

## **FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA**

**LOCATION:** Franklin County Emergency Operations Center, 120 County Way, Farmington

**DATE AND TIME:** June 5, 2025 @ 10:00 A.M.

**The Franklin County Commissioners' meetings are open to the public.** This meeting is also available virtually via [Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom](#). Here is the meeting ID# 492 510 0482 passcode 030621.

### **RECOGNITION:**

**APPOINTMENTS:** None

### **NEW BUSINESS:**

- 1. Administrator's Report**
- 2. Minutes**
- 3. Treasurer's Report**
- 4. FY2026 Budget**
  - A. 10 - Emergency Management Agency**
  - B. 15 - District Attorney's Office**
  - C. 16 - Superior Court**
  - D. 20 - Commissioners' Office**
  - E. 25 - Treasurer's Office**
  - F. 30 - Technical Services**
  - G. 40 - Facilities**
  - H. 65 - Registry of Deeds**
  - I. 70 - Registry of Probate**
  - J. 75 - Sheriff's Department**
  - K. 80 - Communications**
  - L. County Wide**
    - i. Other Expenditures**
    - ii. Program Grants/Extension**
      - a. Franklin County Extension Association**
      - b. Franklin County Soil & Water**
      - c. Franklin County Task Force**

- d. Franklin County Adult and Community Education
- e. Western Maine Community Action
- f. Seniors Plus
- g. SAPARS
- h. Andwell Health Partners
- i. Greater Franklin Development Corp.
- j. Franklin County Firemen's Association
- k. Western Maine Transportation
- l. Safe Voices
- iii. Debt Services Principle
- iv. Debt Services Interest
- 5. UT - Ditching and Culvert Bid – Open and Review
- 6. Strategic Planning – Set Interviews
- 7. Sheriff Office – Maine Bureau of Highway Safety
- 8. Walmart Grant for Gym Equipment
- 9. Personal Vehicle Use for Business Policy

**OLD BUSINESS:**

- 1. FOAA Training with Judy Meyer
- 2. Schedule Executive Session with Peter Marchese, Esq.

**MISCELLANEOUS:**

**WARRANTS: County AP, UT and Payroll**

**ADJOURNMENT:**

**County Commissioner's Meeting  
Agenda Discussion and Analysis  
June 5, 2025**

**Appointments: None**

**Agenda Item: Administrator's Report**

**Recommendation: Motion to accept the Administrator's Report.**

- We received notification that we will be receiving \$73,022.94 from FEMA for the UT for damages from the December 2023 flood. Correspondence from the Maine Emergency Management Agency is in your flower folder.
- Calderwood Engineering indicated that they will remove \$12,000 off the top of the engineering budget to account for the unexpected cost of the waterproofing membrane with respect to the Orbeton Stream Bridge. This will free up funds for the County to pay for Change Order #2. This will ensure that the County does not exceed the budget already established. A copy of this correspondence can be found in your flower folder.
- The Jail has made an offer for full time employment as a Corrections Officer to Emma Fitch and Marc Hase. This will fill the vacant positions at the Jail.
- Dispatch has offered Ryker Samson the full time position of Dispatcher on the night shift to fill the current opening.
- A Penalty Settlement Hearing with the Maine DOL has been scheduled for June 12, 2025 at 3:00 p.m. in Augusta. HR and Commissioner Gilbert will be in attendance.
- The UT roads have still not been graded due to GCA's grader being out of commission. It is currently at the garage being worked on.

**Minutes:** Provided to you prior to the Commissioner's Meeting

**Recommendation: Motion to approve the May 20, 2025, Minutes.**

**Treasurer's Report:** Included in the packet

**Recommendation: Motion to accept the Treasurer's Report.**

## **FY2026 Budget**

**Comments:** The Budget Advisory Committee voted on the FY2026 Budget on May 21, 2025. Please review the budget along the changes made by the Budget Committee.

**Recommendation: Review each department's budget, County Wide and Non-Profits and approve the budget.**

## **UT – Ditching and Culvert Bids – Open and Review**

**Comments:** The County received five (5) bids for the ditching and culvert replacement for the West Freeman Road and Huff Road in Freeman Township and the Center Hill Road in Madrid Township. All sealed bids will be brought to the Commissioner's meeting on June 5, 2025, to be opened, reviewed and awarded.

**Recommendation: None at this time.**

## **Strategic Planning**

**Comments: Determine a date and time for the Strategic Planning work session based on availability in July. Patrick Ibarra from Mejorando Group provide three options which include:**

- Tuesday, July 1<sup>st</sup>
- Tuesday, July 15<sup>th</sup>
- Wednesday, July 16<sup>th</sup>

**Recommendation: Decide on a date in July to have the Strategic Planning work session.**

## **Sheriff Office – Maine Bureau of Highway Safety Grant**

**Comments:** – In February, the Board authorized the Sheriff's Department to apply for the Bureau of Highway Safety Grant through the NHTSA to purchase new printers for their cruisers.



**Recommendation: Motion to approve the acceptance of the Maine Bureau of Highway Safety Grant to purchase new printers for their cruisers.**

### **Walmart Grant for Gym Equipment**

**Comments:** The Commissioner's Office is looking for permission to apply for a grant through Walmart for gym equipment for the new Emergency Operations Center. There is no local match, and no cost to the County. There is no deadline for applying for this grant.

**Recommendation: Motion: Authorize the Commissioner's Office to apply for grant through Walmart for gym equipment for the new Emergency Operations Center.**

### **Personal Vehicle Use for Business Policy**

**Comments:** The County recognizes there are several employees who use their personal vehicle for business purposes. This policy has been developed to ensure employee safety and reduce employer liability by outlining the requirements of such use. Employees will need to meet the outlined criteria including having at least the minimum liability insurance coverage, holding a valid drivers license, maintain the required registration and inspection on the vehicle, etc. Currently, we have at least eight employees who will fall under this specific policy, a combination of exempt and nonexempt status. Reference the policy in your packet for more information.

**Recommendation: Motion: Approve the Personnel Vehicle Use for Business Policy as written.**

### **OLD BUSINESS**

#### **FOAA Training with Judy Meyer**

**Comments:** Commissioner Saviello has requested that this be on the Agenda.

**Recommendation: None at this time.**

**Schedule Executive Session with Peter Marchese, Esq.**

**Comments:** Attorney Marchese was not available for an Executive Session on June 5, 2025, therefore, you need to come with your schedule for Wednesday, June 11, 2025 or Friday, June 13, 2025 for the Executive Session.

**Recommendation:** Schedule the Executive Session for June 11, 2025 or June 13, 2025.

**PAM PRODAN, TREASURER – Report for June 5, 2025, Franklin County Commissioners meeting**

**Current cash and investment (CDARS) balances from trio-web.com Ledger Detail Report**

**General Fund Operating Cash \$4,433,752.14**

**General Fund Payroll Cash \$51,317.81**

**General Fund CDARS \$0.00**

**ARPA Fund Cash \$1,362,023.05**

**ARPA Fund CDARS \$0.00**

**UT General Fund Cash \$1,388,099.02**

**UT General Fund CDARS \$0.00**

**UT TIF Fund Cash \$1,754,170.41**

**UT TIF CDARS: \$2,023,776.76**

**Interest rates**

General Fund Operating Cash 3.50% 4/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 3.00% 4/30/2025 All invested w/ Intrafi Cash Service at Frankin Savings

UT General Fund Cash 3.50% 4/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.50% 4/30/2025 All invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS: 4.40196% 5/31/2025 invested at Androscoggin Savings

**Town Tax Payments**

All municipal county tax payments for fiscal year ending June 30, 2025 have been received.

**Warrants**

**AP Warrants expected for signatures at 6/5/2025 meeting**

AP County Warrant

AP County Non Profit Warrant \$4,750.00

AP UT Warrant

Payroll Warrant \$218,431.54

## Budget Committee vs Commissioners Budget Breakdown

**EMA:** The Budget Committee reduced the budget to the actual salary of the EMA Deputy Director of \$58,436, which is \$58,436. The cost savings from the forecasted salary are \$8,000. The payroll taxes and retirement lines reduced by the change in salary resulted in a cost savings of \$1,428. The health insurance line was reduced to \$10,000. **The total reduction to the budget is \$19,428.** These reductions do not affect County operations, and I recommend the Commissioners vote the Budget Committee for EMA.

**Commissioner's Office:** The Budget Committee reduced the budget for health insurance costs to the Commissioners of 35% of the health benefit stated in the Personnel Policy. This is a reduction of \$30,146. The Budget Committee also cut the stipend for the Board Chair of \$1,200, and part-time position salary of \$7,644 which resulted in the reduction of \$585 from the payroll taxes line. **The total reduction to the budget is \$40,355.** These cuts will result in a change in the way the Commissioner's office operates. The part-time position codes invoices for the Commissioner's office, UT and TIF as well as the snowplow, fire and solid waste contacts for the UT. She also organizes the County Budget Committee Books and other budget documents necessary for the Committee to do its work. The reduction of the 35% in Health Benefits to the Commissioners presents a concern. The Personnel Policy would need to change, and it would affect all part-time elected officials, for this change to be equitable.

**Treasurer's Office:** The Budget Committee reduced the part-time position salary of \$9,157 which resulted in the reduction of \$701 from the payroll taxes line. The Budget Committee also reduced the Business Services line by \$10,000. **The total reduction to the budget is \$19,856.** These cuts will cause operational changes in the way the Treasurer's office operates. The part-time position: codes and/or double checks the coding of all county departments. This position data enters the invoice while processing the cover sheets to ensure the information is entered correctly. The position also serves as a back-up to the payroll and payroll related reports regarding retirement funds. The elimination of this position will require all department heads to code their own invoices. There will not be any second review of the coding, and it will likely result in department summary reports showing inaccuracies. The reduction of Blue Star Accounting services will cause delays in the audit process and likely increase the cost of the audits done for the County funds.

**Information Technology Office:** The Budget Committee reduced the **\$700** for the Mt. Blue TV recording of the Sandy River Watershed meetings.

**County Wide/ Nonprofit Department:** The Budget Committee reduced the **\$7,500** from Soil and Water Conservation line.

# Franklin County FY2026 Budget

## Municipal Tax Assessments

	2025 Valuation	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Avon	65,400,000	92,299	91,647	90,864	102
Carrabassett Valley	1,440,050,000	2,032,343	2,017,995	2,000,754	2,243
Carthage	101,600,000	143,388	142,376	141,159	158
Chesterville	180,250,000	254,387	252,591	250,433	281
Coplin Plantation	68,000,000	95,968	95,291	94,477	106
Dallas Plantation	231,550,000	326,787	324,480	321,707	361
Eustis	285,800,000	403,350	400,502	397,080	445
Farmington	868,200,000	1,225,291	1,216,641	1,206,246	1,352
Industry	159,950,000	225,737	224,144	222,229	249
Jay	487,050,000	687,374	682,521	676,690	759
Kingfield	210,900,000	297,643	295,542	293,017	328
New Sharon	156,550,000	220,939	219,379	217,505	244
New Vineyard	139,900,000	197,441	196,047	194,372	218
Phillips	141,100,000	199,134	197,729	196,039	220
Rangetey	973,200,000	1,373,477	1,363,781	1,352,129	1,516
Rangetey Plantation	352,300,000	497,201	493,691	489,473	549
Sandy River Plantation	242,050,000	341,605	339,194	336,296	377
Strong	141,900,000	200,263	198,850	197,151	221
Temple	65,300,000	92,158	91,507	90,725	102
Weld	185,700,000	262,078	260,228	258,005	289
Wilton	433,400,000	611,657	607,339	602,151	675
Unorganized Territory	406,800,000	574,118	570,063	565,195	633
<b>County Total</b>	<b>7,336,950,000</b>	<b>10,354,638</b>	<b>10,281,538</b>	<b>10,193,697</b>	<b>11,428</b>

# Franklin County FY2026 Budget

## Department 10 - Emergency Management Agency

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	208,174	246,890	246,890	227,462	11,428
Services	40,950	42,450	42,450	42,450	-
Commodities	3,200	3,200	3,200	3,200	-
Capital Outlays	1,500	7,500	7,500	7,500	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	4,000	10,700	10,700	10,700	-
<b>Department Total</b>	<b>257,824</b>	<b>310,740</b>	<b>310,740</b>	<b>291,312</b>	<b>11,428</b>
<i>Percentage Increase (Decrease)</i>		20.5%	20.5%	13.0%	-95.6%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
010-01-7005 · Department Head	86,015	92,117	92,117	92,117	
010-01-7010 · Deputy Department Head	54,497	66,436	66,436	58,436	
010-01-7029 · Overtime	2,500	2,500	2,500	2,500	
010-01-7050 · Payroll Taxes	10,749	12,321	12,321	11,709	612
010-01-7055 · Health Insurance	38,252	53,589	53,589	43,589	10,000
010-01-7070 · Workers Comp	-	-	-	-	
010-01-7075 · Retirement	13,911	16,427	16,427	15,611	816
010-01-7105 · Training and Development	500	1,000	1,000	1,000	
010-01-7110 · Travel and Mileage	750	1,000	1,000	1,000	
010-01-7115 · Meals	500	500	500	500	
010-01-7120 · Lodging	500	1,000	1,000	1,000	
<b>Personnel Total</b>	<b>208,174</b>	<b>246,890</b>	<b>246,890</b>	<b>227,462</b>	<b>11,428</b>
<i>Percentage Increase (Decrease)</i>		18.6%	18.6%	9.3%	-94.5%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
010-01-7210 · Telephone	1,450	2,250	2,250	2,250	
010-01-7213 · Website	300	-	-	-	
010-01-7250 · Equipment Rentals and Leases	30,000	30,000	30,000	30,000	
010-01-7252 · Equipment Repairs and Maint	8,000	8,000	8,000	8,000	
010-01-7254 · Vehicle Repairs and Maint	1,000	2,000	2,000	2,000	
010-01-7354 · Dues and Subscriptions	200	200	200	200	
<b>Services Total</b>	<b>40,950</b>	<b>42,450</b>	<b>42,450</b>	<b>42,450</b>	-
<i>Percentage Increase (Decrease)</i>		3.7%	3.7%	3.7%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
010-01-7401 · Office Supplies	1,200	1,200	1,200	1,200	
010-01-7550 · Gas and Oil	2,000	2,000	2,000	2,000	
<b>Commodities Total</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	-
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays</b>					
010-01-7680 · Equipment and Furniture	1,500	7,500	7,500	7,500	
<b>Capital Outlays Total</b>	<b>1,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	-
<i>Percentage Increase (Decrease)</i>		400.0%	400.0%	400.0%	-100.0%

## Franklin County FY2026 Budget

### Department 10 - Emergency Management Agency

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Other Expenditures					
Other Expenditures Total	-	-	-	-	-
Percentage Increase (Decrease)		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Transfers to Reserves					
099-01-8501 - Transfer Out - EMA Capital Rsv	4,000	10,700	10,700	10,700	
Transfers to Reserves Total	4,000	10,700	10,700	10,700	-
Percentage Increase (Decrease)		167.5%	167.5%	167.5%	-100.0%



# Franklin County FY2026 Budget

## Department 15 - District Attorney's Office

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	278,485	298,937	298,937	298,937	-
Services	76,848	63,512	63,512	63,512	-
Commodities	13,300	12,800	12,800	12,800	-
Capital Outlays	3,500	4,200	4,200	4,200	-
Other Expenditures	6,500	9,216	9,216	9,216	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>378,633</b>	<b>388,665</b>	<b>388,665</b>	<b>388,665</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		2.6%	2.6%	2.6%	-100.0%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
015-01-7020 · Full Time Staff	183,591	195,734	195,734	195,734	-
015-01-7025 · Part Time Staff	-	-	-	-	-
015-01-7050 · Payroll Taxes	14,045	14,974	14,974	14,974	-
015-01-7055 · Health Insurance	59,973	65,364	65,364	65,364	-
015-01-7070 · Workers Comp	-	-	-	-	-
015-01-7075 · Retirement	18,176	19,965	19,965	19,965	-
015-01-7105 · Training and Development	600	600	600	600	-
015-01-7110 · Travel and Mileage	2,000	2,000	2,000	2,000	-
015-01-7115 · Meals	100	300	300	300	-
<b>Personnel Total</b>	<b>278,485</b>	<b>298,937</b>	<b>298,937</b>	<b>298,937</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		7.3%	7.3%	7.3%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
015-01-7210 · Telephone	7,500	7,000	7,000	7,000	-
015-01-7234 · Restitution Specialist	20,148	20,460	20,460	20,460	-
015-01-7249 · Other Professional Services	16,000	25,152	25,152	25,152	-
015-01-7250 · Equipment Rentals and Leases	30,000	6,500	6,500	6,500	-
015-01-7252 · Equipment Repairs and Maint	-	1,200	1,200	1,200	-
015-01-7352 · Postage and Freight	600	600	600	600	-
015-01-7354 · Dues and Subscriptions	100	100	100	100	-
015-01-7357 · Laboratory Fees	1,000	1,000	1,000	1,000	-
015-01-7358 · Transcripts	1,500	1,500	1,500	1,500	-
<b>Services Total</b>	<b>76,848</b>	<b>63,512</b>	<b>63,512</b>	<b>63,512</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-17.4%	-17.4%	-17.4%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
015-01-7401 · Office Supplies	2,000	2,000	2,000	2,000	-
015-01-7403 · Maintenance Supplies	1,000	-	-	-	-
015-01-7404 · Computer Supplies	600	600	600	600	-
015-01-7450 · Statutes and Reference Books	9,700	10,200	10,200	10,200	-
<b>Commodities Total</b>	<b>13,300</b>	<b>12,800</b>	<b>12,800</b>	<b>12,800</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-3.8%	-3.8%	-3.8%	-100.0%

## Franklin County FY2026 Budget

### Department 15 - District Attorney's Office

Capital Outlays	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
015-01-7680 · Equipment and Furniture	500	1,000	1,000	1,000	
015-01-7690 · Computers	3,000	3,200	3,200	3,200	
<b>Capital Outlays Total</b>	<b>3,500</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		20.0%	20.0%	20.0%	-100.0%

Other Expenditures	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
015-01-7804 · District Three Joint Budget	6,500	9,216	9,216	9,216	
<b>Other Expenditures Total</b>	<b>6,500</b>	<b>9,216</b>	<b>9,216</b>	<b>9,216</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		41.8%	41.8%	41.8%	-100.0%

Transfers to Reserves	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A



# Franklin County FY2026 Budget

## Department 16 - Superior Court

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	-	-	-	-	-
Services	3,000	3,000	3,000	3,000	-
Commodities	-	-	-	-	-
Capital Outlays	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

### Departmental Detail

Personnel	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Services	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
016-01-7848 · Officer Fees	2,000	2,000	2,000	2,000	
016-01-7849 · Witness Fees	1,000	1,000	1,000	1,000	
<b>Services Total</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

Commodities	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Capital Outlays	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Other Expenditures	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Transfers to Reserves	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 20 - Commissioners' Office

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	314,014	346,625	347,825	307,470	-
Services	52,000	59,500	59,500	59,500	-
Commodities	5,000	5,000	5,000	5,000	-
Capital Outlays	7,000	5,500	5,500	5,500	-
Other Expenditures	3,750	21,750	21,750	21,750	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>381,764</b>	<b>438,375</b>	<b>439,575</b>	<b>399,220</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>14.8%</i>	<i>15.1%</i>	<i>4.6%</i>	<i>-100.0%</i>

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
020-01-7000 · Elected Officials	48,000	60,000	61,200	60,000	-
020-01-7005 · Department Head	40,000	39,089	39,089	39,089	-
020-01-7010 · Deputy Department Head	56,072	63,037	63,037	63,037	-
020-01-7025 · Part Time Staff	30,560	31,901	31,901	24,257	-
020-01-7050 · Payroll Taxes	13,359	14,843	14,843	14,258	-
020-01-7055 · Health Insurance	97,484	102,598	102,598	72,452	-
020-01-7070 · Workers Comp	-	-	-	-	-
020-01-7075 · Retirement	17,289	18,857	18,857	18,077	-
020-01-7105 · Training and Development	4,000	4,500	4,500	4,500	-
020-01-7110 · Travel and Mileage	3,000	3,500	3,500	3,500	-
020-01-7115 · Meals	1,500	1,800	1,800	1,800	-
020-01-7120 · Lodging	2,750	6,500	6,500	6,500	-
<b>Personnel Total</b>	<b>314,014</b>	<b>346,625</b>	<b>347,825</b>	<b>307,470</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>10.4%</i>	<i>10.8%</i>	<i>-2.1%</i>	<i>-100.0%</i>

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
020-01-7210 · Telephone	1,500	1,500	1,500	1,500	-
020-01-7213 · Website	500	6,500	6,500	6,500	-
020-01-7220 · Legal	30,000	35,000	35,000	35,000	-
020-01-7350 · Advertising	7,500	4,500	4,500	4,500	-
020-01-7351 · Printing and Copying	1,000	1,500	1,500	1,500	-
020-01-7354 · Dues and Subscriptions	7,000	7,000	7,000	7,000	-
020-01-7355 · Fees and Registrations	4,500	3,500	3,500	3,500	-
<b>Services Total</b>	<b>52,000</b>	<b>59,500</b>	<b>59,500</b>	<b>59,500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>14.4%</i>	<i>14.4%</i>	<i>14.4%</i>	<i>-100.0%</i>

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
020-01-7401 · Office Supplies	3,000	3,000	3,000	3,000	-
020-01-7404 · Computer Supplies	2,000	2,000	2,000	2,000	-
<b>Commodities Total</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>0.0%</i>	<i>0.0%</i>	<i>0.0%</i>	<i>-100.0%</i>



## Franklin County FY2026 Budget

### Department 20 - Commissioners' Office

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays</b>					
020-01-7680 · Equipment and Furniture	3,000	3,000	3,000	3,000	
020-01-7690 · Computers	4,000	2,500	2,500	2,500	
<b>Capital Outlays Total</b>	<b>7,000</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-21.4%	-21.4%	-21.4%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures</b>					
020-01-7865 · Donations	250	250	250	250	
020-01-7807 · Document Preservation	-	18,000	18,000	18,000	
020-01-7877 · Recruitment and Retention	3,500	3,500	3,500	3,500	
<b>Other Expenditures Total</b>	<b>3,750</b>	<b>21,750</b>	<b>21,750</b>	<b>21,750</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		480.0%	480.0%	480.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves</b>					
<b>Transfers to Reserves Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 25 - Treasurer's Office

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	151,634	180,173	180,173	170,315	-
Services	83,200	86,600	86,600	76,600	-
Commodities	4,250	4,250	4,250	4,250	-
Capital Outlays	4,000	8,000	8,000	8,000	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>243,084</b>	<b>279,023</b>	<b>279,023</b>	<b>259,165</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>14.8%</i>	<i>14.8%</i>	<i>6.6%</i>	<i>-100.0%</i>

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
025-01-7005 · Department Head	18,720	22,419	22,419	22,419	-
025-01-7020 · Full Time Staff	69,025	74,745	74,745	74,745	-
025-01-7025 · Part Time Staff	7,000	9,157	9,157	-	-
025-01-7050 · Payroll Taxes	7,248	8,134	8,134	7,433	-
025-01-7055 · Health Insurance	36,554	50,957	50,957	50,957	-
025-01-7070 · Workers Comp	-	-	-	-	-
025-01-7075 · Retirement	8,687	9,911	9,911	9,911	-
025-01-7105 · Training and Development	2,500	2,000	2,000	2,000	-
025-01-7110 · Travel and Mileage	750	1,250	1,250	1,250	-
025-01-7115 · Meals	500	750	750	750	-
025-01-7120 · Lodging	650	850	850	850	-
<b>Personnel Total</b>	<b>151,634</b>	<b>180,173</b>	<b>180,173</b>	<b>170,315</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>18.8%</i>	<i>18.8%</i>	<i>12.3%</i>	<i>-100.0%</i>

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
025-01-7221 · Auditor	9,500	16,000	16,000	16,000	-
025-01-7222 · Business Services	45,000	40,000	40,000	30,000	-
025-01-7351 · Printing and Copying	2,500	2,250	2,250	2,250	-
025-01-7352 · Postage and Freight	2,500	2,500	2,500	2,500	-
025-01-7223 · Payroll Processing	15,500	12,500	12,500	12,500	-
025-01-7249 · Other Professional Services	5,500	9,000	9,000	9,000	-
025-01-7250 · Equipment Rentals and Leases	2,000	2,000	2,000	2,000	-
025-01-7354 · Dues and Subscriptions	350	350	350	350	-
025-01-7355 · Fees and Registrations	350	2,000	2,000	2,000	-
<b>Services Total</b>	<b>83,200</b>	<b>86,600</b>	<b>86,600</b>	<b>76,600</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>4.1%</i>	<i>4.1%</i>	<i>-7.9%</i>	<i>-100.0%</i>

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
025-01-7401 · Office Supplies	3,500	3,500	3,500	3,500	-
025-01-7404 · Computer Supplies	750	750	750	750	-
<b>Commodities Total</b>	<b>4,250</b>	<b>4,250</b>	<b>4,250</b>	<b>4,250</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>0.0%</i>	<i>0.0%</i>	<i>0.0%</i>	<i>-100.0%</i>

## Franklin County FY2026 Budget

### Department 25 - Treasurer's Office

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays</b>					
025-01-7690 · Computers	3,000	3,000	3,000	3,000	
025-01-7680 · Equipment and Furniture	1,000	5,000	5,000	5,000	
<b>Capital Outlays Total</b>	<b>4,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	-
<i>Percentage Increase (Decrease)</i>		100.0%	100.0%	100.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures</b>					
<b>Other Expenditures Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves</b>					
<b>Transfers to Reserves Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A



# Franklin County FY2026 Budget

## Department 30 - Technical Services

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	216,358	231,767	231,767	231,767	-
Services	210,220	231,700	232,400	231,700	-
Commodities	3,000	4,750	4,750	4,750	-
Capital Outlays	25,000	31,500	31,500	31,500	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	5,000	5,000	5,000	5,000	-
<b>Department Total</b>	<b>459,578</b>	<b>504,717</b>	<b>505,417</b>	<b>504,717</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		9.8%	10.0%	9.8%	-100.0%

### Departmental Detail

Personnel	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
030-01-7005 · Department Head	86,015	81,572	81,572	81,572	
030-01-7020 · Full Time Staff	54,497	75,178	75,178	75,178	
030-01-7050 · Payroll Taxes	10,749	11,991	11,991	11,991	
030-01-7055 · Health Insurance	48,986	42,637	42,637	42,637	
030-01-7070 · Workers Comp	-	-	-	-	
030-01-7075 · Retirement	13,911	15,989	15,989	15,989	
030-01-7105 · Training and Development	500	1,000	1,000	1,000	
030-01-7110 · Travel and Mileage	1,000	2,000	2,000	2,000	
030-01-7115 · Meals	200	400	400	400	
030-01-7120 · Lodging	500	1,000	1,000	1,000	
<b>Personnel Total</b>	<b>216,358</b>	<b>231,767</b>	<b>231,767</b>	<b>231,767</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		7.1%	7.1%	7.1%	-100.0%

Services	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
030-01-7210 · Telephone	1,100	1,200	1,200	1,200	
030-01-7217 · Communications	55,620	60,000	60,000	60,000	
030-01-7249 · Other Professional Services	153,000	170,000	170,700	170,000	
030-01-7355 · Fees and Registrations	500	500	500	500	
<b>Services Total</b>	<b>210,220</b>	<b>231,700</b>	<b>232,400</b>	<b>231,700</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		10.2%	10.6%	10.2%	-100.0%

Commodities	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
030-01-7401 · Office Supplies	500	750	750	750	
030-01-7404 · Computer Supplies	2,500	4,000	4,000	4,000	
<b>Commodities Total</b>	<b>3,000</b>	<b>4,750</b>	<b>4,750</b>	<b>4,750</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		58.3%	58.3%	58.3%	-100.0%

Capital Outlays	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
030-01-7680 · Equipment and Furniture	25,000	30,000	30,000	30,000	
030-01-7690 · Computers	-	1,500	1,500	1,500	
<b>Capital Outlays Total</b>	<b>25,000</b>	<b>31,500</b>	<b>31,500</b>	<b>31,500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		26.0%	26.0%	26.0%	-100.0%



# Franklin County FY2026 Budget

## Department 30 - Technical Services

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures</b>					
<b>Other Expenditures Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves</b>					
099-01-8505 - Transfer Out - IT Capital Rsv	5,000	5,000	5,000	5,000	
<b>Transfers to Reserves Total</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	-
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

# Franklin County FY2026 Budget

## Department 40 - Facilities

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	176,496	186,279	186,279	186,279	-
Services	80,850	173,800	173,800	173,800	-
Commodities	3,800	9,300	9,300	9,300	-
Capital Outlays	6,000	28,500	28,500	28,500	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	18,500	42,000	42,000	42,000	-
<b>Department Total</b>	<b>285,646</b>	<b>439,879</b>	<b>439,879</b>	<b>439,879</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>54.0%</i>	<i>54.0%</i>	<i>54.0%</i>	<i>-100.0%</i>

### Division Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Division 01 - Courthouse	285,646	321,479	321,479	321,479	-
Division 02 - EOC Building	-	58,600	58,600	58,600	-
Division 03 - Dispatch Building	-	45,800	45,800	45,800	-
Division 04 - Whitehouse	-	14,000	14,000	14,000	-
<b>Department Total</b>	<b>285,646</b>	<b>439,879</b>	<b>439,879</b>	<b>439,879</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>54.0%</i>	<i>54.0%</i>	<i>54.0%</i>	<i>-100.0%</i>

### Departmental Detail

#### Division 01 - Courthouse

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
040-01-7005 · Department Head	61,304	67,255	67,255	67,255	
040-01-7020 · Full Time Staff	43,685	52,323	52,323	52,323	
040-01-7027 · On Call	-	5,000	5,000	5,000	
040-01-7050 · Payroll Taxes	8,032	9,530	9,530	9,530	
040-01-7055 · Health Insurance	51,581	37,964	37,964	37,964	
040-01-7070 · Workers Comp	-	-	-	-	
040-01-7075 · Retirement	10,394	12,707	12,707	12,707	
040-01-7110 · Travel and Mileage	1,500	1,500	1,500	1,500	
<b>Personnel Total</b>	<b>176,496</b>	<b>186,279</b>	<b>186,279</b>	<b>186,279</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>5.5%</i>	<i>5.5%</i>	<i>5.5%</i>	<i>-100.0%</i>

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
040-01-7200 · Heat	22,200	14,000	14,000	14,000	
040-01-7201 · Electricity	22,000	26,000	26,000	26,000	
040-01-7202 · Water	2,200	2,200	2,200	2,200	
040-01-7203 · Sewer	1,000	2,000	2,000	2,000	
040-01-7226 · Cleaning Services	5,000	3,500	3,500	3,500	
040-01-7210 · Telephone	600	1,200	1,200	1,200	
040-01-7252 · Equipment Repairs and Maint	500	500	500	500	
040-01-7253 · Building Repairs and Maint	15,000	20,000	20,000	20,000	
040-01-7255 · Grounds Upkeep and Snow Remo	8,500	9,000	9,000	9,000	
040-01-7360 · Licenses and Permits	3,850	5,000	5,000	5,000	
<b>Services Total</b>	<b>80,850</b>	<b>83,400</b>	<b>83,400</b>	<b>83,400</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>3.2%</i>	<i>3.2%</i>	<i>3.2%</i>	<i>-100.0%</i>



## Franklin County FY2026 Budget

### Department 40 - Facilities

Commodities	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
040-01-7403 · Maintenance Supplies	3,300	3,300	3,300	3,300	
040-01-7501 · Tools	500	500	500	500	
<b>Commodities Total</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

Capital Outlays	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
040-01-7640 · Buildings and Building Imprv	6,000	6,000	6,000	6,000	
<b>Capital Outlays Total</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

Other Expenditures	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Transfers to Reserves	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
99-01-8502 · Transfer Out - Facilities Rsv	18,500	42,000	42,000	42,000	
<b>Transfers to Reserves Total</b>	<b>18,500</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		127.0%	127.0%	127.0%	-100.0%

### Division 02 - EOC Bldg

Services	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
040-02-7200 · Heat	-	-	-	-	
040-02-7201 · Electricity	-	30,000	30,000	30,000	
040-02-7202 · Water	-	3,000	3,000	3,000	
040-02-7203 · Sewer	-	500	500	500	
040-02-7226 · Cleaning Services	-	-	-	-	
040-02-7227 · Waste Collection and Removal	-	2,800	2,800	2,800	
040-02-7210 · Telephone	-	-	-	-	
040-02-7252 · Equipment Repairs and Maint	-	500	500	500	
040-02-7253 · Building Repairs and Maint	-	2,000	2,000	2,000	
040-02-7255 · Grounds Upkeep and Snow Remo	-	8,000	8,000	8,000	
040-02-7360 · Licenses and Permits	-	2,800	2,800	2,800	
<b>Services Total</b>	<b>-</b>	<b>49,600</b>	<b>49,600</b>	<b>49,600</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Commodities	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
040-02-7403 · Maintenance Supplies	-	3,500	3,500	3,500	
040-02-7501 · Tools	-	500	500	500	
<b>Commodities Total</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 40 - Facilities

<b>Capital Outlays</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-02-7640 · Buildings and Building Imprv	-	5,000	5,000	5,000	
<b>Capital Outlays Total</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

## Division 03 - Dispatch Building

<b>Services</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-03-7200 · Heat	-	-	-	-	
040-03-7201 · Electricity	-	19,800	19,800	19,800	
040-03-7202 · Water	-	300	300	300	
040-03-7203 · Sewer	-	600	600	600	
040-03-7226 · Cleaning Services	-	1,100	1,100	1,100	
040-03-7227 · Waste Collection and Removal	-	-	-	-	
040-03-7210 · Telephone	-	-	-	-	
040-03-7252 · Equipment Repairs and Maint	-	-	-	-	
040-03-7253 · Building Repairs and Maint	-	5,000	5,000	5,000	
040-03-7255 · Grounds Upkeep and Snow Remo	-	7,500	7,500	7,500	
040-03-7360 · Licenses and Permits	-	-	-	-	
<b>Services Total</b>	<b>-</b>	<b>34,300</b>	<b>34,300</b>	<b>34,300</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

<b>Commodities</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-03-7403 · Maintenance Supplies	-	1,500	1,500	1,500	
040-03-7501 · Tools	-	-	-	-	
<b>Commodities Total</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

<b>Capital Outlays</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-03-7640 · Buildings and Building Imprv	-	10,000	10,000	10,000	
<b>Capital Outlays Total</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

# Franklin County FY2026 Budget

## Department 40 - Facilities

### Division 04 - Whitehouse

<b>Services</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-04-7200 · Heat	-	-	-	-	-
040-04-7201 · Electricity	-	-	-	-	-
040-04-7202 · Water	-	-	-	-	-
040-04-7203 · Sewer	-	500	500	500	-
040-04-7226 · Cleaning Services	-	-	-	-	-
040-04-7227 · Waste Collection and Removal	-	-	-	-	-
040-04-7210 · Telephone	-	-	-	-	-
040-04-7252 · Equipment Repairs and Maint	-	3,000	3,000	3,000	-
040-04-7253 · Building Repairs and Maint	-	2,000	2,000	2,000	-
040-04-7255 · Grounds Upkeep and Snow Remo	-	1,000	1,000	1,000	-
040-04-7360 · Licenses and Permits	-	-	-	-	-
<b>Services Total</b>	-	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	-
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

<b>Commodities</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-04-7403 · Maintenance Supplies	-	-	-	-	-
040-04-7501 · Tools	-	-	-	-	-
<b>Commodities Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

<b>Capital Outlays</b>	<b>FY2025 Approved</b>	<b>FY2026 Dept Head</b>	<b>FY2026 Commissioners</b>	<b>FY2026 Budget Comm</b>	<b>FY2026 Committed</b>
040-04-7640 · Buildings and Building Imprv	-	7,500	7,500	7,500	-
<b>Capital Outlays Total</b>	-	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	-
<i>Percentage Increase (Decrease)</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

# Franklin County FY2026 Budget

## Department 65 - Registry of Deeds

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	231,780	196,511	196,511	196,511	-
Services	37,200	53,950	53,950	53,950	-
Commodities	750	500	500	500	-
Capital Outlays	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>269,730</b>	<b>250,961</b>	<b>250,961</b>	<b>250,961</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-7.0%	-7.0%	-7.0%	-100.0%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
065-01-7000 · Elected Officials	59,219	61,282	61,282	61,282	-
065-01-7010 · Deputy Department Head	50,723	54,395	54,395	54,395	-
065-01-7020 · Full Time Staff	37,487	16,000	16,000	16,000	-
065-01-7050 · Payroll Taxes	11,278	10,073	10,073	10,073	-
065-01-7055 · Health Insurance	57,378	41,462	41,462	41,462	-
065-01-7070 · Workers Comp	-	-	-	-	-
065-01-7075 · Retirement	14,595	11,799	11,799	11,799	-
065-01-7110 · Travel and Mileage	100	500	500	500	-
065-01-7115 · Meals	500	500	500	500	-
065-01-7120 · Lodging	500	500	500	500	-
<b>Personnel Total</b>	<b>231,780</b>	<b>196,511</b>	<b>196,511</b>	<b>196,511</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-15.2%	-15.2%	-15.2%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
065-01-7250 · Equipment Rentals and Leases	3,600	3,600	3,600	3,600	-
065-01-7351 · Printing and Copying	700	950	950	950	-
065-01-7352 · Postage and Freight	5,000	2,000	2,000	2,000	-
065-01-7354 · Dues and Subscriptions	200	200	200	200	-
065-01-7355 · Fees and Registrations	200	200	200	200	-
065-01-7361 · Microfilming	27,500	47,000	47,000	47,000	-
<b>Services Total</b>	<b>37,200</b>	<b>53,950</b>	<b>53,950</b>	<b>53,950</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		45.0%	45.0%	45.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
065-01-7401 · Office Supplies	500	500	500	500	-
065-01-7404 · Computer Supplies	250	-	-	-	-
<b>Commodities Total</b>	<b>750</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-33.3%	-33.3%	-33.3%	-100.0%

	FY2024 Approved	FY2025 Dept Head	FY2025 Commissioners	FY2025 Budget Comm	FY2025 Committed
<b>Capital Outlays</b>					
065-01-7680 · Equipment and Furniture	-	-	-	-	-
<b>Capital Outlays Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 65 - Registry of Deeds

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Other Expenditures					
Other Expenditures Total	-	-	-	-	-
Percentage Increase (Decrease)		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Transfers to Reserves					
Transfers to Reserves Total	-	-	-	-	-
Percentage Increase (Decrease)		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 70 - Registry of Probate

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	277,823	278,307	278,307	278,307	-
Services	21,200	44,050	44,050	44,050	-
Commodities	3,425	3,425	3,425	3,425	-
Capital Outlays	5,700	4,000	4,000	4,000	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>308,148</b>	<b>329,782</b>	<b>329,782</b>	<b>329,782</b>	-
<i>Percentage Increase (Decrease)</i>		7.0%	7.0%	7.0%	-100.0%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
070-01-7000 · Elected Officials	55,874	59,843	59,843	59,843	
070-01-7006 · Probate Judge	38,734	45,965	45,965	45,965	
070-01-7010 · Deputy Department Head	53,759	55,999	55,999	55,999	
070-01-7025 · Part Time Staff	23,246	30,369	30,369	30,369	
070-01-7050 · Payroll Taxes	13,128	14,701	14,701	14,701	
070-01-7055 · Health Insurance	72,943	52,476	52,476	52,476	
070-01-7070 · Workers Comp	-	-	-	-	
070-01-7075 · Retirement	17,839	16,504	16,504	16,504	
070-01-7105 · Training and Development	500	500	500	500	
070-01-7110 · Travel and Mileage	650	650	650	650	
070-01-7115 · Meals	500	500	500	500	
070-01-7120 · Lodging	650	800	800	800	
<b>Personnel Total</b>	<b>277,823</b>	<b>278,307</b>	<b>278,307</b>	<b>278,307</b>	-
<i>Percentage Increase (Decrease)</i>		0.2%	0.2%	0.2%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
070-01-7229 · Court Appointed Attorney	11,250	11,250	11,250	11,250	
070-01-7240 · Stenographer	1,000	1,000	1,000	1,000	
070-01-7242 · Interpreter	1,000	1,000	1,000	1,000	
070-01-7250 · Equipment Rentals and Leases	1,800	2,200	2,200	2,200	
070-01-7252 · Equipment Repairs and Maint	2,500	2,500	2,500	2,500	
070-01-7340 · General Liability Insurance	150	150	150	150	
070-01-7352 · Postage and Freight	2,500	2,750	2,750	2,750	
070-01-7354 · Dues and Subscriptions	600	15,900	15,900	15,900	
070-01-7355 · Fees and Registrations	400	400	400	400	
070-01-7359 · Legal Notices	-	6,900	6,900	6,900	
<b>Services Total</b>	<b>21,200</b>	<b>44,050</b>	<b>44,050</b>	<b>44,050</b>	-
<i>Percentage Increase (Decrease)</i>		107.8%	107.8%	107.8%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
070-01-7401 · Office Supplies	1,300	1,300	1,300	1,300	
070-01-7404 · Computer Supplies	625	1,125	1,125	1,125	
070-01-7450 · Statutes and Reference Books	1,500	1,000	1,000	1,000	
<b>Commodities Total</b>	<b>3,425</b>	<b>3,425</b>	<b>3,425</b>	<b>3,425</b>	-
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%



## Franklin County FY2026 Budget

### Department 70 - Registry of Probate

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays</b>					
070-01-7680 · Equipment and Furniture	3,000	1,000	1,000	1,000	
070-01-7690 · Computers	2,700	3,000	3,000	3,000	
<b>Capital Outlays Total</b>	<b>5,700</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-29.8%	-29.8%	-29.8%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures</b>					
<b>Other Expenditures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves</b>					
<b>Transfers to Reserves Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 75 - Sheriff's Office

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	2,251,932	2,455,601	2,455,601	2,455,601	-
Services	119,588	139,292	139,292	139,292	-
Commodities	194,340	200,750	200,750	200,750	-
Capital Outlays	198,750	243,500	168,500	168,500	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	100,000	100,000	100,000	100,000	-
<b>Department Total</b>	<b>2,864,610</b>	<b>3,139,143</b>	<b>3,064,143</b>	<b>3,064,143</b>	-
<i>Percentage Increase (Decrease)</i>		9.6%	7.0%	7.0%	-100.0%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
075-01-7000 · Elected Officials	98,580	107,889	107,889	107,889	
075-01-7010 · Deputy Department Head	92,700	101,229	101,229	101,229	
075-01-7015 · Lieutenant	172,030	184,234	184,234	184,234	
075-01-7016 · Supervisors	213,886	324,210	324,210	324,210	
075-01-7021 · Deputies	629,970	549,792	549,792	549,792	
075-01-7026 · Part Time Deputies	12,500	12,500	12,500	12,500	
075-01-7028 · Incentive Pay	98,600	133,040	133,040	133,040	
075-01-7029 · Overtime	125,000	150,000	150,000	150,000	
075-01-7040 · Administrative Staff	57,214	59,597	59,597	59,597	
075-01-7050 · Payroll Taxes	114,787	124,121	124,121	124,121	
075-01-7055 · Health Insurance	441,716	434,770	434,770	434,770	
075-01-7070 · Workers Comp	-	-	-	-	
075-01-7075 · Retirement	154,549	212,519	212,519	212,519	
075-01-7105 · Training and Development	17,500	17,500	17,500	17,500	
075-01-7107 · Hiring Costs	21,000	42,000	42,000	42,000	
075-01-7110 · Travel and Mileage	1,000	1,000	1,000	1,000	
075-01-7115 · Meals	300	400	400	400	
075-01-7120 · Lodging	600	800	800	800	
<b>Personnel Total</b>	<b>2,251,932</b>	<b>2,455,601</b>	<b>2,455,601</b>	<b>2,455,601</b>	-
<i>Percentage Increase (Decrease)</i>		9.0%	9.0%	9.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
075-01-7200 · Heat	4,500	-	-	-	
075-01-7210 · Telephone	27,608	27,608	27,608	27,608	
075-01-7241 · K9 Costs	14,000	4,500	4,500	4,500	
075-01-7248 · Criminal Investigation	13,000	6,000	6,000	6,000	
075-01-7250 · Equipment Rentals and Leases	1,600	1,600	1,600	1,600	
075-01-7252 · Equipment Repairs and Maint	10,000	12,000	12,000	12,000	
075-01-7253 · Building Repairs and Maint	5,350	-	-	-	
075-01-7254 · Vehicle Repairs and Maint	35,250	50,000	50,000	50,000	
075-01-7255 · Grounds Upkeep and Snow Remo	5,930	-	-	-	
075-01-7351 · Printing and Copying	600	600	600	600	
075-01-7352 · Postage and Freight	700	700	700	700	
075-01-7354 · Dues and Subscriptions	1,050	1,500	1,500	1,500	
075-01-7355 · Fees and Registrations	-	-	-	-	
075-01-7356 · Software Licenses and Support	-	34,784	34,784	34,784	
<b>Services Total</b>	<b>119,588</b>	<b>139,292</b>	<b>139,292</b>	<b>139,292</b>	-
<i>Percentage Increase (Decrease)</i>		16.5%	16.5%	16.5%	-100.0%

## Franklin County FY2026 Budget

### Department 75 - Sheriff's Office

Commodities	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
075-01-7401 · Office Supplies	7,000	7,000	7,000	7,000	
075-01-7403 · Maintenance Supplies	500	-	-	-	
075-01-7404 · Computer Supplies	2,500	2,500	2,500	2,500	
075-01-7406 · Tires	15,000	15,000	15,000	15,000	
075-01-7415 · Training Supplies	250	250	250	250	
075-01-7450 · Statutes and Reference Books	3,000	3,000	3,000	3,000	
075-01-7502 · Radios	2,500	2,500	2,500	2,500	
075-01-7503 · Uniforms	15,800	15,800	15,800	15,800	
075-01-7504 · Weapons	-	18,700	18,700	18,700	
075-01-7505 · Body Armor	17,790	6,000	6,000	6,000	
075-01-7550 · Gas and Oil	130,000	130,000	130,000	130,000	
<b>Commodities Total</b>	<b>194,340</b>	<b>200,750</b>	<b>200,750</b>	<b>200,750</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		3.3%	3.3%	3.3%	-100.0%

Capital Outlays	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
075-01-7680 · Equipment and Furniture	36,250	8,000	8,000	8,000	
075-01-7690 · Computers	2,500	7,500	7,500	7,500	
075-01-7700 · Vehicles	160,000	228,000	153,000	153,000	
<b>Capital Outlays Total</b>	<b>198,750</b>	<b>243,500</b>	<b>168,500</b>	<b>168,500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		22.5%	-15.2%	-15.2%	-100.0%

Other Expenditures	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Transfers to Reserves	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
099-01-8506 · Transfer Out - Sheriffs Rsv	100,000	100,000	100,000	100,000	
<b>Transfers to Reserves Total</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%



# Franklin County FY2026 Budget

## Department 80 - Communications

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	1,263,626	1,331,944	1,331,944	1,331,944	-
Services	42,349	14,144	14,144	14,144	-
Commodities	6,300	6,000	6,000	6,000	-
Capital Outlays	32,080	32,080	32,080	32,080	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	17,400	12,500	12,500	12,500	-
<b>Department Total</b>	<b>1,361,755</b>	<b>1,396,668</b>	<b>1,396,668</b>	<b>1,396,668</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		2.6%	2.6%	2.6%	-100.0%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
080-01-7005 · Department Head	81,156	86,914	86,914	86,914	
080-01-7010 · Deputy Department Head	-	-	-	-	
080-01-7020 · Full Time Staff	649,484	667,943	667,943	667,943	
080-01-7025 · Part Time Staff	6,000	6,600	6,600	6,600	
080-01-7029 · Overtime	122,000	136,640	136,640	136,640	
080-01-7050 · Payroll Taxes	65,686	68,704	68,704	68,704	
080-01-7055 · Health Insurance	242,589	260,410	260,410	260,410	
080-01-7070 · Workers Comp	-	-	-	-	
080-01-7075 · Retirement	84,411	90,933	90,933	90,933	
080-01-7105 · Training and Development	5,000	5,500	5,500	5,500	
080-01-7110 · Travel and Mileage	4,000	4,500	4,500	4,500	
080-01-7115 · Meals	800	800	800	800	
080-01-7120 · Lodging	2,500	3,000	3,000	3,000	
<b>Personnel Total</b>	<b>1,263,626</b>	<b>1,331,944</b>	<b>1,331,944</b>	<b>1,331,944</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		5.4%	5.4%	5.4%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
080-01-7201 · Electricity	18,000	-	-	-	
080-01-7202 · Water	275	-	-	-	
080-01-7210 · Telephone	4,684	4,684	4,684	4,684	
080-01-7216 · Telecom Circuits	3,660	3,660	3,660	3,660	
080-01-7250 · Equipment Rentals and Leases	1,800	1,800	1,800	1,800	
080-01-7252 · Equipment Repairs and Maint	3,500	3,500	3,500	3,500	
080-01-7253 · Building Repairs and Maint	4,000	-	-	-	
080-01-7255 · Grounds Upkeep and Snow Remo	5,930	-	-	-	
080-01-7354 · Dues and Subscriptions	500	500	500	500	
080-01-7356 · Software Licenses and Support	-	-	-	-	
<b>Services Total</b>	<b>42,349</b>	<b>14,144</b>	<b>14,144</b>	<b>14,144</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-66.6%	-66.6%	-66.6%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
080-01-7401 · Office Supplies	3,200	3,500	3,500	3,500	
080-01-7403 · Maintenance Supplies	1,100	-	-	-	
080-01-7415 · Training Supplies	2,000	2,500	2,500	2,500	
<b>Commodities Total</b>	<b>6,300</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-4.8%	-4.8%	-4.8%	-100.0%



## Franklin County FY2026 Budget

### Department 80 - Communications

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays</b>					
080-01-7680 · Equipment and Furniture	22,580	22,580	22,580	22,580	
080-01-7690 · Computers	9,500	9,500	9,500	9,500	
<b>Capital Outlays Total</b>	<b>32,080</b>	<b>32,080</b>	<b>32,080</b>	<b>32,080</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures</b>					
<b>Other Expenditures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves</b>					
099-01-8503 · Transfer Out - Disp Equip Rsv	10,000	5,000	5,000	5,000	
099-01-8504 · Transfer Out - I Am Resp Rsv	7,400	7,500	7,500	7,500	
<b>Transfers to Reserves Total</b>	<b>17,400</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		-28.2%	-28.2%	-28.2%	-100.0%

# Franklin County FY2026 Budget

## Department 98 - County-Wide

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	153,000	153,000	153,000	153,000	-
Services	116,950	154,200	154,200	154,200	-
Commodities	-	-	-	-	-
Capital Outlays	-	-	-	-	-
Other Expenditures	365,048	386,945	386,945	379,445	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>634,998</b>	<b>694,145</b>	<b>694,145</b>	<b>686,645</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		9.3%	9.3%	8.1%	-100.0%

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
098-01-7048 · Paid Family Leave	25,000	15,000	15,000	15,000	
098-01-7049 · Longevity/Salary Pay	5,000	15,000	15,000	15,000	
098-01-7070 · Workers Compensation	118,000	118,000	118,000	118,000	
098-01-7080 · Unemployment	5,000	5,000	5,000	5,000	
<b>Personnel Total</b>	<b>153,000</b>	<b>153,000</b>	<b>153,000</b>	<b>153,000</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		0.0%	0.0%	0.0%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Services</b>					
098-01-7249 · Other Professional Services	-	20,000	20,000	20,000	
098-01-7340 · General Liability Insurance	115,000	132,250	132,250	132,250	
098-01-7345 · Volunteer Firemen Insurance	1,950	1,950	1,950	1,950	
<b>Services Total</b>	<b>116,950</b>	<b>154,200</b>	<b>154,200</b>	<b>154,200</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		31.9%	31.9%	31.9%	-100.0%

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Commodities</b>					
<b>Commodities Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Capital Outlays</b>					
<b>Capital Outlays Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 98 - County-Wide

Other Expenditures	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
098-01-7855 · Extension Service	63,239	69,885	69,885	69,885	
098-01-7856 · Soil and Water Conservation	30,000	37,500	37,500	30,000	
098-01-7857 · Childrens Task Force	12,500	15,000	15,000	15,000	
098-01-7858 · Adult Basic Education	20,000	1	1	1	
098-01-7859 · Community Action Program	55,850	55,850	55,850	55,850	
098-01-7860 · Seniors Plus	40,000	40,000	40,000	40,000	
098-01-7861 · Sexual Assault Prevention	20,000	20,000	20,000	20,000	
098-01-7862 · Androscoggin Hospice	30,000	30,000	30,000	30,000	
098-01-7863 · Greater Franklin Develop Corp	1	1	1	1	
098-01-7864 · Franklin County Firemens	3,700	3,700	3,700	3,700	
098-01-7866 · Western Maine Transportation	39,750	40,000	40,000	40,000	
098-01-7867 · Safe Voices	-	25,000	25,000	25,000	
098-01-7900 · Debt Service Principal	43,200	46,319	46,319	46,319	
098-01-7901 · Debt Service Interest	6,808	3,689	3,689	3,689	
<b>Other Expenditures Total</b>	<b>365,048</b>	<b>386,945</b>	<b>386,945</b>	<b>379,445</b>	-
<i>Percentage Increase (Decrease)</i>		6.0%	6.0%	3.9%	-100.0%

Transfers to Reserves	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

# Franklin County FY2026 Budget

## Department 100 - Jail

### Departmental Summary

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
Personnel	2,271,277	2,611,859	2,611,859	2,611,859	-
Services	693,032	719,290	719,290	719,290	-
Commodities	170,000	170,500	170,500	170,500	-
Capital Outlays	32,000	35,000	35,000	35,000	-
Other Expenditures	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-
<b>Department Total</b>	<b>3,166,309</b>	<b>3,536,649</b>	<b>3,536,649</b>	<b>3,536,649</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>11.7%</i>	<i>11.7%</i>	<i>11.7%</i>	<i>-100.0%</i>

### Departmental Detail

	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Personnel</b>					
100-01-7005 · Department Head	86,015	92,117	92,117	92,117	
100-01-7010 · Deputy Department Head	72,885	83,833	83,833	83,833	
100-01-7016 · Supervisors	230,027	260,770	260,770	260,770	
100-01-7020 · Full Time Staff	548,916	605,758	605,758	605,758	
100-01-7025 · Part Time Staff	22,000	30,000	30,000	30,000	
100-01-7029 · Overtime	200,000	200,000	200,000	200,000	
100-01-7030 · Transport Officers	62,312	112,300	112,300	112,300	
100-01-7035 · Cooks Supervisor	64,975	71,282	71,282	71,282	
100-01-7036 · Cooks	81,806	89,024	89,024	89,024	
100-01-7037 · Cooks Overtime	2,500	3,000	3,000	3,000	
100-01-7040 · Administrative Staff	53,318	55,360	55,360	55,360	
100-01-7046 · Custodians	51,500	54,049	54,049	54,049	
100-01-7050 · Payroll Taxes	112,934	126,798	126,798	126,798	
100-01-7055 · Health Insurance	498,601	603,891	603,891	603,891	
100-01-7070 · Workers Comp	-	-	-	-	
100-01-7075 · Retirement	149,788	196,927	196,927	196,927	
100-01-7105 · Training and Development	6,700	8,000	8,000	8,000	
100-01-7107 · Hiring Costs	26,000	13,000	13,000	13,000	
100-01-7110 · Travel and Mileage	500	5,000	5,000	5,000	
100-01-7115 · Meals	500	750	750	750	
<b>Personnel Total</b>	<b>2,271,277</b>	<b>2,611,859</b>	<b>2,611,859</b>	<b>2,611,859</b>	<b>-</b>
<i>Percentage Increase (Decrease)</i>		<i>15.0%</i>	<i>15.0%</i>	<i>15.0%</i>	<i>-100.0%</i>



# Franklin County FY2026 Budget

## Department 100 - Jail

Services	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
100-01-7200 · Heat	40,000	40,000	40,000	40,000	
100-01-7201 · Electricity	62,000	62,000	62,000	62,000	
100-01-7202 · Water	5,500	6,000	6,000	6,000	
100-01-7203 · Sewer	4,000	3,000	3,000	3,000	
100-01-7204 · Gas and Propane	3,500	3,500	3,500	3,500	
100-01-7210 · Telephone	3,500	3,500	3,500	3,500	
100-01-7227 · Waste Collection and Removal	2,800	2,800	2,800	2,800	
100-01-7230 · Inmate Medical and Dental Care	284,382	295,756	295,756	295,756	
100-01-7233 · Pretrial Services	86,213	88,898	88,898	88,898	
100-01-7239 · Inmate Programs and Services	28,387	26,410	26,410	26,410	
100-01-7249 · Other Professional Services	84,880	77,876	77,876	77,876	
100-01-7250 · Equipment Rentals and Leases	4,000	4,000	4,000	4,000	
100-01-7252 · Equipment Repairs and Maint	5,000	5,000	5,000	5,000	
100-01-7253 · Building Repairs and Maint	29,640	50,000	50,000	50,000	
100-01-7254 · Vehicle Repairs and Maint	3,000	3,000	3,000	3,000	
100-01-7255 · Grounds Upkeep and Snow Remo	5,930	7,500	7,500	7,500	
100-01-7256 · Pest Control	1,600	1,600	1,600	1,600	
100-01-7352 · Postage and Freight	500	500	500	500	
100-01-7360 · Licenses and Permits	1,000	750	750	750	
100-01-7362 · Security	37,200	37,200	37,200	37,200	
<b>Services Total</b>	<b>693,032</b>	<b>719,290</b>	<b>719,290</b>	<b>719,290</b>	-
<i>Percentage Increase (Decrease)</i>		3.8%	3.8%	3.8%	-100.0%

Commodities	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
100-01-7401 · Office Supplies	4,500	4,500	4,500	4,500	
100-01-7402 · Cleaning Supplies	5,000	5,000	5,000	5,000	
100-01-7403 · Maintenance Supplies	3,500	5,000	5,000	5,000	
100-01-7404 · Computer Supplies	1,700	1,700	1,700	1,700	
100-01-7409 · Food	75,000	75,000	75,000	75,000	
100-01-7410 · Locks	3,000	3,000	3,000	3,000	
100-01-7411 · Prisoner Prescriptions	26,000	26,000	26,000	26,000	
100-01-7417 · Medical Supplies	3,500	4,500	4,500	4,500	
100-01-7418 · Kitchen Supplies	9,500	9,500	9,500	9,500	
100-01-7419 · Institutional Supplies	10,500	10,500	10,500	10,500	
100-01-7420 · Training Supplies	500	500	500	500	
100-01-7501 · Tools	4,000	2,000	2,000	2,000	
100-01-7502 · Radios	4,800	4,800	4,800	4,800	
100-01-7503 · Uniforms	7,000	7,000	7,000	7,000	
100-01-7505 · Weapons and Body Armor	5,000	5,000	5,000	5,000	
100-01-7508 · Prisoner Clothing	2,500	2,500	2,500	2,500	
100-01-7550 · Gas and Oil	4,000	4,000	4,000	4,000	
<b>Commodities Total</b>	<b>170,000</b>	<b>170,500</b>	<b>170,500</b>	<b>170,500</b>	-
<i>Percentage Increase (Decrease)</i>		0.3%	0.3%	0.3%	-100.0%

Capital Outlays	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
100-01-7680 · Equipment and Furniture	7,000	10,000	10,000	10,000	
100-01-7690 · Computers	5,000	5,000	5,000	5,000	
100-01-7700 · Vehicles	20,000	20,000	20,000	20,000	
<b>Capital Outlays Total</b>	<b>32,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	-
<i>Percentage Increase (Decrease)</i>		9.4%	9.4%	9.4%	-100.0%

# Franklin County FY2026 Budget

## Department 100 - Jail

Other Expenditures	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Other Expenditures Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

Transfers to Reserves	FY2025 Approved	FY2026 Dept Head	FY2026 Commissioners	FY2026 Budget Comm	FY2026 Committed
<b>Transfers to Reserves Total</b>	-	-	-	-	-
<i>Percentage Increase (Decrease)</i>		N/A	N/A	N/A	N/A

## Jamie Sullivan

---

**From:** McLaughlin, Nathan <Nathan.McLaughlin@maine.gov>  
**Sent:** Wednesday, May 14, 2025 2:45 PM  
**To:** Scott R. Nichols  
**Cc:** Gerald Maccione; Jamie Sullivan; Willis, James K; Hood, Patrick  
**Subject:** eCitation Grant Award Package  
**Attachments:** TR25-043 Signed Application 5-12-2025.pdf; TR25-043 hs\_subgrant\_contract.pdf; TR25-043 Subgrant Record 5-14-2025.pdf; FFY2025 eCitation Equipment Letter.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Caution:** This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Sheriff Nichols,

Thank you for applying for a traffic safety grant. On behalf of the Maine Bureau of Highway Safety, it is my pleasure to inform you that a grant to Franklin County Sheriff's Office in the amount of \$5,134.56 has been approved for the Maine eCitation Printer Equipment Project.

This award will support a one-time purchase of in-cruiser printers to assist your agency with implementation of electronic citations.

You will find all the required grant documents for reimbursement requests and progress reports on the [Maine Bureau of Highway Safety Website](#).

Only printers, necessary cables, ink, paper, and necessary mounts will be approved for reimbursement up to \$600.00 each, with supporting documents such as a detailed paid invoice and copies of a check or EFT transaction. Other costs including batteries and shipping and installation are not reimbursable.

When you submit your reimbursement request please include the completed and signed (attached) equipment letter.

It is especially important that you sign and return the attached subgrant contract to the Maine Bureau of Highway Safety as soon as possible and before a purchase is made. The State of Maine currently only accepts electronic signatures done through DocuSign or Adobe Sign. If your agency is not set up with either of these programs, please have the legal authority hand sign the contract and scan the signed copy to [bhsgrant.mdps@maine.gov](mailto:bhsgrant.mdps@maine.gov).

As a reminder, you can NOT incur costs after September 30, 2025. By federal statute, the Bureau of Highway Safety cannot reimburse you for costs incurred after that date. Please establish a file to maintain separate and complete records related to this project. Your accounting system must allow you to maintain separate accountability for funds received and disbursed against this project, and it must allow you to provide detailed supporting claim costs.

The Maine Bureau of Highway Safety is proud to have your agency as a partner in Highway Safety. Thank you for everything that you do for your community and our state! Please acknowledge receipt of this email by contacting Highway Safety Coordinator Nate McLaughlin at [Nathan.mclaughlin@maine.gov](mailto:Nathan.mclaughlin@maine.gov).

Sincerely,

*Lauren V. Stewart*

Lauren V. Stewart, Director Bureau of Highway Safety

**Maine Department of Public Safety**

*Nate McLaughlin*

Nate McLaughlin

Highway Safety Coordinator

Fatality Analysis Reporting System Analyst

Maine Bureau of Highway Safety

45 Commerce Drive, Suite 1

Augusta, ME 04333

Cellphone: (207)830-0166

Office: (207)626-3840

Become our fan on Facebook at: [www.facebook.com/MaineBureauOfHighwaySafety](http://www.facebook.com/MaineBureauOfHighwaySafety)



## SUBGRANT CONTRACT

**DO NOT ENCUMBER**

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: TR25-043

APPROVAL DATE: 05/12/2025

PROJECT PERIOD: 05/12/2025 TO 09/30/2025

013 16A 310A 012 6401 TR043

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Franklin County Sheriff's Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2025 Maine eCitation Printer Equipment.

For the Subgrantor - Bureau of Highway Safety

Federal: \$5,134.56

016000005 A  
Franklin County Sheriff Office  
123 County Way  
Farmington, ME, 04938

		<u>Director</u>
Date:	Authorized Signature Lauren V. Stewart	Title
		<u>Sheriff</u>
Date:	Authorized Signature for Subgrantee Sheriff Scott Nichols	Title

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.

This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget rescission, deferral or revision. Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.



**FORM MUST BE COMPLETED USING ADOBE READER**

**SUBRECIPIENT  
APPLICATION FOR  
HIGHWAY SAFETY  
NHTSA FEDERAL  
FUNDS FFY 2025**

Lauren V. Stewart, Director  
Maine Bureau of Highway  
Safety 45 Commerce Drive,  
Suite 1 164 State House Station  
Augusta, ME 04333  
Phone: 207-626-3840  
[www.maine.gov/dps/bhs](http://www.maine.gov/dps/bhs)

**1. Grant/Project Title**

2025 Maine eCitation Printer Equipment

**2. Project Budget Period &  
Period of Performance**

February 1, 2025 to September 30, 2025

**3. Applicant Information**

	<b>Applicant Agency</b>	<b>State of Maine Vendor Info</b>
<b>Name</b>	Franklin County Sheriff's Office	Franklin County ME
<b>Address Line 1</b>	123 County Way	<del>140 Main Street</del> 123 County Way
<b>Address Line 2</b>		<del>Suite 3</del>
<b>City, State and Zip Code</b>	Farmington, ME 04238	Farmington, ME 04238
<b>Federal Employer Number</b>		016000005
<b>Unique Entity ID Number</b>		FYDFN9F5H248
<b>State of ME Vendor Number</b>		VC1000031120

**4. Legal Authority**

	<b>Individual Who Has Legal Authority to Sign this Subrecipient Grant Application</b>
<b>Name</b>	Scott R. Nichols
<b>Title</b>	Sheriff
<b>Address Line 1</b>	123 County Way
<b>Address Line 2</b>	
<b>City and Zip Code</b>	Farmington Maine, 04938
<b>Direct Telephone Number</b>	207-778-2680
<b>Fax Number</b>	207-778-9064
<b>E-mail Address</b>	snichols@franklincountymaine.gov

**5. Project Director and  
Finance Officer/Payroll  
Representative**

	<b>Project Director (Project Director must be different from Legal Authority)</b>	<b>Finance Officer or Payroll Representative</b>
<b>Name</b>	Gerald Maccione	Jamie Sullivan
<b>Title</b>	Deputy Sheriff	Administrative Assistant
<b>Address Line 1</b>	123 County Way	140 Main Street
<b>Address Line 2</b>		Suite 3
<b>City and Zip Code</b>	Farmington 04938	Farmington 04938
<b>Direct Telephone Number</b>	207-578-4409	207-860-4264
<b>Fax Number</b>	N/A	N/A
<b>E-Mail Address</b>	gmaccione@franklincountymaine.gov	jsullivan@franklincountymaine.gov

**6. Population of Project Area**

30,830

**7. Congressional District Served**☐ 1st☒ 2nd☐ Both**8. Project Description Summary**

The State of Maine electronic citation (eCitation) system was developed to ensure timely and accurate collection of citation data. Traffic records projects are also intended to increase accessibility. While the submission of the citation to the Violations Bureau is electronic, for Maine law enforcement to transition from a paper-based citation to the eCitation system, agencies must have the necessary equipment, supplies, and resources, including in-cruiser printers to print a copy of the citation to present to the violator.

The purpose of this project is to reimburse agencies for the purchase of in-cruiser printers (up to \$600 per unit) that meet the required specifications. Reimbursement is contingent upon installation and implementation of the eCitation system as described below and is limited to vehicles used primarily by officers conducting routine traffic enforcement.

**9. Budget Summary and Total Federal Award**

**This section will auto-complete from budget and match worksheets on pages 12 & 14**

	Federal	Match	Total
<b>Personal Services</b>	\$ 0.00		\$ 0.00
<b>Travel</b>	\$ 0.00		\$ 0.00
<b>Equipment</b> (\$10,000 or more in value)	\$ 0.00		\$ 0.00
<b>Consultant</b>	\$ 0.00		\$ 0.00
<b>Other</b>	\$ 5,134.56	\$ 1,283.64	\$ 6,418.20
<b>Total</b>	\$ 5,134.56	\$ 1,283.64	\$ 6,418.20

**10. Seat Belt Policy**

Any subrecipient entity receiving a grant must have a written seat belt policy. Does your agency have and enforce a seat belt use policy? You may be asked to provide a copy of this policy

☒ Yes☐ No

### 11. Department of Public Safety Civil Rights Discrimination

Any subrecipient receiving a grant must meet the requirements of the Department of Public Safety's civil rights discrimination policies. Does your agency meet the Department of Public Safety civil rights discrimination policies' requirements? ([www.maine.gov/dps/policy/index.html](http://www.maine.gov/dps/policy/index.html))

☒ Yes

☐ No

### 12. Federal Funding Accountability and Transparency Act

Has your agency...

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	...received 80% or more in annual gross revenues from federal awards in the preceding fiscal year?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	...received \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year.
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	The public <u>does not</u> have access to information about the compensation of the senior executives of the entity. (PLEASE NOTE: The public has access to State and local government agency records (e.g. salary information), as well as information about State and local law enforcement agencies. Therefore, these entities don't meet Requirement #3 and do not have to report requested information)

If "Yes" was answered to all three questions above, fill in the following information for the five most highly compensated officers:

	Name	Total Compensation
Officer 1		
Officer 2		
Officer 3		
Officer 4		
Officer 5		

### 13. Legal Authority

I, the undersigned, for and on behalf of the named applicant entity, do herewith apply for federal funds under this grant agreement, and agree to comply with all conditions, terms, and certifications and assurances. I certify our compliance with requirements outlined elsewhere in this application.

(This signature must be the same person listed in Section 4.)

Legal Authority Signature:

Date:

3/5/2025



FUND SOURCE: 402/310	PSP #: 2025-25TR	TASK: 2
GRANT #: TR25- <del>046</del> 043	COORDINATOR:	BHS TYPE: Highway Safety
UNIT OF GOVERNMENT:	GOV'T TYPE:	
GRANT TYPE:		
FUND s. 310	FY 20 <sup>22</sup> = \$ 5,134.56	P/T % = 100%
FUND s.	FY 20 = \$	P/T % =
TOTAL FEDERAL DOLLARS=\$ 5,134.56		ICR=0%
FAIN: 69A37522300004020MEO	ALN :20.6 <u>00</u>	NHTSA
FAIN:	ALN :20.6 <u>      </u>	NHTSA
FEDERAL AWARD DATE: 12/15/2021 & 5/16/2022		
NOTICE OF AWARD: The above subrecipient grant application was approved by the Bureau of Highway Safety: <u>05/12/2025</u> .		
NOTICE OF DENIAL: The above subrecipient grant application was denied by the Bureau of Highway Safety: _____.		

**CONDITIONS/COMMENTS:** NON R&D GRANT; All other TERMS and CONDITIONS apply as contained in this application.

[illegible]

**Subrecipient Pre-Award Risk Assessment - FINANCIAL**  
**(TO BE COMPLETED BY THE SUBRECIPIENT FINANCE OFFICER)**

1. Has your agency received an audit in accordance with 2 CFR Part 200 Subpart F?

☐ Yes ☐ No ☒ N/A

Date(s) of previous audit(s) : \_\_\_\_\_

Results of previous audit : \_\_\_\_\_

- Was the same or similar sub award audited last year? ☐ Yes ☐ No ☒ N/A
- Was the audit opinion unmodified? ☐ Yes ☐ No ☒ N/A
  - Please explain and/or attach documentation for modified opinion.

2. Does your agency receive monitoring directly from a Federal Awarding Agency?

☐ Yes ☐ No ☒ N/A

If yes, which Federal Awarding Agency: \_\_\_\_\_

3. Did the Federal Agency determine that there were no financial or compliance issues?

☐ Yes ☐ No ☒ N/A

Please explain the compliance issues as a result of the federal awarding agency's monitoring.

\_\_\_\_\_  
\_\_\_\_\_

4. Has the accounting system used to track federal grants changed during the previous year?

☐ Yes ☒ No

If yes, please explain changes in your accounting system during the previous year.

\_\_\_\_\_  
\_\_\_\_\_

5. Was a separate account established to track grant related expenditures?

☒ Yes ☐ No

If no, please explain?

\_\_\_\_\_  
\_\_\_\_\_

All non-Federal entities that expend \$1,000,000.00 or more of federal awards during the non-federal entity's fiscal year are required to obtain an annual audit in accordance with 2 CFR Part 200.514 Scope of Audit. Grantees are required to **notify the Bureau** when an audit occurs and results in a finding of Federal funds awarded by the Bureau.

**Subrecipient Pre-Award Risk Assessment - PROGRAM**  
**(TO BE COMPLETED BY LEGAL AUTHORITY OR PROJECT DIRECTOR)**

1. Has your agency previously received federal or state grants similar to this award?

☒ Yes ☐ No

Please explain: We currently work with Customs and Border Patrol and have previously participated in BHS grants to include seatbelt, speed and OUI grants.

2. Has your agency had at least 3 years of experience with any federal grants?

☒ Yes ☐ No

If yes, what federal agency?:

Customs and Border Patrol, Bureau of Highway Safety

3. Are your grant files stored in a secure location with limited access?

Yes

4. Has your agency's personnel changed during the previous year?

☒ Yes ☐ No

If yes, please explain the changes:

Added 5 new employees.

5. Has your agency's organization changed during the previous year?

☒ Yes ☐ No

If yes, please explain changes in your organization:

Added a fourth Patrol Sergeant

**\*MeBHS must be notified of any changes during the federal fiscal year\***

# GRANT APPLICATION QUESTIONS

Please respond to each of the questions listed below.

## 1. PROBLEM IDENTIFICATION

State the problem that you wish to address, in concise terms for each separate traffic safety opportunity you apply for. Include a full description of the nature and extent of the problem including demographics regarding who is impacted by the problem(s) in your community. Address the five W's (who, what, when, where, and why) in your response and then how your project will make an impact.

Please include an analysis of trends in crash fatalities, crash injuries, property damage, and other data pertaining to your problem for the prior three calendar years, if possible. Data analysis should include fatality, injury, enforcement, judicial, geospatial, and sociodemographic and other local data or results of community engagement activities as necessary to describe the problem and relate to achievable and measurable goals.

Franklin County was formed on May 9th, 1838 from portions of neighboring counties. The county has a total area of 1,743 square miles with a population of 30,830 people. Franklin County hosts some of the northernmost parts of the Appalachian Mountain range with terrain including many lakes and ponds. Franklin County is known for its remote forests and often attracts individuals seeking tranquility through outdoor recreation activities. The towns without a police department, unorganized towns, and territories are covered by the Sheriff's Office.

Franklin County borders Canada and hosts the Route 2 corridor. There is an influx of drivers passing through Franklin County to Canada, or to northern destination towns including Carrabassett Valley, Rangeley and Farmington.

The Sheriff's Office has observed a rise in crashes over the past few years with a total of 962 crashes between the years 2021-2023. (Data obtained from Maine DOT)

2021 - 277 crashes  
2022 - 335 crashes  
2023 - 350 crashes

Data shows a rise in crashes in the winter months, during the week, between the hours of 3:00PM-7:00PM in 50MPH zones. 746 of 962 crashes were male operators with the majority between the ages of 25-59. The most types of crashes for the past three years were either car deer collisions or vehicles going off the road due to snowy or poor road conditions.

Trends were observed of driver actions at the time of the crash with a rise in driving too fast for conditions, not stated, ran off roadway or no contributing actions.

The sections of areas that experienced the most crashes were Main Street in Sandy River Plantation, Farmington Road in Strong, Carrabassett Drive in Carrabassett Valley, Rangeley Road in Phillips, New Vineyard Road in New Vineyard, W Mills Road in Industry, Saddleback Mountain Road in Dallas Plantation, and Carthage Road in Carthage.

Additionally,

The Franklin County Sheriff's Office consists of 21 sworn personnel, 22 cruisers with 15 routinely conducting traffic enforcement.

## 2. MEASURABLE GOAL

The project goal must be measurable and attainable

Describe the overall program goal and any objectives you will set to attain the goal. The measurable goal will directly relate to and support your problem identification and should include a "from/to" statement. Example "...from 52 (Prior year crashes) in 2023 (Prior year) to 49 (Goal)....."

The primary goal of this project is to reduce Select Program related crashes from \_\_\_\_\_ in \_\_\_\_\_ to \_\_\_\_\_ by September 30, 2025.

Please use the box below for any additional information.

Reduce the length of traffic stops as eCitation will be quicker than handwritten citations.  
Reduce the number of citations rejected by the Violations Bureau due to postal delays since eCitation is immediate  
Increase the number of motorist contacts due to deputies/officers spending less time writing citations.

### **\*\*Law Enforcement HVE Subrecipients Only\*\***

**\*We will conduct \_\_\_\_\_ hours of dedicated overtime Select Program enforcement during the dates, times, and locations identified in our plan to ensure full participation in the enforcement grant period and to ensure we attain the measurable project goal.**



### 3. ACTIVITIES TO ACCOMPLISH PROJECT GOAL

List the activities you will perform to accomplish your project performance goal. **There must be at least one (1) activity for each goal listed on page #8.**

We will accomplish our project goal by:

Purchase and install printers in all patrol cruisers.  
Use eCitation system to submit citations electronically to the Violations Bureau rather than mailing.

#### 4. PROJECT PERIOD EVALUATION

For each program activity identified in Section 3, please explain how you plan to evaluate the success of your project performance.

- a. How you will plan to evaluate or determine the impact your performance had on the problem/project/focus group/demographic group you identified and what changes have resulted from your project?
- b. How do you propose to measure the status of the problem after project activities are completed? Refer to your problem identification as needed.

\*You will also include this information on your Final Narrative Summary Progress Report.

We will review our internal records to see if there is a reduction in rejected citations from the Violations Bureau due to lateness or postal delays.

## 5. JUSTIFICATION

On the following pages, please provide a budget description for how your agency will use grant funds. For each of the following budget categories, describe any anticipated grant related expenditures in the box below:

- a. **Personal Services.** Allowable salary costs associated with the administration of the grant in compliance with all Uniform Guidance (refer to 2 CFR 200.430 and 200.431)
- b. **Travel.** Anticipated allowable travel costs associated with the administration of the grant. List each item separately and be specific. Refer to the Contract Terms and Conditions "Out-of-State Travel", for further information on out-of-state travel restrictions. Please contact your Highway Safety Coordinator for more information regarding allowable travel expenses. (State travel SAAM & 2 CFR 200.474)
- c. **Consultants. ALL CONSULTANT CONTRACTS MUST BE COMPETITIVELY BID.** Sole source procurements will be approved only when very specific circumstances exist. Consultant and any applicable contract costs must be identified separately and detailed in the budget description. Consultant costs in excess of \$250.00 per day will require justification and prior approval from the Bureau of Highway Safety.
- d. **Other.**

Breakdown of our quote:

(9) printers @ \$459.38 each = \$4134.38  
(9) USB connector cables @ \$21.88 each = \$196.88  
(9) power cords @ \$23.63 each = 212.67  
(9) six packs of paper rolls @ \$65.63 each = \$590.63

Subtotal = \$5134.56

Shipping = \$126.00

Total = \$5260.56

See attached quote.

## BUDGET WORKSHEET

(Utilize this worksheet to calculate budget estimates for Budget Summary on page 3)

Description of Estimated Costs for Personal Services (be specific)	
<b>Total Budget for Personal Services:</b>	(do not enter \$ symbol, it will populate automatically)

Description of Estimated Travel Expenses (be specific)	
<b>Total Budget for Travel Expenses:</b>	(do not enter \$ symbol, it will populate automatically)

Equipment (with prior written authorization) *to be used ONLY for equipment purchases THAT EXCEED \$10,000.00*	
Item	Estimated Cost
1.	(do not enter \$ symbol, it will populate automatically)
2.	(do not enter \$ symbol, it will populate automatically)
<b>Total Budget for Equipment Expenses</b>	\$ 0.00 (do not enter \$ symbol, it will populate automatically)

Description of Estimated Consultant Fees (be specific)	
<b>Total Budget for Consultant Fees:</b>	(do not enter \$ symbol, it will populate automatically)

Other	
Use box on prior page for description of other anticipated grant related expenditures.	
See budget breakdown on page 11.	
<b>Total Budget for Other Expenses:</b>	\$ 5,134.56 (do not enter \$ symbol, it will populate automatically)

## FEDERAL EXPENDITURE MATCH

Federal grants administered by the Bureau of Highway Safety are not intended to fully fund an entire project as outlined in this application. Grants are intended to fund 80% of the total project cost. The remaining 20% of the total project cost shall be borne by the subrecipient as a cash or in-kind contribution (match) as determined by the Bureau. In-kind matches are expenses borne by your agency during the grant period outlined in this application, in which those services contributed to activities associated with this grant. All in-kind match sources must comply with all federal regulations and must be supported with documentation to support the costs. In-kind match documentation shall be retained per federal regulation and be available for audit by the Bureau of Highway Safety.

To calculate your total project cost, divide your federal grant award by 0.80, see example below:  
**\$8,000.00 (federal funds) divided by .80 = \$10,000.00 (total project cost)**

To calculate your agency's match requirement, you would then multiply your total project cost by 0.20 (20%):  
**\$10,000.00 multiplied by .20 = \$2,000.00 (your match cost)**

The above example would be documented in your proposed grant budget on page 2 as follows:

**Budget Summary**  
(Use totals from Budget Worksheet and Match Worksheets)

	Federal	Match	Total
Personal Services	\$8,000.00		\$10,000.00
Travel			
Equipment (\$10,000 or more in value)			
Consultant			
Other		\$2,000.00	
Total	\$8,000.00	\$2,000.00	\$10,000.00



## MATCH CALCULATION WORKSHEET

(Utilize this worksheet to calculate match estimates in column 2 of the Budget Summary on page 2)

Description of Estimated Match Costs for Personal Services (be specific)	
<b>Total Match Contribution for Personal Services:</b>	(do not enter \$ symbol, it will populate automatically)

Description of Estimated Match Travel Expenses (be specific)	
<b>Total Match Contribution for Travel Expenses:</b>	(do not enter \$ symbol, it will populate automatically)

Description of Estimated Consultant Fees (be specific)	
<b>Total Match Contribution for Consultant Fees:</b>	(do not enter \$ symbol, it will populate automatically)

<b>Other (be specific)</b>	
Installation	
Shipping 126.00	
<b>Total Match Contribution for Other Expenses:</b>	\$ 1,283.64 <span style="font-size: small;">(do not enter \$ symbol, it will populate automatically)</span>

## CONTRACT TERMS AND CONDITIONS

The following Contract Terms and Conditions pertain to any contract that is made as the result of a subrecipient grant given out by the Bureau of Highway Safety to any agency. The term “subrecipient agency” refers to any agency to which the Bureau of Highway Safety has provided a subrecipient grant. “Bureau” refers to the Bureau of Highway Safety.

### 1. Property and Equipment (200.313)

- a) **Maintenance and Inventory:** The subrecipient agency shall maintain and inventory all property and equipment purchased under this contract and make that inventory available for periodic inspection by the Bureau.
- b) **Utilization:** The property and equipment purchased under this contract must be utilized by the subrecipient agency for the sole purpose of furthering the traffic safety efforts of the subrecipient agency for the entire useful life of the property or equipment.
- c) **Non-expendable Property:** Non-expendable property is defined as property or equipment having a value of \$10,000.00 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Bureau. Equipment with a value greater than \$4,999.99 cannot be purchased without special permission in writing from the Bureau. The National Highway Traffic Safety Administration (NHTSA) regulations regarding the use, management and disposition of grant-funded equipment specify that the State and its subrecipients manage and dispose of (if necessary) equipment acquired under the Federal highway safety grant program in accordance with all applicable State laws and procedures.

### Prohibition on certain telecommunications and video surveillance services or equipment §200.216

- (a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
  - (1) Procure or obtain;
  - (2) Extend or renew a contract to procure or obtain; or
  - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

#### **Additional Equipment Management - §200.313**

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) *Disposition.* When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the

terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

(1) Items of equipment with a current per unit fair market value of \$10,000.00 or less may be retained, sold or otherwise disposed of with no further responsibility to the Federal awarding agency.

(2) Except as provided in §200.312(b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$10,000.00 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$1,000.00 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(3) The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

#### **Domestic preferences for procurements - §200.322**

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**2. Public Information Campaigns, Promotional Materials, Reports:** All public information media, promotional campaigns, public information and educational materials, reports, papers, publications, or other items developed using grant funds must be reviewed and approved by the Bureau ***BEFORE*** final production and release. This includes, but not limited to brochures, posters, pamphlets, or other media messages. If items are not pre-approved, the Bureau may not reimburse those costs. All promotional items and educational materials produced or purchased using funds from this contract must also be preapproved by the Bureau in the original grant application. Any such items approved must contain this statement: "Funded by a grant from the

Maine Bureau of Highway Safety”.

All video materials intended for general public viewing must be close-captioned.

### 3. Reimbursement

- a) **General:** Reimbursements, based upon actual and allowable expenditures, may be made upon receipt of an itemized reimbursement request, using Bureau forms, from the subrecipient. The itemized reimbursement request shall be supported by documentation of all actual and allowable expenditures as prescribed by the Bureau. Each reimbursement request will accompany a progress report and will be submitted based on the schedule prescribed by the Bureau.
- b) **Approval:** The Bureau shall approve the itemized reimbursement request prior to reimbursement.
- c) **Back to Back Details:** (FOR LAW ENFORCEMENT subrecipients only) The Bureau will **NOT** reimburse any officer conducting back-to-back details. Details must have a minimum of 1-hour break in between scheduled details.
- d) **Unapproved Costs:** All rejected or unaccepted costs shall be borne by the subrecipient agency. The subrecipient agrees that in the event the Bureau determines that, due to Federal or State regulations, grant funds must be refunded, the subrecipient agency will reimburse the Bureau a sum of money equal to the amount of Federal and State participation in the rejected costs. Vehicle use and fuel are not reimbursable expenses and may not be added into the overtime rate of an officer.
- e) **Final Reimbursement Claims:** Final reimbursement claims must be received by the Bureau of Highway Safety within 15 days following the close of the approved grant period unless otherwise stated in this application. Project expenditures not claimed by this date are subject to reimbursement denial.
- f) **Expending Funds Under This Grant:** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract end date.
- g) **Reimbursement for Drug Recognition Expert Training** (For Law Enforcement subrecipients only): Reimbursement for DRE travel, meals, transportation, lodging, etc. is dependent on the successful completion of DRE Course.
- h) **Reimbursement for Forensic Phlebotomy Training** (For Law Enforcement subrecipients only): Reimbursement for the Forensic Phlebotomy training course is dependent on successful completion of the course.

**4. Project Costs and Match:** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual overtime cost basis by the subrecipient agency. The amount of reimbursement from the Bureau shall not exceed the estimated funds budgeted in the approved contract. The subrecipient agency shall initiate and pursue to completion all actions necessary to enable the subrecipient agency to provide its share of the project costs at or prior to the conclusion of the project.



5. **Program Income:** Program income must be approved by the Bureau in advance. Any income earned during the contract period shall be retained by the subrecipient agency and added to the funds committed to the project by the Bureau and be used to further eligible program objectives. Program income must be accounted for separately for the records made available for audit purposes. Any projects with related program income **must** be pre-approved as such by the Bureau. *Program income* means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §200.407 Prior written approval (prior approval). See also 35 U.S.C. 200-212 "Disposition of Rights in Educational Awards" applies to inventions made under Federal awards.

6. **Project Directors:** The Project Director, as specified on the signature page of the Application for Highway Safety Funds, must be an employee of the subrecipient agency or the subrecipient agency's governing body. Any exception to this provision must have the expressed written approval of the Bureau.

#### 7. Required Reporting:

- a) **Community Engagement Reporting:** Complete and provide the community Engagement reporting questions.
- b) **Reimbursement Request:** The Bureau must receive a completed reimbursement request with a signature from the "Legal Authority" noted on the application.
- c) **Financial Report:** Complete and provide the Bureau with an original signature from the Finance Director noted on the grant.
- d) **Law Enforcement Crash Reduction Overtime Patrol (CROP) Reports:** These reports are to be signed by the officer conducting the CROP and must be accurately reflected in the Financial Summary Report. Citation numbers from all citations must be listed on the CROP Report. Copies of these citations must be provided at request of the Bureau and must be available for review during any on-site visit. **CROP Reports dates, times, and locations must match the subrecipient's problem identification. Overtime enforcement patrols cannot be scheduled for longer than 4 hours, excepts: Impaired driving enforcement overtime patrols may be scheduled up to 6 hours.**
- e) **Progress Reports:** Unless otherwise directed, the subrecipient agency must submit Progress Reports at the time of reimbursement request to the Bureau, on forms provided by the Bureau, which reflect the status of project implementation and attainment of stated goals. **A narrative for each progress report must be completed.**
- f) **Final Progress Report:** A Final Progress Report, summarizing and evaluating the entire grant project period, must be submitted to the Bureau with the final reimbursement request. Unless otherwise noted, the forms provided by the Bureau, must

be utilized for the Final Progress Report. If the subrecipient agency fails to submit a Final Progress Report or submits an incomplete Final Progress Report, the subrecipient agency will be subject to having reimbursement requests withheld. Once a Final Progress Report that substantiates adequate progress is received, reimbursement requests may be processed.

## **8. Travel and Transportation Costs - §200.474**

The Bureau will follow the State Administrative and Accounting Manual for approving travel for individuals in an Agency as part of an approved subrecipient grant award. The State travel policy can be found within [www.maine.gov](http://www.maine.gov). The Bureau will also follow the Uniform Guidance §200.474 for travel and transportation costs:

- a) *General.* Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's, non-federally-funded activities, and in accordance with non-Federal entity's written travel reimbursement policies. Notwithstanding the provisions of §200.444, General costs of government, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award.
- b) *Lodging and subsistence.* Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award, supporting documentation must justify that:
  - i. Participation of the individual is necessary to the Federal award; and
  - ii. The costs are reasonable and consistent with non-Federal entity's established travel policy.
- c) *Temporary dependent care costs* (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences is allowable provided that:
  - i. The costs are a direct result of the individual's travel for the Federal award;
  - ii. The costs are consistent with the non-Federal entity's documented travel policy for all entity travel; and
  - iii. Are only temporary during the travel period.
  - iv. Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the Federal

awarding agency. See also § 200.432 Conferences.

d) In the absence of an acceptable, written non-Federal entity policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 CFR 31.205-46(a)).

e) *Commercial air travel.*

- i. Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:
  - a. Require circuitous routing;
  - b. Require travel during unreasonable hours;
  - c. Excessively prolong travel;
  - d. Result in additional costs that would offset the transportation savings; or
  - e. Offer accommodations not reasonably adequate for the traveler's medical needs. The non-Federal entity must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.
  - f. Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-Federal entity's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-Federal entity can demonstrate that such airfare was not available in the specific case.

f) *Air travel by other than commercial carrier.* Costs of travel by non-Federal entity-owned, leased, or chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of airfare as provided for in paragraph (d) of this section, is unallowable.

#### **9. Indirect Cost Rate - §200.332 (a) (4)**

(4)(i) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no approved rate exists, the pass-through entity must determine the appropriate rate in collaboration with the subrecipient, which is either:

(A) The negotiated indirect cost rate between the pass-through entity and the subrecipient; which can be based on a prior negotiated rate between a different PTE and the same subrecipient. If basing the rate on a previously negotiated rate, the pass-through entity is not required to collect information justifying this rate, but may elect to do so;



(B) The de minimis indirect cost rate.

(ii) The pass-through entity must not require use of a de minimis indirect cost rate if the subrecipient has a Federally approved rate. Subrecipients can elect to use the cost allocation method to account for indirect costs in accordance with §200.405(d).

#### **§200.414 (f)**

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 15% de minimis indirect cost rate. As described in §200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

#### **10. Performance:**

***NOTE FOR LAW ENFORCEMENT SUB-RECIPIENTS ONLY: The Bureau will not reimburse an agency for any traffic enforcement details with zero contacts and/or when an officer conducts activities unrelated to the grant.***

All grants provided by the Bureau are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any subrecipient agency, whose performance is deemed unsatisfactory by the Bureau, shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Bureau to reduce or deny future funding.

During the performance of this contract/funding agreement, the contractor/funding recipient agrees:

- a) To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b) Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c) To permit access to its books, recodes, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d) That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contract/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and

- e) To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement receiving Federal funds under this program.

**11. Records Access and Retention:** The subrecipient agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Bureau, the State, or NHTSA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Subrecipient agency shall maintain such materials during the contract period, and for three (3) years from the date of final payment from the Bureau, for such inspection and audit. Where any information required of the Subrecipient agency is in the exclusive possession of another who fails or refuses to furnish this information, The Subrecipient agency shall so certify to the Bureau, State, or NHTSA, as appropriate, and shall set forth what efforts it has made to obtain the information.

**12. Sanctions for Non-Compliance:** The applicant subrecipient agency agrees that if it fails or refuses to comply with any provisions and assurance in this contract, the Bureau may take any or all of the following actions:

- a. Cancel, terminate, or suspend this contract in whole or in part;
- b. Withhold reimbursement to the Subrecipient agency until satisfactory compliance has been attained by the Subrecipient agency;
- c. Refrain from extending any further funding to the Subrecipient agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Subrecipient agency;
- d. Refer the case to the United States Department of Justice for appropriate legal proceedings.

**13. Cancellation, Termination, or Suspension of Contract**

- a. **By the Bureau:** For noncompliance with any of the said rules, regulations, orders or conditions, this contract may be canceled, terminated, or suspended in whole or in part by the Bureau; by giving the Subrecipient agency thirty (30) days advanced written notice. The Bureau, before issuing notice of cancellation, termination, or suspension of this contract, may allow the Subrecipient agency a reasonable opportunity to correct for noncompliance.
- b. **By the Subrecipient agency:** The subrecipient agency may terminate this contract by providing thirty (30) days advanced written notice to the Bureau.

**Termination - §200.340**

- (a) The Federal award may be terminated in whole or in part as follows:

(1) By the Federal awarding agency or pass-through entity, if a non-Federal entity fails to comply with the terms and conditions of a Federal award;

(2) By the Federal awarding agency or pass-through entity, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;

(3) By the Federal awarding agency or pass-through entity with the consent of the non-Federal entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;

(4) By the non-Federal entity upon sending to the Federal awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Federal awarding agency or pass-through entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish the purposes for which the Federal award was made, the Federal awarding agency or pass-through entity may terminate the Federal award in its entirety; or

(5) By the Federal awarding agency or pass-through entity pursuant to termination provisions included in the Federal award.

(b) A Federal awarding agency should clearly and unambiguously specify termination provisions applicable to each Federal award, in applicable regulations or in the award, consistent with this section.

(c) When a Federal awarding agency terminates a Federal award prior to the end of the period of performance due to the non-Federal entity's material failure to comply with the Federal award terms and conditions, the Federal awarding agency must report the termination to the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS).

(1) The information required under paragraph (c) of this section is not to be reported to designated integrity and performance system until the non-Federal entity either—

(i) Has exhausted its opportunities to object or challenge the decision, see §200.342; or

(ii) Has not, within 30 calendar days after being notified of the termination, informed the Federal awarding agency that it intends to appeal the Federal awarding agency's decision to terminate.

(2) If a Federal awarding agency, after entering information into the designated integrity and performance system about a termination, subsequently:

(i) Learns that any of that information is erroneous, the Federal awarding agency must correct the information in the system within three business days;

(ii) Obtains an update to that information that could be helpful to other Federal awarding agencies, the Federal awarding agency is strongly encouraged to amend the information in the system to incorporate the update in a timely way.

(3) Federal awarding agencies must not post any information that will be made publicly available in the non-public segment of designated integrity and performance system that is covered by a disclosure exemption under the Freedom of Information Act. If the non-Federal



entity asserts within seven calendar days to the Federal awarding agency who posted the information, that some of the information made publicly available is covered by a disclosure exemption under the Freedom of Information Act, the Federal awarding agency who posted the information must remove the posting within seven calendar days of receiving the assertion. Prior to reposting the releasable information, the Federal agency must resolve the issue in accordance with the agency's Freedom of Information Act procedures.

(d) When a Federal award is terminated or partially terminated, both the Federal awarding agency or pass-through entity and the non-Federal entity remain responsible for compliance with the requirements in §§200.344 and 200.345.

**14. Completion Date:** Unless otherwise authorized in writing by the Bureau, the Subrecipient agency shall commence, carry on, and complete the project as described in the approved Highway Safety Grant Award or Contract by September 30th of the Federal fiscal year for which the project was approved. **The subrecipient agency cannot incur costs after September 30th of the Federal fiscal year for which the project was approved, By federal statute, the Bureau cannot and will not reimburse the Subrecipient agency for costs incurred on or after October 1, of the following Federal fiscal year.**

**15. Audit:** All non-Federal entities that expend \$1,000,000.00 or more of federal awards during the non-federal entity's fiscal year are required to obtain an annual audit in accordance with 2 CFR Part 200.514 Scope of Audit except when it elects to have a program specific audit conducted in accordance with 200.507. Entities expending less than \$1,000,000 in a year are exempt from Federal audit requirements except as noted in 200.503, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities from whom they receive Federal funds), if requested. Grantees are required to **notify the Bureau** when an audit occurs and results in a finding of Federal funds awarded by the Bureau.

**16. Civil Rights Discrimination:** Grantees must adopt a policy and train staff indicating the subrecipient's commitment to assure nondiscrimination in its delivery of services or employment practices to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the subrecipient and/or its contractors. Grantees must inform clients, potential clients, employees and applicants on how to file complaints with both DPS and the subrecipient itself. Posting signs in their facilities or website stating that individuals who feel they have been discriminated against by the grantee may file a complaint with DPS is a good way to get this information out to the public. Also, grantees can provide a link on their website to the BHS website.

Please visit the Department of Public Safety website at [www.maine.gov/dps](http://www.maine.gov/dps) to review the Department of Public Safety civil rights discrimination policies.

## **Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants**

*[Each fiscal year, the Governor's Representative for Highway Safety must sign these Certifications and Assurances affirming that the State complies with all requirements, including applicable Federal statutes and regulations, that are in effect during the grant period. Requirements that also apply to subrecipients are noted under the applicable caption.]*

State: Maine

Fiscal Year: 2025

**By submitting an application for Federal grant funds under 23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58, the State Highway Safety Office acknowledges and agrees to the following conditions and requirements. In my capacity as the Governor's Representative for Highway Safety, I hereby provide the following Certifications and Assurances:**

### **GENERAL REQUIREMENTS**

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### **INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs).

### **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

The State will comply with FFATA guidance, *OMB Guidance on FFATA Subaward and Executive Compensation Reporting*, August 27, 2010, ([https://www.fsrs.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Reporting\\_08272010.pdf](https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)) by reporting to FSRS.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;



- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
  - Unique entity identifier (generated by **SAM.gov**);
- The names and total compensation of the five most highly compensated officers of the entity if:
  - (i) the entity in the preceding fiscal year received—
    - (I) 80 percent or more of its annual gross revenues in Federal awards;
    - (II) \$25,000,000 or more in annual gross revenues from Federal awards; and
  - (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 ([15 U.S.C. 78m\(a\)](#), [78o\(d\)](#)) or section 6104 of the Internal Revenue Code of 1986;
- Other relevant information specified by OMB guidance.

## **NONDISCRIMINATION**

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

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 *et seq.*), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the

Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);

- *Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)* (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37 and 38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

## **GENERAL ASSURANCES**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.



## SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:  
*“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) <sup>11</sup> in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or

structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

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

The State will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;



3. Any available drug counseling, rehabilitation, and employee assistance programs;
4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  1. Abide by the terms of the statement;
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
  1. Taking appropriate personnel action against such an employee, up to and including termination;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

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

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

#### **CERTIFICATION REGARDING FEDERAL LOBBYING**

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

#### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **RESTRICTION ON STATE LOBBYING**

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

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

#### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

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

#### **INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an



erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

**INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.



5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS**

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

## **BUY AMERICA**

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

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

## **CERTIFICATION ON CONFLICT OF INTEREST**

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

### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

### **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in



organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

**PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**  
**(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**POLICY ON SEAT BELT USE**

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

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

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

## **SECTION 402 REQUIREMENTS**

1. To the best of my personal knowledge, the information submitted in the annual grant application in support of the State's application for a grant under [23 U.S.C. 402](#) is accurate and complete.
2. The Governor is the responsible official for the administration of the State highway safety program, by appointing a Governor's Representative for Highway Safety who shall be responsible for a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. ([23 U.S.C. 402\(b\)\(1\)\(A\)](#))
3. At least 40 percent of all Federal funds apportioned to this State under [23 U.S.C. 402](#) for this fiscal year will be expended by or on behalf of political subdivisions of the State in carrying out local highway safety programs ([23 U.S.C. 402\(b\)\(1\)\(C\)](#)) or 95 percent by and on behalf of Indian tribes ([23 U.S.C. 402\(h\)\(2\)](#)), unless this requirement is waived in writing. (This provision is not applicable to the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.)
4. The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. ([23 U.S.C. 402\(b\)\(1\)\(D\)](#))
5. As part of a comprehensive program, the State will support a data-based traffic safety enforcement program that fosters effective community collaboration to increase public safety, and data collection and analysis to ensure transparency, identify disparities in traffic enforcement, and inform traffic enforcement policies, procedures, and activities. ([23 U.S.C. 402\(b\)\(1\)\(E\)](#))
6. The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including:



- Participation in the National high-visibility law enforcement mobilizations as identified annually in the NHTSA Communications Calendar, including not less than 3 mobilization campaigns in each fiscal year to—
    - Reduce alcohol-impaired or drug-impaired operation of motor vehicles; and
    - Increase use of seat belts by occupants of motor vehicles;
  - Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
  - An annual statewide seat belt use survey in accordance with 23 CFR part 1340 for the measurement of State seat belt use rates, except for the Secretary of Interior on behalf of Indian tribes;
  - Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
  - Coordination of triennial Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(a); and
  - Participation in the Fatality Analysis Reporting System (FARS), except for American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, or the United States Virgin Islands
7. The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j))
  8. The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system, except in a work zone or school zone. (23 U.S.C. 402(c)(4))

**I understand that my statements in support of the State's application for Federal grant funds are statements upon which the Federal Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.**

## **ADA Highlights – Title II State and Local Government Services**

### **I. Who is covered by Title II of the ADA**

- The title II regulation covers “public entities.”
- “Public entities” include any State or local government and any of its departments, agencies, or other instrumentalities.
- All activities, services, and programs of public entities are covered, including activities of State legislatures and courts, town meetings, police and fire departments, motor vehicle licensing, and employment.

Unlike section 504 of the Rehabilitation Act of 1973, which only covers programs receiving Federal financial assistance, title II extends to all activities of State and local governments whether or not they receive Federal funds.

- Private entities that operate public accommodations, such as hotels, restaurants, theaters, retail stores, dry cleaners, doctors’ offices, amusement parks, and bowling alleys, are not covered by title II but are covered by title III of the ADA and the Department’s regulation implementing title III.
- Public transportation services operated by State and local governments are covered by regulations of the Department of Transportation.

DOT’s regulations establish specific requirements for transportation vehicles and facilities, including a requirement that all new busses must be equipped to provide services to people who use wheelchairs.

### **II. Overview of Requirements**

- State and local governments --

May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.

For example, a city may not refuse to allow a person with epilepsy to use parks and recreational facilities.

Must provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.

Must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless “necessary” for the provisions of the service, program or activity.

Requirements that tend to screen out individuals with disabilities, such as requiring a driver’s license as the only acceptable means of identification, are also prohibited.

Safety requirements that are necessary for the safe operation of the program in question, such as requirements for eligibility for drivers’ licenses, may be imposed if they are based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.

Are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.

For example, a city office building would be required to make an exception to a rule prohibiting animals in public areas in order to admit guide dogs and other service animals assisting individuals with disabilities.

Must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.

May provide special benefits, beyond those required by the regulation, to individuals with disabilities.

May not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters.

Shall operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

### III. "Qualified Individuals with Disabilities"

- Title II of the Americans with Disabilities Act provides comprehensive civil rights protections for "qualified individuals with disabilities".
- An "individual with a disability" is a person who –

Has a physical or mental impairment that substantially limits a "major life activity", or

Has a record of such an impairment, or

Is regarded as having such an impairment.

- Examples of physical or mental impairments include, but are not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Homosexuality and bisexuality are not physical or mental impairments under the ADA.
- "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.
- "Qualified" individuals.

A "qualified" individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity.

The "essential eligibility requirements" will depend on the type of service or activity involved. For some activities, such as where the public entity provides information to anyone who requests it, the "essential eligibility requirements" would be minimal.

### IV. Program Access

- State and local governments –

Must ensure that individuals with disabilities are not excluded from services, program, and activities because buildings are inaccessible.

Need not remove physical barriers, such as stairs, in all existing buildings, as long as they make their programs accessible to individuals who are unable to use an inaccessible existing facility.

Can provide the services, programs, and activities offered in the facility to individuals with disabilities through alternative methods, if physical barriers are not removed, such as – Relocating a service to an accessible facility, e.g., moving a public information office from the third floor to the first floor of a building.

Providing an aide or personal assistant to enable an individual with a disability to obtain the service.

Providing benefits or services at an individual's home, or at an alternative accessible site.

May not carry an individual with a disability as a method of providing program access, except in "manifestly exceptional" circumstances.

Are not required to take any action that would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens. However, public entities must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

## V. Integrated Programs

- Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disabilities Act.
- Public entities may not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.
- Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program.

For example, it would not be a violation for a city to offer recreational programs specially designed for children with mobility impairments, but it would be a violation if the city refused to allow children with disabilities to participate in its other recreational programs.

- State and local governments may not require an individual with a disability to accept a special accommodation or benefits if the individual chooses not to accept it.

## VI. Communications

- State and local governments must ensure effective communication with individuals with disabilities.
- Where necessary to ensure that communications with individuals with hearing, vision, or speech impairments are as effective as communications with others, the public entity must provide appropriate auxiliary aids.
- "Auxiliary aids" include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, Brailled materials, and large print materials.

A public entity may not charge an individual with a disability for the use of an auxiliary aid.

- Telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.
- Public entities are not required to provide auxiliary aids that would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens. However, public entities must still furnish another auxiliary aid, if available, that does not result in a fundamental alteration or undue burden.

## VII. New Construction and Alterations

- Public entities must ensure that newly constructed building and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between two technical standards for accessible design: The Uniform Federal Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the Americans with Disability Act Accessibility Guidelines, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by title II.

## VIII. Enforcement

- Private parties may bring lawsuits to enforce their rights under title II of the ADA. The remedies available are the same as those provided under section 504 of the Rehabilitation Act of 1973. A reasonable attorney's fee may be awarded to the prevailing party.
- Individuals may also file complaints with appropriate administrative agencies. The regulation designates eight Federal agencies to handle complaints filed under title II.



Complaints may be filed with any Federal agency that provides financial assistance to the program in question, or with the Department of Justice, which will refer the complaint to the appropriate agency.

#### IX. Complaints

- Any individual who believes that he or she is a victim of discrimination prohibited by the regulation may file a complaint. Complaints on behalf of classes of individuals are also permitted.
- Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant's name and address and describe the public entity's alleged discriminatory action.
- Complaints may be sent to --

Coordination and Review Section

Civil Rights Division

U.S. Department of Justice

P.O. Box 66118

Washington, DC 20035-6118

- Complaints may also be sent to agencies designated to process complaints under the regulation, or to agencies that provide Federal financial assistance to the program in question.

#### X. Designated Agencies

The following agencies are designated for enforcement of title II for components of State and local governments that exercise responsibilities, regulate, or administer services, programs, or activities in the following functional areas --

1. Department of Agriculture: Farming and raising of livestock, including extension services.
2. Department of Education: Education systems and institutions (other than health-related schools), and libraries.
3. Department of Health and Human Services: Schools of medicine, dentistry, nursing, and other health-related schools; health care and social service providers and institutions, including "grass-roots" and community services organizations and programs; and preschool and daycare programs.
4. Department of Housing and Urban Development: State and local public housing, and housing assistance and referral.
5. Department of Interior: Lands and natural resources, including parks and recreation, water and waste management, environmental protection, energy, historic and cultural preservation, and museums.
6. Department of Justice: Public safety, law enforcement, and the administration of justice, including courts and correctional institutions; commerce and industry, including banking and finance, consumer protection, and insurance; planning, development and regulation (unless otherwise assigned); State and local government support services; and all other government functions not assigned to other designated agencies.
7. Department of Labor: Labor and the work force.
8. Department of Transportation: Transportation, including highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver licensing.

## XI. Technical Assistance

- The ADA requires that the Federal agencies responsible for issuing ADA regulations provide “technical assistance”.
- Technical assistance is the dissemination of information (either directly by the Department or through grants and contracts) to assist the public, including individuals protected by the ADA and entities covered by the ADA, in understanding the new law.
- Methods of providing information include, for example, audio-visual materials, pamphlets, manuals, electronic bulletin boards, checklists, and training.
- The Department issued for public comment on December 5, 1990, a government- wide plan for the provision of technical assistance.

The Department’s efforts focus on raising public awareness of the ADA by providing –

Fact sheets and pamphlets in accessible formats,

Speakers for workshops, seminars, classes, and conferences, An

ADA telephone information line, and

Access to ADA documents through an electronic bulletin board for users of personal computers.

- The Department has established a comprehensive program of technical assistance relating to public accommodations and State and local governments.

Grants will be awarded for projects to inform individuals with disabilities and covered entities about their rights and responsibilities under the ADA and to facilitate voluntary compliance.

The Department will issue a technical assistance manual by January 26, 1992, for individuals or entities with rights or duties under the ADA.

For additional information, contact:

Office on the Americans with Disabilities Act

Civil Rights Division

U.S. Department of Justice

P.O. Box 66118

Washington, DC 20035-6118

(202) 514-0301 (voice)

(202) 514-0383 (TDD)

(202) 514-6193 (Electronic Bulletin Board).

This document may be made available in alternate formats.

### **Policy Guidance Concerning Recipients’ Responsibilities for Limited English Proficient Persons**

The National Highway Traffic Safety Administration (NHTSA) is committed to working with its recipients of federal assistance to comply with all applicable Civil Rights mandates. To this end, the NHTSA Office of Civil Rights (OCR) reissued guidance provided by the U.S. Department of Transportation (DOT) entitled, “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (DOT LEP Guidance), which was first reprinted in the Federal Register, December 14, 2005 (Volume 70, Number 239).

Each federal agency that extends federal financial assistance is required to issue guidance clarifying the obligation of their recipients to ensure meaningful access by LEP persons to their federally assisted programs and activities. As a result, the Maine Bureau of Highway Safety received this re-issuance, which will assist in complying with Title VI of the Civil Rights Act of 1964 (Title VI) and the regulations promulgated there under, as well as with Presidential Executive Order 13166, reprinted at 65 FR 50121 (August 16, 2000).

In furtherance of this compliance obligation, the NHTSA OCR is requested that each Governor's Representative distribute the DOT LEP Guidance to each of its sub-recipients of federal financial assistance. The obligations under Title VI do not cease with the NHTSA grantee; instead, this obligation extends to all levels of sub-recipients receiving the federal assistance.

The DOT LEP Guidance discusses the value and possible format of written language assistance plans, options for identifying language services and ensuring competency of interpretation and translation services, and examples of language access services "best practices" which have been implemented by DOT agencies and recipients. Additional guidance and other helpful materials, including examples of recently developed judicial policies and procedures on language assistance, are also available on the Department of Justice (DOJ) LEP website, [www.lep.gov](http://www.lep.gov). Please do not hesitate in contacting Eugene Peterson, the NHTSA OCR Compliance Officer, at (202) 366-9976 if you have any questions regarding this re-issuance.

## State of Maine Service Providers

### Compliance with Americans with Disabilities Act of 1990

1. Is your agency/organization/business in compliance with the Americans with Disabilities Act requirements that mandate equal access to services, programs, and activities for individuals with disabilities?

☒ Yes

☐ No

2. Is your agency/organization/business in compliance with the Americans with Disabilities Act requirements that mandate equal access to services, programs, and activities for individuals with disabilities?

☒ Yes

☐ No

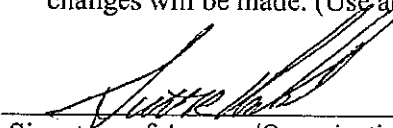
If no, please list anticipated modifications of policies, procedures and practices and dates of implementation. (Use additional sheets, if necessary).

3. Is your agency/organization/business in compliance with the Americans with Disabilities Act requirements of structural accessibility?

☒ Yes

☐ No

If no, please list the specific structural changes needed to make your service, programs and activities accessible to people with disabilities. Also, please list the dates by which these changes will be made. (Use additional sheets, if necessary).

  
Signature of Agency/Organization Director or Business Owner

3/5/2025  
Date

Name and Address of Agency/Organization/Business:

Franklin County Sheriff's Office

123 County Way

Farmington, ME 04238

Telephone/TDD Numbers:

207-778-2680

To assist you in completing this form, please refer to the following "Appendix N – ADA Highlights" and/or call DPS's ADA Coordinator at the Licensing and Inspection Unit – Fire at 207-624-8744

**Please email this completed Application for Highway Safety Funds to:**

[bhsgrant.mdps@maine.gov](mailto:bhsgrant.mdps@maine.gov)

**Submit**

## Haywood Associates Incorporated

dba TransCOR Info Technologies

124 Jewett Street  
Georgetown, MA 01833

Voice: (978) 352-3100  
Fax: (978) 352-9199

# QUOTATION

Quote Number: 25-0128

Quote Date: Feb 4, 2025

Page: 1

### Quoted To:

Franklin County ME Sheriff's Office  
123 County Way  
Farmington, ME 04938

Customer ID		Good Thru	Payment Terms	Sales Rep	
FRA06		3/6/25	Net 25 Days	RJD/DSV	
Quantity	Item	Description		Unit Price	Amount
1.00	COMMENT A	ATTN: Gerald Maccione EM: GMaccione@franklincountymaine.gov TEL:			

1.00	COMMENT M1-E	REF: Maine Dept of Public Safety Agreement #MA 18P 150805-024 thru 12/31/2027 Master Agreement Terms & Conditions		
1.00	COMMENT	Budgetary Quote for Printer Replacements		
9.00	BR-PJ823	Brother PocketJet 8 300 dpi Thermal Printer with USB-C (Only Includes the printer. Requires power, USB cable, and printing supplies.)	459.38	4,134.38
9.00	BR- LBX110001	USB Cable Type A to C, 10 ft	21.88	196.88
9.00	BR-LB3692	Car Adapter - Wired - 14 Foot Length for Ruggedjet4 , PocketJet PocketJet 3, 6, & 7 [205578]	23.63	212.67
9.00	BR-LB3663	Brother (Pentax) 100' Standard Perforated Roll Paper 6 Pack, 7.5 Lbs., 7 Year Archiveability [205495]	65.63	590.63
9.00	S & H	Shipping & Handling	14.00	126.00
Subtotal			5,260.56	
Sales Tax				
<b>TOTAL</b>			<b>5,260.56</b>	



## SUBGRANT RECORD

SUBGRANTEE: Franklin County Sheriff's Department  
 PROJECT TITLE: 2025 Maine eCitation Printer Equipment

SUBGRANT #: TR25-043  
 COORDINATOR: Nathan McLaughlin

	Subgrantee	Project Director	Fiscal Officer
Name	Franklin County Sheriff's Department	Gerald Maccione	Jamie Sullivan
Address 1	123 COUNTY WAY	123 County Way	140 Main Street
Address 2			Suite 3
City	FARMINGTON	Farmington	Farmington
State & Zip Code	ME 04938	ME 04938-	ME 04938-
Phone Number		(207) 578-4409	(207) 860-4264
Fax Number			
E-Mail Address		gmaccione@franklincountymaine.gov	jsullivan@franklincountymaine.gov

Approved: 05/12/2025 Start: 05/12/2025 End: 09/30/2025 Last Monitored: Audited: Closed:

## AWARD INFORMATION

yr	prog# / psp# / task#	federal funds	match funds	award total	p/t %	pass thru \$	federal spent	match spent	funds drawn	federal disb.
2022	310 / 2025-25TR / 2	\$5,134.56	\$1,283.64	\$6,418.20	100%	\$5,134.56	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$5,134.56</b>	<b>\$1,283.64</b>	<b>\$6,418.20</b>	<b>100%</b>	<b>\$5,134.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Original Federal Amount: \$5,134.56

Report Category: TR043

Latest Federal Voucher:

☐ Continuation? Prior Subgrant #:

Voucher Date: Period: to

	Budget		Cumulative Exp. Thru		Balance Remaining	
	Federal	Match	Federal	Match	Federal	Match
Personal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,134.56	\$1,283.64	\$0.00	\$0.00	\$5,134.56	\$1,283.64
<b>Total</b>	<b>\$5,134.56</b>	<b>\$1,283.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,134.56</b>	<b>\$1,283.64</b>



Janet T. Mills  
Governor

STATE OF MAINE  
Department of Public Safety  
*Bureau of Highway Safety*  
164 State House Station  
Augusta, Maine  
04333-0164



Michael J. Sauschuck  
Commissioner

Lauren V. Stewart  
Director

October 1, 2024

**RE: FFY2025 Maine eCitation Printer Accessibility Project**

Dear Law Enforcement Partner:

The Bureau of Highway Safety has established a subrecipient purchase procedure for equipment which complies with the applicable State and NHTSA regulations and describes allowable and unallowable equipment purchases as specified by the Federal regulations.

All equipment purchased in whole or in part with NHTSA funds shall be inventoried and tracked by the subrecipient and the Bureau of Highway Safety. **The subrecipient shall be required to tag equipment to indicate that the item was acquired with traffic safety funds.** Subrecipients shall be responsible for developing tagging procedures.

When equipment has a value of \$10,000.00 or more, it is considered "major equipment" and is defined by NHTSA as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000.00 or more per unit. The Bureau of Highway Safety follows the State of Maine equipment procedures which requires tracking of all equipment, even that considered small or attractive assets. Equipment must be preapproved by the Bureau prior to purchase and the valuation shall consider the unit cost for equipment to be the unit's purchase price plus any accessories necessary to make the equipment operational for its intended purpose.

The National Highway Traffic Safety Administration (NHTSA) regulations regarding the use, management and disposition of grant-funded equipment specify that the State and its subrecipients manage and dispose of (if necessary) equipment acquired under the Federal highway safety grant program in accordance with all applicable State laws and procedures.

Equipment shall be used by the subrecipient for the purpose for which it was acquired for as long as needed, whether the program continues to be supported by Federal funds. When no longer needed for the original purpose or program, the equipment may be used in other

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traffic safety activities. If it is determined that the equipment is no longer needed for the purpose acquired or any other traffic safety purpose, the Bureau Director will determine at that time whether the subrecipient will continue to keep the equipment in their possession or turn it over to the Bureau of Highway Safety. **Subrecipients must contact the Bureau prior to disposing of any equipment (regardless of value) for pre-approval.**

Please read the "Terms and Conditions" section of the BHS grant application, represented here in-part, as follows:

**1. Property and Equipment (200.313)**

- a) **Maintenance and Inventory:** The subrecipient agency shall maintain and inventory all property and equipment purchased under this contract and make that inventory available for periodic inspection by the Bureau.
- b) **Utilization:** The property and equipment purchased under this contract must be utilized by the subrecipient agency for the sole purpose of furthering the traffic safety efforts of the subrecipient agency for the entire useful life of the property or equipment.
- c) **Non-expendable Property:** Non-expendable property is defined as property or equipment having a value of \$10,000.00 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Bureau. Equipment with a value greater than \$4,999.99 cannot be purchased without special permission in writing from the Bureau.

**Prohibition on certain telecommunications and video surveillance services or equipment: §200.216**

- (a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
  - (1) Procure or obtain.
  - (2) Extend or renew a contract to procure or obtain; or
  - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video

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surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

### **Additional Equipment Management - §200.313**

(d) *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be conducted, and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

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(5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) *Disposition*. When original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or

previously supported by a federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

(1) Items of equipment with a current per unit fair market value of \$10,000.00 or less may be retained, sold or otherwise disposed of with no further responsibility to the Federal awarding agency.

(2) Except as provided in §200.312(b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value more than \$10,000.00 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$1,000.00 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(3) The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

### **Domestic preferences for procurements - §200.322**

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

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(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Please read this document in its entirety, then record the serial number of your unit(s) in the space below, sign, date and return this document to the Bureau at:

[bhsgrant.mdps@maine.gov](mailto:bhsgrant.mdps@maine.gov).

Vendor:
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Commissioner

Lauren V. Stewart  
Director

Date: \_\_\_\_\_

Police Department/Agency: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Thank you for partnering with us to increase traffic safety in  
Maine.

Sincerely,

Lauren V. Stewart, Director

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# **Personal Vehicle Use for Business Policy**

Effective Date: June 5, 2025

## **Purpose**

This policy establishes the conditions under which employees may use their personal vehicles for county business. It is designed to ensure safety, legal compliance, liability protection, and reimbursement procedures consistent with Maine state law and applicable federal regulations.

## **Scope**

This policy applies to all employees who use a privately owned vehicle (POV) to conduct business on behalf of Franklin County whether regularly or occasionally.

## **Authorization**

Employees must receive prior written authorization from their supervisor or department head before using a personal vehicle for any business-related purpose.

## **Permitted Use**

Personal vehicles may only be used for approved business activities, including:

- Traveling between work sites
- Attending off-site meetings, trainings, or conferences
- Transporting business materials or equipment (with authorization only)

Not Permitted:

- Daily commuting between home and a regular worksite (unless specifically approved)
- Personal errands combined with business travel (without prior approval)

## **Driver and Vehicle Requirements**

To be eligible to drive a personal vehicle for business use, employees must:

- Hold a valid U.S. driver's license
- Maintain an inspected and registered vehicle in accordance with Maine law
- Carry automobile liability insurance that meets or exceeds Maine's minimum requirements:
  - \$50,000 for bodily injury per person
  - \$100,000 for bodily injury per accident
  - \$25,000 for property damage
- Maintain a clean driving record
- For safety, liability, and operational reasons, employees are not permitted to use motorcycles, mopeds, scooters, or any other two-wheeled motorized vehicles for county business under any circumstances.

Proof of the following must be provided upon request per the schedule below:

- |                        |                |
|------------------------|----------------|
| • Driver's license     | Annually       |
| • Proof of insurance   | Every 6 months |
| • Vehicle registration | Annually       |
| • Inspection sticker   | Annually       |

## **Vehicle Condition**

Employees must ensure their vehicle is:

- Safe, operable, and properly maintained
- Equipped with functional safety equipment (brakes, lights, tires, etc.)
- Free of known mechanical issues that could affect safe operation

## **Mileage Reimbursement**

Employees will be reimbursed for business-related mileage at the IRS Standard Mileage Rate. This rate covers all vehicle-related expenses, including:

- Fuel
- Maintenance and repairs
- Depreciation
- Insurance



#### Reimbursement Procedure:

- A. Use the county's mileage log or reporting system
- B. Include date, start/end locations, business purpose, and miles traveled
- C. Submit mileage logs monthly (by the [day] of each month)
- D. Supervisor approval is required

#### Accidents and Incidents

If an accident occurs during business use:

- Call 911 if there are any injuries and/or significant damage
- Notify your personal auto insurer
- Report the incident to your manager and HR within 24 hours
- Provide a copy of the police report and insurance claim if requested
- The employee's personal auto insurance is the primary coverage. The company may provide secondary coverage only in specific, pre-approved circumstances.

#### Legal Compliance

This policy complies with:

- Maine Title 29-A (Motor Vehicle Laws)
- Maine Workers' Compensation Act (Title 39-A) — applicable if injury occurs during approved business travel
- Internal Revenue Code §162 — governing business expense reimbursement
- Fair Labor Standards Act (FLSA) — as it relates to compensable travel time

#### Liability and Responsibilities

Employees are responsible for:

- Paying any fines or penalties related to vehicle use (e.g., parking tickets, traffic violations)
- Reporting changes to license status, insurance, or vehicle condition
- Ensuring no unauthorized passengers or personal business is conducted during reimbursed travel

The county assumes no responsibility for:

- Damage to an employee's vehicle
- Loss or theft of personal property
- Increases in insurance premiums

### **Disciplinary Action**

Non-compliance with this policy may result in:

- Revocation of approval to use a personal vehicle for work
- Disciplinary action up to and including termination

### **Acknowledgment**

All employees using a personal vehicle for business must sign the acknowledgment form below before beginning such use.

### ***Employee Acknowledgment***

*I acknowledge that I have read and understood the Personal Vehicle Use Policy. I agree to comply with the requirements as outlined.*

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_