68,500.00 \$ 83,500.00 \$) \$ <u>\$</u> D \$	70,555.00 81,445.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00 \$	
REV	Personal Services Operating Expenses Grants ENUES: State Funds:	TOTAL	\$ 68,500.00 \$ 83,500.00 \$ \$ 152,000.00	0 \$ <u>\$</u> 0 \$	70,555.00 81,445.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00	
REV	Personal Services Operating Expenses Grants ENUES: State Funds: Cash In-Kind Federal Funds:	TOTAL	\$ 68,500.00 \$ 83,500.00 \$ 152,000.00 \$ \$ \$	0 \$ \$ 0 \$ \$ \$	70,555.00 81,445.00 152,000.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00 \$	
REV	Personal Services Operating Expenses Grants ENUES: State Funds: Cash In-Kind Federal Funds: (Direct Costs)	TOTAL	\$ 68,500.00 \$ 83,500.00 \$ \$ 152,000.00	0 \$ \$ 0 \$ \$ \$	70,555.00 81,445.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00 \$	
REV	Personal Services Operating Expenses Grants ENUES: State Funds: Cash In-Kind Federal Funds: (Direct Costs) (Statewide Indirect)	TOTAL	\$ 68,500.00 \$ 83,500.00 \$ 152,000.00 \$ \$ \$	0 \$ 5 0 \$ \$ 5 0 \$ 5 5 5 5 5 5 5 5 5 5 5 5 5	70,555.00 81,445.00 152,000.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00 \$ \$ \$ 152,000.00 \$	
REV.	Personal Services Operating Expenses Grants ENUES: State Funds: Cash In-Kind Federal Funds: (Direct Costs) (Statewide Indirect) (Department Indirect)	TOTAL	\$ 68,500.00 \$ 83,500.00 \$ 152,000.00 \$ \$ \$	0 \$ \$ 0 \$ \$ \$	70,555.00 81,445.00 152,000.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00 \$ \$	
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ε.	Personal Services Operating Expenses Grants ENUES: State Funds: Cash In-Kind Federal Funds: (Direct Costs) (Statewide Indirect) (Department Indirect) Other Funds:	TOTAL	\$ 68,500.00 \$ 83,500.00 \$ 152,000.00 \$ \$ \$) \$ \$ 0 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	70,555.00 81,445.00 152,000.00	\$ 72,672.00 \$ 79,328.00 \$ \$ 152,000.00 \$ \$ \$ 152,000.00 \$ \$	
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11.	Will grant monies be spent by one	ne or more personal service contracts?	
	x YES	NO	
	If YES, signature of appointing authority	holity here indicates intent to follow	
	current guidelines on bidding.	<u>()</u> -	
	×	Cluck	
	7		
12a	Please list any requested Limited	d Service positions:	
	Titles	Number of Positions	
	1		
	TOTAL	Positions 0	
12b.	Equipment and space for these po	positions:	
	Is presently available.		
	Can be obtained with available	e funds.	
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13.	Signature of Appointing Authority		
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Beatty, David

From:Paulger, MollySent:Friday, May 23, 2008 12:23 PMTo:Senatorbartlett@comcast.net; 'MPHeath@aol.com'Cc:McIntire, Linda; Elrick, RJ; Beatty, David

Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

Thank you for taking the time to meet with me to discuss my plan to help VCJTC staff the Enforcement of Motorcycle Laws grant. To restate my plan:

Position number 340370, Senior Trooper – Station, pay grade 22, last filled 9/1/05, will be transferred to Vt. Criminal Justice Training Council as a Training and Curriculum Development Coordinator, pay grade 22.

The position will be transferred to VCJTC effective when the JFC approves the Enforcement of Motorcycle Laws grant. We will review the MOU each year of the grant, and renew the MOU if it makes sense. When the grant ends the trooper position will return to VSP.

David Beatty will include a copy of this email with the grant package when it is sent for JFC review.

If you have any questions, please let me know.

Thank you. Molly

Molly Ordway Paulger Human Resources Director Agency of Administration Department of Human Resources 144 State Street Montpelier, VT 05620-1701 (802)828-3517 molly.paulger@state.vt.us

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Memorandum of Understanding Between Vermont Department of Public Safety and Vermont Criminal Justice Training Center

THIS MEMORANDUM OF UNDERSTANDING, made this _____ day of _____ 2008, by and between the Vermont Department of Public Safety ("DPS") and the Vermont Criminal Justice Training Council ("VCJTC").

Whereas VCJTC has the primary responsibility for providing training to Vermont Law Enforcement officers in the State of Vermont.

Whereas VCJT has the need to staff a motorcycle safety training grant though a position loan and VCJT and DPS have determined that the most efficient and effective way to address this need is through a position transfer.

Whereas DPS has agreed to transfer a vacant trooper position to VCJTC for the purpose of staffing the motorcycle safety training grant.

Whereas DPS and VCJTC wish to continue this arrangement on an annual basis subject to review and termination by either party.

NOW, THEREFORE, DPS and VCJTC agree as follows:

- 1. DPS position number 340370, Senior Trooper, pay grade 22, will be transferred to the VCJTC as a Training and Curriculum Development Coordinator, pay grade 22. The position will be transferred to VCJTC effective the date when ____?___("JFC") approves the Enforcement of Motorcycle Laws Grant.
- 2. Funding for the Training and Curriculum Development Coordinator position will be provided through the Enforcement of Motorcycle Laws Grant and will include salary, benefits and operating expenses attributable to the position.
- 3. This agreement shall continue for one calendar year from the effective date of the transfer and may be renewed upon agreement of the parties.

Signed: Date: ______ Thomas R. Tremblay, Commissioner

Department of Public Safety

Signed: R.J. Elrick, Executive Director Vermont Criminal Justice Training Council

Date:



http://www.iadlest.org

GEORGE GOTSCHALK President Virginia Criminal Justice Services 202 East 9th Street Richmond, Virginia 23219 (804) 786-8001 Fax: (804) 786-0410 george.gotschalk@dpjs.state.virginia.us

RAYMOND BEACH, JR. First Vice President Michigan Commission on Law Enforcement Standards 7426 North Canal Road Lansing, Michigan 48913 (517) 322-1417 Fax: (517) 322-6439

beachr@michigan.gov

MICHAEL CREWS Second Vice President Florida Department of Law Enforcement P.O. Box 1489 Tallahassee, Florida 32302-1489 (850) 410-8600 Fax: (850) 410-8606 mikecrews@fdle.state.fl.us

E. A. WESTFALL Treasurer Iowa Law Enforcement Training Academy P.O. Box 130 Johnston, Iowa 50131-0130 (515) 242-5357 Fax: (515) 242-5471 Penny.Westfall@ilea.state.ia.us

LLOYD HALVORSON Secretary

Peace Officer Training Lake Region State College 1801 North College Drive Devils Lake, North Dakota 58301 (800) 443-1313 Iloyd halvorson@Irsc.nodak.edu

PATRICK J. JUDGE Executive Director 2521 Country Club Way Albion, Michigan 49224 (517) 857-3828 Fax (517) 857-3826 pjudge@worldnet.att.net

International Association of Directors of Law Enforcement Standards and Training

P.O. Box 227, Van Meter, Iowa 50621

George Gotschalk, President International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, Michigan 49224

February 20, 2008

RJ Elrick, Executive Director Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Re: Training for the Enforcement of Motorcycle Laws Grant Task Order Number: 0003 / Contract Number: DTNH22-07-D-00160

Dear Mr. Elrick,

It is my pleasure to advise you that the Vermont Criminal Justice Training Council (VCJTC) has been selected as the recipient of the "Enforcement of Motorcycle Laws" grant project. The VCJTC will manage the grant project as a sub grantee/contractor to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). The grant is for a three (3) year time frame, and the funding level is \$456,000.00, a \$152,000 award per year.

As discussed in the grant proposal, VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign Assistant Director June Kelly to the project as the Project Manager. Award documents will follow with work commencing immediately upon approval on your end followed by acceptance of the agreement. Congratulations and IADLEST looks forward to working with you.

Sincerely, ery B. Astullh

George Gotschalk President IADLEST

Thomas Flaherty Northeast Region Connecticut Ph (230) 238-6505 Fax (230) 238-6643 thomase.flaherty@po.state.ct.us Thomas Jurkanin, Ph.D Central Region Illinois Ph (217) 785-5910 Fax (217) 524-5350 tom.jurkanin@Illinois.gov Peggy Schaefer South Region North Carolina Ph (910) 525-4151 Fax (910) 525-5439 pschaefer@ncdoj.gov Mark E. Damitio Midwest Region Kansas Ph (620) 694-1532 Fax (620) 694-1420 mdamitio@kletc.org Lyle Mann West Region Arizona Ph (602) 223-2514 Fax (602) 244-0477 LyleM@azpost.gov Patrick Bradley, JD Immediate Past President Maryland Ph (410) 875-3400 Fax (410) 875-3500 pbradley@dpscs.state.md

RECEIVED

FEB 2 5 2008

V.C.J.T.C.



Criminal Justice Training Council Vermont Police Academy 317 Sanatorium Road Pittsford, VT 05763 **www.vcjtc.state.vt.us**

[phone] 802-483-6228 [fax] 802-483-2343 Office of the Executive Director

MAR 0 3 2008

February 29, 2008

Secretary Michael K. Smith Agency of Administration 109 State Street Montpelier VT 05609-0201

Re: Grant Acceptance Request

Secretary Smith,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the International Association of Directors of law Enforcement Standards and Training (IADLEST). The federal funds originate with NHTSA (National Highway Traffic Safety Administration) and are passed through an umbrella agreement to IADLEST.

This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle laws, the development and implementation of a "train-the-trainer" course structured around the new curriculum, and ultimately this curriculum will be used nationwide. This is a great opportunity for Vermont. We were selected for this project from a competitive application process!

RECD MAR 0 3 2008



I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,

ute

R. J. Elrick Executive Director

RECTI MAR 0 3 2008

State of Vermont Criminal Justice Training Council

Technical Response



International Association of Directors of Law Enforcement Standards & Training

Training for the Enforcement of Motorcycle Laws Grant

Task Order Number: 0003 Contract Number: DTNH22-07-D-00160

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year October 31, 2007 to September 30, 2008

Organization Capacity

Vermont Criminal Justice Training Council (VCJTC) 317 Academy Road Pittsford, VT 05763

The mission of the Vermont Criminal Justice Training Council (VCJTC), also known as the Vermont Police Academy, is to establish rules, policies, regulations and standards for certification and training of law enforcement. The Council also serves as a resource to municipalities, counties, and the state to improve the quality of citizen protection. Established in 1971, we are a state agency that trains all state, county and local law enforcement.

VCJTC accomplishes its' mission by developing comprehensive programs to provide high quality criminal justice training in a cooperative, efficient and effective manner through proper utilization of modern technology and coordination of our facility. We provide an in-service training offerings and work to meet the continuing education needs of today's law enforcement.

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

Mr. Patrick Judge, IADLEST Executive Director shall serve as Project Manager. Ms. June F. Kelly will serve as Project Manager.

Project Staffing and Management

Overseeing the development and implementation of a training requires the dedication of a project manager that is responsible for day-to-day operations and oversight. Assuming knowledge of training for motorcycle safety and enforcement issues, this project manager also would have knowledge and experience in project management, quantitative and qualitative research, communications, and finance.

<u>Project Director:</u>	Patrick Judge, Executive Director International Association of Directors of Law Enforcement Standards and Training 2521 Country Club Way Albion, MI 49224 Office ph: (517) 857-3928 Fax no: (517) 857-3826 Email: <u>PJudge@world.att.net</u>
<u>Project Manager:</u>	June F. Kelly, Assistant Director VCJTC Office ph: (802) 483-6228 ext. 12 Fax no: (802) 483-2343 Email: <u>June.Kelly@state.vt.us</u>
<u>Clerical/Fiscal Support:</u>	Gail Billings, Accountant VCJTC Office ph: (802) 483-6228 ext. 10

Office ph: (802) 483-6228 ext. 10 Fax no: (802) 483-2343 Email: <u>Gail.Billings@state.vt.us</u>

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

In 2005, 4,553 motorcyclists were killed and an additional 87,000 were injured in traffic crashes in the United States – 13 percent more than the 4,028 motorcyclist fatalities and 14 percent more than the 76,000 motorcyclist injuries reported in 2004. This is the level last seen in 1986. Per vehicle mile traveled, motorcyclists are about 34 times more likely than passenger car occupants to die in a traffic crash. Per registered vehicle, the fatality rate for motorcyclists in 2004 was 4.8 times the fatality rate for passenger car occupants, yet motorcycles made up more than 2 percent of all registered vehicles in the United States in 2004 and accounted for only 0.3 percent of all vehicle miles traveled.

Almost half (41 percent) of the 1,051 motorcycle operators who died in single-vehicle crashes had BAC levels of .08 g/dl or higher. Nearly one out of four motorcycle operators (24 percent) involved in fatal crashes were operating the vehicle with an invalid license at the time of the collision. Whereas NHTSA estimates that helmets saved 1,546 motorcyclists' lives in 2005, 728 more could have been saved if all motorcyclists had worn helmets. In 2005, 34 percent of all motorcyclists involved in fatal crashes were speeding, compared to 26 percent for passenger car drivers, 25 percent for light-truck drivers, and 2 percent for large-truck drivers. The targets for the enforcement of motorcycle laws are clear: alcohol, licensing, helmets, and speed. However, motorcycles have some unique characteristics that may require some innovative solutions.

The law enforcement community may represent the most critical group of partners with the front-line capability of implementing strategies to address the drastic increases in motorcycle crashes and fatalities. First, law enforcement must be aware of the scope of the problem. Second, law enforcement should understand how their individual and collective capability can make an immediate impact.

Traditionally, officers have received inconsistent, little or no training on what to do in dealing with motorcyclists. Given the increasingly extreme performance capabilities of motorcycles, law enforcement officers, more than ever before, need policy and strategies that can be used as effective countermeasures and action plans to avoid a potential pursuit situation. They also need the confidence that their actions will be reinforced and supported by prosecutors and adjudicators. By working together, they can create an effective front to motorcycle-related violations.

PURPOSE

The purpose of this Project Order (PO) is to proactively enforce motorcycle traffic safety laws and regulations that allow officers to effectively enforce in a manner that avoids precipitating pursuit situations. The Grantee shall take the appropriate actions to promote State POST certification of the training and provide sufficient train-the-trainer sessions to assure that each NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

This PO between NHTSA and the Grantee serves to provide the financial and technical assistance to accomplish training programs for the enforcement of motorcycle laws designed to reduce the number of deaths and injuries that result from motorcycle related traffic crashes.

The Grantee, in cooperation with NHTSA, shall provide the leadership, expertise and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery of training in support of motorcycle laws and the associated publications, activities and technical assistance requirements.

The focus of this effort is to address legal and operational law enforcement training on motorcycle issues that consistent with appropriate International Association of Chiefs of Police (IACP) policy guidelines and applicable State POST training and certification guidelines.

The result of this effort will be a implementation of a training program for the enforcement of motorcycle laws that will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to safely and successfully conduct motorcycle law enforcement efforts, and, a train-the-trainer program designed to provide law enforcement trainers with the knowledge and skills necessary to deliver the training program for the enforcement of motorcycle laws at IADLEST member accredited law enforcement training academies, community colleges and universities.

Task 2 – Develop and Submit a Work Plan

Within 15 days after award, the Grantee shall submit in writing to the POM a draft Work Plan (WP) detailing how the Grantee intends to accomplish the tasks outlined in this PO. The draft WP shall include, but not be limited to the following:

- a. Each task outlined in Specific Requirements and Tasks.
- b. Each Milestone and Deliverable identified in Performance Deliverables and Milestones.
- c. A detailed work plan of how the Grantee intends to approach and complete the actions, tasks, milestones and deliverables identified and contained within this PO.
- d. Indicate timelines to accomplish each task outlined in Specific Requirements and Tasks.

Within 5 days after the Initial Project Meeting (Task 3), the COTR will either approve the WP or provide the Grantee PM consolidated written comments for revision.

Within 5 days after receiving written comments from the COTR, the Grantee shall submit a revised WP for COTR review, comment, and revision, or COTR approval.

Work to be Done

As we understand in the request for proposal, work will commence immediately upon acceptance of the agreement. The grant cooperative agreement period of the grant is from the designated start date to September 30, 2010, a three year commitment. Based on the motorcycle grant time line, VCJTC, as sub grantee would support the proposed three year period or as set forth cooperatively. Based on statement of work, we are willing to commit the necessary project manager, equipment and office space necessary in support of the grant. Our work will accomplish and satisfy the specification as described by the attached work project orders.

The VCJTC proposes to manage the grant project as a sub grantee to the International Association of Directors of Law Enforcement Standards and Training (IADLEST). VCJTC agrees to the scope of work as outlined in the umbrella agreement and grant project statement of work between IADLEST and National Highway Traffic Safety Administration (NHTSA). VCJTC offers to assign a staff member in a full-time capacity to the project. The proposed Project Manager is Assistant Director June Kelly.

Methodology

Goal - Reduce the number of motorcyclist killed or injured in traffic crashes in the United States through educating law enforcement and outreach.

Objectives -

- 1. Educate police on the scope of the problem, i.e., motorcycle traffic crashes.
- 2. Create awareness that individual and collective capability can make an immediate impact on motorcycle deaths and injuries.
- 3. Create a collaborative with the police community and the motorcycle safety training community.
- 4. Sharing with law enforcement the array of resources on motorcycle safety
- 5. Proactive enforcement of motorcycle safety laws
- 6. Reduction of police pursuits involving motorcyclists

<u>Year One (1)</u> -

Research and analyze extent of the problem.

- 1. Plan is to take a look at existing training programs through research of resources, consultants, and existing law enforcement training programs.
- 2. Based on NHTSA Uniform Guidelines for State Highway Safety Programs, each State should ensure that State and community safety programs include a law enforcement component. Find out which states are in compliance and based on the statement of work help to provide a policy and training component.
- 3. Data collection
- 4. Use of Technical assistance resources
- 5. Look at best way to assemble a focus group/subject matter expert group.

Technical Response – Training for the Enforcement of Motorcycle Laws

- 6. Contact key project personnel & expertise.
- 7. Establish collaboratives with those involved with motorcycle safety.
- 8. Look at copyright permissions on existing safety training literature, materials and curriculum.
- 9. Research state to state motorcycle laws or resources to find them.

Design/Develop

- 1. NB: In accordance with the National Highway Traffic Safety Administration Uniform Guidelines for State Highway Safety Programs, Highway Safety Program Guideline No. 3, Motorcycle Safety, subsection VII. Law Enforcement, states the following: Each State should ensure that State and community motorcycle safety programs include a law enforcement component. Each State should emphasize strongly the role played by law enforcement personnel in motorcycle safety. Essential components of that role include:
 - Developing knowledge of motorcycle crash situations, investigating crashes, and maintaining a reporting system that documents crash activity and supports problem identification and evaluation activities;
 - Providing communication and education support;
 - Providing training to law enforcement personnel in motorcycle safety, including how to identify impaired motorcycle operators and helmets that do not meet FMVSS 218; and
 - Establishing agency goals to support motorcycle safety.
- 2. NHTSA and IADLEST would be in a position to assist each State
- 3. Public, Information & Education materials for law enforcement
- 4. Model Policy development
- 5. Lesson Plan / curriculum

Years Two (2) & Three (3) -

Implement

- 1. Pilot Test Lesson Plan / curriculum
- 2. Conduct Train-the-Trainer
- 3. Public, Information & Education materials for law enforcement
- 4. Police and public outreach
- 5. Sharing Model Policy

Task 3 – Conduct Initial Project Meeting

Within 30 days after award, the Grantee shall meet with the COTR and TOM and other interested NHTSA staff to review and discuss the Grantee's draft WP. The meeting will be conducted at NHTSA Headquarters, Washington, D.C. The purpose of this meeting is to discuss the PO's objectives, Grantee's planned course of action to accomplish the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA, and resolve any differences between the Government's intent and the Grantee's approach. The intent of this meeting is to ensure that the Grantee and COTR have an agreed understanding of the objectives of the PO and how the Grantee will be accomplished them.

The Grantee's PM shall first conduct a briefing describing their planned approach. The Grantee shall be prepared with appropriate briefing materials. After the Grantee's prepared briefing, the Grantee and COTR, and other NHTSA staff, will discuss specific details of the activities, tasks, milestones and deliverables as described within the PO between the Grantee and NHTSA. The Grantee shall allow two hours for this meeting.

If further revisions are needed, the Grantee shall submit a revised WP to the COTR within 5 days reflecting the agreed upon revisions for final approval by the COTR. Other than planning, the Grantee shall not perform any subsequent work or tasks prior to approval of the WP by the COTR.

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

At a minimum, the Grantee shall submit a Progress Report (PR) quarterly. The Grantee shall furnish one (1) copy to the CO and one (1) original PR to the COTR within 30 days following each reporting period. The COTR will provide the Grantee with a template for use when submitting the PR. The template shall

Technical Response - Training for the Enforcement of Motorcycle Laws

be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each PR shall include a narrative description of the following items:

- Activities, milestones and deliverables accomplished during the reporting period.
- Funds expended during the reporting period, to include the amount of any Grantee in-kind contributions.
- Problems or delays encountered while conducting services during the reporting period.
- Identify specific actions, problems or delays the Grantee would like NHTSA to address.
- Identify activities, milestones and deliverables the Grantee plans to accomplish during the next reporting period.
- Requests for technical assistance during the reporting period.
- Preliminary or interim results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

Note: The Grantee shall be permitted to submit a claim for reimbursement each month, provided that an appropriate PR has been previously submitted or accompanies each claim for reimbursement for that period of time.

2) Annually.

The Grantee shall submit an annual PR. The Grantee shall furnish one (1) copy to the CO and one (1) original annual PR to the COTR within 30 days following the one year anniversary of the start of the PO. The COTR will provide the Grantee with a template for use when submitting the annual PR. The template shall be in Microsoft (MS) Word format and may be delivered by e-mail. At a minimum, each annual PR shall include a narrative description of the following items:

- Summary of activities, task, milestones and deliverables accomplished during the fiscal year.
- Accounting of funds expended during the reporting period, to include the amount of any Grantee inkind contributions.
- Summary of problems or delays encountered while conducting services during the reporting period.
- Summary of results, conclusions, trends or other items of information that the Grantee believes are of timely interest to NHTSA.

b. Draft Final Report.

No less than 30 days prior to the expiration of this PO, or, within 30 days of termination of this PO, the Grantee shall submit a draft Final Report (FR) to the COTR for review. The draft FR shall provide a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks.

Within 5 days after receipt, the COTR and appropriate NHTSA staff will review the draft FR for adequacy and provide consolidated comments to the Grantee.

c. Final Report.

Within 90 days after expiration or termination of this PO, the Grantee shall provide a FR presenting a detailed explanation of the results and outcomes accomplished for all the tasks identified and outlined in Specific Requirements and Tasks. The Grantee may provide the FR electronically to the COTR, in addition to one (1) original (hard copy) to the CO and one (1) original (hard copy) to the COTR via an acceptable ground delivery service.

d. Required Format for Final Report.

NHTSA is required by law to submit all products/publications to the Government Printing Office (GPO) for printing. GPO has established guidelines for the preparation of all print materials that can be found in the GPO, "Best Practices for Preparing and Submitting Electronic Design and Prepress Files (GPO Publication 300.6)." This document is available at

www.gpo.gov/procurernent/ditsg/

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format. Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

Office graphics programs, such as Microsoft Word, Excel, or PowerPoint are not acceptable for submittal to GPO.

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at http://www.accessboard.gov/secSO8/guide/i 194.22 .htm

Task 5 – Travel

The Grantee shall perform travel as required and necessary to complete the activities, tasks, milestones and deliverables outlined in this PO under the following guidelines. These guidelines include, but are not limited to the following:

- a. Not less than ten (10) days prior to travel, the Grantee shall notify the COTR of scheduled travel. Such notification may be submitted via electronic mail.
- b. The notification shall identify and contain the name of the traveler(s), a detailed statement of purpose, the destination and length of trip (for each traveler).
- c. Within ten (10) days after travel, the Grantee shall submit, upon request of the POM, a trip report providing details of the travel, including tasks performed/accomplished, meetings attended, persons contacted and other necessary details regarding the project. Other issues of interest to NHTSA shall be included in the report. If the COTR does not request a trip report, the Grantee shall include the trip report in the next PR.
- d. All Grantee travel shall be in compliance with the appropriate federal travel regulations.

Task 6 – Meetings Management

The Grantee is responsible for scheduling, convening and managing appropriate meetings as necessary to address relevant training for the enforcement of motorcycle laws issues for NHTSA, IADLEST, and allied law enforcement organizations and agencies across the country. The purpose of each meeting shall be to provide the leadership, expertise and organizational oversight necessary and appropriate for the development, implementation, promotion, maintenance, implementation, support and delivery of the training for motorcycle law enforcement and the associated publications, activities and technical assistance requirements relevant to the activities, task, milestones and deliverables identified under this PO.

Not less than 15 days prior to convening a meeting, the Grantee shall notify the COTR and TOM and provide a draft agenda identifying at a minimum the specific meeting purpose, proposed meeting activities, and, if appropriate, the proposed meeting presentation sessions and speakers. Within five (5) days of receipt, the COTR and TOM will either concur with the agenda or forward to the Grantee suggested revisions. The Grantee shall not distribute the agenda of any meeting prior to receiving COTR concurrence.

Within 30 days following the meeting adjournment, the Grantee shall provide the COTR and TOM a report that reflects the issues addressed and recommendation(s) for action on each issue or activity. Within five (5) days of receipt, the COTR and TOM will either concur with the report or forward to the Grantee suggested revisions. The Grantee shall not distribute the report of any meeting prior to receiving COTR concurrence.

Task 7 – Communication with the Membership, Law Enforcement Leaders and Colleagues

Each fiscal year, the Grantee shall inform IADLEST members and membership organizations of the PO scope of work, goals, progress, and outcomes. This may be accomplished by publishing a minimum of one article in the appropriate IADLEST newsletters or other written or electronic communications with the IADLEST membership,

member and allied organizations and colleagues.

The PM is responsible for keeping the Board of Directors of IADLEST and the Chair of appropriate IADLEST Committees informed of this PO and related activities. The PM shall accomplish this by providing the Board of Directors of IADLEST and the Chair of appropriate IACP Committees copies of all PRs relevant to this PO concurrent with the submission of subject PRs to the COTR.

Task 8 – Subject Matter Expert Working Group

The Grantee, in cooperation with NHTSA, shall convene as necessary an appropriate subject matter expert working group and provide the leadership and organizational oversight necessary and appropriate for the development, promotion, maintenance, implementation, support and delivery relevant to the enforcement of motorcycle laws.

The group shall address the following critical areas: impairment, licensing, (compliant) helmets, and speeding. The group shall address situations unique to the enforcement of motorcycle laws to include:

- Detection of impaired motorcyclists
- Including motorcyclists in National Crack Down
- Detection of non-compliant helmets
- Strategies to avoid pursuit situations
- Strategies used to deal with unlicensed riders at a traffic stop
- Equipment violations
- The involvement of motorcycle officers in public relations campaigns

Task 9 – Law Enforcement Motorcycle Training Program

The Grantee, in cooperation with NHTSA, shall create and promote an appropriate training program for the enforcement of motorcycle laws – consistent with IACP police guidelines and State POST training and certification – for law enforcement officers throughout the nation. This training program shall provide guidance for enforcement activities for law enforcement officers. The safety of motorcyclists, the public, and the officer shall be emphasized as being paramount to the total enforcement officers the knowledge and skills necessary to safely and successfully conduct motorcycle related enforcement activities that are consistent with appropriate IACP policy guidelines.

The Grantee shall convene appropriate training for the enforcement of motorcycle law program delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational enforcement issues on motorcycle laws that are consistent with appropriate IACP policy guidelines.

If required during development, the Grantee shall make recommendations for proposed revisions to the training program objectives and curriculum, participant-officer performance specifications and testing procedures.

Within 10 days of the initial development, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the enforcement of motorcycle law training program curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of the enforcement of motorcycle law program, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the training program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of the enforcement of motorcycle law offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 10 – Train-the-Trainers

The Grantee, in cooperation with NHTSA, shall promote and provide an appropriate enforcement of motorcycle

law train-the-trainers program designed to provide law enforcement trainers the knowledge and skills necessary to develop, implement and deliver the training for the enforcement of motorcycle law, as outlined in Task 9, for law enforcement officers throughout the nation. The result of this train-the-trainer effort will be a training program designed to provide a cadre of law enforcement trainers the knowledge and skills necessary to develop and deliver the training for the enforcement of motorcycle law program at IADLEST member accredited law enforcement training academies, community colleges and universities. The resulting training for the enforcement of motorcycle law programs will lead to an exchange of information, an increase in knowledge and the development of skills necessary for law enforcement officers to successfully conduct motorcycle law enforcement activities.

The Grantee shall convene appropriate train-the-trainer delivery teams and provide the leadership, organizational oversight and support necessary for the delivery of the training for the enforcement of motorcycle law program, to include the relevant associated publications, activities and technical assistance requirements. The focus of this delivery effort is to address legal and operational older driver enforcement training issues that are consistent with appropriate IACP policy guidelines.

The Grantee shall make recommendations for consideration on issues relevant to the delivery of the train-thetrainer program, to include but not limited to proposed revisions to the program objectives and curriculum, participant-officer performance specifications and testing procedures, IADLEST membership organizations support, participation and administrative processes, and, participation-officer continuing education credits where applicable.

Within 10 days of the initial development or appropriate revisions, the Grantee shall submit to the POM one (1) hard copy and one (1) electronic copy of the training for the enforcement of motorcycle law train-the-trainer curriculum and relevant associated documents.

Not less than 30 days prior to the delivery of a train-the-trainer program offering, the Grantee shall notify the POM of the delivery site, delivery date(s), other information relevant to the delivery of the train-the-trainer program and appropriate information of interest to NHTSA.

Within 10 days after the delivery of each train-the-trainer program offering, the Grantee shall submit a postdelivery report to the POM identifying the delivery site, delivery dates, delivery team, participant name and agency, and appropriate information of interest to NHTSA.

Task 11 – Provide Technical Assistance

The Grantee shall provide technical assistance, as requested, with POM approval. The Grantee shall be required to submit the request in writing not less than 3 days prior to the commencement of the engagement. This submission shall include, but not be limited to, person(s) and/or agency(ies) requesting the technical assistance, traveler(s), purpose, location, and the intended accomplishments. In cases of exigent circumstances, the Grantee may notify the POM via telephone or electronic mail requesting approval. If the exigent request is approved by the POM, the Grantee shall submit the request in writing as outlined above to ensure accurate recordkeeping.

PERIOD OF PERFORMANCE

The period of performance for this PO is from the PO Award Date as shown on the face page through a scheduled completion date of September 30, 2010.

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

The following Deliverables (D) and Milestones (M) are significant in this project.

Item No.	Task No.	Milestone (M)/Deliverable (D)	Due Date	No. of Copies
1	1	Selection of project director and project manager. Completed and signed grant applications due to IADLEST	August 13, 2007	Email IADLEST
1	1	Submit a letter designating the PD and PM (M)(D)	Within 10 days after award	2
2	2	Submit draft WP (M)(D)	Within 15 days after	2

Technical Response - Training for the Enforcement of Motorcycle Laws

			award	
3	3	Conduct Initial Project Meeting (M)(D) at NHTSA –	Within 30 days after	N/A
		Washington DC	award	
		The beginning of the Federal fiscal year.	October 1	
4	2	POM comments or approval of WP (M)(D)	Within 5 days after	N/A
			Initial Project	
			Meeting	
5	2	Submit revised WP	Within 5 days after	2
			receiving POM	
			comments	
6	4	Submit Progress Reports (M)(D)	Within 30 days of	2
		Quarterly Reports Due	reporting period	
7	4	Submit annual Progress Reports (M)(D)	Within 30 days of the	2
			end of the fiscal year	
8	4	Submit claims for reimbursement (must be supported by	Within 30 days of	3
		the appropriate Progress Report) (D)	reporting period	
9	4	Submit "draft" Final Report (M)(D)	Within 30 days after	2
2			PO termination	-
10	4	Submit Final Report (M)(D)	Within 90 days after	2
			PO termination	-
11	5	Submit Travel Notification (D)	Not less than 10 days	1
11			prior to travel	-
12	5	Submit Travel Report (D)	Within 10 days after	1
12			POM request	*
13	6	Submit Meeting notification and draft agenda (D)	Not less than 15 days	1
15	Ū	Submit Wooding Holmoaron and Gran agonda (D)	prior to	1
			commencement	
14	6	Submit Meeting report (D)	Within 30 days after	1
14		Buomit Meeting Teport (D)	meeting adjournment	1
15	7	Submit article for IADLEST newsletter (M)(D)	Each fiscal year	1
16	7	Submit PRs to IADLEST Board of Directors and	With the submission	N/A
10	1 1	appropriate Committee Chairs	of PRs to POM	11/21
17	8	Convene SMEs (M)	As necessary	
18	9	Training Program curriculum and relevant associated	Within 10 days of	1
10		documents submission (M)(D)	development or	T
		documents submission (IVI)(D)	revisions	
19	9	Training Program Pre-delivery report (M)(D)	Not less than 30 prior	1
19			to delivery	1
20	9	Training Program Post-delivery report (M)(D)	Within 10 days of	1
20		Training Trogram Tost-denvery Teport (W)(D)	training delivery	L
21	10	Train-the-Trainer Program curriculum and relevant	Within 10 days of	1
21		associated documents submission (M)(D)	development or	1
		associated documents submission (W)(D)	revisions	
22	10	Train-the-Trainer Program Pre-delivery report (M)(D)	Not less than 30 prior	1
<i>L</i> . <i>L</i> .			to delivery	T
23	10	Train-the-Trainer Program Post-delivery report (M)(D)	Within 10 days of	1
23		Tram-me-framer frogram rost-denvery report (M)(D)	training delivery	1
24	11	Submission of Technical Assistance request for POM		1
24		*	Not less than 3 days prior to	1
		approval (M)(D)	· · ·	
	1		commencement	

Place of Delivery and Number of Copies Β.

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All deliverable items shall be furnished to the following addresses in the number of copies specified.

Item #	Address	# of Copies
l – 24	TBD	1
	National Highway Traffic Safety Administration	
	Safety Countermeasures Division (NTI-121)	

- I raining for the Enforcement of Motorcycle Laws echnical Response

400 Seventh Street, S.W., Suite 5130 Washington, D.C. 20590

Identify Key Project Personnel and Relevant Expertise

June Kelly, Project Manager VT Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763 (802) 483-6228 ext. 12

The following are an initial list of potential consultants, partnerships and other personnel that will be involved in the motorcycle project.

Paul Graves, Program Coordinator Vermont Rider Education Program VT DMV 120 State Street Montpelier, VT 05603-0001 (802) 828-2068 Paul.Graves@state.vt.us

Robert King, Motorcycle Safety VT Governor's Highway Safety Program

National Highway Traffic Safety Administration Safety Countermeasures Division (NTI-121) 400 Seventh Street, S.W., Suite 5130 Washington, DC 20590

IADLEST International Association of Directors of Law Enforcement Standards and Training George Gotschalk, President Patrick Judge, Executive Director 2521 Country Club Way Albion, Michigan 49224

Motorcycle Safety Foundation 2 Jenner Street, Suite 150 Irvine, CA 92618 http://www.msf-usa.org (800) 446-9227

(517) 857-3828

National Association of State Motorcycle Safety Administrators SMSA Business Office 7881 S. Wellington Street Centennial, Colorado 80122-3193 (303) 797-2318 Fax: (303) 703-3569 SMSA.org

American Motorcyclist Association (AMA) 13515 Yarmouth Dr. Pickerington, Ohio 43147 (800) AMA-JOIN Fax: (614) 856-1920

Accountability for Expenditures

Expenditures will be reported monthly on prescribed forms for reimbursement. VCJTC will send an accounting of expenses to IADLEST for reimbursement. All Grants are approved by the State of Vermont and are managed through the state's accounting process. All grants are given a specific numeric identifier.

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

- 1. Course Feedback
- 2. Survey results
- 3. Updates to curriculum
- 4. Monitor Type and number of presentations,
- 5. Number of police participated,
- 6. Number of motorcyclist trained,
- 7. Reduction in injuries
- 8. Reduction in deaths
- 9. Measure various enforcement efforts, such as DUI
- 10. Number of tickets issued, i.e., helmet law violations, speeding, etc.
- 11. Public Education outreach
- 12. Document activities and linking these activities to the achievement of objectives.

Page

"Elrick, RJ" <rj.elrick@state.vt.us></rj.elrick@state.vt.us>	
"Nathan Lavery" <nlavery@leg.state.vt.us></nlavery@leg.state.vt.us>	
6/18/2008 2:37 PM	
RE: FW: Initial Questions/Requests from Join Fiscal	
	"Nathan Lavery" <nlavery@leg.state.vt.us> 6/18/2008 2:37 PM</nlavery@leg.state.vt.us>

Nathan,

The grant was written for a 36-month period. We have been working on moving it through the system since early Spring and still really don't know a start date. The yearly budgets are accurate for 12 month periods. We will spend approx. \$150K in the first 12 months once the project is underway. We will definitely have to recalculate how much in each given fiscal year, once we know when we can start. The total expenditures during the 36 months of the grant will remain as presented.

R. J. Elrick, Executive Director Vermont Criminal Justice Training Council Vermont Police Academy 317 Academy Road Pittsford VT 05763 Office: (802) 483-6228 Ext. 20 Fax: (802) 483-2343 Cell: (802) 342-0328 E-Mail: rj.elrick@state.vt.us Web: www.vcjtc.state.vt.us

-----Original Message-----From: Nathan Lavery [mailto:nlavery@leg.state.vt.us] Sent: Wednesday, June 18, 2008 2:32 PM To: Elrick, RJ Subject: Re: FW: Initial Questions/Requests from Join Fiscal

Hello Mr. Elrick,

Thank you for the additional information. I think these materials will provide the necessary information to circulate the grant among the JFC members.

However, I am a little confused as to the three budgets you attached. The FY07-08 budget seems to indicate spending roughly \$150,000 in FY08. As the grant will not be approved before the close of FY08, how is this possible?

Nathan Lavery Fiscal Analyst Legislative Joint Fiscal Office One Baldwin Street Montpelier VT 05633-5301 (802) 828-1488

Fiscal Year 2007-2008 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Budget Category	Item	Quantity	Estimated Total Costs	Category details – if needed
Personnel	Program Manager / Staff	1 Staff Position	\$68,500.00	Personnel & Fringe
Salary & Benefits	Accounting/Assistant/Clerical		\$ 5,300.00	
			0	•
Management &	IADLEST Administration		\$12,160.00	Admin
Administrative			0	
Costs - IADLEST			0	
	Travel and Per Diem expenses		\$20,000.00	Travel
Travel/Per Diem			0	
			0	
	Phones, faxes, office supplies, postage.		\$17,000.00	Operating Expenses
Supplies, Other Operating Expenses	copies, training materials, printing		0	Supplies
operating Expenses			0	
	Training - Delivery - Consultants		\$26,040.00	Training
Training	Contractual Services		0	
			0	
	Laptop computer, software		\$3,000.00	Equipment
Equipment			0	
			0	
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		Total:	\$1 52,000.00	

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$68,500.00 represents gross annual wages of the project manager based on the current staff rate with an anticipated work step increase during the year of approximately one percent (1 %). The biweekly wage is \$2994.88, and the position has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The deductions are as follows: Social Security Taxes - \$195.41; Federal Taxes - \$408.28; Vermont Taxes - \$113.17; Medical Insurance - \$43.40; Retirement -\$86.93; Life Insurance \$3.02; VSEA Dues \$11.55. The \$5300.00 is an estimate cost of accounting/assistant/clerical support to manage this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend out of state and in-state events such as meetings, conferences to brief the following groups: NHTSA – Washington DC, IADLEST – Indianapolis Conference, IACP, NSA, SMSA and MSF. Also the travel involved others to trainings and travel for subject matter experts to bring focus group together as needed. This cost represents approximately 15 travel event for the year depending on the length of time, individual costs for air fare, lodging, meals, and registration fees, etc.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing and related office materials. Additionally other operating cost such as office costs, such as phone, faxes, clerical supplies, educational supplies, administrative items, subscriptions, and professional organization dues/fees.

Training

A training cost estimate of \$29,400.00 represents the start of training programs, training materials, consultants, and contractual training services.

Equipment

The equipment cost estimate is \$3,000.00 to cover one laptop computer with software such as Adobe printing software required by NHTSA for print materials proposed is for essential equipment to do presentations, progress reports, manuals, and training classes.

Fiscal Year 2008-2009 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department: Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

Item	Quantity	Total Costs	Category details – if needed
Program Manager / Staff	1 Staff Position	\$70,555.00	Personnel & Fringe
Accounting/Assistant/Clerical		\$ 5,460.00	
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IADLEST Administration		\$12,160.00	Admin
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Travel and Per Diem expenses		\$20,000.00	Travel
		0	
		0	
Phones. faxes, office supplies, postage,		\$17,000.00	Operating Expenses
copies, training materials, printing		0	Supplies
		0	
Training – Delivery – Consultants		\$25,585.00	Training
Contractual Services		0	
		0	
LCD projector		\$1,000.00	Equipment
Portable screen		\$ 240.00	
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	Total:	\$152,000.00	
	Accounting/Assistant/Clerical IADLEST Administration Travel and Per Diem expenses Phones. faxes, office supplies, postage, copies, training materials, printing Training – Delivery – Consultants Contractual Services	Program Manager / Staff Position Accounting/Assistant/Clerical	Program Manager / Staff Position \$70,555.00 Accounting/Assistant/Clerical \$ 5,460.00 0 IADLEST Administration \$ 12,160.00 0 IADLEST Administration \$ 12,160.00 0 Travel and Per Diem expenses \$ 20,000.00 0 Phones. faxes, office supplies, postage, copies, training materials, printing 0 0 Training – Delivery – Consultants \$ 25,585.00 0 Contractual Services 0 0 Portable screen \$ 240.00 0 O 0 0 0 O 0 0 0 ICD projector \$ 1,000.00 0 0 O 0 0 0 ICD projector \$ 240.00 0 0 ICD projector 0 0 0 ICD 0 0 0 0

Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$70,555.00 represents gross annual wages. This is based on the current staff rate with the remainder of a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5460.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$20,000.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel involved others to trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$25,585.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

The equipment cost estimate is \$1240.00 to cover the cost of a LCD projector and portable screen to use for training.

Fiscal Year 2009-2010 Budget Detail Worksheet

Date: Updated November 14, 2007

Jurisdiction/Department:

Criminal Justice Training Council

Total Grant Request: \$152,000.00

Vermont Criminal Justice Training Council 317 Academy Road Pittsford, VT 05763

Prepared by: June Kelly, Assistant Director (802) 483-6228 ext. 12, email – June.Kelly@state.vt.us

ram Manager / Staff unting/Assistant/Clerical EST Administration el and Per Diem expenses es, faxes, office supplies, postage, es. training materials, printing ing – Delivery - Consultants	1 Staff Position	\$72,672.00 \$ 5,624.00 0 * \$12,160.00 0 \$18,328.00 0 \$18,328.00 0 \$17,000.00 0 0 0 0 0 0 0 0 0 0 0 0	Personnel & Fringe Admin Travel Operating Expenses Supplies
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	Takala	\$152.000.00	
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Budget narrative description

Personnel - salary and benefits

The salary and benefits total of \$72,672.00 represents gross annual wages. This is based on the current staff rate with a step increase and an anticipated cost of living increase estimate during the year. The total is approximately three percent (3 %) over the total for the previous grant year. The wage has an overtime factor build in, so regardless of hours worked beyond 80 hours in a 2 week period, the salary amount is not eligible for further overtime pay. The benefits paid via deductions are as follows: Social Security Taxes; Federal Taxes; Vermont Taxes; Medical Insurance; Retirement; Life Insurance; VSEA Dues. The \$5624.00 is an estimate cost of accounting, assistant, and clerical support to mange this project for the year.

Administrative Costs

This cost (\$12,160.00) represents an eight percent (8 %) administrative cost to IADLEST for management as Project Director of the grant.

Travel/Per Diem

The proposed cost of \$18,328.00 represents travel and per diem (meals) to attend several meetings, conferences to brief the following groups: IADLEST, IACP, NSA, NHTSA, SMSA and MSF. Also the travel for others involved in trainings.

Supplies/Other Operating Expenses

The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

A training cost estimate of \$26,216.00 represents the training programs, delivery, consultants, and contractual services.

Equipment

No equipment requests this period.