



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: July 18, 2008
Subject: JFO #2328

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

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

[JFO received 06/18/08]

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

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



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2008
Subject: Grant Request

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

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

[JFO received 06/18/08]

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

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

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

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2328

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

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

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

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

DEPT. FINANCE AND MANAGEMENT:

(INITIAL) Y 5/27/08

SECRETARY OF ADMINISTRATION:

(INITIAL) APM 5/29/08

SENT TO JOINT FISCAL OFFICE:

(DATE) 6/17/08



**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

FORM AA-1
(Rev. 9-90)

1. **Agency:** Criminal Justice Training Council
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Training for the Enforcement of Motorcycle Laws
 5. **Federal Catalog No.:** DTNH22-07-D-00160 (NHTSA)
 6. **Grantor and Office Address:** International Association of Directors of Law Enforcement Standards and Training
 P. O. Box 227
 Van Meter IA 50621

7. **Grant Period:** From: 5/1/2008 To: 4/30/2011

8. **Purpose of Grant:** (attach additional sheets if needed)
 This grant will fund the development of a curriculum on "Enforcement of Motorcycle Laws". Further, it will fund the development and delivery of a "Train the Trainer" to create a cadre of instructors for delivery of the new curriculum across the country. The grant funds will cover the salary and benefits of a staff member at CJTC (for backfill of duties) for a three year period, as well as operating expenses in connection with the project. (Exact grant period to be determined when finalized)

9. **Impact on Existing Programs if Grant is not Accepted:**
 None. This project will provide a new curriculum to enhance enforcement of motorcycle laws on a national basis. Fully funded by the National Highway Traffic Safety Administration (NHTSA), and passing through the International Association of Directors of Law Enforcement Standards and Training (IADLEST), Vermont has the opportunity to develop this program for delivery across the country.

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services	\$ 68,500.00	\$ 70,555.00	\$ 72,672.00
Operating Expenses	\$ 83,500.00	\$ 81,445.00	\$ 79,328.00
Grants	\$	\$	\$
TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$
TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00

Appropriation Nos.

Amounts

\$
\$
\$

-over-

APR 30 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X R. J. Click

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

R. J. Click 4/25/08
 (Signature) (Date)

Executive Director
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 6/16/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. McInnis 5/30/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

Beatty, David

From: Paulger, Molly
Sent: Friday, May 23, 2008 12:23 PM
To: Senatorbartlett@comcast.net; 'MPHeath@aol.com'
Cc: McIntire, Linda; Elrick, RJ; Beatty, David
Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

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

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

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

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

If you have any questions, please let me know.

Thank you.
Molly

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



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

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

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

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

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

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

NOW, THEREFORE, DPS and VCJTC agree as follows:

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

Signed: _____ Date: _____
Thomas R. Tremblay, Commissioner
Department of Public Safety

Signed:

Date:

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



http://www.iadlest.org

**International Association of Directors of
Law Enforcement Standards and Training**
P.O. Box 227, Van Meter, Iowa 50621

RECEIVED
FEB 25 2008
V.C.J.T.C.

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

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

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

February 20, 2008

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

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

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

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

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

Dear Mr. Elrick,

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

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

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

Sincerely,

George Gotschalk
President IADLEST

Thomas Flaherty
Northeast Region
Connecticut
Ph (230) 238-6505
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Criminal Justice Training Council
Vermont Police Academy
317 Sanatorium Road
Pittsford, VT 05763
www.vjtc.state.vt.us

[phone] 802-483-6228
[fax] 802-483-2343

Office of the Executive Director

MAR 03 2008

February 29, 2008

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

Re: Grant Acceptance Request

Secretary Smith,

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

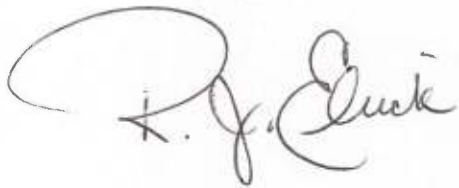
This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle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

REC'D MAR 03 2008



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

Sincerely,

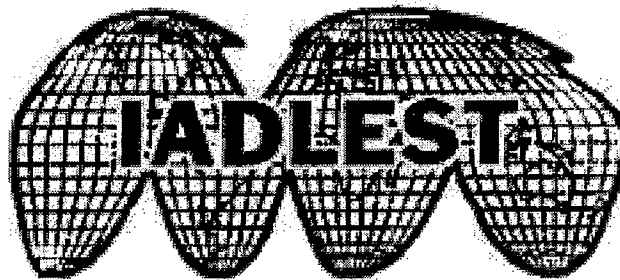
A handwritten signature in black ink, appearing to read "R. J. Elrick". The signature is fluid and cursive, with a large loop at the beginning.

R. J. Elrick
Executive Director

REC'D MAR 03 2008

**State of Vermont
Criminal Justice Training Council**

Technical Response



International Association of Directors of Law Enforcement Standards & Training

**Training for the Enforcement of Motorcycle Laws
Grant**

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

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year
October 31, 2007 to September 30, 2008

Organization Capacity

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

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

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

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

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

Project Staffing and Management

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

Project Director:

Patrick Judge, Executive Director
International Association of Directors of Law Enforcement
Standards and Training
2521 Country Club Way
Albion, MI 49224
Office ph: (517) 857-3928
Fax no: (517) 857-3826
Email: PJudge@world.att.net

Project Manager:

June F. Kelly, Assistant Director VCJTC
Office ph: (802) 483-6228 ext. 12
Fax no: (802) 483-2343
Email: June.Kelly@state.vt.us

Clerical/Fiscal Support:

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

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

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

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

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

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

PURPOSE

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

NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

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

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

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

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

Task 2 – Develop and Submit a Work Plan

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

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

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

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

Work to be Done

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

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

Methodology

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

Objectives –

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

Year One (1) –

Research and analyze extent of the problem.

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

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

Design/Develop

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

Years Two (2) & Three (3) –

Implement

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

Task 3 – Conduct Initial Project Meeting

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

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

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

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

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

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

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

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

2) Annually.

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

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

b. Draft Final Report.

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

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

c. Final Report.

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

d. Required Format for Final Report.

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

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format.

Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

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

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at http://www.accessboard.gov/secSO8/guide/i_194.22.htm

Task 5 – Travel

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

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

Task 6 – Meetings Management

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

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

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

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

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

member and allied organizations and colleagues.

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

Task 8 – Subject Matter Expert Working Group

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

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

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

Task 9 – Law Enforcement Motorcycle Training Program

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

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

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

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

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

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

Task 10 – Train-the-Trainers

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

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

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

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

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

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

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

Task 11 – Provide Technical Assistance

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

PERIOD OF PERFORMANCE

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

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

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

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

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

B. Place of Delivery and Number of Copies

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

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

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

Identify Key Project Personnel and Relevant Expertise

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

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

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

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

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

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

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

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

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

Accountability for Expenditures

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

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

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

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

Nathan,

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

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

-----Original Message-----

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

Hello Mr. Elrick,

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

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

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

Fiscal Year 2007-2008
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2009-2010
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

No equipment requests this period.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

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

From: Nathan Lavery

Date: June 19, 2008

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

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

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



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2008
Subject: Grant Request

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

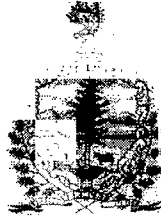
JFO #2328 — \$456,000 grant from the International Association of Directors of Law Enforcement Standards and Training to the Criminal Justice Training Council. These grant funds will be used to fund the development of a curriculum on “Enforcement of Motorcycle Laws” and a training program to deliver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

[JFO received 06/18/08]

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

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

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



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2008
Subject: Grant Request

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

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

[JFO received 06/18/08]

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

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

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2328

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

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

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

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

DEPT. FINANCE AND MANAGEMENT:

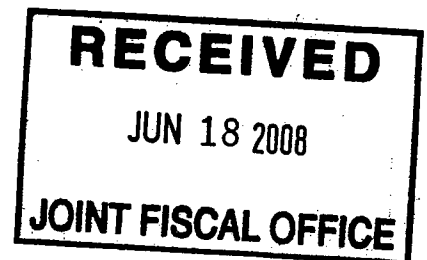
(INITIAL) *VP 5/27/08*

SECRETARY OF ADMINISTRATION:

(INITIAL) *APM 5/29/08*

SENT TO JOINT FISCAL OFFICE:

(DATE) *6/17/08*



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**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:** Criminal Justice Training Council
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Training for the Enforcement of Motorcycle Laws
 5. **Federal Catalog No.:** DTNH22-07-D-00160 (NHTSA)
 6. **Grantor and Office Address:** International Association of Directors of Law Enforcement Standards and Training
 P. O. Box 227
 Van Meter IA 50621

7. **Grant Period:** From: 5/1/2008 To: 4/30/2011

8. **Purpose of Grant:** (attach additional sheets if needed)
 This grant will fund the development of a curriculum on "Enforcement of Motorcycle Laws". Further, it will fund the development and delivery of a "Train the Trainer" to create a cadre of instructors for delivery of the new curriculum across the country. The grant funds will cover the salary and benefits of a staff member at CJTC (for backfill of duties) for a three year period, as well as operating expenses in connection with the project. (Exact grant period to be determined when finalized)

9. **Impact on Existing Programs if Grant is not Accepted:**
 None. This project will provide a new curriculum to enhance enforcement of motorcycle laws on a national basis. Fully funded by the National Highway Traffic Safety Administration (NHTSA), and passing through the International Association of Directors of Law Enforcement Standards and Training (IADLEST), Vermont has the opportunity to develop this program for delivery across the country.

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services	\$ 68,500.00	\$ 70,555.00	\$ 72,672.00
Operating Expenses	\$ 83,500.00	\$ 81,445.00	\$ 79,328.00
Grants	\$	\$	\$
TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$

TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
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Appropriation Nos.

Amounts

\$
\$
\$

-over-

APR 30 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X R. J. Click

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

R. J. Click 4/25/08
 (Signature) (Date)
Executive Director
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 6/16/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. McLean 5/30/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

Beatty, David

From: Paulger, Molly
Sent: Friday, May 23, 2008 12:23 PM
To: Senatorbartlett@comcast.net; 'MPHeath@aol.com'
Cc: McIntire, Linda; Elrick, RJ; Beatty, David
Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

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

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

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

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

If you have any questions, please let me know.

Thank you.

Molly

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



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

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

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

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

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

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

NOW, THEREFORE, DPS and VCJTC agree as follows:

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

Signed: _____ Date: _____
Thomas R. Tremblay, Commissioner
Department of Public Safety

Signed:

Date:

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



http://www.iadlest.org

**International Association of Directors of
Law Enforcement Standards and Training**
P.O. Box 227, Van Meter, Iowa 50621

RECEIVED
FEB 25 2008
V.C.J.T.C.

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

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

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

February 20, 2008

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

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

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

Dear Mr. Elrick,

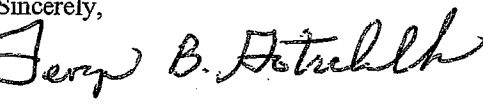
E. A. WESTFALL
Treasurer
Iowa Law Enforcement Training Academy
P.O. Box 130
Johnston, Iowa 50131-0130
(515) 242-5357
Fax: (515) 242-5471
Penny.Westfall@ilea.state.ia.us

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

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

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

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

Sincerely,

George Gotschalk
President IADLEST

Thomas Flaherty
Northeast Region
Connecticut
Ph (203) 238-6505
Fax (203) 238-6643
thomase.flaherty@po.state.ct.us

Thomas Jurkanin, Ph.D
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Mark E. Damitio
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Lyle Mann
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LyleM@azpost.gov

Patrick Bradley, JD
Immediate Past President
Maryland
Ph (410) 875-3400
Fax (410) 875-3500
pbradley@dpscs.state.md

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

[phone] 802-483-6228
[fax] 802-483-2343

Office of the Executive Director

MAR 03 2008

February 29, 2008

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

Re: Grant Acceptance Request

Secretary Smith,

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

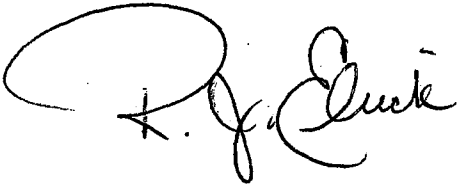
This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle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

REC'D MAR 03 2008



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

Sincerely,

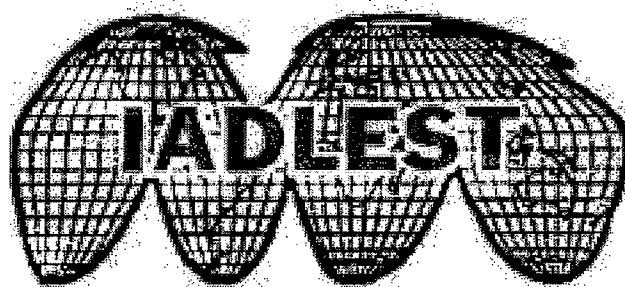
A handwritten signature in black ink, appearing to read "R. J. Elrick". The signature is written in a cursive style with a large, looping initial "R" and a distinct "E".

R. J. Elrick
Executive Director

REC'D MAR 03 2008

**State of Vermont
Criminal Justice Training Council**

Technical Response



International Association of Directors of Law Enforcement Standards & Training

**Training for the Enforcement of Motorcycle Laws
Grant**

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

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year

October 31, 2007 to September 30, 2008

Organization Capacity

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

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

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

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

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

Project Staffing and Management

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

Project Director:

Patrick Judge, Executive Director
International Association of Directors of Law Enforcement
Standards and Training
2521 Country Club Way
Albion, MI 49224
Office ph: (517) 857-3928
Fax no: (517) 857-3826
Email: PJudge@world.att.net

Project Manager:

June F. Kelly, Assistant Director VCJTC
Office ph: (802) 483-6228 ext. 12
Fax no: (802) 483-2343
Email: June.Kelly@state.vt.us

Clerical/Fiscal Support:

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

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

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

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

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

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

PURPOSE

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

NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

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

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

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

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

Task 2 – Develop and Submit a Work Plan

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

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

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

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

Work to be Done

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

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

Methodology

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

Objectives –

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

Year One (1) –

Research and analyze extent of the problem.

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

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

Design/Develop

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

Years Two (2) & Three (3) –

Implement

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

Task 3 – Conduct Initial Project Meeting

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

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

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

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

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

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

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

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

2) Annually.

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

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

b. Draft Final Report.

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

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

c. Final Report.

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

d. Required Format for Final Report.

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

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format.

Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

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

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at <http://www.accessboard.gov/secSO8/guide/i194.22.htm>

Task 5 – Travel

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

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

Task 6 – Meetings Management

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

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

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

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

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

member and allied organizations and colleagues.

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

Task 8 – Subject Matter Expert Working Group

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

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

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

Task 9 – Law Enforcement Motorcycle Training Program

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

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

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

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

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

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

Task 10 – Train-the-Trainers

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

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

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

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

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

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

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

Task 11 – Provide Technical Assistance

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

PERIOD OF PERFORMANCE

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

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

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

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

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

B. Place of Delivery and Number of Copies

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

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

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

Identify Key Project Personnel and Relevant Expertise

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

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

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

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

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

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

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

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

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

Accountability for Expenditures

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

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

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

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

Nathan,

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

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

-----Original Message-----

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

Hello Mr. Elrick,

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

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

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

Fiscal Year 2007-2008
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2008-2009
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2009-2010
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

No equipment requests this period.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2008
Subject: Grant Request

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

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

[JFO received 06/18/08]

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

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

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

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2328

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

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

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

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

DB

DEPT. FINANCE AND MANAGEMENT:

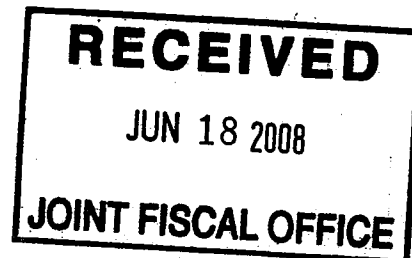
(INITIAL) 5/27/08

SECRETARY OF ADMINISTRATION:

(INITIAL) 5/29/08

SENT TO JOINT FISCAL OFFICE:

(DATE) 6/17/08



100
100

100
100

100
100

**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:** Criminal Justice Training Council
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Training for the Enforcement of Motorcycle Laws
 5. **Federal Catalog No.:** DTNH22-07-D-00160 (NHTSA)
 6. **Grantor and Office Address:** International Association of Directors of Law Enforcement Standards and Training
 P. O. Box 227
 Van Meter IA 50621

7. **Grant Period:** From: 5/1/2008 To: 4/30/2011

8. **Purpose of Grant:** (attach additional sheets if needed)
 This grant will fund the development of a curriculum on "Enforcement of Motorcycle Laws". Further, it will fund the development and delivery of a "Train the Trainer" to create a cadre of instructors for delivery of the new curriculum across the country. The grant funds will cover the salary and benefits of a staff member at CJTC (for backfill of duties) for a three year period, as well as operating expenses in connection with the project. (Exact grant period to be determined when finalized)

9. **Impact on Existing Programs if Grant is not Accepted:**
 None. This project will provide a new curriculum to enhance enforcement of motorcycle laws on a national basis. Fully funded by the National Highway Traffic Safety Administration (NHTSA), and passing through the International Association of Directors of Law Enforcement Standards and Training (IADLEST), Vermont has the opportunity to develop this program for delivery across the country.

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services	\$ 68,500.00	\$ 70,555.00	\$ 72,672.00
Operating Expenses	\$ 83,500.00	\$ 81,445.00	\$ 79,328.00
Grants	\$	\$	\$
TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$

TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
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Appropriation Nos.

Amounts

\$
\$
\$

-over-

APR 30 2008

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Additionally, it is noted that regular audits are essential to identify any discrepancies or errors early on. This proactive approach helps in maintaining the integrity of the financial statements and prevents any potential issues from escalating.

The second section focuses on the role of technology in streamlining financial processes. It highlights how modern accounting software can automate repetitive tasks, such as data entry and reconciliation, thereby reducing the risk of human error and saving valuable time.

Finally, the document concludes by stressing the need for ongoing education and training for all staff involved in financial management. Keeping up-to-date with the latest industry trends and regulations is crucial for ensuring compliance and maximizing the efficiency of the organization's financial operations.

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X R. J. Click

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

R. J. Click 4/25/08
 (Signature) (Date)
Executive Director
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 6/16/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. McComb 5/30/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

Beatty, David

From: Paulger, Molly
Sent: Friday, May 23, 2008 12:23 PM
To: Senatorbartlett@comcast.net; 'MPHeath@aol.com'
Cc: McIntire, Linda; Elrick, RJ; Beatty, David
Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

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

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

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

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

If you have any questions, please let me know.

Thank you.
Molly

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



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

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

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

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

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

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

NOW, THEREFORE, DPS and VCJTC agree as follows:

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

Signed: _____ Date: _____

Thomas R. Tremblay, Commissioner
Department of Public Safety

Signed: _____

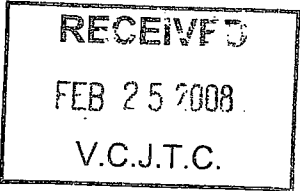
Date: _____

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



<http://www.iadlest.org>

**International Association of Directors of
Law Enforcement Standards and Training**
P.O. Box 227, Van Meter, Iowa 50621



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

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

February 20, 2008

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

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

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

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

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

Dear Mr. Elrick,

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

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

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

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

Sincerely,

George Gotschalk
President IADLEST

Thomas Flaherty
Northeast Region
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Criminal Justice Training Council
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[phone] 802-483-6228
[fax] 802-483-2343

Office of the Executive Director

MAR 03 2008

February 29, 2008

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

Re: Grant Acceptance Request

Secretary Smith,

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

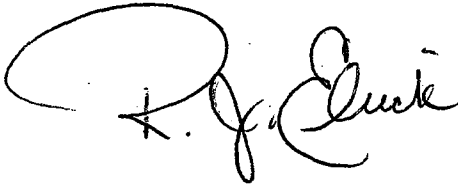
This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle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

REC'D MAR 03 2008



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

Sincerely,

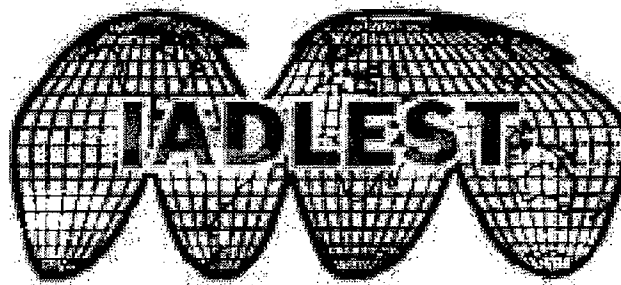
A handwritten signature in black ink, appearing to read "R. J. Elrick". The signature is fluid and cursive, with a large, prominent loop at the beginning of the first letter "R".

R. J. Elrick
Executive Director

REC'D MAR 03 2008

**State of Vermont
Criminal Justice Training Council**

Technical Response



**International Association of Directors of Law Enforcement Standards & Training
Training for the Enforcement of Motorcycle Laws
Grant**

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

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year

October 31, 2007 to September 30, 2008

Organization Capacity

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

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

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

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

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

Project Staffing and Management

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

Project Director:

Patrick Judge, Executive Director
International Association of Directors of Law Enforcement
Standards and Training
2521 Country Club Way
Albion, MI 49224
Office ph: (517) 857-3928
Fax no: (517) 857-3826
Email: PJudge@world.att.net

Project Manager:

June F. Kelly, Assistant Director VCJTC
Office ph: (802) 483-6228 ext. 12
Fax no: (802) 483-2343
Email: June.Kelly@state.vt.us

Clerical/Fiscal Support:

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

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

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

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

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

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

PURPOSE

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

NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

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

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

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

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

Task 2 – Develop and Submit a Work Plan

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

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

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

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

Work to be Done

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

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

Methodology

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

Objectives –

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

Year One (1) –

Research and analyze extent of the problem.

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

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

Design/Develop

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

Years Two (2) & Three (3) –

Implement

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

Task 3 – Conduct Initial Project Meeting

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

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

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

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

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

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

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

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

2) Annually.

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

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

b. Draft Final Report.

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

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

c. Final Report.

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

d. Required Format for Final Report.

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

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format.

Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

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

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at <http://www.accessboard.gov/secSO8/guide/i194.22.htm>

Task 5 – Travel

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

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

Task 6 – Meetings Management

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

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

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

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

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

member and allied organizations and colleagues.

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

Task 8 – Subject Matter Expert Working Group

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

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

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

Task 9 – Law Enforcement Motorcycle Training Program

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

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

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

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

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

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

Task 10 – Train-the-Trainers

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

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

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

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

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

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

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

Task 11 – Provide Technical Assistance

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

PERIOD OF PERFORMANCE

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

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

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

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

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

B. Place of Delivery and Number of Copies

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

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

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

Identify Key Project Personnel and Relevant Expertise

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

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

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

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

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

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

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

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

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

Accountability for Expenditures

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

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

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

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

Nathan,

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

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

-----Original Message-----

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

Hello Mr. Elrick,

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

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

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

Fiscal Year 2007-2008
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2008-2009
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2009-2010
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

No equipment requests this period.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2008
Subject: Grant Request

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

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

[JFO received 06/18/08]

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

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

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

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2328

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

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

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

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

DEPT. FINANCE AND MANAGEMENT:

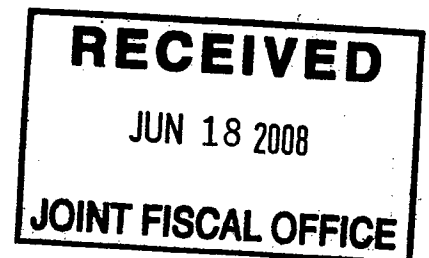
(INITIAL) Y 5/27/08

SECRETARY OF ADMINISTRATION:

(INITIAL) APM 5/29/08

SENT TO JOINT FISCAL OFFICE:

(DATE) 6/17/08



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100-111

**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:** Criminal Justice Training Council
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Training for the Enforcement of Motorcycle Laws
 5. **Federal Catalog No.:** DTNH22-07-D-00160 (NHTSA)
 6. **Grantor and Office Address:** International Association of Directors of Law Enforcement Standards and Training
 P. O. Box 227
 Van Meter IA 50621

7. **Grant Period:** From: 5/1/2008 To: 4/30/2011

8. **Purpose of Grant:** (attach additional sheets if needed)
 This grant will fund the development of a curriculum on "Enforcement of Motorcycle Laws". Further, it will fund the development and delivery of a "Train the Trainer" to create a cadre of instructors for delivery of the new curriculum across the country. The grant funds will cover the salary and benefits of a staff member at CJTC (for backfill of duties) for a three year period, as well as operating expenses in connection with the project. (Exact grant period to be determined when finalized)

9. **Impact on Existing Programs if Grant is not Accepted:**
 None. This project will provide a new curriculum to enhance enforcement of motorcycle laws on a national basis. Fully funded by the National Highway Traffic Safety Administration (NHTSA), and passing through the International Association of Directors of Law Enforcement Standards and Training (IADLEST), Vermont has the opportunity to develop this program for delivery across the country.

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
--	---------------------------	---------------------------	---------------------------

EXPENDITURES:

Personal Services	\$ 68,500.00	\$ 70,555.00	\$ 72,672.00
Operating Expenses	\$ 83,500.00	\$ 81,445.00	\$ 79,328.00
Grants	\$	\$	\$
TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$

TOTAL **\$ 152,000.00** **\$ 152,000.00** **\$ 152,000.00**

Appropriation Nos.

Amounts

\$
\$
\$

-over-

APR 30 2008

... ..

...

...

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X R. J. Click

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

R. J. Click 4/25/08
 (Signature) (Date)

Executive Director
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 6/16/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. McComb 5/30/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

Beatty, David

From: Paulger, Molly
Sent: Friday, May 23, 2008 12:23 PM
To: Senatorbartlett@comcast.net; 'MPHeath@aol.com'
Cc: McIntire, Linda; Elrick, RJ; Beatty, David
Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

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

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

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

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

If you have any questions, please let me know.

Thank you.

Molly

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



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

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

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

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

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

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

NOW, THEREFORE, DPS and VCJTC agree as follows:

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

Signed: _____ Date: _____
Thomas R. Tremblay, Commissioner
Department of Public Safety

Signed:

Date:

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



http://www.iadlest.org

**International Association of Directors of
Law Enforcement Standards and Training**
P.O. Box 227, Van Meter, Iowa 50621

RECEIVED
FEB 25 2008
V.C.J.T.C.

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

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

February 20, 2008

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

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

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

Dear Mr. Elrick,

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

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

Sincerely,

George Gotschalk
President IADLEST

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

E. A. WESTFALL
Treasurer
Iowa Law Enforcement Training Academy
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Office of the Executive Director

MAR 03 2008

February 29, 2008

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

Re: Grant Acceptance Request

Secretary Smith,

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

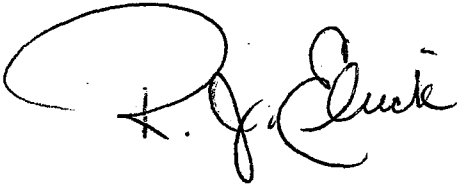
This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle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

REC'D MAR 03 2008



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

Sincerely,

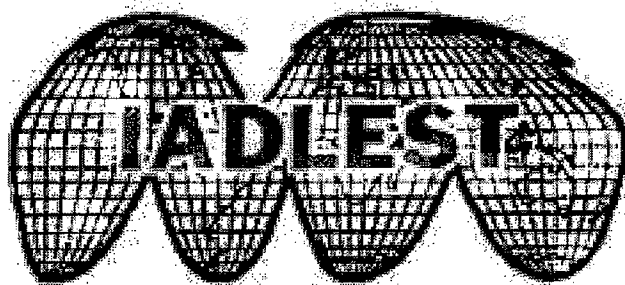
A handwritten signature in black ink, appearing to read "R. J. Elrick". The signature is written in a cursive style with a large, looping initial "R" and a distinct "E".

R. J. Elrick
Executive Director

REC'D MAR 03 2008

**State of Vermont
Criminal Justice Training Council**

Technical Response



International Association of Directors of Law Enforcement Standards & Training

**Training for the Enforcement of Motorcycle Laws
Grant**

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

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year
October 31, 2007 to September 30, 2008

Organization Capacity

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

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

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

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

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

Project Staffing and Management

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

Project Director:

Patrick Judge, Executive Director
International Association of Directors of Law Enforcement
Standards and Training
2521 Country Club Way
Albion, MI 49224
Office ph: (517) 857-3928
Fax no: (517) 857-3826
Email: PJudge@world.att.net

Project Manager:

June F. Kelly, Assistant Director VCJTC
Office ph: (802) 483-6228 ext. 12
Fax no: (802) 483-2343
Email: June.Kelly@state.vt.us

Clerical/Fiscal Support:

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

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

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

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

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

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

PURPOSE

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

NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

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

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

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

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

Task 2 – Develop and Submit a Work Plan

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

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

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

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

Work to be Done

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

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

Methodology

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

Objectives –

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

Year One (1) –

Research and analyze extent of the problem.

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

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

Design/Develop

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

Years Two (2) & Three (3) –

Implement

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

Task 3 – Conduct Initial Project Meeting

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

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

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

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

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

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

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

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

2) Annually.

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

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

b. Draft Final Report.

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

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

c. Final Report.

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

d. Required Format for Final Report.

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

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format.

Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

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

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at <http://www.accessboard.gov/secSO8/guide/i194.22.htm>

Task 5 – Travel

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

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

Task 6 – Meetings Management

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

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

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

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

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

member and allied organizations and colleagues.

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

Task 8 – Subject Matter Expert Working Group

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

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

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

Task 9 – Law Enforcement Motorcycle Training Program

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

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

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

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

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

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

Task 10 – Train-the-Trainers

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

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

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

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

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

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

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

Task 11 – Provide Technical Assistance

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

PERIOD OF PERFORMANCE

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

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

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

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

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

B. Place of Delivery and Number of Copies

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

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

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

Identify Key Project Personnel and Relevant Expertise

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

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

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

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

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

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

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

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

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

Accountability for Expenditures

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

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

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

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

Nathan,

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

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

-----Original Message-----

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

Hello Mr. Elrick,

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

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

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

Fiscal Year 2007-2008
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2008-2009
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2009-2010
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

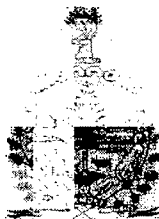
The \$17,000.00 represents the cost of paper supplies, class materials, student manual, brochures, printing, training materials, administrative items, subscriptions, professional organization dues/fees, and related office materials.

Training

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

Equipment

No equipment requests this period.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 19, 2008
Subject: Grant Request

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

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

[JFO received 06/18/08]

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

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

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

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2328

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

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

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

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

DEPT. FINANCE AND MANAGEMENT:

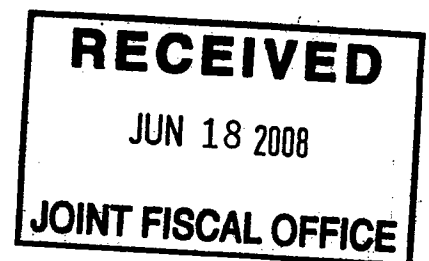
(INITIAL) *Y 5/27/08*

SECRETARY OF ADMINISTRATION:

(INITIAL) *APM 5/29/08*

SENT TO JOINT FISCAL OFFICE:

(DATE) *6/17/08*



100-111
100-111

100-111
100-111

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. **Agency:** Criminal Justice Training Council
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Training for the Enforcement of Motorcycle Laws
 5. **Federal Catalog No.:** DTNH22-07-D-00160 (NHTSA)
 6. **Grantor and Office Address:** International Association of Directors of Law Enforcement Standards and Training
 P. O. Box 227
 Van Meter IA 50621

7. **Grant Period:** From: 5/1/2008 To: 4/30/2011

8. **Purpose of Grant:** (attach additional sheets if needed)
 This grant will fund the development of a curriculum on "Enforcement of Motorcycle Laws". Further, it will fund the development and delivery of a "Train the Trainer" to create a cadre of instructors for delivery of the new curriculum across the country. The grant funds will cover the salary and benefits of a staff member at CJTC (for backfill of duties) for a three year period, as well as operating expenses in connection with the project. (Exact grant period to be determined when finalized)

9. **Impact on Existing Programs if Grant is not Accepted:**
 None. This project will provide a new curriculum to enhance enforcement of motorcycle laws on a national basis. Fully funded by the National Highway Traffic Safety Administration (NHTSA), and passing through the International Association of Directors of Law Enforcement Standards and Training (IADLEST), Vermont has the opportunity to develop this program for delivery across the country.

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services	\$ 68,500.00	\$ 70,555.00	\$ 72,672.00
Operating Expenses	\$ 83,500.00	\$ 81,445.00	\$ 79,328.00
Grants	\$	\$	\$
TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$

TOTAL	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
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Appropriation Nos.

Amounts

\$
\$
\$

-over-

APR 30 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X R. J. Click

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

R. J. Click 4/25/08
 (Signature) (Date)

Executive Director
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 6/16/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. McComb 5/30/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

Beatty, David

From: Paulger, Molly
Sent: Friday, May 23, 2008 12:23 PM
To: Senatorbartlett@comcast.net; 'MPHeath@aol.com'
Cc: McIntire, Linda; Elrick, RJ; Beatty, David
Subject: Follow up to Grant Position Discussion

Senator Bartlett and Representative Heath,

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

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

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

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

If you have any questions, please let me know.

Thank you.
Molly

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



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

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

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

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

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

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

NOW, THEREFORE, DPS and VCJTC agree as follows:

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

Signed: _____ Date: _____
Thomas R. Tremblay, Commissioner
Department of Public Safety

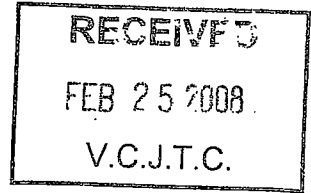
Signed: _____ Date: _____

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



http://www.iadlest.org

**International Association of Directors of
Law Enforcement Standards and Training**
P.O. Box 227, Van Meter, Iowa 50621



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

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

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

February 20, 2008

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

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

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

Dear Mr. Elrick,

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

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

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

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

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

Sincerely,

George Gotschalk
President IADLEST

Thomas Flaherty
Northeast Region
Connecticut
Ph (203) 238-6505
Fax (203) 238-6643
thomase.flaherty@po.state.ct.us

Thomas Jurkanin, Ph.D
Central Region
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Fax (217) 524-5350
tom.jurkanin@illinois.gov

Peggy Schaefer
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North Carolina
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Fax (910) 525-5439
pschaefer@ncdoj.gov

Mark E. Damitio
Midwest Region
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Fax (620) 694-1420
mdamitio@kietc.org

Lyle Mann
West Region
Arizona
Ph (602) 223-2514
Fax (602) 244-0477
LyleM@azpost.gov

Patrick Bradley, JD
Immediate Past President
Maryland
Ph (410) 875-3400
Fax (410) 875-3500
pbradley@dpjsc.state.md

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

[phone] 802-483-6228
[fax] 802-483-2343

Office of the Executive Director

MAR 03 2008

February 29, 2008

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

Re: Grant Acceptance Request

Secretary Smith,

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

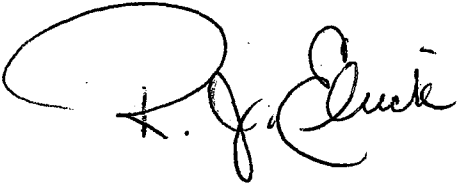
This project is of three-year duration from the time accepted. The funding will cover all operational expenses associated with the project to include back-fill of one position for the duration of the grant. Specifically, the funding will provide for the design of a curriculum on the enforcement of motorcycle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

REC'D MAR 03 2008



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

Sincerely,

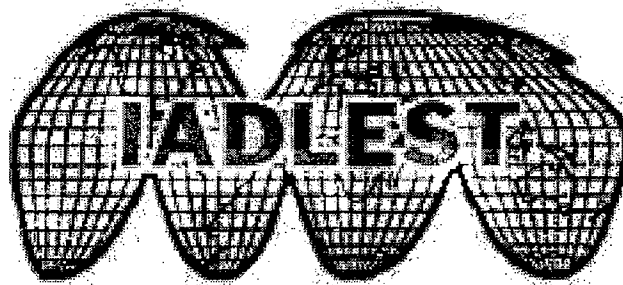
A handwritten signature in black ink, appearing to read "R. J. Elrick". The signature is fluid and cursive, with a large, sweeping initial "R" that loops back to the left.

R. J. Elrick
Executive Director

REC'D MAR 03 2008

**State of Vermont
Criminal Justice Training Council**

Technical Response



**International Association of Directors of Law Enforcement Standards & Training
Training for the Enforcement of Motorcycle Laws
Grant**

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

October 31, 2007 to September 30, 2010

Technical Response- Grant Proposal

First Year

October 31, 2007 to September 30, 2008

Organization Capacity

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

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

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

Work Plan and Timeline - SPECIFIC REQUIREMENTS AND TASKS

Task 1 – Selection of a PD and PM

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

Project Staffing and Management

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

Project Director:

Patrick Judge, Executive Director
International Association of Directors of Law Enforcement
Standards and Training
2521 Country Club Way
Albion, MI 49224
Office ph: (517) 857-3928
Fax no: (517) 857-3826
Email: PJudge@world.att.net

Project Manager:

June F. Kelly, Assistant Director VCJTC
Office ph: (802) 483-6228 ext. 12
Fax no: (802) 483-2343
Email: June.Kelly@state.vt.us

Clerical/Fiscal Support:

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

Training for the Enforcement of Motorcycle Laws

STATEMENT OF WORK - BRIEF

BACKGROUND

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

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

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

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

PURPOSE

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

NHTSA region will have a cadre of available instructors to train law enforcement officers.

SCOPE OF WORK

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

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

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

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

Task 2 – Develop and Submit a Work Plan

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

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

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

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

Work to be Done

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

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

Methodology

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

Objectives –

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

Year One (1) –

Research and analyze extent of the problem.

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

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

Design/Develop

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

Years Two (2) & Three (3) –

Implement

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

Task 3 – Conduct Initial Project Meeting

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

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

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

Task 4 – Reporting Requirements

- a. Progress Reports.
 - 1) Quarterly.

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

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

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

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

2) Annually.

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

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

b. Draft Final Report.

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

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

c. Final Report.

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

d. Required Format for Final Report.

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

All documents submitted by the Grantee for publication will be submitted in compliance with GPO requirements. Reports and documents submitted for internal use of the Grantee and NHTSA will be submitted in MS Word format or an agreed upon format.

Acceptable formats for the submission of publications include current desktop design and publication programs, such as:

- QuarkXpress
- Adobe PageMaker

Graphics files should be created in programs such as:

- Adobe Illustrator
- Adobe Photoshop
- Macromedia Freehand

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

The Grantee, when preparing publications for NHTSA, shall submit them so that they can be posted onto NHTSA website. All HTML deliverables rendered under contract/assistance agreements must comply with the accessibility standards found in 36 CFR 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. More information can be found at <http://www.accessboard.gov/secSO8/guide/i194.22.htm>

Task 5 – Travel

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

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

Task 6 – Meetings Management

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

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

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

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

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

member and allied organizations and colleagues.

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

Task 8 – Subject Matter Expert Working Group

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

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

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

Task 9 – Law Enforcement Motorcycle Training Program

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

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

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

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

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

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

Task 10 – Train-the-Trainers

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

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

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

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

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

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

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

Task 11 – Provide Technical Assistance

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

PERIOD OF PERFORMANCE

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

PERFORMANCE DELIVERABLES AND MILESTONES

A. Deliverables/Milestones Schedule

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

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

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

B. Place of Delivery and Number of Copies

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

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

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

Identify Key Project Personnel and Relevant Expertise

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

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

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

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

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

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

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

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

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

Accountability for Expenditures

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

Evaluation Plan

Provide a method by which program effectiveness can be determined.

Potential Evaluation Areas

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

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

Nathan,

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

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

-----Original Message-----

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

Hello Mr. Elrick,

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

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

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

Fiscal Year 2007-2008
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2008-2009
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

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

Fiscal Year 2009-2010
Budget Detail Worksheet

Date: Updated November 14, 2007

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

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

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

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

Budget narrative description

Personnel – salary and benefits

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

Administrative Costs

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

Training for the Enforcement of Motorcycle Laws
DTNH22-07-H-00160 Project Order #0003

Travel/Per Diem

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

Supplies/Other Operating Expenses

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

Training

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

Equipment

No equipment requests this period.