

## Minnesota Department of Public Safety 2015 DWI Officer Request for Proposal

The Minnesota Department of Public Safety (DPS), Office of Traffic Safety (OTS) is seeking proposals from law enforcement agencies for a full time DWI officer. The DWI officer will work the peak nights and times when drinking and driving occurs. Data from 2011-2013 was reviewed and to get the highest impact, the eight counties with the most impaired-related deaths serious injuries were chosen as being eligible for grant funds. Those eight are Anoka, Dakota, Hennepin, Olmsted, Otter Tail, Ramsey, St. Louis and Stearns. In addition, applicant agencies must have a sworn complement of at least 25 officers.

The OTS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration (NHTSA) provides federal funding to the OTS to design and implement public education and traffic law enforcement programs to fulfill this mandate. The OTS and NHTSA seek to support traffic safety interventions that have been proven to reduce deaths and severe injuries caused by motor vehicle crashes. The OTS is committed to funding projects that have identified traffic safety problems with proposed enforcement strategies likely to alleviate those problems.

Progress continues to be made in reducing the incidence of drinking and driving; unfortunately it still remains an issue. In 2013 it was estimated by the National Safety Council that the cost of alcohol-related crashes in Minnesota was \$235 million. In the same year, 20 percent of those involved in alcohol-related crashes were seriously injured and another 30 percent were killed. To address this ongoing issue, the Office of Traffic Safety is implementing a program to support eight full time officers and equipment needed to enforce traffic laws, including squad cars to be used solely for DWI enforcement.

### 2015 DWI Officer Grant Highlights

#### Eligible Agencies

Law enforcement agencies with a complement of 25 sworn officers or more in the counties of Hennepin, Anoka, Ramsey, St. Louis, Dakota, Stearns, Otter Tail, and Olmsted are eligible. No one agency will receive more than one DWI officer. The applying agency must currently have a 2015 TZD Enforcement grant.

#### Award

The total length of a DWI Officer grant is expected to be four years. However, grants will be written for one federal fiscal year at a time. Agencies will develop a work plan and budget which are subject to approval by the OTS. The award will cover a full-time sworn officer, fringe benefits and a squad car with necessary equipment to enforce traffic laws. Squad operating costs per mile, maintenance, uniforms and weapons are not covered by the grant.

#### Number and Amounts of Awards

The OTS anticipates awarding eight grants, each for no more than \$250,000 for the first year. Amounts for subsequent years (without the purchase of equipment or a squad) will be less.

## GRANT REQUIREMENTS

This grant is federally financed by NHTSA with impaired driving funds. Federal guidelines require this money be spent on projects designed to reduce DWI incidents. Because of this requirement, both the officer and majority of the equipment can only be funded for the enforcement of laws prohibiting driving while impaired. If the officer responds to, or is called to, an incident for something other than an alcohol-related driving offense, the time spent on non DWI related enforcement exceeding fifteen successive minutes must be paid for by the agency. The vehicle will be assigned to and driven solely by the DWI officer.

The agency will provide a qualified officer who has a minimum of two years of experience with the agency. The DWI officer will work on all aspects of this project. In addition, the following training must have been completed by the officer prior to the beginning of grant funded enforcement.

- NHTSA's 16-hour *Standardized Field Sobriety Testing (SFST)* course
- Minnesota's *Occupant Protection Usage and Enforcement (OPUE)* course
- NHTSA's *Drugs That Impair Driving (DTID)* course

- Officers who last completed an SFST course of any kind before October 1, 2010 must complete an SFST/DWI Update class

The Office of Traffic Safety expects the DWI officer will not be changed more frequently than once per year. The DWI officer rate includes salaries and fringe benefits, which must be in accordance with common practice for the classification level. Indirect costs may also be included if approved by a federal cognizant agency.

The OTS is committed to funding programs that have identified traffic safety issues with proposed enforcement strategies likely to alleviate those problems. All enforcement grants are part of the traffic safety program called Toward Zero Deaths (TZD), which works to create a safe driving culture in Minnesota by supporting a goal of zero road fatalities. Therefore, it is a requirement of this grant that applying agencies have a current TZD enforcement grant.

## Equipment

The following equipment is eligible for purchase under this program (NOTE: Only the equipment itself is eligible for reimbursement as part of this program. Installation of any equipment will be at the agency's expense.):

- 1) One police squad car
- 2) Add-on equipment to make the squad suitable for patrol:
  - a. Sirens
  - b. Lights
  - c. Control head for lights and sirens
  - d. Wiring
  - e. Push Bars
  - f. Partition
  - g. Plastic rear seat
  - h. 800 megahertz squad radio
  - i. In-squad camera
  - j. One handheld radar or laser unit
  - k. One portable breath tester
  - l. Decals and door wrap
- 3) In-squad computer (purchased under separate grant with 50% match from agency)
  - a. Ruggedized laptop computer
  - b. Docking station
  - c. Driver's license reader
  - d. Printer
  - e. Wireless aircard (NOTE: The grant is for the cost of the aircard only. Monthly fees for data are to be paid by agency.)
  - f. Antenna for aircard
- 4) Broken heart license plate for the squad car

### In-Squad Computer Grants

The OTS is also providing grant funding for in-squad computers and peripherals as noted above. The RFP lists the equipment available for purchase using the State's Cooperative Purchasing Venture. This is a separate grant which requires a separate application. Agencies applying for the In-Squad Computer grant must provide a 50% hard match. The RFP can be found here: ([In-Squad Computer RFP](#))

All purchases must comply with the Buy America Act (*see below*). In order to avoid delays and assure compliance, the agency must select equipment either manufactured or assembled in the United States. The agency must then furnish written documentation to the OTS for each item verifying its compliance with the Buy America Act. Once the OTS has determined the equipment is Buy America-compliant, the OTS will authorize the agency to proceed with the purchase after granting the award. Purchases cannot be made without prior written approval of the OTS. Any equipment purchased which is not compliant with the Buy America Act *will not be eligible for reimbursement* as part of this program.

Equipment not manufactured or assembled in the United States can be purchased if the OTS receives a waiver for each item from NHTSA. If the agency must purchase foreign-made equipment, it must notify the OTS and provide the type, manufacturer and model number for each item. The OTS will then seek a waiver for the equipment.

### **BUY AMERICA ACT**

The State will comply with the provisions of the Buy America Act ([23 U.S.C. 313](#)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation. (Note: the OTS must submit the waiver request.)

### **ENFORCEMENT STRATEGY**

Minnesota Motor Vehicle Crash Facts data shows the hours between 5:00 p.m. and 5:00 a.m. as having the highest concentration of alcohol-related crashes. For that reason, to generate the greatest impact the DWI officer's work shift must be between the hours of 5:00 p.m. and 5:00 a.m. A minimum of two Friday's and two Saturday's per month will be required as part of the DWI officer's schedule.

The following Holidays are required to be worked, unless the DWI officer is on paid leave:

Halloween

Wednesday evening before Thanksgiving

New Year's Eve

Fourth of July

Schedule variances:

- Overtime will not be included, except if the overtime was required to complete a shift, (e.g., the officer is in the process of charging someone at 5:00 (shift end time) and needs to work until 5:30 to complete the procedure).
- It is an acceptable use of funds for the DWI officer to attend court time outside of their normal work schedule, as long as it pertains to a DWI-related offense in which they were the arresting officer.
- Recurrent training provided to all officers of the agency will be paid for with grant funds.
- Any time and cost of additional training and conference attendance required by the OTS will be paid for with grant funds.
- Compensatory time, sick leave, and vacation earned prior to the beginning of this project are not allowed to be taken during tenure as the DWI officer and cannot be paid for with grant funds. Compensatory time, sick leave and vacation earned by the officer while paid for with grant funds are eligible for reimbursement.

Law enforcement agencies are to determine the start date of the DWI officer. If that date is prior to receiving the squad car purchased with grant funds, the officer may use one of the agency's vehicles until the dedicated DWI squad car is available.

The officer is required to attend the following conferences and meetings:

- Attend TZD Conference (attendee responsible for registering themselves)
  - The conference registration fee will be paid for with grant funds
  - Room charges for two nights at one of the official hotels will be paid for if the officer works more than 65 miles from the venue
- Attend OTS meetings as requested by the State Authorized Representative

## GENERAL FUNDING AND REIMBURSEMENT RULES

The grant will coincide with the federal fiscal year which begins October 1, 2014 and ends September 30, 2015. Grant applications are due to the Office of Traffic Safety via E-Grants by 5 p.m. Monday, December 15, 2014. The DWI officer may begin after October 1, 2014, however the current grant will expire on September 30, 2015. Second and subsequent year-long grants will all begin on October 1 and end on September 30.

The grant funds are to be used for DWI enforcement and must ultimately increase an agency's overall budget. The grant funds are available on a cost reimbursement basis. Costs are reimbursed after they are incurred and paid by the grantee agencies. As a result, applicant agencies must have "start-up" monies available. Recipients must submit invoices for reimbursement no less frequently than on a quarterly basis.

Grant recipients cannot use grant funds to take the place of existing funding used for a current or routine position. This practice is known as supplanting. DWI officer grant funds must be used to provide additional resources that otherwise would not be available for program activities and cannot be used to pay for regularly scheduled work unrelated to DWI's. To avoid supplanting, the DWI officer can only begin grant work when a new officer is hired to take the original officer's position within the department.

Matching funds are not a requirement for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Match requirements are detailed in the Program Guidelines (Attachment A).

### REPORTING REQUIREMENTS:

#### Financial Reports/Invoices:

In the E-grants system, invoices are referred to as FSRs (Financial Status Reports). FSRs must be submitted at least on a quarterly basis and no more frequently than monthly, according to the following schedule:

- **Friday, January 16, 2015:** All activity that occurred between October 1 and December 31, 2014.
- **Friday, April 17, 2015:** All activity that occurred between January 1 and March 31, 2015.
- **Friday, July 17, 2015:** All activity that occurred between April 1 and June 30, 2015.
- **Friday, October 16, 2015:** All activity that occurred between July 1 and September 30, 2015.

#### Equipment Reporting:

Equipment Reports, in a format required by the OTS (as shown in Exhibit B) are due in E-Grants system no later than the 15<sup>th</sup> of the month after the activity occurred.

*NOTE:* Invoices and packing slips must be uploaded into E-Grants along with the FSR reflecting the corresponding equipment charge.

#### Guidelines for reporting on equipment

- o Enter what and when equipment was ordered/received
- o Enter serial number – MUST be entered for **each piece** of equipment
- o Enter date the packing slip and vendor invoice were uploaded into E-Grants
- o Enter the total amount paid for equipment
- o Enter when equipment has been installed
- o Enter when equipment was first used

All projects require a final report be completed and submitted to the OTS.

#### Real-Time Officer Activity Reporting (ROAR)

The ROAR system will be used to document DWI enforcement and gather officer activity information for submitting quarterly progress reports. Talk with your coordinator for training on the system.

### **Enforcement Reporting:**

Enforcement activity reports (Progress Report) are required to be completed monthly. Activity for these reports will be obtained from the ROAR system and submitted to the OTS through E-Grants. Include any media undertaken, DWI-related work time to be reimbursed by the grant, separated from agency paid time. It is crucial to provide number of hours, an explanation of non-DWI- related hours and what funding was used to pay for non DWI time. These are due the 15<sup>th</sup> of the month after the activity occurred.

### **DWI eCharging:**

DWI eCharging benefits:

- Law enforcement – helps to quickly and accurately complete forms required for a DWI arrest.
- Prosecutors – provides for accurate charging information that leads to successful prosecution of DWI cases.
- Driver and Vehicle Services – automatically revokes an offender’s driving privileges within 24 hours of publishing the DWI information.
- Office of Traffic Safety – provides DWI arrest data that helps with problem identification and media outreach.
- Traffic Safety – provides swift certain sanctions, which is known to change behavior.

For the above reasons, the OTS is requesting that DWIs written by the DWI officer be processed using the DWI eCharging system. For the second year of the grant, goals on number of DWIs submitted electronically will be set with the agency. If you have any questions regarding the system or would like to schedule training, contact Mike Asleson, DWI eCharging Deployment Manager at the Bureau of Criminal Apprehension:

Contact information: (651) 793-2448 [mike.asleson@state.mn.us](mailto:mike.asleson@state.mn.us)

[If you are not currently processing DWIs via the eCharging system, submit a plan detailing an implementation timeline.](#)

### **Crash Reporting**

The OTS strongly encourages the agency to submit crash reports to the State of Minnesota electronically through the web based crash reporting system. For the second year of the grant, goals on number of crash reports submitted electronically will be set with the agency.

### **Final Report Requirement**

A final Progress Report for the first year is due October 30, 2015. The final report must include the following:

- Review of the enforcement activity.
- Review of the project budget.
- Review of the performance measures.
- If progress was not made, describe challenges encountered and changes that will be made to the project to improve on the outcomes.
- Positive outcomes from the project.

### **Proposal Package Checklist**

The application is completed in E-Grants and includes:

- Agency Contact Information
- Work Plan
  - Resume of hired officer or description of what qualifications the agency will seek in potential DWI officer
  - Average Schedule of Officer Hour Worked
  - Performance Measures
  - Publicity/Media Activities
- Budget
- Certification that the applicant agrees to the Program Guidelines, Terms and Conditions, and Federal Audit Requirements
- Signature Option

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified.

Applications must be submitted to the OTS via E-Grants by 5 p.m. on Monday, December 15, 2014.

**QUESTIONS** regarding the application and evaluation process must be directed to Terri Pieper at [terri.pieper@state.mn.us](mailto:terri.pieper@state.mn.us)

## Grant Application Instructions

Responses to the RFP, will be submitted through E-Grants: <https://app.dps.mn.gov/egrants>. Instructions on how to use E-Grants to submit the RFP response are located on the E-Grants home page under Training Materials. If you are new to the system click on the New User link on the E-Grants log in page, fill out the form and submit. You will be given access by an administrator at DPS within a day or two.

### Application Evaluation Process

Each application will be reviewed by an enforcement coordination team at the OTS using the form found in exhibit C. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- If all essential information and attachments have been completed and uploaded as required
- Budget completeness and reasonableness
- How well the work schedule utilizes the DWI officer to address the areas particular DWI problem
- Resume of hired officer or description of what qualifications agency wants in potential DWI officer
- Performance Measures
- Past performance (grant funded and agency funded), see application
- Media plan (optional)

Please include all requested documentation making sure all information is complete. Applications that are incomplete will not be evaluated.

### Agency Information - Complete the application form in E-Grants

Complete the information about the agency, including complete contact information. All sections of the application **MUST** be completed. Incomplete applications will not be evaluated. The agency is responsible for fiscal oversight of the project.

### Work Plan - Complete the application form in E-Grants

Applicants must sustain a full time DWI officer throughout grant period. If the DWI officer has been identified at the time of application, a resume of the officer's background and experience is required. If the DWI officer is unknown, please describe the qualifications you will look for in a potential officer and the anticipated date the officer will be assigned to the project. Include an estimated schedule with days and hours for this officer and an explanation of the frequency and duration of scheduling work hours within your agency.

### Performance Measures

Evaluation with quantifiable objectives is needed to gage success of enforcement activities. Each applicant must provide a minimum of two goals related to crash facts or impaired driving statistics. Please note that more than two goals will be accepted. The information regarding each objective you choose should be detailed, realistic and measurable. All goals must be included with application.

*For example: Law Enforcement Agency ABC will increase the number of DWI arrests from 300 to 450 in the year 2015.*

### Earned Media/Publicity

High visibility can play a key role in the success of a project. Through earned media, the public can become aware of your agency's full time DWI officer and the consequences of driving while intoxicated. For this project, only media activity requested by OTS or proposed by agency and approved by OTS will be allowed. If your agency would like to propose a publicity plan using earned media, please include a detailed narrative with the application. *The earned media plan is optional; however, if one is proposed it will be included in the evaluation of your application.*

### Budget

The budget will cover salary and fringe benefits; however the agency must include verification documentation. Officer time and fringe benefits that are reimbursed through this grant must be for actual hours spent on DWI enforcement and other eligible time as discussed on page 3. Only the employer's

portion of fringe benefits is eligible for reimbursement. The OTS requires an explanation of the various cost items used in the calculation of fringe benefits as an attachment to the application document.

For each category listed, the agency must provide the detail requested below:

Equipment

- Short description - identify what the item is and the manufacturer and model
- Detailed description – state the quantity needed to be purchased; the cost per unit; and the country of manufacture or assembly

Salary

- Hourly rate
- Fringe benefits (include supporting documentation)

Travel

In-State

- Description of event(s) the DWI officer is expected to attend
- Registration fees for event(s) the DWI officer is expected to attend
- Cost of lodging per night at actual costs with receipts
- Cost of meals (Meals provided as part of a conference fee are not reimbursable)
  - Current maximum amounts allowed including tax and gratuity:
    - Breakfast - \$9.00
    - Lunch - \$11.00
    - Dinner - \$16.00

Out-of-State

- Description of event(s) the DWI officer is expected to attend
- Registration fees for event(s) the DWI officer is expected to attend
- Cost of air fare with receipts
- Ground transportation with receipts (Costs for taxi cabs and other public transportation are not reimbursable unless their use is required to reach a meeting or conference site)
- Cost of lodging per night at actual costs with receipts
- Cost of meals (Meals provided as part of a conference fee are not reimbursable)
  - Current maximum amounts allowed including tax and gratuity:
    - Breakfast - \$9.00
    - Lunch - \$11.00
    - Dinner - \$16.00
  - The metropolitan areas of Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, New Orleans, New York City, Philadelphia, San Diego, San Francisco, Seattle and Washington, D.C. have current maximum amounts allowed including tax and gratuity:
    - Breakfast - \$11.00
    - Lunch - \$13.00
    - Dinner - \$20.00

Reimbursement will include one equipped police squad car to be used solely by the DWI officer. The agency will be expected to pay for mileage and vehicle maintenance, which can be used for matching funds.

**Indirect costs**

Indirect costs may be incurred throughout the project, if approved by a federal cognizant agency.

**Administration**

Administrator costs can be charged only if the supervisor works overtime hours to complete the work.

## Equipment

Items purchased must support traffic safety enforcement efforts. Indicate the equipment that will be purchased. List equipment (e.g., squad car, radar, sirens, lights, push bars, cameras, etc.) in the equipment line. If you choose any products which are neither manufactured nor assembled in the United States, a waiver of the Buy America Act must be submitted by OTS to NHTSA and approval received *before* the purchase is made.

The agency will be reimbursed for one police vehicle equipped with the items listed on page two of the RFP, which will be used only by the officer hired under the grant for DWI enforcement. This vehicle must be manufactured in the USA, as the OTS will not request a waiver for squad cars. The OTS strongly encourages all grantees to purchase a Broken Heart license plate for the DWI squad car. This cost can be included in the reimbursement total. The applying agency must cover any costs for equipping the vehicle with items not in compliance with the Buy America Act. Once purchased, the OTS will need paperwork supporting the cost of the vehicle and equipment for which the agency is seeking grant reimbursement.

Equipment not manufactured or assembled in the United States can be purchased if the OTS receives a waiver for each item from NHTSA. If the agency must purchase foreign-made equipment, it must notify the OTS and provide the type, manufacturer and model number for each item. The OTS will then seek a waiver for the equipment.

## BUY AMERICA ACT

The State will comply with the provisions of the Buy America Act ([23 U.S.C. 313](#)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

## Certifications

The legal applicant must acknowledge that the following documents that are attached to this Request for Proposal have been read in their entirety. E-Grants does not require a signature, but by checking the box in front of each document listed, the applicant indicates they have read them and agree with the information, terms, and conditions in the documents.

These documents will be incorporated into the grant agreement if funds are awarded to the fiscal agency. The documents include the following:

- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Resolution
- Approved Work Plan
- Approved Budget

## Signature Option

The DPS allows acceptance of grant agreements and amendments using several signature options. Indicate the type of signature you will use to sign the grant agreement if funds are awarded.

## **Project Resolutions**

The resolution process should start as quickly as possible. Your resolution might include a request funding for such things as equipment not covered by the grant and participation in the project for the first year.. Your resolution must state who is authorized to sign the grant if different than the statutory signers. It is important that you have the backing of your city council or council board for this grant.

### **Requirements:**

Before a grant may be executed, the agency mentioned in the application that will receive this federal funding must have provided the OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. Legal signatures for a city are the Mayor and City Clerk (M.S. 412.201); for a county are the Board Chair and Clerk of County Board (M.S. 375.13); or individual(s) named in resolution approved by appropriate City Council or County Board.

### **Instructions:**

The attached sample resolution has a place for two officials to sign certifying that the resolution was adopted. Several other methods of certifying that a resolution was adopted are also acceptable; all involve ink signatures and some also require imprints of city/county seals.

Using the exact format provided will ensure acceptability by OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, have the words “or a lesser amount as awarded by the Department of Public Safety” added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, have the words “and (his or her) successor (on staff or in office)” added after the name is specified. Including specific dollar amounts and/or names without the suggested added phrases may mean the entire resolution will need to be redone.

The first paragraph in the sample states the name of the agency authorized to participate in the project, and the agency providing the grant (OTS). Include your project name and the beginning and ending dates of the grant.

The second paragraph in the example states the title of the person authorized to sign the grant and implement its provisions for the agency passing the resolution. This should be the chief law enforcement officer.

Example; Agency

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Police Department enter into a grant  
*(Name of Your Agency)*  
agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects  
during the period from October 1, 2014 through September 30, 2016 .

The Police Department is hereby authorized to execute such agreements and amendments  
*(Title of Agency Authorized Official)*

as are necessary to implement the project on behalf of Police Department and to be  
*(Name of Lead Agency)*  
the fiscal agent and administer the grant.

*(The following is an example of a signature block – other formats for certifying a resolution has been adopted are permitted. In addition, you could instead provide a copy of official minutes of council meeting at which the resolution was approved.).*

I certify that the above resolution was adopted by the City Council/County Board  
*(Executive Body)*  
of City/County on                      .  
*(Name of political subdivision)* *(Date)*

SIGNED:

WITNESSETH:

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

City Mayor\*

City Clerk\*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*

\*or individual(s) named in approved resolution.



**DPS/OTS Evaluation of DWI Officer Proposals**

**Reviewers:** Fill in the Agency's name and rate the proposal on each of the listed points by circling the appropriate answer. Comments are welcome in the blank spaces of this form or on separate sheets.

Respondent's Name: \_\_\_\_\_

Reviewer's Initials: \_\_\_\_\_

<b>Proposal is complete and agency is eligible</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<small>(See RFP. If the answer is <b>NO</b>, you may stop evaluation of the proposal.)</small>		
Currently have TZD Enforcement Grant & compliment of 25 sworn officers	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>GENERAL SCALE (dependent on options given)</b>		
NOTE: (whatever the scale, giving a higher number of points is equal to rating a proposal higher.)		

<b>Application</b>		
Necessary boxes completed	No = -1	Yes = 1 point
Contact information included	No = -1	Yes = 2 point
Enforcement Results from 2011-2013	No = -1	Yes = 2 point
In-Squad Camera Policy	No = -1	Yes = 2 points (this can include plan to use template policy)
Report History submitted electronically	None = -1	Yes = 2 point (if ≥ 1 were submitted electronically)
Used eCharging in 2014	No = -1	Yes = 2 point

Application Points (-6 to 11) \_\_\_\_\_

<b>Budget Information</b>		
Reasonable salary and equip costs	No = -1	Yes = 4
Costs include everything needed	No = -1	Yes = 2
Match included: budget for non-reimbursable equipment, mileage, & vehicle maintenance	Omitted = -1	Included = 2
Fringe rate documentation included	Omitted = -1	Included = 2

Budget Points (- 4 to 10) \_\_\_\_\_

<b>Enforcement/Work Plan</b>		
Resume or descriptions of DWI Officer qualifications	Omitted = -1	Included = 5
Schedule for DWI Officer	Omitted = -1	Included = 5
Performance Measures	Omitted = -1	Included = 5
Description of Scheduling	Omitted = -1	Included = 5
Earned Media	Omitted = 0	Included = 5

Narrative Points (-4 to 25) \_\_\_\_\_

<b>Basic Agreement</b>		
Certifications Signed	No = -4	Yes = 4

Basic Agreement Points (- 4 to + 4): \_\_\_\_\_

**TOTAL PROPOSAL POINTS :** \_\_\_\_\_  
(-18 to 50 total points available)