



# POLICE DEPARTMENT

## COUNTY OF MAUI



ALAN M. ARAKAWA  
MAYOR  
MM/lu  
OUR REFERENCE  
YOUR REFERENCE

55 MAHALANI STREET  
WAILUKU, HAWAII 96793  
(808) 244-6400  
FAX (808) 244-6411

TIVOLI S. FAAUMU  
CHIEF OF POLICE  
  
DEAN M. RICKARD  
DEPUTY CHIEF OF POLICE

November 16, 2017

Ms. Lynn A.S. Araki-Regan   
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL  
  
Mayor Date

For transmittal to:

Honorable Mike White, Chair  
and Members of the Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793


Dear Chair White and Members:

SUBJECT: MPD CHILD RESTRAINT PROGRAM GRANT

In accordance with Ordinance No. 4456, Bill 65 (2017) Fiscal Year 2018 Budget, we are hereby transmitting to you a copy of the grant agreement with the State of Hawaii, Department of Transportation for the MPD Child Restraint grant for the period of October 1, 2017 to September 30, 2018 in the amount of \$62,100.00.

Thank you for your attention to this matter. If you have any questions, please feel free to contact our accountant, Lesley Ann Uemae, at ext. 6309.

Sincerely,

  
TIVOLI S. FAAUMU  
Chief of Police

RECEIVED  
2017 NOV 22 AM 10:37  
OFFICE OF THE  
COUNTY CLERK

COUNTY COMMUNICATION NO. 17-463

**STATE OF HAWAII HIGHWAY SAFETY OFFICE**

**GRANT AGREEMENT**

Grant No: OP18-05(02M-01)

Page 1 (To be completed by applicant agency)

**1. Grant Title**

Maui Police Department Child Restraint Program

**2. Name and Address of Applicant Agency**

MPD-Traffic Section  
55 Mahalani Street  
Wailuku, Hawaii 96793

**4.**

**Duration**

Month – Day – Year

**A. Grant Period**

From: October 01,2017  
To: September 30,2018

**B. Project Period**

From: October 01,2017  
To: September 30,2018

**3. Agency Unit to Handle Grant (Name and Address)**

MAUI POLICE DEPARTMENT  
55 Mahalani St.  
Wailuku, HI 96793

**5. Location of Project**

MAUI POLICE DEPARTMENT  
55 Mahalani St.  
Wailuku, HI 96793

**6a. Type of Application**

**(Check Appropriate Item)**

Initial Revision Continuation

**6b. Reimbursement Schedule Desired**

Monthly Quarterly

**7. Grant Description (Summarize the grant plan covering activities that address the major goals and objectives in approximately 100 words. Limit to 6 lines.)**

To reduce motor vehicle collision injuries and/or fatalities to children by ensuring the proper use of child restraints and booster seats. This project seeks to educate parents and caregivers on the proper use of child passenger safety restraint devices. This project shall include selective enforcement of child passenger safety laws.

**8. Federal funds allocated under this agreement shall not exceed**

\$ 72,100.00

**9. Approval Signatures**

**Acceptance of Conditions:** It is understood and agreed by the undersigned that a reimbursement grant received as a result of this grant agreement is subject to Public Law 89-564 (Highway Safety Act of 1966) and all administrative regulations governing grants established by the U.S. Department of Transportation and the State of Hawaii. It is expressly agreed that this project constitutes an official part of the Hawaii Highway Safety Program and that said applicant agency will meet the requirements as set forth herein, including accompanying schedules A, B, B-1, C & D, which are incorporated herein and made a part of this grant agreement. Authorization to proceed with this Highway Safety Project is requested.

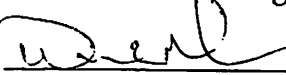
**9a. Grant Director**

**Name:** William Gannon **Phone:** 808-244-6346  
**Title:** Lieutenant **Fax:** 808-244-6394  
**Address:** 55 Mahalani St. Wailuku, HI 96793

**9b. Authorizing Official of Agency Unit**

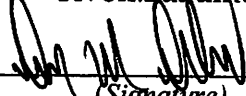
**Name:** Tivoli Faaumu **Phone:** 808-244-6300  
**Title:** Chief of Police **Fax:** 08-244-6411  
**Address:** 55 Mahalani St. Wailuku, HI 96793

**E-Mail:** william.gannon@mpd.net

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

9/25/17  
\_\_\_\_\_  
(Date)

**E-Mail:** Tivoli.Faaumu@mpd.net

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

9/25/17  
\_\_\_\_\_  
(Date)

**STATE OF HAWAII HIGHWAY SAFETY OFFICE  
GRANT AGREEMENT – PART II**

Grant No: OP18-05 (02-M-01)

Page 2 (To be completed by Highway Safety Office)

**10. Grantee:** Maui Police Department

**11. Standard Area:** Occupant Protection

**13a. Federal Fiscal Year:** 2018

**12. Effective Date of Agreement:** Oct 1, 2017 - Sep 30, 2018

**13b. Addendum:**  Yes  No

**14. Benefit of :**  State  County

**15. Action Taken**

Grant agreement approved.

**16. Funding Disposition & Status**

Fiscal Year	Amount
2014 _____	69,620.00 _____
2015 _____	73,400.00 _____
2016 _____	72,100.00 _____
2017 _____	72,100.00 _____
2018 _____	62,100.00 _____
Total	\$349,320.00
Present Obligation	\$62,100.00
Previously Obligated	\$287,220.00 _____
<b>TOTAL FUNDS OBLIGATED</b>	<b>\$349,320.00</b>

**17. Budget Summary (From Schedule B – Detailed Budget Estimate) – Fiscal Year Grant Period Ending: Sep 30, 2018**

Cost Category	Cost Estimates
A. Personnel Costs	15,000.00
B. Travel Expenses	18,630.00
C. Contractual/Consultant Services	11,800.00
D. Equipment	12,520.00
E. Other Direct Costs	4,150.00
<b>TOTAL FEDERAL FUNDS</b>	\$ 62,100.00

**18. Grant Approval & Authorization to Expend Obligated Funds**

**A. Approval Recommended By  
(Program Area Specialist)**

**B. Agreement & Funding Authorized By  
(Highway Safety Manager)**

Name: Lee Nagano  
Title: Highway Safety Manager  
Phone/E-Mail: (808)587-6301 /  
lee.nagano@hawaii.gov

Name: Lee Nagano  
Title: Highway Safety Manager  
Phone/E-Mail: (808)587-6301 /  
lee.nagano@hawaii.gov

(Signature)

(Date)

(Signature)

(Date)

**STATE OF HAWAII HIGHWAY SAFETY OFFICE**

**GRANT AGREEMENT – PART III**

**Grant No: OP18-05 (02-M-01)**

**Page 3 (To be completed by Highway Safety Office)**

**19. Addendum (For Highway Safety Office Use Only)**

Grant No: OP18-05 (2-M-01)

## GRANT DESCRIPTION

PAGE # \_\_\_\_\_

**PROBLEM STATEMENT**

*Identify the traffic safety related problem or deficiency that the proposed grant is intended to correct. Identify and gather appropriate data relevant to the problem. Collision/fatalities data appropriate to the identified problem and a brief analysis of the data is required. When available, three years of data should be presented and analyzed. When identifying the problem, take into consideration changes in population, traffic patterns and other demographic dynamics that may affect traffic safety.*

The latest child restraint observational survey is disturbing. From an overall use rate of 92% in 2010, the 2016 overall use rate has plummeted to 54.41%. Infants were observed to be restrained 88.89% however toddlers have dropped to only 49.15%. This complacency must be addressed with enforcement and education. The current survey also shows a marked contrast in infant seat use of 100% at Kaahumanu Shopping Center and 65% at Costco, a location where many visitors stop before going to their vacation residence.

EMS data from 1997 to 2010 revealed that for children from infants to three year olds, 73% were in car seats, 10% were in seat belts, and 17% were unrestrained. For children 4 to 7 years old during the same period, 42% were in car seats, 36% in seat belts, and 21% were unrestrained.

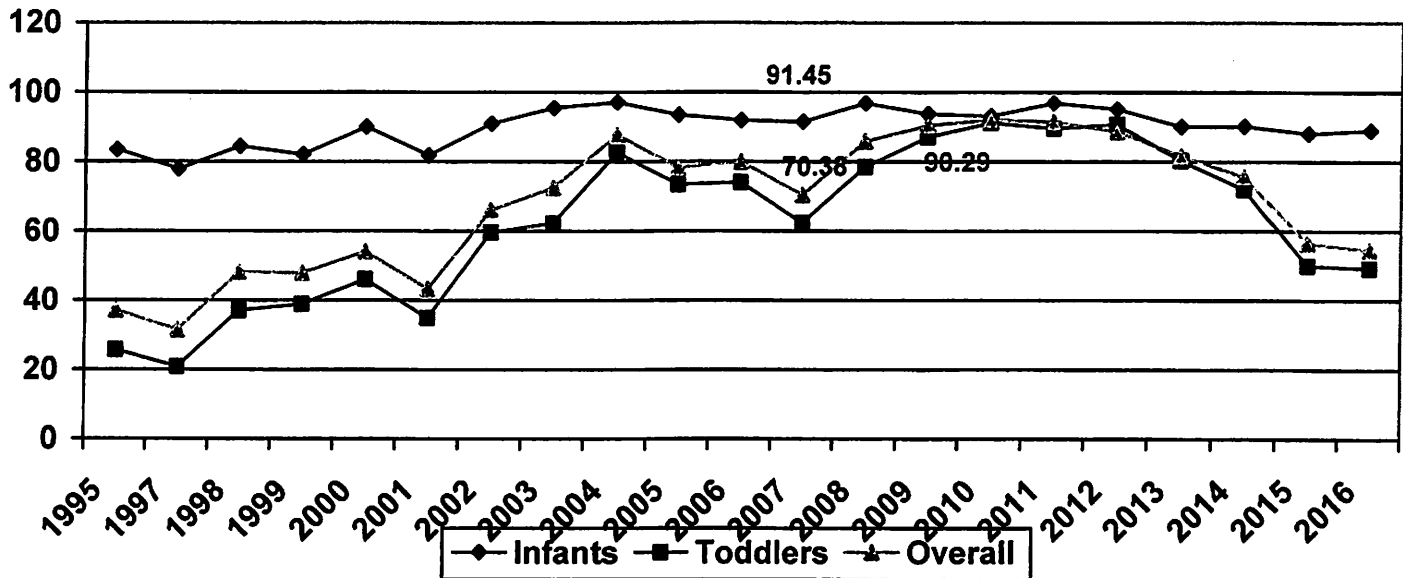
In 2007, an eight year-old child was riding in the front seat of a rental vehicle when another vehicle struck their vehicle head-on. The eight year-old, although legally not required to be in a booster seat, should have been riding in the back seat.

From 2006 to 2010, there were three fatalities to children infant to 3 year olds, and three fatalities for children 4 to 7 year olds, for a total of 6 fatalities.

In addition to the problem of non-use, a current study by Safe Kids reveals that 9 out of 10 parents are moving their children into seatbelts before the recommended height of 57 inches. Booster seats can reduce the risk of serious injury by 45% compared to seat belts alone for children 4-8, according to a 2009 study in Pediatrics.

New LATCH (Lower Anchors and Tethers for CHildren) regulations and new technology like inflatable seatbelts have added to the complexity of childseat installation. New rear-facing recommendations require an ongoing education program to ensure children ride safely on our streets and highways.

### Hawaii Child Restraint Use



On June 6, 2006, Lt. Governor Aiona signed Act 175 into law, which would require vehicle operators to properly secure children under 8 years or under 4'9" in a child restraint or booster seat effective January 1, 2007. There continues to be a tremendous need to educate the public about the new law and to secure a supply of booster seats to meet the needs of many families. More needs to be done to reverse the trend of falling use rates statewide.

#### GRANT GOALS

*Goals serve as the foundation upon which the grant is built. Goals are what you hope to accomplish by implementing a traffic safety grant and represent an end result. Grant goals should be stated in measurable terms (i.e., a percent reduction), be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a "by" date). Please notate baseline from which the reduction/increase will result.*

The ultimate goal is that no child be hurt or killed as an occupant in a motor vehicle. We propose to increase the overall child restraint use rate in Maui County from 54.41 to 59.85%. On the bright side, Maui's infant use rate remains high but improvements can be made. The area of most concern continues to be the toddler use rate, which has declined statewide.

We propose to continue our fitting stations on all three islands in the County, to include rural districts, staffed by certified Child Passenger Safety Technicians. These include our police stations in Molokai, Lanai, Kihei and Hana which we shall continue to support. We shall train the Maui Fire Department recruit class and seek to establish fitting stations at MFD stations. We shall conduct certification courses and train at least twenty students during the grant year.

We shall maintain current certifications by conducting refresher and renewal courses and assist coalitions in other counties by providing travel support to instructors in order to assist other counties with their certification training. At least one technician will be upgraded to instructor status during the grant year. We shall continue to support CPS efforts in other counties by supporting instructor travel and provide opportunities for CPS technicians to become instructors.

A total of ten public child seat checkup events shall be conducted, including events in rural districts such as Lanai, Molokai and Hana.

## GRANT OBJECTIVES

*Objectives are tasks or activities conducted in order to accomplish the grant goal(s) (e.g., develop permanent fitting stations for child restraints, enforcement activities, educational activities, etc.). Grant objectives should be stated in measurable terms ( i.e., a percent reduction, number of training to be held, number of roadblocks, etc.), be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a "by" date). Please notate baseline from which the reduction/increase will result.*

MPD will conduct the following activities:

### 1. Child Restraint Inspections

- Coordinate and support Child Seat Fitting Stations in Maui County, to include Wailuku, Lahaina, Hana, Lanai, and Molokai.
- Conduct at least 10 community child restraint inspections.
- Provide child restraints, to include booster seats, to low-income or needy families, especially in rural districts where restraints are not available.

### 2. Conduct seat belt enforcement, education and awareness campaigns

- Conduct presentations at community events highlighting the benefits of restraint use.
- Identify low-use areas and conduct enforcement campaigns with officers trained in child passenger safety and if possible partner with CPS Technicians to correct child restraints for parents stopped by police.
- Promote the use of child restraints and booster seats to increase the overall usage rate by 5% to 62%.

### 3. Child Passenger Safety Technician Training

- Conduct a minimum of two 32-hour CPST certification and one renewal classes during the project year, to include one class in a rural district.
  - i. Fund instructor travel, to include assistance to other counties if needed.
  - ii. Support training in other counties, to include training materials.
- Re-certify existing technicians.
  - i. Support ongoing programs to ensure technicians re-certify prior to the expiration of their certification.
- Conduct one technical update class for Child Passenger Safety Technicians.
  - i. Fund instructor and technician travel for an in-state CPS update class.
  - ii. Fund travel for expert instructors to present at the statewide technician training.
- Expand CPS activities to neighbor islands
  - i. Provide travel and per-diem funding for technician candidates from Molokai and Lanai to attend certification training and to conduct on-island renewal training.
- Maintain instructor or coordinator knowledge through attendance at a national CPS or highway safety training.

- A CPS coordinator shall:
  - i. Plan classes
  - ii. Set up community child seat check up events
  - iii. Conduct training in rural districts to ensure technician competency.
  - iv. Ensure that each fitting station is properly stocked with supplies, recall lists, carseat manuals and child restraints

4. Child Restraint Photo ID Program

- Provide free child restraint identification cards to identify children using child restraints to identify children in the event they are involved in crashes.
- Purchase expendable supplies for this program.

**METHOD OF EVALUATION**

*Using data gathered throughout the grant period, the grant manager will evaluate (1) how well the stated grant goals and objectives were accomplished, and (2) was the grant cost effective? How are you going to show effectiveness of your project? What will be the impact of the project on your identified problem and goal(s)? Provide details on the method of evaluation.*

The ultimate goal is that no child be hurt or killed as an occupant in a motor vehicle. We propose to increase the overall child restraint use rate from 54.41 to 59.85%.

This project shall be evaluated on

- The completion of all project activities
- The number of child restraint inspections conducted
- The number of CPS enforcement efforts conducted.
- Participation in an enforcement/education effort
- The number of fitting stations maintained,
- The number of new technicians certified
- Support for statewide training conference in Honolulu.
- The number of technicians in the database, the number of technicians who re-certified and updated.
- Assistance rendered to other counties in the state.



**BUDGET NARRATIVE****PAGE #1****Personnel Costs**

Child Restraint Enforcement teams. MPD to conduct selective enforcement to identify and cite drivers in violation of child passenger safety or truck bed violations and recertification activities- to include checkup events. 15,000.00

**Travel Expenses**

Instructor/outer district tech per-diem and travel, intra-state training 4,280.00  
 Attendance at 2018 Lifesavers Conference or KIM CPS/Special Needs Conference 3,250.00  
 Monthly CPS Meeting for Coordinator and Traffic Commander 5,480.00  
 Honolulu CPS Update Training 5,620.00

**Contractual/Consultant Services**

Administrative Fee to Safe Community of Maui to coordinate county activities 5,000.00  
 Fitting Station Coordination to support fitting station activities and community events 3,000.00  
 Safe Community of Maui support for Statewide CPS Update Training in Honolulu 3,800.00

**Equipment**

Child restraints and booster seats for three islands 4,550.00  
 Training seats and Special Needs seats 3,000.00  
 Fitting Station supplies, manuals, CD manuals class supplies and tents 2,700.00  
 Child restraint awareness materials, stickers, videos, activity books 1,270.00  
 Childseat ID cards and printer supplies 1,000.00

**Other Direct Costs**

Travel and freight for neighbor island community inspections 1,140.00  
 Safe Kids Certification/Recertification fees 3,010.00

**Total** 62,100.00

**SCHEDULE B**

**Exhibit III**

Page 1

**Detailed Budget Estimate**

**Grant No: OP18-05(02-M-01)**

COST CATEGORY	COST ESTIMATES
<b>A. Personnel Costs</b>	
<u>Employee Salaries and Benefits</u> <u>Child Restraint Enforcement or Recertification Activities</u> Position Title(s) and Overtime Hourly Rate(s) 1 Supervisor PO11 L4 @119.55 hr. x 2 Officers PO9 @105.23 hr. = \$210.46 hr.  Fringe Benefit Rate: <u>68.22%</u>  Time to be spent on project: 70 hours (4 Enforcement details) or participation in checkup events to count towards recert.	15,000.00
<b>Category Sub-Total</b>	<b>15,000.00</b>
<b>B. Travel Expenses</b>	
<u>In-State</u>  Event/Conference: In-state Instructor and student travel for CPS Classes, Molokai and Lanai students Standardized Certification Training, 4 trainings, 4 days Air Travel: 6 Interisland R/T @200.00 To: <u>In-state</u> From: <u>In-state</u>  Surface Travel: Car Rental (daily rate, # of days, fuel, taxes, etc.) Private Car: ( _____ miles @ _____ per mile)  Per Diem: <u>16</u> days @ \$ <u>80</u> per day Excess per-diem Baggage Fee:	1,200.00
Car Rental (daily rate, # of days, fuel, taxes, etc.) Private Car: ( _____ miles @ _____ per mile)	800.00
Per Diem: <u>16</u> days @ \$ <u>80</u> per day Excess per-diem	1,280.00 800.00
Baggage Fee:	200.00
Event/Conference: Monthly CPS Coordinator/Grantee Meetings CPS Coordinator and Traffic Commander 25 trips @ 200 per RT	5,000.00

**SCHEDULE B**

**Exhibit III**

**Page 2**

**Detailed Budget Estimate**

**Grant No: OP18-05(02-M-01)**

COST CATEGORY	COST ESTIMATES
Air Travel: To: <u>Honolulu</u> From: <u>Kahului</u>	
Per Diem: 24 days @ \$ <u>20</u> per day	480.00
Event/Conference: Honolulu CPS Update Training 4 Instructors-2 days, 20 technicians 1-day only Air Travel: To: <u>Honolulu</u> From: <u>Kahului, Molokai and Lanai</u>	4,800.00
Per Diem: <u>4</u> days @ \$ <u>80</u> per day <u>20</u> days @ \$ <u>20</u> per day	320.00 400.00
Baggage Fee:	100.00
<u>Out-of-State</u>  Event/Conference: KIM Conference or Lifesavers  Air Travel: To: TBD From: Kahului OGG	1,500.00
Surface Travel: Shuttle Car Rental (daily rate, # of days, fuel, taxes, etc.) Private Car: ( _____ miles @ _____ per mile) Rental car if conference is in a remote area.	60.00
Per Diem: 24 quarters @ \$22.50 per day Excess lodging estimate	540.00 700.00
Baggage Fee:	50.00
Tuition, Course, Registration and Miscellaneous Fees: Individual cost: 400 x No. of attendees: 1	400.00

**SCHEDULE B**  
**Page 3**  
**Detailed Budget Estimate**  
**Grant No: OP18-05(02-M-01)**

**Exhibit III**

COST CATEGORY	COST ESTIMATES
<b>Category Sub-Total</b>	18,630.00
<b>C. Contractual/Consultant Services</b>	
Safe Community of Maui, County CPS Coordination	5,000.00
Safe Community of Maui, Fitting Station Coordination	3,000.00
Safe Community of Maui support for Statewide Training	3,800.00
<b>Category Sub-Total</b>	11,800.00
<b>D. Equipment</b>	
Child Restraints 70 @\$65.00	4,550.00
Training seats for classes. 3 @ \$333.00	1,000.00
Special Needs Spica restraints for loan program 2@ 1,000	2,000.00
Fitting Station supplies	
LATCH Manuals 10@ 40.00	400.00
SafetyBeltSafe subscription \$50.00	50.00
10 Manufacturer's Instruction DVD @20.00=200.00	200.00
Tents for district fitting stations 3 @500.00 = \$1,500	1,500.00
Printer cartridges 3@ \$100.00 = \$300.00	300.00
Tent replacement bags 2@ \$50.00 8 weights @\$100.00	100.00
Copy paper for inspection forms and classes 4@25 =100	100.00
Pocket folders 50 @ 1.00 = 50.00	50.00
Child restraint awareness materials	
Booster seat videos for pre-schoolers 10 @ \$15 = 150	150.00
Cars safety activity books 1120 @\$1.00 = \$1,120.00	1,120.00
Childseat ID cards and printer supplies @\$1,000	1,000.00
<b>Category Sub-Total</b>	12,520.00
<b>E. Other Direct Costs</b>	
Travel for on-island CPS Renewal Course for outside districts and Per-diem 10 x 20 = \$200.00	200.00
Shipping to send carseats to Lanai and Molokai \$200.00	200.00
Airfare or ferry charges for techs to go to Lanai and Molokai Airfare 4 x 140 = \$560.00 Ferry to Lanai 6 x 30= \$180.00	740.00

**SCHEDULE B**

**Exhibit III**

**Page 4**

**Detailed Budget Estimate**

**Grant No: OP18-05(02-M-01)**

<b>COST CATEGORY</b>	<b>COST ESTIMATES</b>
Safe Kids Certification/Recertification fees (85.00 for certification 50.00 for recertification)	3,010.00
<b>Category Sub-Total</b>	<b>4,150.00</b>
<b>GRANT TOTAL</b>	<b>62,100.00</b>

**EXHIBIT IV**

**SCHEDULE C**

**SCHEDULE C**

**Grant No:OP18-05(03-M-01)**

**MILESTONES**

<b>Month</b>	<b>Activity</b>
<b>October</b>	<b>Contract with Safe Community of Maui to coordinate county activities.</b>
<b>October</b>	<b>Contract with Safe Community of Maui to support fitting station supplies.</b>
<b>October</b>	<b>Schedule first Certification or Renewal class. Order instructor supplies and sample restraints.</b>
<b>October</b>	<b>Hold checkup event, order childseat ID supplies.</b>
<b>October</b>	<b>Identify low-use areas for future selective enforcement.</b>
<b>November</b>	<b>Plan for refresher classes and certification class of the fiscal year, hold checkup event, conduct CPS enforcement, provide support for the Click-It-or-Ticket Campaign. Support statewide CPS update training in Honolulu by funding instructor travel by nationally recognized CPS expert. Provide logistical support for statewide training.</b>
<b>December</b>	<b>Hold checkup event, schedule event for neighbor island, conduct CPS enforcement, submit quarterly report.</b>
<b>January</b>	<b>Conduct checkup event. Conduct CPS enforcement.</b>
<b>February</b>	<b>Conduct checkup event in Hana and Central Maui, conduct CPS enforcement.</b>
<b>March</b>	<b>Conduct checkup event and submit quarterly report. Order childseats as needed. Conduct CPS enforcement. Conduct Renewal class on Molokai.</b>
<b>April</b>	<b>Conduct checkup event, send one person to Lifesavers Conference. Conduct CPS enforcement.</b>
<b>May</b>	<b>Conduct checkup event, conduct CPS enforcement, plan refresher class.</b>
<b>June</b>	<b>Conduct checkup event, hold refresher class for technicians, conduct CPS enforcement and submit quarterly report to DOT. Conduct refresher class on Lanai Island.</b>
<b>July</b>	<b>Schedule Maui Renewal training. Conduct checkup event and CPS enforcement.</b>
<b>August</b>	<b>Conduct neighbor island checkup event and another on Maui. Conduct CPS enforcement.</b>
<b>September</b>	<b>Conduct second certification training and checkup event. Conduct CPS enforcement. Submit quarterly and final report to DOT.</b>

**SCHEDULE D**



**SCHEDULE D**

**AGREEMENT OF UNDERSTANDING & COMPLIANCE**

**Grant No: OP18-05 (02-M-01)**

THIS AGREEMENT made and entered into by and between the STATE OF HAWAII by and through its Director of Transportation, hereinafter referred to as "State," and the Governmental Unit named in this application, hereinafter referred to as "Applicant."

WHEREAS, the National Highway Safety Act of 1966 (Public Law 89-564) provides Federal funds to the STATE for approved highway safety projects, and

WHEREAS, STATE may make said funds available to various state, county or municipal agencies or governments or political subdivisions upon application and approval by STATE and the UNITED STATES DEPARTMENT OF TRANSPORTATION, and

WHEREAS, STATE is obligated to reimburse the UNITED STATES DEPARTMENT OF TRANSPORTATION out of its funds for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received, and

WHEREAS, the above name APPLICANT has submitted an application for Federal funds for highway safety projects.

NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

**REIMBURSEMENT OF ELIGIBLE EXPENDITURES**

It is mutually agreed and promised that upon written application by APPLICANT and approval by STATE and the UNITED STATES DEPARTMENT OF TRANSPORTATION, STATE shall obligate said Federal funds to APPLICANT'S account for reimbursement of eligible expenditures as set forth in the application.

It is mutually agreed and promised that APPLICANT shall reimburse STATE for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received as determined by a State or Federal audit. Costs are not allowable for construction, rehabilitation, remodeling, or for office furnishings and fixtures - for State, local or private buildings or structures. The following are examples of items considered as furnishings or fixtures, for which reimbursement is not eligible:

Desks	Credenzas	Storage Cabinets
Chairs	Bookcases	Portable Partitions
Tables	Filing Cabinets	Pictures, Wall Clocks
Shelving	Floor Coverings	Draperies
Coat Racks	Office Planters	Fixed Lighting/Lamps

It is further agreed and promised that where reimbursement is made to APPLICANT in installments, STATE shall have the right to withhold any installments to make up reimbursement received for any ineligible or unauthorized expenditures until such time as the ineligible claim is made up or corrected by APPLICANT.

### **PROPERTY AGREEMENT**

It is mutually agreed and promised that the APPLICANT shall immediately notify the STATE if any equipment purchased under this project ceases to be used in the manner as set forth by the project agreement. In such event, APPLICANT 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 the STATE, or to transfer or otherwise dispose of such equipment as directed by STATE.

It is mutually agreed and promised by the APPLICANT that no purchased equipment under this project will be conveyed, sold, salvaged, transferred, etc. without the express written approval of the STATE.

It is mutually agreed and promised that the APPLICANT shall maintain or cause to be maintained for its useful life, any equipment purchased under this project.

### **EQUAL OPPORTUNITY**

It is mutually agreed and promised that pursuant to the requirements of Section 22 (a) of the Federal-Aid Highway Act of 1968, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Age Discrimination Act of 1975, the APPLICANT, as a condition to receiving approval of this application submitted under the Highway Safety Act of 1966, hereby gives its assurance that employment in connection with the subject Highway Safety Program project will be provided without regard to race, color, creed, sex, handicap, age, or national origin. The APPLICANT further agrees that, as a condition to receiving approval of this application, it will be subject to, and will comply with, Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 (hereinafter referred to as the Act), and all applicable requirements pursuant to the Regulations of the Department of Commerce (Title 15, Code of Federal Regulations, Part 8, which have been adopted by the Department of Transportation, and hereinafter referred to as the Regulations), to the end that, in accordance with the Act and the Regulations, no person in the United States shall on the ground of race, color, creed, sex, handicap, age, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the subject Highway Safety Program or project.

It is mutually agreed and promised that if the APPLICANT fails or refuses to comply with its undertaking as set forth in these provisions, the STATE of the UNITED STATES DEPARTMENT OF TRANSPORTATION may take any or all of these 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 the applicant agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the applicant agency.

### **NON-DUPLICATION OF GRANT FUND EXPENDITURES**

It is mutually agreed and promised that the APPLICANT has no ongoing or completed projects under agreement with any other Federal fund source which duplicate or overlap any work contemplated or described in this project.

It is mutually agreed and promised that the APPLICANT will either revise this project or revise any pending or proposed request for other Federal grant funds which would duplicate or overlap work under this project to exclude any such duplication of grant fund expenditures.

It is further mutually agreed and understood that the APPLICANT shall reimburse the STATE OF HAWAII for any such duplicate expenditures for which Federal grant funds have been claimed and payment received as determined by State or Federal audit.

### **PROJECT INCOME AND APPLICABLE CREDITS**

It is mutually agreed and understood that the APPLICANT shall apply all proceeds or credits generated under the project, such as but not restricted to: The sale of real or personal property royalties received from copyrights and patents, sale of publications or from personal or incidental services, to the project in accordance with OMB Circular A-87 (FMC 74-7) or A-21, as applicable and NHTSA/FHWA Order 460-4/7510.1.

### **COPYRIGHTS AND PATENTS**

It is mutually agreed that any copyrightable materials produced in the course of a project may be the property of the State or applicant agency; however, provisions should be made to obtain for the United States Government, the State Governments and their political subdivisions a royalty-free nonexclusive, and irrevocable license to use in any manner such copyrightable material.

It is mutually agreed that the ownership of all rights accruing from any patentable discoveries or inventions resulting from a project should be covered in the agreement. An irrevocable, nonexclusive, nontransferable, and royalty-free license to practice each discovery or invention in the manufacture, use and disposition, according to law, of any article or material, and in the use of any method developed as part of the work under the agreement should be obtained for the United States Government, the State Governments and their political subdivisions.

### **MINORITY BUSINESS ENTERPRISE REQUIREMENTS**

It is the policy of the Department of Transportation that minority business enterprises, as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR Part 23 apply to this agreement.

The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall 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 shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

**REQUIREMENTS**

It is mutually agreed and promised that the applicant shall follow the State and Federal requirements and guidelines set forth in the State of Hawaii Project Procedures Manual as amended. All project expenditure records are to be retained for at least three years after the date of the final expenditure report.

**AUTHORIZATION TO PROCEED**

It is mutually agreed between the STATE and the APPLICANT that this AGREEMENT OF UNDERSTANDING AND COMPLIANCE shall become effective upon the STATE'S agreement and authorization to proceed as set forth in PART II (2) of this application.

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The following is taken from Appendix A to Part 1200 – Certification and Assurances for Highway Safety Grants (23 U.S.C. Chapter 4):

**NONDISCRIMINATION**

**(applies to subrecipients as well as States)**

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, *et seq.*), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act

of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, *et seq.*), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The State will provide a drug-free workplace by:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- Establishing a drug-free awareness program to inform employees about:
  - The dangers of drug abuse in the workplace.
  - The grantee's policy of maintaining a drug-free workplace.
  - Any available drug counseling, rehabilitation, and employee assistance programs.
  - The penalties that may be imposed upon employees for drug violations occurring in the workplace.
  - Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - Abide by the terms of the statement.
  - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
  - Taking appropriate personnel action against such an employee, up to and including termination.
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

### **BUY AMERICA ACT**

**(applies to subrecipients as well as States)**

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), 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.

**POLITICAL ACTIVITY (HATCH ACT)**  
**(applies to subrecipients as well as States)**

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(applies to subrecipients as well as States)**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. 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.
2. 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 shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**  
**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**  
**(applies to subrecipients as well as States)**

**Instructions for Primary Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions*

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;



- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48

CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's Web site at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its Web site at [www.trafficsafety.org](http://www.trafficsafety.org).

## **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.