

HIGHWAY SAFETY CONTRACT

This page, the Project Director's Manual, and the Schedules A, B, and C, attached hereto and incorporated herein by reference, constitute the entire contract between the parties hereto unless deviation is authorized in writing by the Governor's Highway Safety Representative.

PART I.		CFDA: 20.600
1. APPLICANT AGENCY: City of Glendale Fire Department	GOHS CONTRACT NUMBER: 2012-OP-020	
ADDRESS: 5800 West Glenn Drive, Suite 350, Glendale, Arizona 85301	PROGRAM AREA: 402- OP TASK: 1, 2, 3, 4	
2. GOVERNMENTAL UNIT City of Glendale	AGENCY CONTACT: Lisa Kutis	
ADDRESS: 5850 W. Glendale Ave., 4 th Floor, Ste. 431, Glendale, AZ 85301	3. PROJECT TITLE: Occupant Protection Education and Equipment	
4. GUIDELINES: 402 - Occupant Protection (OP)		
5. BRIEFLY STATE PURPOSE OF PROJECT: Federal (402) funds will support Personnel Services (Overtime), Employee Related Expenses, Capital Outlay: Sixty (60) Child Safety Seats, Materials/Supplies, Professional and Outside Services: Certification for four new Child Passenger Safety Technicians, and Travel Out-of-State: LifeSavers Conference in Orlando, Florida to enhance Occupant Protection throughout the City of Glendale.		
6. BUDGET COST CATEGORY	Project Period FY 2012	
I. Personnel Services	\$ 1,840.00	
II. Employee Related Expenses	\$355.00	
III. Professional and Outside Services	\$300.00	
IV. Travel In-State	\$0.00	
V. Travel Out-of-State	\$2,000.00	
VI. Materials and Supplies	\$229.51	
VII. Other Expenses	\$0.00	
VIII. Capital Outlay	\$2,440.00	
TOTAL ESTIMATED COSTS	\$7,164.51	
PROJECT PERIOD	FROM: Effective Date (Date of GOHS Director Signature)	TO: 09-30-2012
CURRENT GRANT PERIOD	FROM: 10-01-2011	TO: 09-30-2012
TOTAL FEDERAL FUNDS OBLIGATED THIS FY: \$7,164.51		

A political subdivision or state agency that is mandated to provide a certified resolution or ordinance authorizing entry into this contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded contract.

PROBLEM IDENTIFICATION AND RESOLUTION:**City of Glendale Fire Department Background:**

The City of Glendale's population is approximately 250,200, with a median age of 31.5 years. The City of Glendale covers 58.2 square miles and contains 102 miles of arterial roadways and 615 miles of collector and residential roadways. In addition, approximately 12 miles of state highways pass through Glendale. A 2009 Nielsen Company study estimates that most Glendale households (70.5%) are families and approximately 92.6% of households have at least 1 vehicle. In addition, an estimated 24.7% of the city's total population is under the age of 14, and 8.9% of them are under the age of 4. The median household income in Glendale is estimated at \$62,700 but just over 10% of Glendale households earn below the poverty level.

City of Glendale Fire Department Problem:

Unrestrained or improperly restrained children in motor vehicles is a persistent safety issue nationwide and spans all income levels and demographics. The Safe Kids USA Coalition states that motor vehicle collisions are a major cause of death for children under the age of 14.

In the City of Glendale, children under the age of 14 account for approximately 25% of the population. Fire department statistics for 2007, 2008 and 2009 reveal that over 100 children under the age of 14 are transported to the hospital each year with injuries sustained in vehicle accidents. Of those, 10.2% were infants under the age of 1-year and 10.8% were 13-year-olds. These two age groups indicate that education is needed for both infant safety seat usage and seatbelt usage for older passengers.

The tables below show age groups and the percentage of vehicle accidents that resulted in hospital transports in 2009, 2008 and 2007.

Age Group	% of Glendale Population	% of Accidents with Injuries
0 – 4 years	8.9%	30.6%
5 – 9 years	8.1%	28.3%
10 – 14 years	7.75%	41.1%

Age in Years	2009 Transport s	2008 Transport s	2007 Transport s	Total Transport s	% Of Transports	Ages by Groups
0	17	6	13	36	10.2%	30.6%
1	6	7	3	16	4.5%	
2	6	5	6	17	4.8%	
3	8	7	10	25	7.1%	
4	4	2	8	14	4.0%	
5	3	6	6	15	4.2%	28.3%
6	9	7	5	21	5.9%	
7	5	6	6	17	4.8%	
8	6	7	6	19	5.4%	
9	10	8	10	28	7.9%	
10	3	3	11	17	4.8%	41.1%
11	10	13	7	30	8.5%	
12	5	12	13	30	8.5%	
13	11	4	23	38	10.8%	
14	11	9	10	30	8.5%	
Total Transport s	114	102	137	353	100.0%	

The dramatic decline in Child Restraint Citations from 2007 to 2009, down by 124%, speaks to the effectiveness of safety seat education programs. Children transported to hospitals with injuries sustained in vehicle accidents during this three-year period declined by 20%, and this encouraging trend is continuing in 2010. However, as of October 2010, with the complete loss of funding for this program, Child Restraint Citations are inching upward again. The community is on track to exceed 2009's total Child Restraint Citations by 13%.

City of Glendale Attempts to Solve Problem:

The City of Glendale Fire Department is proactive in its approach to public safety by emphasizing prevention, which is one of the department's five core services. The department currently has a crew of 10 child safety seat technicians. The Glendale Fire Department began conducting child safety seat inspections, installations and education in 2005 when a Fire Act grant provided the seed money to launch this program. Statistics from 2007 to 2009 suggest that the child safety seat program had a positive impact on reducing the number of child restraint citations issued in Glendale.

In the fiscal year 2011 with assistance from the Governor's Office of Highway Safety, the City of Glendale Fire Department purchased 98 new child safety seats to distribute to parents, caregivers and families in need. The City of Glendale Fire Department was also able to purchase an enclosed cargo trailer wrapped in the car seat safety message. This message is fundamental in promoting the importance of child passenger safety to the residents of Glendale and the surrounding areas as they will see the message every time the trailer travels to an event. This trailer has also made it possible for the City of Glendale Fire Department to have regular car seat events and transport supplies to each event. In addition, The City of Glendale also purchased 2

large canopies for the car seat events, 500 foam blocks, and a media projector to assist in teaching the New Parent Car Seat Classes.

The City of Glendale Funding:

Federal (402) funds will support Personnel Services (Overtime), Employee Related Expenses, Capital Outlay: Sixty (60) Child Safety Seats, Materials/Supplies: Foam Block, slip guard, locking clips, clipboards, pens, and Professional and Outside Services: Certification for four new Child Passenger Safety Technicians, and Travel Out-of-State: LifeSavers Conference in Orlando, Florida to enhance Occupant Protection throughout the City of Glendale.

How the City of Glendale Will Solve Problem With Funding:

A series of five additional safety seat awareness classes and three safety seat events will be conducted at targeted locations, to conduct installations and inspections and reinforce the lessons taught in the classes. One-hour classes will be offered during the months of October through March 2012. They will be held during evening hours to enable working parents to attend. Each class will give a general overview of proper car seat use, what type of seat is appropriate for each age and stage of development, the importance of adult seatbelt use and basic installation instructions. Attendees will be required to take a pre and post test in order to evaluate the knowledge they received as a result of the class. Class locations will include new parents at the two Glendale hospital childbirth classes, Head-start parents, and parents of children in pre-schools and childcare centers in Glendale.

The classes will be publicized on the Glendale Fire Department website, at the two local hospitals, with the Glendale Police Department, and by flyer to local preschools, head starts and childcare centers. The City of Glendale Fire department will work with Glendale Police Department and City Court to encourage drivers who have been cited for non-use or misuse of child passenger safety seats to attend CAPP classes.

In addition, 3 additional car seat check-up events will be scheduled. Certified car seat technicians will inspect/install seats and educate parents on the installation of their own child safety seat. Parents will be required to complete a survey at the event. Documentation will include a count of seats inspected and installed, accounts of misuse identified and corrections made.

TRAFFIC DATA SUMMARY

DESCRIPTION	LAST YEAR (2010)	TWO YEARS AGO (2009)	THREE YEARS AGO (2008)
TRAFFIC CALLS FOR SERVICE	6596	6561	7220
INJURIES	1067	1060	1102
FATALITIES	17	14	15
CRASH TO HOSPITAL ARRIVAL TIMES	0:30:26	0:30:22	0:31:41

GOALS/OBJECTIVES:

Federal (402) funds will support Personnel Services (Overtime), Employee Related Expenses, Capital Outlay: Sixty (60) Child Safety Seats, Materials/Supplies: Foam Block, slip guard, locking clips, clipboards, pens, and Professional and Outside Services: Certification for four new Child Passenger Safety Technicians, and Travel Out-of-State: LifeSavers Conference in Orlando, Florida to enhance Occupant Protection throughout the City of Glendale. The following goals and objectives shall be accomplished as a result of this funding:

- Expend funding for Personnel Services (overtime) and Employee Related Expenses provided for Occupant Protection Enforcement activities by **September 30, 2012.**
- Expend funding for Occupant Protection Enforcement Capital Outlay (equipment) by purchasing **Sixty (60) Child Safety Seats** by **September 30, 2012.**
- Expend funding for Occupant Protection Enforcement by purchasing Professional/Outside Services: **Certification for four (4) new Nationally Certified Child Passenger Safety Technicians**, Materials/Supplies: **foam blocks, slip guards, locking clips, and miscellaneous materials and supplies**, and Travel Out-of-State: **LifeSavers Conference in Orlando, Florida** to continue the outlined programs for child passenger safety within the City of Glendale by **September 30, 2012.**
- To reduce the number of vehicle occupant fatalities less than **five years of age.**
- To reduce the number of vehicle occupants injured less than **five years of age.**
- To conduct **five (5) child safety seat classes** by **September 30, 2012.**
- To conduct **three (3) child safety seat inspection/installation events** by **September 30, 2012.** The events shall address the importance of proper and consistent use of child safety seats and seat belts.

METHOD OF PROCEDURE:

The Glendale Fire Department will implement the following strategies to meet the outlined goals and objectives:

- Increase Occupant Protection enforcement capabilities by implementing additional personnel services (overtime) and Employee Related Expenses to participate in Occupant Protection Enforcement activities.
- Increase Occupant Protection Enforcement and Education capabilities by purchasing **Sixty (60) Child Safety Seats.**

- Implement funding for Occupant Protection Enforcement and Education for Professional/Outside Services: **Certification for four (4) new Nationally Certified Child Passenger Safety Technicians** and Materials/Supplies: **foam blocks, slip guards, locking clips, and miscellaneous materials and supplies, and Travel Out-of-State: LifeSavers Conference in Orlando, Florida** to continue the outlined programs for child passenger safety and seatbelt programs within the City of Glendale.
- Provide child passenger safety technician training and certification, child seat inspections, and child safety seat distribution to low income families
- Promote correct use of child restraint systems among the general public, parents, child care providers, health professionals, emergency medical personnel, law enforcement officers, and the court system.
- Maintain a pool of certified child passenger safety instructors and technicians (CPST's) that can routinely provide child safety seat check-ups to meet demand within their local communities.
- Increase the availability of child safety seats for low-income families.
- Target educational campaigns to low-use rate or nonuser populations identified through analysis of available data.
- Continue public education efforts aimed at increasing proper and consistent use of safety belts and child restraint systems and expand outreach to a variety of members of the community.
- To continue participation in the Children Are Priceless Passengers (CAPP) a child safety seat program through **December 31, 2012.**
- To implement a press conference or media event promoting the National Child Passenger Safety Awareness Week September 16-22, 2012. Activity information will be provided 2 weeks in advance to the GOHS Occupant Protection Coordinator.
- To maintain the Occupant Protection operational plan to established with the method of operation, goals and objectives applicable upon initiation of contracted grant program.

PRESS RELEASE:

Agencies are required to develop and distribute a press release announcing this grant award (a copy of this press release shall be sent to the GOHS Director at the same time it is sent to the media). This press release shall include the objective and specify that the funding is from the Governor's Office of Highway Safety.

EQUIPMENT:**Sixty (60) Child Safety Seats**

Agencies receiving funding for Equipment for Public Distribution such as Child Safety Seats and Bicycle Helmets shall provide a press release. The purpose of this press release will be to advise the community of on-going public awareness programs within the community.

The Glendale Fire Department shall immediately notify GOHS if any equipment purchased under this contract ceases to be used in the manner described in this contract. In such event, the Glendale Fire Department further agrees to either give credit to the project cost or to another active highway safety project for the residual value of such equipment in an amount to be determined by GOHS or to transfer or otherwise dispose of such equipment as directed by GOHS.

No equipment shall be conveyed, sold, salvaged, transferred, etc., without the express written approval of GOHS.

The Glendale Fire Department shall maintain or cause to be maintained for its useful life, any equipment purchased under this contract while they are in possession and control prior to public distribution.

Insurance:

The Glendale Fire Department shall insure any equipment purchased under this Contract for the duration of its useful life prior to public distribution. **Self-insurance meets this requirement.**

Administrative and Maintenance Costs:

The Glendale Fire Department shall be responsible for all administrative, maintenance, operational costs and the costs of any damage relating to the [Sixty (60) Child Safety Seats] while they are in possession and control prior to public distribution.

Equipment Purchase (Child Safety Seats):

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period. Child Safety Seats will only be distributed by certified Child Passenger Safety Technicians along with appropriate installation instruction and education.

Failure to meet these requirements could result in cancellation of the contract. If these requirements cannot be met, a typed extension request shall be signed by the Project Director on the Agency's letterhead and submitted via mail or hand delivered to the Director of the Governor's Office of Highway Safety within sixty (60) days before the end of the project period.

SPECIFIC REQUIREMENTS:**Requirements for Professional and Outside Services:**

A copy of all contracts for "Professional and Outside Services" must be submitted to the GOHS Director for written approval before execution.

Requirements for Public Information and Education Materials:

Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval.

Requirements for Paid Media:

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

METHOD OF PROCUREMENT:

Procurement procedures shall be in accordance with the Project Director's Manual and Schedule C, Section X. Additionally, the Glendale Fire Department shall follow State Procurement Code.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the Glendale Fire Department documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

State Contract:

Procurement may be made using an open state contract award. Documents submitted to substantiate purchase using an open state contract must bear the contract number.

PROJECT EVALUATION:

This project shall be administratively evaluated to ensure that the objectives have been met.

Quarterly Report

The Quarterly Report (QR) purpose is to provide information on contracted grant activities conducted at the conclusion of each respective quarter. The information provided is used to review progress of the funded project and the successfulness in meeting outlined goals and

objectives. The information, photos, highlights, obstacles, and mandatory statistical data provided in this report are analyzed by the assigned project coordinator. It is critical that the on-line report contains the following information:

- Description of projects/activities conducted to achieve goals and objectives supported by the funding.
- Progress towards the completion of the project meeting the goals and objectives of the funded project. Examples additionally include public information, educational activities, electronic and printed media activities (include newspaper clippings)
- Report of status of procurement process as well as the current and federal fiscal year-to-date program expenditures (equipment materials/supplies etc.)
- Specific problem areas encountered and solutions identified (if applicable)
- Photograph of capital outlay equipment [**Sixty (60) Child Safety Seats**]
- Appropriate signatures

Report Schedule

Reporting Period	Due Date
Quarterly Report (October 1 to December 31)	January 15
Quarterly Report (January 1 to March 31)	April 15
Quarterly Report (April 1 to June 30)	July 15
Quarterly Report (July 1 to September 30)	October 31
Final Statement of Accomplishment	October 31

The Quarterly Report shall be completed on the available on-line form and submitted by mail to the Governor's Office of Highway Safety. **Note:** The "Quarterly Summary Enforcement Report must be included with each Quarterly Report and Final Statement of Accomplishment.

Final Statement of Accomplishments

The Project Director shall submit a Final Statement of Accomplishments Report to the GOHS **no later than 30 days following the contract end date**. All agencies receiving funding are required to submit a Final Statement of Accomplishments Report. The report is a summary overview of the contracted project and is reviewed by the GOHS project coordinator to determine the following:

- How effective was the funded project in reducing or eliminating the identified traffic safety problem?
- Were the goals and objectives outlined in the contract achieved?
- What positive accomplishments or obstacles/deficiencies did the grantee face in pursuit of their respective goals and objectives?

- Evaluate the overall worth of the project?
- Will the project be continued in the future (Describe in detail) regardless of assistance from GOHS?

Note: Failure to comply with the outlined GOHS reporting requirements may result in withholding of federal funds or termination of the contract.

PROFESSIONAL AND TECHNICAL PERSONNEL:

Mark Burdick, Fire Chief, Glendale Fire Department, shall serve as Project Director.

Lisa Kutis, Community Relations Manager, Glendale Fire Department, shall serve as Project Administrator.

Michéle Jimenez, Occupant Protection Coordinator, Governor's Office of Highway Safety, shall serve as Project Coordinator.

REPORT OF COSTS INCURRED (RCI):

The Project Director shall submit a Report of Costs Incurred (RCI) with supporting documentation attached, to the Governor's Office of Highway Safety at a minimum on a quarterly basis in correlation required report. Agencies may submit additional RCI's forms for expenditures when funds have been expended for which reimbursement is being requested.

RCI's shall be typed and delivered via mail or hand with appropriate supporting documentation, delivered to the Governor's Office of Highway Safety. **Electronically submitted RCI's will not be accepted.** Final RCI's will not be accepted after thirty (30) days after the conclusion of each federal fiscal year (September 30th). **Expenditures submitted after the expiration date will not be reimbursed and the agency will accept fiscal responsibility.**

The Governor's Office of Highway Safety will provide the RCI template and instructions with this contract. Failure to meet this requirement may be cause to terminate the project under Schedule C, IIB.

The 10 percent retention, Schedule C, IIA, is waived.

PROJECT MONITORING:

Traffic safety grant project monitoring is used by GOHS project coordinators to track the progress of project objectives, performance measures and compliance with applicable procedures, laws, and regulations.

The process is used throughout the duration of the contracted project and serves as a continuous management tool. Project monitoring also presents a good opportunity for developing

partnerships, sharing information and providing assistance to contracted agencies. Additionally, project monitoring outlines a set of procedures for project review and documentation.

Project monitoring also serves as a management tool for:

- Detecting and preventing problems
- Helping to identify needed changes
- Identifying training or assistance needed
- Obtaining data necessary for planning, and evaluation
- Identifying exemplary projects

Types of Monitoring

Monitoring is formal and informal, financial and operational. The most common types of monitoring are:

- Ongoing contact with the contracted grantee through phone calls, e-mails, correspondence, and meetings
- On-Site and/or In-House monitoring reviews of project operations, management, and financial records and systems
- Review of project Quarterly Reports
- Review and approval of Requests for Cost Incurred (RCIs)
- Desk review of other documents in the project-grant files for timely submission and completeness

Total Awarded Amount	Type of Monitoring
Under \$15,000,00	Desk Review/Phone Conference
\$15,000-\$50,000	In-House GOHS Review
\$50,000+	On-Site
Capital Outlay \$5,000+ (Single Item)	On-Site
Desk Review	Internal Review of all written documentation related to contractual project including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence.
Phone Conference	A phone conference call conducted during the course of the project which includes the date and time of the call, the person/s contacted and the results. Serves as an informational review to determine progress of programmatic/financial activities. Both the designated project administrator and fiscal contact must be present during the phone conference.
In-House Review	Documents performance review results including project activities, reimbursement claims review, equipment purchases, approvals, and other information. Completed at GOHS in a meeting setting with affected personnel. Monitoring form written on-site and reviewed later with agency by Project Coordinator before providing a copy to the grantee.

On-Site Monitoring	Documents performance review results including project activities, reimbursement claims review, equipment purchases, and other information Conducted at agency with monitoring form completed on-site by Project Coordinator. GOHS will provide findings to agency via letter and a copy of monitoring form to the grantee.
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Documentation

All findings will be documented on the GOHS Monitoring Form and placed in the grantee's respective federal file. Findings will be discussed with the grantee designated contract representative (project administrator, fiscal specialist) by phone and/or e-mail. All noted deficiencies will be provided to the grantee with guidance for improvement and solutions to problems. Grantees that exhibit significantly poor performance will be placed on a performance plan as outlined by the project coordinator. Grantee monitoring information will additionally provide documentation for potential funding in subsequent fiscal year grant proposal review.

PROJECT PERIOD:

The Project Period shall commence on the date the GOHS Director signs the Highway Safety Contract and terminate on September 30 of that or subsequent year as indicated on the Highway Safety Contract.

DURATION:

Contracts shall be effective on the date the Governor's Office of Highway Safety Director signs the contract and expire at the end of the project period.

If the Agency is unable to expend the funds in the time period specified and needs an extension, a typed extension request shall be signed by the Project Director on the Agency's letterhead and submitted via mail or hand delivered to the Director of the Governor's Office of Highway Safety within ninety (90) days before the end of the project period.

Electronic, handwritten and verbal requests to alter the Contract in any manner will not be accepted.

Failure to comply may result in cancellation of the contract. Any unexpended funds remaining at the termination of the contract shall be released back to the Governor's Office of Highway Safety.

ESTIMATED COSTS:

I.	Personnel Services (overtime)	\$1,840.00
	Safety Seat Technician - Classes \$400.00	
	Safety Seat Technicians – Events \$1,440.00	
II.	Employee Related Expenses	\$355.00
III.	Professional and Outside Services	\$300.00
	Four (4) Certifications for New Technicians - \$75.00	
IV.	Travel In-State	\$0.00
V.	Travel Out-of-State:	\$2,000.00
	-LifeSavers Conference Orlando, Florida	
	-Registration: \$350.00	
	-Airfare including luggage: \$550.00	
	-Lodging: \$641.00	
	-Shuttle transportation: \$34.00	
	-Meals: \$203.00	
VI.	Materials and Supplies:	\$229.51
	Foam blocks, slip guards, locking clips, miscellaneous materials & supplies.	
VII.	Capital Outlay:	\$2,440.00
	Sixty (60) Child Safety Seats:	
	-Twenty (20) Booster Seats: \$1,060.00	
	-Twenty (20) Convertible Seats: \$890.00	
	-Twenty (20) High Back Booster Seats: \$490.00	
	TOTAL ESTIMATED COSTS	*\$7,164.51

*Includes all applicable training, tax, freight, and advertising costs. This is the maximum amount to be reimbursed. It is agreed and understood that the Glendale Fire Department shall absorb expenditures in excess of \$7,164.51.

HIGHWAY SAFETY CONTRACT

SCHEDULE C

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HIGHWAY SAFETY CONTRACT

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SCHEDULE C

This CONTRACT, is made and entered into by and between the STATE OF ARIZONA, by and through the Governor's Office of Highway Safety (GOHS) hereinafter referred to as "STATE", and the agency named in this Contract, hereinafter referred to as "AGENCY".

WHEREAS, the National Highway Safety Act of 1966, as amended (23 USC §§401-404), provides Federal funds to STATE for approved highway safety projects; and

WHEREAS, STATE may make said funds available to various state, county, tribal, or municipal agencies, governments, or political subdivisions upon application and approval by STATE and the United States Department of Transportation (USDOT); and

WHEREAS, AGENCY must comply with the requirements listed herein to be eligible for Federal funds for approved highway safety projects; and

WHEREAS, AGENCY has submitted an application for Federal funds for highway safety projects;

NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOODS AND VALUABLE CONSIDERATION, it is mutually agreed that AGENCY will strictly comply with the following terms and conditions and the following Federal and State Statutes, Rules, and Regulations:

I. Project Monitoring, Reports, and Inspections

- A. AGENCY agrees to fully cooperate with representatives of STATE monitoring the project, either on-site or by telephone, during the life of the Contract.
- B. AGENCY will submit Quarterly Reports (one for each three-month period of the project year) to STATE in the form and manner prescribed by STATE. Notice of the specific requirements for each report will be given in this Contract or at any time thereafter by giving thirty (30) days written notice to AGENCY by ordinary mail at the address listed on the Contract. Failure to comply with Quarterly Report requirements may result in withholding of Federal funds or termination of this Contract.
- C. AGENCY will submit a Final Report/Statement of Accomplishment at completion of the Contract to include all financial, performance, and other reports required as a condition of the grant to STATE within thirty (30) days of the completion of the Contract.
- D. Representatives authorized by STATE and the National Highway Traffic Safety Administration (NHTSA) will have the right to visit the site and inspect the work under this Contract whenever such representatives may determine such inspection is necessary.

II. Reimbursement of Eligible Expenses

- A. Ten percent (10%) of the claim amount can be maintained by STATE until satisfactory conclusion of the Contract.

- B. AGENCY'S Project Director, or Finance Personnel, will submit a Report of Costs Incurred Form (RCI) to STATE each time there have been funds expended for which reimbursement is being requested. Failure to meet this requirement may be cause to terminate the project under section XIX herein, "Termination and Abandonment".
- C. AGENCY will reimburse STATE for any ineligible or unauthorized expenses for which Federal funds have been claimed and reimbursement received, as may have been determined by a State or Federal audit.
- D. STATE will have the right to withhold any installments equal to the reimbursement received by AGENCY for prior installments which have been subsequently determined to be ineligible or unauthorized.

III. Property Agreement

- A. AGENCY will immediately notify STATE if any equipment purchased under this Contract ceases to be used in the manner as set forth by this Contract. In such event, AGENCY further agrees to either give credit to the project cost or to another active highway safety project for the residual value of such equipment in an amount to be determined by STATE or to transfer or otherwise dispose of such equipment as directed by STATE.
- B. No equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of STATE, or unless otherwise provided elsewhere in this Contract.
- C. AGENCY will maintain or cause to be maintained for its useful life, any equipment purchased under this Contract.
- D. AGENCY will incorporate any equipment purchased under this Contract into its inventory records.
- E. AGENCY will insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets the requirements of this section.

IV. Travel

In-State and Out-of-State Travel

In-state and out-of-state travel claims will be reimbursed at rates provided by AGENCY'S regulations, provided that such regulations are as restrictive as those of STATE. Where they are less restrictive, ARS §38-624 and any checklist attached to Schedule B will apply.

All out-of-state travel must be approved in writing in advance by STATE.

V. Standard of Performance

AGENCY hereby agrees to perform all work and services herein required or set forth, and to furnish all labor, materials, and equipment, except that labor, material, and equipment as STATE agrees to furnish pursuant to this Contract.

VI. Hold Harmless Agreement

Neither party to this agreement agrees to indemnify the other party or hold harmless the other party from liability hereunder. However, if the common law or a statute provides for either a right to indemnify and/or a right to contribution to any party to this agreement then the right to pursue one or both of these remedies is preserved.

VII. Non-Assignment and Sub-Contracts

This Contract is not assignable nor may any portion of the work to be performed be sub-contracted unless specifically agreed to in writing by STATE. No equipment purchased hereunder may be assigned or operated by other than AGENCY unless agreed to in writing by STATE.

VIII. Work Products and Title to Commodities and Equipment

A. The work product and results of the project are the property of STATE, unless otherwise specified elsewhere in this Contract. All property, instruments, non-consumable materials, supplies, and the like, which are furnished or paid for by STATE under the terms of this Contract, unless otherwise provided for elsewhere in this Contract, are and remain the property of STATE and will be returned at the completion of this project upon request of STATE. The work product and results of the project will be furnished to STATE upon request, if no provision is otherwise made by this Contract.

B. The provisions of subparagraph A apply whether or not the project contracted for herein is completed.

IX. Copyrights and Patents

Any copyrightable materials, patentable discovery, or invention produced in the course of this project may be claimed by STATE and a copyright or patent obtained by it at its expense. In the event STATE does not wish to obtain such copyright or patent, AGENCY may do so, but in any event, provision will be made by AGENCY for royalty-free, nonexclusive, nontransferable, and irrevocable licenses to be given the United States Government and STATE and its political subdivisions to use such copyrightable material, patented discoveries, or inventions in any manner they see fit. The STATE reserves the right to impose such other terms and conditions upon the use of such copyrights or patents as may be deemed in the best interest of STATE in the event AGENCY is allowed to obtain a copyright or patent.

X. "Common Rule" and OMB Circular No. A-102 (Revised)

"Common Rule" (49 CFR, Part 18): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

OMB Circular No. A-102 (Revised): Grants and Cooperative Agreements with State and Local Governments
The application of USDOT "Common Rule" and Circular A-102 requires that:

AGENCY and sub-grantees will use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law. The most stringent purchasing requirement at each level must be met.

The Arizona Procurement Code (ARS, §41-2501, et. seq.) and promulgated rules (A.A.C. Title 2, Chapter 7) are a part of this Contract as if fully set forth herein and AGENCY agrees to fully comply with these requirements for any procurement using grant monies from this Contract.

XI. Equal Opportunity

- A. Pursuant to the requirements of the Federal-Aid Highway Act of 1968 (U.S.C. §103 et. seq.), AGENCY, as a condition to receiving approval of this Contract submitted under the Highway Safety Act of 1966, as amended, hereby gives its assurance that employment in connection with the subject Highway Safety Project will be provided without regard to race, color, creed, sex, or national origin, and that any contract it enters into with any private agency pursuant hereto will include provisions in compliance with this paragraph (XI).

As a condition of receiving approval of this Contract, AGENCY will be subject to and will comply with Title VI of the Civil Rights Act of 1964 and all applicable requirements of the Department of Commerce regulations as adopted by the USDOT, providing that no person in the United States shall on the ground of race, color, creed, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the subject Highway Safety Project.

- B. If AGENCY fails or refuses to comply with its undertaking as set forth in these provisions, STATE or the USDOT may take any or all of the following actions.
1. Cancel, terminate, or suspend, in whole or in part, the agreement, contract, or other arrangement with respect to which the failure or refusal occurred; and
 2. Refrain from extending any further Federal financial assistance to AGENCY under the Highway Safety Program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from AGENCY.
- C. Pursuant to the requirement of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), AGENCY must operate this Highway Safety Project so that it is accessible and otherwise non-discriminatory to handicapped persons.

XII. Executive Order 2009-09

It is mutually agreed that AGENCY will comply with the terms and conditions of Executive Order 2009-09, *Non-Discrimination in Employment by Government Contractors and Subcontractors*. Executive Order 2009-09 is located in Part II of the Project Director's Manual.

XIII. Application of Hatch Act

AGENCY will notify all of its employees whose principal employment is in connection with any highway safety project, financed in whole or in part by loans or grants under the Highway Safety Act of 1966, as amended, of the provisions of the Hatch Act (5 U.S.C. §7321 et. seq.).

XIV. Minority Business Enterprises (MBE) Policy and Obligation

- A. Policy: It is the policy of the USDOT that minority business enterprises as defined in 49 CFR, Part 23, will have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Contract. Consequently, the minority business enterprises requirements of 49 CFR, Part 23 apply to this Contract.
- B. Obligation: The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR, Part 23 have the subcontracts financed in whole or in part with Federal funds provided under this Contract. In this regard, all recipients or contractors will take all necessary and reasonable steps in accordance with 49 CFR, Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors will

not discriminate on the basis of race, color, creed, sex, or national origin in the award and performance of USDOT-assigned contracts.

XV. Arbitration Clause, ARS §12-1518

Pursuant to ARS §12-1518, the parties agree to use arbitration, after exhausting applicable administrative reviews, to resolve disputes arising out of this Contract where the provisions of mandatory arbitration apply.

XVI. Inspection and Audit, ARS §35-214

Pursuant to ARS §35-214, all books, accounts, reports, files, and other records relating to this Contract will be subject at all reasonable times to inspection and audit by STATE for five (5) years after completion of this Contract. The records will be produced at the Governor's Office of Highway Safety.

XVII. Appropriation of Funds by U.S. Congress

It is agreed that in no event will this Contract be binding on any party hereto unless and until such time as funds are appropriated and authorized by the U.S. Congress and specifically allocated to the project submitted herein and then only for the fiscal year for which such allocation is made. In the event no funds are appropriated by the U.S. Congress or no funds are allocated for the project proposed herein for subsequent fiscal years, this Contract will be null and void, except as to that portion for which funds have then been appropriated or allocated to this project, and no right of action or damages will accrue to the benefit of the parties hereto as to that portion of the Contract or project that may so become null and void.

XVIII. Continuation of Highway Safety Program

It is the intention of AGENCY to continue the Highway Safety Program identified in this Contract once Federal funding is completed. This intended continuation will be based upon cost effectiveness and an evaluation by AGENCY of the program's impact on highway safety.

XIX. E-Verify

Both Parties acknowledge that immigration laws require them to register and participate with the E-Verify program (employment verification program administered by the United States Department of Homeland Security and the Social Security Administration or any successor program) as they both employ one or more employees in this state. Both Parties warrant that they have registered with and participate with E-Verify. If either Party later determines that the other non-compliant Party has not complied with E-Verify, it will notify the non-compliant Party by certified mail of the determination and of the right to appeal the determination.

XX. Sudan and Iran

Pursuant to ARS § 35-391.06 and 35.393.06, both of the Parties hereby warrant, and represent that they do not have, and its subcontractors do not have, and during the term hereof will not have a scrutinized business operation in either Sudan or Iran.

XXI. Termination and Abandonment

- A. The STATE and AGENCY hereby agree to the full performance of the covenants contained herein, except that STATE reserves the right, at its discretion, to terminate or abandon any portion of the project for which services have not been already performed by AGENCY.
- B. In the event STATE abandons the services or any part of the services as herein provided, STATE will notify AGENCY in writing and within twenty-four (24) hours after receiving such notice, AGENCY will

discontinue advancing the work under this Contract and proceed to close said operations under the Contract.

- C. The appraisal value of work performed by AGENCY to the date of such termination or abandonment shall be made by STATE on a basis equitable to STATE and AGENCY and a final reimbursement made to AGENCY on the basis of costs incurred. Upon termination or abandonment, AGENCY will deliver to STATE all documents, completely or partially completed, together with all unused materials supplied by STATE.
- D. AGENCY may terminate or abandon this Contract upon thirty (30) days written notice to STATE, provided there is subsequent concurrence by STATE. Termination or abandonment by AGENCY will provide that costs can be incurred against the project up to and including sixty (60) days after notice is given to STATE.
- E. Any equipment or commodities which have been purchased as a part of this Contract and which have not been consumed or reached the end of its useful life will be returned to STATE upon its written request.

XXII. Cancellation Statute

All parties are hereby put on notice that this Contract is subject to cancellation pursuant to ARS §38-511, the provisions of which are stated below.

In accordance with ARS §38-511, this Contract may be cancelled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the STATE, its political subdivisions or any department or agency of either, is at any time while the Contract or any extension of the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter or the Contract.

The cancellation shall be effective when written notice from the Governor or chief executive officer or governing body of the political subdivision is received by all other parties to the Contract unless the notice specifies a later time.

REIMBURSEMENT INSTRUCTIONS

1. **Agency Official authorized by Project Director to certify and sign Reports of Costs Incurred (RCIs):**

Name: Lisa Kutis

Title: Public Information & Communications Mgr.

Telephone Number: 623-930-4487 Fax Number: _____

E-mail Address: lkutis@glendaleaz.com

2. **Agency's Fiscal Contact:**

Name: Lorrie Moreno

Title: Projects Administrator

Telephone Number: 623-930-4403 Fax Number: _____

E-mail Address: Lorrie@glendaleaz.com

Federal Identification Number: 

3. **REIMBURSEMENT INFORMATION:**

Warrant/Check to be made payable to:

Glendale Fire Department

Warrant/Check to be mailed to:

Glendale Fire Department
(Agency)

5800 W. Glenn Dr. Ste 350
(Address)

Glendale, AZ. 85301
(City, State, Zip Code)

AGREEMENT OF UNDERSTANDING AND CERTIFICATION OF COMPLIANCE

Acceptance of Condition

It is understood and agreed by the undersigned that a grant received as a result of this Contract is subject the Highway Safety Act of 1966, as amended (23 U.S.C.A. §§401-404), ARS §28-602, and all administrative regulations governing grants established by the USDOT and STATE. It is expressly agreed that this Highway Safety Project constitutes an official part of the STATE's Highway Safety Program and that AGENCY will meet the requirements as set forth in Schedules A, B, and C and the accompanying Project Director's Manual, which are incorporated herein and made a part of this Contract. All State and Federal Statutes, Rules, Regulations, and Circulars referenced in this Contract are a part of this document as if fully set forth herein. It is also agreed that no work will be performed nor any obligation incurred until AGENCY is notified in writing that this project has been approved by the Governor's Highway Safety Representative.

Certificate of Compliance

This is to certify that AGENCY will comply with all of the State and Federal Statutes, Rules and Regulations identified in this Contract.

Certification of Non-Duplication of Grant Funds Expenditure

This is to certify that AGENCY has no ongoing nor completed projects under contract with other Federal fund sources which duplicate or overlap any work contemplated or described in this Contract. It is further certified that any pending or proposed request for other Federal grant funds which would duplicate or overlap work described in the Contract will be revised to exclude any such duplication of grant fund expenditures. It is understood that any such duplication of Federal funds expenditures subsequently determined by audit will be subject to recovery by STATE.

Single Audit Act

If your political subdivision has had an independent audit meeting the requirements of the Single Audit Act of 1984, (31 U.S.C.A. §7501 et. seq.), please forward a copy to GOHS, Attention: Fiscal Services Officer, within thirty (30) days of the effective date of this Contract. If such audit has not been performed, please advise when it is being scheduled.

Lobbying Restrictions

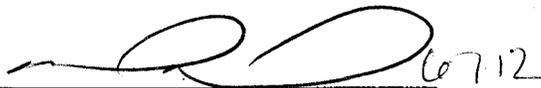
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients will certify and disclose accordingly.
- D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC §1352. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

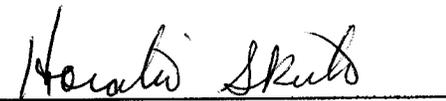
Signature of Project Director:

Chief Mark Burdick
Glendale Fire Department

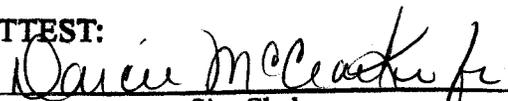

6-7-12 623.930.4401
Date Telephone

Signature of Authorized Official of Governmental Unit:

Ed Beasley, City Manager
City of Glendale


6-28-12 623.930.2870
Date Telephone

ATTEST:


City Clerk

Approved as to form:


Craig Tindall
City Attorney

