

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County EOC, 120 County Way, Farmington

DATE AND TIME: February 24, 2026 @ 10:00 AM

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.

ABATEMENY APPEAL HEARINGS:

10:00 a.m.

NOTICE OF TAX ABATEMENT APPEAL HEARING IN THE MATTER OF: *Petitioners Robert Tabor and Kathleen Lynch v. Respondent Town of Phillips*

11:00 a.m.

NOTICE OF TAX ABATEMENT APPEAL HEARING IN THE MATTER OF: *Petitioner Noreen R. Nemi v. Respondent State of Maine, Maine Revenue Service, Property Tax Division – Unorganized Territories*

12:30 p.m.

NOTICE OF TAX ABATEMENT APPEAL HEARING IN THE MATTER OF: *Petitioner Jennifer McCoy v. Respondent Town of Kingfield*

RECOGNITION:

APPOINTMENTS:

NEW BUSINESS:

1. Administrator's Report
2. Minutes
3. Treasurer's Report
4. Opioid Settlement Committee – Application
5. Road Posting – UT

6. Bureau of Highway Safety Grant – Sheriff’s Office

OLD BUSINESS:

MISCELLANEOUS:

WARRANTS: County AP, TIF, Payroll, & UT

ADJOURNMENT:

Meeting Packets are available to view by clicking on the link below:

[Agendas & Minutes - Franklin County, Maine \(franklincountymaine.gov\)](http://franklincountymaine.gov)

**County Commissioner’s Meeting
Agenda Discussion and Analysis
February 24, 2026**

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RECOGNITION:

APPOINTMENTS:

NEW BUSINESS:

Administrator’s Report

- The County has made an offer of employment to Shawn O’Leary as our new HR Director. His first day was February 11, 2026.
- Franklin Home Services repaired a leak in the bathroom at the Courthouse.
- I have met with the Department Heads to begin preparing the for the FY27 Budget.
- The Bureau of Labor statistics indicated that the CPI for Northeast Region increased to 3.3% as of December 31, 2025 over December 2024. In the Salary

Structure this is the indicator for the COLA for non-union employees. The Board will need to make a decision regarding the COLA increase at the next meeting.

Recommendation: Motion to accept the Administrator's Report.

Recommendation: Motion to approve the hiring of Steve O'Leary for the HR Director Position

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

Recommendation: Motion to approve February 3rd and February 10th Minutes.

Treasurer's Report: Included in the Packet

Recommendation: Motion to accept the Treasurer's Report.

Opioid Settlement Committee – Application Approval

Comments: The Opioid Settlement Committee met last week to review the two applications for funding. The committee recommends the following allocations for approval by the County Commissioners:

- Family Focused Yoga – Recovery Center yoga sessions - \$4,675
- Access Direct Recovery – Call Center for individuals suffering from substance abuse disorder - \$21,600.

Sue Pratt will be present at the meeting to answer any questions the Commissioners may have.

Recommendation: Motion to Approve the recommended applicant submitted by the Committee

Road Posting – UT

Comments: Due to the recent warm weather and already visible frost heaves and mud, the County Administrator and Road Supervisor recommend posting the roads in the UT. Last year roads were posted on or about March 4, 2025.

Recommendation: Motion to authorize the Road Supervisor to post the roads when the surrounding towns roads are being posted.

Bureau of Highway Safety Grant – Sheriff’s Office

Comments: The Sheriff’s office is seeking approval to apply for a Bureau of Highway Safety Grant. The grant would fund 200 hours of focused speed enforcement between the date of the award and September 15, 2026, targeting Routes 2, 4, and 27 and several towns including Carthage, Industry, New Vineyard, Phillips, and Strong. The goal is to reduce speed-related crashes throughout Franklin County.

The grant reimburses up to \$16,232 for overtime and fringe benefits. The required 20% match will be met through documented administrative time and coordinated patrol efforts.

Recommendation: Motion to approve Sheriff’s office to apply for a Bureau of Highway Safety Grant.

OLD BUSINESS:

MISCELLANEOUS:

PAM PRODAN, TREASURER – Report February 24, 2026, Franklin County Commissioners mtg.

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

General Fund Operating Cash \$2,546,007.00

General Fund Payroll Cash \$143,509.15

General Fund CDARS \$0.00

ARPA Fund Cash N/A

UT General Fund Cash N/A

UT General Fund CDARS \$0.00

UT TIF Fund Cash \$2,499,158.08

UT TIF CDARS: \$0.00

Interest rates

General Fund Operating Cash 3.25% as of 12/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

ARPA Fund Cash 2.65% as of 12/31/2025 invested w/ Intrafi Cash Service at Frankin Savings

UT General Fund Cash 3.25% as of 12/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF Fund Cash 3.25% as of 12/31/2025 invested w/Intrafi Cash Service at Androscoggin Savings

UT TIF CDARS 3.77796% maturity date of 1/29/2026 invested at Androscoggin Savings

Town Tax Payments

The second payment of a municipality's County Tax of fifty percent (50%) is due on or before February 1, 2026. A total of \$4,814,251.00 will be due. Interest will begin April 1, 2026. See next page for the current payments.

Warrants

AP Warrants for signatures 2/24/2026 (warrants not finalized at the time of this writing)

AP County Warrant \$138,669.95

AP UT Warrant \$

AP UT TIF Warrant \$

AP ARPA Warrant \$

Payroll Warrants \$242,479.47 ck date 2/19/2026

County Taxes 2nd Half FY 26 paid as of 02-19-2026 by municipalities of Franklin County:

AVON	\$45,432.00	
CARRABASSETT VALLEY	\$1,000,377.00	1/29/2026
CARTHAGE	\$70,579.50	2/17/2026
CHESTERVILLE	\$125,216.50	1/23/2026
COPLIN PLANTATION	\$47,238.50	2/19/2026
DALLAS PLANTATION	\$160,853.50	1/27/2026
EUSTIS	\$198,540.00	1/13/2026
FARMINGTON	\$603,123.00	1/27/2026
INDUSTRY	\$111,114.50	1/13/2026
JAY	\$338,345.00	2/17/2026
KINGFIELD	\$146,508.50	1/15/2026
NEW SHARON	\$108,752.50	1/23/2026
NEW VINEYARD	\$97,186.00	2/9/2026
PHILLIPS	\$98,019.50	
RANGELEY	\$676,064.50	2/19/2026
RANGELEY PLANTATION	\$244,736.50	
SANDY RIVER PLANTATION	\$168,148.00	1/29/2026
STRONG	\$98,575.50	1/22/2026
TEMPLE	\$45,362.50	12/15/2025
WELD	\$129,002.50	1/29/2026
WILTON	\$301,075.50	1/22/2026
TOTAL DUE ON 2ND PMT	\$4,814,251.00	
TOTAL paid by 2/19/2026	\$4,426,063.00	
OUTSTANDING 2/19/2026	\$388,188.00	

Opioid Settlement Committee

2/24/26

The committee considered 2 applications.

Recommendations to move forward to the County Commissioners as follows:

Family Focused Yoga- Previous award rejected due to error

New Applicate recommended to fund at a level of \$4,675

Access Direct Recovery- Recommended for funding at a level of \$21,600.

If both applications are approved the balance of the Opioid Grant is as outlined on the spreadsheet provided.

Respectfully submitted,

Susan Pratt

Franklin County Opioid Settlement Application for Funding

The Franklin County Commissioners and the Opioid Settlement Committee are accepting applications. This funding opportunity will advance Franklin County's overall goal of reducing opioid related incidence and death by strengthening and expanding services and programs in 4 pillars: *prevention, harm reduction, treatment and recovery.*

This application will remain open. Submitted responses will be reviewed and scored in January, April, July, and October of each year. All applicant organizations will receive formal notification regarding the outcome of their submission, regardless of whether or not funding is awarded.

From the time the RFP is issued until award notification is made, all contact regarding the RFP must be made through the RFP designated point of contact: Sue Pratt at SPratt@franklincountymaine.gov. No other Franklin County Opioid Settlement Committee member/ County employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the Opioid Settlement Committee's discretion.

Instructions for uploading attachments:

1. When prompted, follow the link that brings you to the form.
2. Download a copy of the form to your computer.
3. Complete and save the form.
4. Upload your completed copy of the form to the correct section.

Email *

info@familyfocusedyoga.com

Applicant Information

Organization Name *

Family Focused Yoga

Project Title *

Yoga In the Community for Wellness & healing

Federal Tax ID # *

Waiting for number, just filed.

Mailing Address *

247 Seminole Dr

City *

Wilton

State *

Maine

Zip Code *

04294

Phone Number *

207-591-5346

Website

FamilyFocusedYoga.com

Project Contact Name and Title *

Jennifer Stone |owner

Email *

info@familyfocusedyoga.com

Authorized Representative Name and Title *

Jennifer Stone

Authorized Representative Signature *

Jennifer Stone

Signature Date *

12/23/25

Organization Information

Lead Organization Description (briefly provide an overview of your organization) (200-word count) *

Family Focused Yoga is a community-centered wellness organization dedicated to supporting individuals and families through accessible, inclusive, and trauma-informed yoga and mindfulness practices. Rooted in connection, compassion, and empowerment, our programs are designed to meet people exactly where they are—physically, emotionally, and mentally.

We specialize in offering yoga, breathwork, guided meditation, and sound-based relaxation in community settings, including schools, senior centers, wellness spaces, and local organizations. Our approach emphasizes nervous system regulation, body awareness, and gentle movement as tools for healing and resilience. All classes are adaptable for all bodies and abilities, with options including chair yoga, traditional mat practices, and mindfulness-only experiences.

Family Focused Yoga recognizes that stress, trauma, and chronic overwhelm can disconnect individuals from their bodies and sense of safety. Through consistent, supportive practices, we help participants rebuild trust in themselves, develop healthy coping strategies, and create new pathways for managing stress, pain, and emotional challenges. Our mission is to foster a sense of belonging, calm, and self-efficacy—supporting long-term well-being for individuals and strengthening the health of the broader community.

Short Bios of Project Personnel (including qualifications) (50-word count - resumes can be attached) *

Jenn Stone, founder of Family Focused Yoga, is a certified yoga instructor with experience in trauma-informed practices, mindfulness, and community wellness. She leads weekly 10-week high school programs and monthly adult recovery classes, fostering physical, mental, and emotional well-being as a preventive and healing support.

Please upload resumes of project director and key staff here. *

2023 Resume - J...

↓ Add file

Please describe your previous relevant grant experiences and how it relates to the current work, including successes throughout those experiences. *

I just worked for grants. Never wrote one as you can tell as I needed to fix some mistakes.

Project Narrative

Project Description (1000-work count)

Make sure to include

- *Overview of Project*
- *Goals and Objectives*
- *Describe how your project aligns with the Governor's Opioid Strategic Plan.*
- *Describe how this program/project will serve constituents in Franklin County, anticipated # of individuals reached or served and describe how this project will interface with existing organizations addressing this issue.*

Family Focused Yoga's Mindful Pathways for Healing and Prevention project is an evidence-informed, community-centered initiative that brings trauma-sensitive yoga and mindfulness practices to young people and adults in recovery throughout Franklin County. We will deliver two 10-week after-school yoga sessions for high school students and monthly yoga and mindfulness classes at the Farmington Recovery Center, continuing an existing partnership where classes have previously been offered but halted due to funding. Our offerings include gentle movement, breathwork, guided meditation, body awareness education, and nervous-system regulation techniques designed to support emotional regulation, resilience, and healthy coping skills. The project invites students and adults to connect with their bodies in safe, nonjudgmental spaces — strengthening self-awareness, reducing stress, and building new pathways for coping and healing.

These programs intentionally meet participants where they are in their wellness journey. For youth, this work integrates into after-school settings to promote protective factors before substance use begins. For adults engaging in recovery, the classes act as complementary support — enhancing treatment, fostering community connection, and bolstering self-efficacy in ongoing healing. Both components are grounded in trauma-informed principles: empowerment, choice, safety, trust, and collaboration.

Goals and Objectives

Overall, Mindful Pathways for Healing and Prevention aims to enhance physical and mental well-being, reduce risk factors associated with substance use initiation, and strengthen supportive community connections for individuals at pivotal points in life.

Goal 1 – Foster Resilience and Healthy Coping in Youth

Objective 1.1: Provide two 10-week after-school yoga and mindfulness series reaching at least 20 high school students (10 per series) in Franklin County.

Objective 1.2: Improve students' self-reported stress management skills and body awareness, as measured by pre- and post-program surveys.

Objective 1.3: Reduce risk for substance misuse by supporting regulation of the nervous system and social connection through consistent community practice.

Goal 2 – Support Recovery and Well-Being for Adults

Objective 2.1: Offer 12 monthly yoga & mindfulness classes at the Farmington Recovery Center, anticipating 60 adult participants (average 5 per class) during the project year.

Objective 2.2: Enhance participants' recovery support networks by building consistent connections and providing tools for self-care that complement clinical and peer supports.

Objective 2.3: Increase participants' self-reported emotional regulation, stress tolerance, and sense of community.

Goal 3 – Strengthen Community Collaboration

Objective 3.1: Deepen partnerships with schools, recovery providers, and local nonprofits to co-promote access and referral to yoga and mindfulness programming.

Objective 3.2: Engage community stakeholders in feedback and evaluation activities to refine future wellness programming and expand reach.

Alignment with the Governor's Opioid Strategic Plan

This project directly advances key priorities in the Maine Opioid Response Strategic Action Plan (2023–2025) by addressing Prevention (Priority B), Recovery (Priority H), and local community-based solutions that reduce stigma and support resilience across the lifespan. The plan emphasizes reducing the percentage of individuals who develop substance use disorders, especially through resilience-building, behavioral-health support, and life-skills programs for youth. It identifies the necessity of expanding prevention strategies that support healthy development and reduce adverse childhood experiences (ACEs), including life-skills, coping mechanisms, and community engagement. Mindful Pathways integrates those approaches by offering youth practices rooted in self-regulation, emotional awareness, and resilience — core protective factors that reduce risk for substance use initiation.

Maine

Additionally, the Governor's plan underscores the importance of expanding supports for individuals seeking or in recovery and enhancing recovery-centered services that integrate community care and reduce isolation. The monthly classes at the Farmington Recovery Center complement existing recovery resources by providing gentle, empowering tools that support ongoing healing and nervous-system regulation — strengths that enrich long-term recovery outcomes.

Maine

This program also aligns with Maine's strategic actions to reduce stigma, promote community-driven solutions, and center equity in prevention and recovery efforts. Our approach emphasizes trauma-informed recovery support and culturally responsive practices that honor individuals' lived experiences and strengthen community connection — all foundational pillars of the strategic plan.

Maine

Community Impact and Service to Franklin County

Franklin County has been deeply affected by the opioid crisis and related mental-health challenges. Residents in rural areas often face barriers to traditional treatment and wellness supports, including transportation limitations, workforce shortages, and stigma associated with seeking help. This project brings accessible, prevention-focused and recovery-oriented wellness programming directly into community settings — high schools and local recovery centers — to reduce these barriers.

Anticipated Reach

Youth: At least 20 high school students participating across two 10-week blocks — offering consistent opportunities to build skills, increase resilience, and connect with peers in supportive spaces.

Adults in Recovery: 60 adult participants attending monthly classes at the Farmington Recovery Center throughout the project year.

Ripple Effects: Students and adults will bring practices home to families and social networks, amplifying the wellness impact beyond direct participants.

In addition to the direct participants, we anticipate that school staff, recovery center staff, and community members will benefit indirectly through increased awareness of trauma-informed self-care practices and connections forged through shared experiences.

Collaboration with Existing Organizations

Mindful Pathways for Healing and Prevention is designed to integrate and strengthen local partnerships that already contribute to substance use prevention, treatment, and recovery in Franklin County.

Schools and After-School Programs: We will collaborate with school administrators, guidance counselors, and youth support staff to recruit students, tailor class offerings, and coordinate timelines that align with academic calendars and other supports.

Farmington Recovery Center: Existing collaboration with the recovery center ensures continuity and a trusted space where adults already engaged in recovery programming can access complementary wellness practices. This partnership supports recruitment, participant engagement, and co-promotion within existing recovery activities.

Local Nonprofits and Support Providers: We will engage community health partners to share resources, referrals, and co-host events that extend reach and foster a shared vision of holistic support in Franklin County.

These relationships will create a networked system of support that enhances local prevention and recovery infrastructure — reflecting the Governor's plan to invest in community-based and equity-centered solutions.

Maine

Evaluation and Sustainability

To measure impact, we will use mixed methods including pre- and post-participant surveys, feedback forms, attendance tracking, and partner reflections. Data collected will help assess changes in stress-coping skills, self-awareness, connection, and participant satisfaction. Regular check-ins with partner organizations will inform process improvements and guide future programming.

To sustain these offerings beyond the grant period, we will build capacity through:

Training school and recovery center staff in basic trauma-informed mindful practices.

Creating volunteer support structures with experienced participants.

Documenting best practices and participant success stories to support future funding.

In summary, this project blends prevention and recovery through community-rooted yoga and mindfulness programming that supports emotional regulation, nervous system resilience, and meaningful connection. It aligns with Maine's statewide opioid response goals, serves Franklin County constituents directly and compassionately, and builds on existing partnerships to strengthen long-term wellness and recovery outcomes.

Please check off which of the four substance use pillars your program addresses. You may select multiple pillars if appropriate. *

- Prevention
- Harm Reduction
- Treatment
- Recovery

Priority Populations and Geographic Area Served by Project (50 word count) *

Example: Youth aged 12-18 living in Franklin County who are at risk of substance misuse or addiction, particularly those in foster care or involved in the juvenile justice system.

Youth aged 12-18 in Franklin County participating in after-school programs, especially those at risk of substance misuse. As the elementary school social worker, I have the privilege of working firsthand with these families, giving me a deeper understanding of their home environments and enabling me to build trusting relationships that support engagement and growth.

Total number of unique individuals in Franklin County you anticipate servicing with this funding *

40

New or Existing Service/Project *

Mindful Pathways for Healing and Prevention

Please follow [this link](#) to make a copy on your Google Drive of the "Scope of Work" table and fill it out with your project's information. *
When you are done, upload the finished document.

Copy of Scope of...

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List of Partnerships and Expected Roles (if applicable)

Guidance counselor in high school, Paula Keller and Kristen Hannaford from the Recovery Center.

Please upload any letters of support.

JennStone_FCRC...

Anna's letter of r...

Jenn Stone Yoga...

↑ Add file

Describe how you will collect and track data related to your objectives *

Pre and post surveys

Describe how the project will be sustained after this round of funding? *

Possibly more grants, administration or 21st Century grant.

Total Amount Requested *

4,675

Please follow [this link](#) to make a copy on your Google Drive of the "Project Budget" table and fill it out with your project's information. *
When you are done, upload the finished document.

2nd Copy of Fran...

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Attachment Confirmation

*

Applications will only be considered complete if they have the following four attachments included.

Yes

I have attached resumes of program director and key staff

I have attached applicable budget information

I have attached Letters of support

I have attached a Scope of work document

This form was created inside of University of Maine System.

Google Forms

Franklin County Opioid Settlement Application for Funding

The Franklin County Commissioners and the Opioid Settlement Committee are accepting applications. This funding opportunity will advance Franklin County's overall goal of reducing opioid related incidence and death by strengthening and expanding services and programs in 4 pillars: *prevention, harm reduction, treatment and recovery.*

This application will remain open. Submitted responses will be reviewed and scored in January, April, July, and October of each year. All applicant organizations will receive formal notification regarding the outcome of their submission, regardless of whether or not funding is awarded.

From the time the RFP is issued until award notification is made, **all** contact regarding the RFP must be made through the RFP designated point of contact: **Sue Pratt at SPratt@franklincountymaine.gov**. No other Franklin County Opioid Settlement Committee member/ County employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the Opioid Settlement Committee's discretion.

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2. Download a copy of the form to your computer.
3. Complete and save the form.
4. Upload your completed copy of the form to the correct section.

Email *

cynthia@accessdirectrecovery.org

Applicant Information

Organization Name *

AccessDirect Recovery Network

Project Title *

Growth Helps Healing

Federal Tax ID # *

87-3291976

Mailing Address *

P.O. Box 1764

City *

Biddeford

State *

Maine

Zip Code *

D4005

Phone Number *

207 713 5958

Website

www.accessdirectrecovery.org

Project Contact Name and Title *

Cynthia Paige Chief Executive Officer

Email *

cynthia@accessdirectrecovery.org

Authorized Representative Name and Title *

Cynthia Paige Chief Executive Officer

Authorized Representative Signature *

Cynthia Langlais

Signature Date *

1/06/2026

Organization Information

Lead Organization Description (briefly provide an overview of your organization) (200-word count) *

AccessDirect Recovery Network is a 501 (c)3 non-profit call center where individuals suffering from substance use disorder can call 24/7 at that crucial moment, they are seeking help! We receive calls from clients, families, hospitals, jails, police departments, behavioral health facilities, options liaisons, and referrals from 211 in the state of Maine. We service the entire state of Maine daily and work with callers to determine next steps for detox, residential treatment, sober living, IOP, funding options, and other recovery resources. We have built and continue to build solid relationships with recovery resources, including detox, residential treatment programs, recovery residences, funding organizations, and transportation services. We have a network of over 200 recovery resources, in-state and out-of-state, and continue to expand it. We have a robust database to manage our clients and the care they receive, which allows us to help them map their recovery journey. We partner with many organizations that support our mission and are in the early stages of our own fundraising and grant writing to increase our in-house funding. Our screening processes are extensive to ensure we explore all cost-sharing opportunities. This strategy permits more placements with fewer funds. We have a growing network of volunteers who assist with transportation to treatment and other exciting opportunities for them to help in any way.

Short Bios of Project Personnel (Including qualifications) (50-word count - resumes can be attached) *

Sustainability will be supported by our board and executives' talents; database platforms that will demonstrate program efficiencies and effectiveness, community engagement and advocacy; and collaborative partnerships that can maximize resources.

Please upload resumes of project director and key staff here. *

Board Officers St...

↑ Add file

Please describe your previous relevant grant experiences and how it relates to the current work, including successes throughout those experiences. *

In May, we were awarded a \$500,000 grant to launch our Growth Helps Healing Project. We celebrated the grand opening of our physical call center in August 2025. Since that time, we have significantly increased our call volume, rising from 900 calls per month to nearly 2,000. Additionally, we have seen over a 100% increase in the number of volunteers, a 40% growth in our network of recovery resources, an expansion of our paid staff, and an increase in referrals for detox services, residential treatment, recovery residences, and treatment funding.

Project Narrative

Project Description (1000-word count) *

Make sure to include

- *Overview of Project*
- *Goals and Objectives*
- *Describe how your project aligns with the Governor's Opioid Strategic Plan.*
- *Describe how this program/project will serve constituents in Franklin County, anticipated # of individuals reached or served and describe how this project will interface with existing organizations addressing this issue.*

Our project has achieved successful outcomes over the past four years of operation. We currently run a small call center that receives approximately 2,000 calls each month from individuals seeking help from substance use disorder. AccessDirect Recovery Network was founded with a simple vision: to answer every call as it may be the last opportunity for someone in need and to have options available at that critical moment. As our organization grows, the demand for our services is becoming increasingly urgent. More families and organizations are learning about our work and the extreme need for support. To sustain the growth in our call volume, daily operations, and network of facilities, we require more prescreen coordinators and facility coordinators. We are committed to providing genuine connections on the first call and handling each interaction with empathy and honesty. We take pride in being authentic and instilling a sense of hope in those we serve. We meet individuals where they are in their recovery journey, guiding them and connecting them with the resources they need. We are very careful with our language in crisis situations and do not influence their decisions. We act as a referral source, connecting individuals to treatment options and recovery resources based on their criteria and needs within a nationwide network. Since the grand opening of our brick-and-mortar call center on August 26th, our monthly call volume has increased by 1,000. Our goals are to maintain internal and financial growth, develop partnerships, and provide transparency to our donors. Over the past six months, we have experienced remarkable success with our project, formulating a comprehensive sustainability strategy that includes setting goals, engaging stakeholders, and tracking progress for long-term success.

Our services deliver essential direction and connection to individuals struggling with substance use disorder. We provide comprehensive referral services to everyone, including those who are incarcerated, covering all possible treatment pathways. Our clients benefit from referrals to a wide range of effective treatment programs, including detox, residential treatment facilities, faith-based, recovery residences, Intensive Outpatient Programs (IOP), and Medication-Assisted Treatment (MAT) providers. We manage a robust database that tracks all clients, their treatment referrals, and the success rates of the programs we recommend. For recovery residences, we conduct follow-ups at one month and six months post-referral to ensure continued progress. Our nationwide network empowers us to connect clients with high-quality treatment options, guaranteeing an extensive array of choices that cater to their specific needs. Our program, Recovery on the Rise, and our project, Growth Helps Healing, are rooted in evidence-based strategies. We confidently serve the entire state of Maine, meticulously monitoring our call volume and client count through VoIP analytics and comprehensive reporting from our database platform.

Please check off which of the four substance use pillars your program addresses. You may select multiple pillars if appropriate. *

- Prevention
- Harm Reduction
- Treatment
- Recovery

Priority Populations and Geographic Area Served by Project (50 word count) *

Example: Youth aged 12-18 living in Franklin County who are at risk of substance misuse or addiction, particularly those in foster care or involved in the juvenile justice system.

We offer services for individuals of all ages and ethnicities, primarily targeting those between 20 and 50 years old who are seeking help with substance use disorders. Our services extend throughout the entire state of Maine, supported by a nationwide network of recovery resources for our clients. We receive calls from various sources, including clients, families, hospitals, jails, police departments, and behavioral health facilities. Additionally, we serve as a resource for 211 in the state of Maine.

Total number of unique individuals in Franklin County you anticipate servicing with this funding *

400 individuals plus family and loved ones

New or Existing Service/Project *

Existing

Please follow [this link](#) to make a copy on your Google Drive of the "Scope of Work" table and fill it out with your project's information. *
When you are done, upload the finished document.

- Project Timeline ...
- Add file

List of Partnerships and Expected Roles (if applicable)

Please upload any letters of support.

- Letter of Commit...
- Letter of Commit...
- Letter of Support...
- Letter of Support...
- Letter of Support...
- Liberty Bay Lette...
- New Hope Allian...
- Add file

Describe how you will collect and track data related to your objectives *

We will track data using our VoIP Communications network, which will manage all calls, representatives, and analytics. This system will allow us to monitor all incoming and outgoing calls, including answered, unanswered, and abandoned calls, as well as calls by agent and peak call times. This information will help us determine where additional staffing is needed. Our database platform will manage all client information, including data related to treatment care and statistics for reporting purposes. We have the capability to track various data sets based on the requirements of each individual grant. Additionally, we will use our daily operation reports and have our volunteers and staff follow up with clients to assess how the program is working and identify any next steps in their journey. We can track all transports, the funds used by each funding source, the months of transport, the number of individuals transported, the locations, the mileage, and much more.

Describe how the project will be sustained after this round of funding? *

We are enthusiastically pursuing a variety of future grant opportunities to secure essential funding for our programs and initiatives. Alongside this, we are excited to announce the development of our online merchandise store, which will feature a curated selection of products that reflect our mission and values. The proceeds from this store will play a crucial role in supporting our paid staffing needs, allowing us to maintain a dedicated team that can further our impact. Additionally, we are reaching out to passionate and committed donors who believe in our cause. Your contributions will not only help sustain our efforts but will also enable us to expand our reach and make a lasting difference in our community. Together, we can turn our vision into reality and foster meaningful change.

Total Amount Requested *

\$21,600

Please follow [this link](#) to make a copy on your Google Drive of the "Project Budget" table and fill it out with your project's information. *
When you are done, upload the finished document.

Franklin County ...
Add file

Attachment Confirmation *

Applications will only be considered complete if they have the following four attachments included.

	Yes
I have attached resumes of program director and key staff	<input checked="" type="radio"/>
I have attached applicable budget information	<input checked="" type="radio"/>
I have attached Letters of support	<input checked="" type="radio"/>
I have attached a Scope of work document	<input checked="" type="radio"/>

This form was created inside of University of Maine System.

Google Forms

National Opioid Settlement

	Date Received	Amount Received	Amount Awarded	Date Awarded	6month dreport	year end report
Distributor - Deposit	11/15/22	31,348.20				
Distributor - Deposit	6/16/23	1,106.38				
Distributor - Deposit	8/2/23	30,946.58				
Distributor - Deposit	3/15/24	14,172.38				
Deposit - Walmart	3/29/24	83,975.00				
Deposit - Allergen	3/29/24	9,534.85				
Deposit - CVS	3/29/24	10,604.77				
Deposit - TEVA	3/29/24	8,617.16				
Deposit - Walgreens	3/29/24	12,441.83				
Deposit - Walgreens	3/29/24	8,212.44				
Deposit - Walmart	3/29/24	83,975.00				
Deposit - Allergen	7/31/24	9,541.12				
Deposit - TEVA	7/31/24	9,384.79				
Distributor - Deposit	7/31/24	32,199.16				
Deposit - CVS	7/31/24	8,454.66				
Deposit - McKinsey Subdivision	9/16/24	20,259.30				
Deposit - Walgreens	4/22/25	8,212.44				
Deposit - Allergen	8/14/25	9,541.12				
Deposit - CVS	8/18/25	16,895.93				
Deposit - TEVA	8/25/25	9,384.79				
Kennebec Behavioral			10,000.00	12/7/23	6/7/24	12/7/24 *
Western Maine Community Action			10,000.00	3/11/24	9/11/24	3/11/25 *
Literacy Volunteers of Franklin & Somerset Counties			2,900.00	8/19/25	2/19/26	8/19/26
Center for Entrepreneurial Studies			30,000.00	11/4/25	5/4/26	11/4/26
Healthy Community Coalition			49,998.00	11/4/25	7/4/26	1/4/27 Ext. approved
Western Maine Community Action			30,000.00	11/4/25	5/4/26	11/4/26
Family Focused Yoga				11/4/25		declined
Family Focused Yoga			4,675.00	2/23/26		3080
Access Direct Recovery			21600	2/23/26		
Total		418,807.90	159,173.00		259,634.90	

Jamie Sullivan

From: David Rackliffe
Sent: Wednesday, February 18, 2026 12:24 PM
To: Jamie Sullivan
Subject: Next Commissioner Agenda
Attachments: FFY26 Grant Application.pdf

Internal (drackliffe@franklincountymaine.gov)



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Good morning,

Would you please put me on the next commissioner's agenda for approval to apply for a Bureau of Highway Safety Grant to conduct 200 hours of focused speed enforcement details between the date the grant award is finalized and September 15, 2026. This grant is focused on reducing the number of speed related crashes throughout Franklin County and will focus on a number of areas, including, Routes 2, 4 and 27, as well as the towns of Carthage, Industry, New Vineyard, Phillips, Strong and others. The grant will reimburse the county for 200 hours of overtime plus fringe benefits to cover all the out of pocket costs for the county, not to exceed \$16,232.00. There is a 20% match for this grant. That match will be met through tracking the time spent managing the grant, time processing payroll as well as time spent teaming up a second deputy who would be on regular patrol to work in tandem with the deputy working the grant. This tandem operation will also help build esprit de corps.

Thank you,

David



David Rackliffe

Major
Franklin County Sheriff's Office
120 County Way, Suite 1, Farmington, Maine 04938
[Franklin County Maine](#)
W: [\(207\) 778-2680](tel:(207)778-2680)
F: [\(508\) 296-4032](tel:(508)296-4032)
DRackliffe@franklincountymaine.gov

"Of the people, for the people."

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FORM MUST BE COMPLETED USING ADOBE READER



**SUBRECIPIENT
APPLICATION FOR
HIGHWAY SAFETY
NHTSA FEDERAL
FUNDS FFY 2026**

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

1. Grant/Project Title

2026 Speed Enforcement ▾

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

February 10, 2026 to September 15, 2026

3. Applicant Information

	Applicant Agency	State of Maine Vendor Info
Name	Franklin County Sheriff's Office	Franklin County ME
Address Line 1	120 County Way	120 County Way
Address Line 2		
City, State and Zip Code	Farmington, ME, 04938	Farmington, ME, 04938
Federal Employer Number		016000005
Unique Entity ID Number		FYDFN9F5H248
State of ME Vendor Number		VC1000031120

4. Legal Authority

	Individual Who Has Legal Authority to Sign this Subrecipient Grant Application
Name	Scott R. Nichols
Title	Sheriff
Address Line 1	120 County Way
Address Line 2	
City and Zip Code	Farmington, Maine, 04938
Direct Telephone Number	207-778-6140
Fax Number	207-778-9064
E-mail Address	snichols@franklincountymaine.gov

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

	Project Director (Project Director must be different from Legal Authority)	Finance Officer or Payroll Representative
Name	Gerald Maccione	Jamie Sullivan
Title	Deputy Sheriff	Administrative Assistant
Address Line 1	120 County Way	120 County Way
Address Line 2		
City and Zip Code	Farmington, ME, 04938	Farmington, ME, 04938
Direct Telephone Number	207-578-4409	207-860-4264
Fax Number	N/A	N/A
E-Mail Address	gmaccione@franklincountymaine.gov	jsullivan@franklincountymaine.gov

6. Population of Project Area

30,830

7. Congressional District Served

<input type="checkbox"/> 1st	<input checked="" type="checkbox"/> 2nd	<input type="checkbox"/> Both
------------------------------	---	-------------------------------

8. Project Description Summary

Grant funding will support dedicated crash reduction overtime patrols for law enforcement agencies to conduct speed enforcement. High-Visibility Speed Enforcement is proven to reduce speeding and aggressive driving. Sustained overtime enforcement, together with a robust educational component, is proven to be more effective in changing driver behavior. Speeding continues to be a significant factor in motor vehicle fatal crashes in all categories (younger, older, motorcycle). Eligible agencies are selected through crash data analysis.

This project will also support reimbursement for speed enforcement equipment if equipment is necessary and required to conduct the additional speed patrols. Agencies with the greatest need will be considered first. Speed measurement equipment must be purchased and used as part of the grant activities.

9. Budget Summary and Total Federal Award

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

	Federal	Match	Total
Personal Services	\$ 16,232.00		\$ 16,232.00
Travel	\$ 0.00		\$ 0.00
Equipment (\$10,000 or more in value)	\$ 0.00		\$ 0.00
Consultant	\$ 0.00		\$ 0.00
Other	\$ 0.00	\$ 4,058.00	\$ 4,058.00
Total	\$ 16,232.00	\$ 4,058.00	\$ 20,290.00

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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)	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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:

DO NOT WRITE BELOW THIS LINE – FOR HIGHWAY SAFETY OFFICE USE ONLY

FUND SOURCE:	PSP #:	TASK:
GRANT #:	COORDINATOR:	BHS TYPE: Highway Safety
UNIT OF GOVERNMENT:	GOV'T TYPE:	
GRANT TYPE:		
FUND s.	FY 20 = \$	P/T % = PRGM _____ T/O _____
FUND s.	FY 20 = \$	P/T % = PRGM _____ T/O _____
TOTAL FEDERAL DOLLARS=\$		ICR=
FAIN:	ALN :20.6 _____	NHTSA
FAIN:	ALN :20.6 _____	NHTSA
FEDERAL AWARD DATE:		
NOTICE OF AWARD: The above subrecipient grant application was approved by the Bureau of Highway Safety:_____.		
NOTICE OF DENIAL: The above subrecipient grant application was denied by the Bureau of Highway Safety:_____.		

Signed: _____ Lauren V. Stewart, Director

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

**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 search, speed, excitation 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 No

4. Has your agency's personnel changed during the previous year?
 Yes No

If yes, please explain the changes:

Added two new employees.

5. Has your agency's organization changed during the previous year?
 Yes No

If yes, please explain changes in your organization:

reclassified Patrol Lieutenant to Patrol Major

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 parties 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 and 27 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 2,660 between the years of 2022-2024. 2025 data is not present, but a large uptick in crashes was observed.

2022- 889 total crashes; 105 speed related

2023- 903 total crashes; 109 speed related

2024- 868 total crashes; 84 speed related

There was a rise in crashes during the week, between the hours of 1200pm-10pm and 0500am-0900am in 40-50 mph zones. The problem gender was male, between the ages of 25-39.

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 2024 (Prior year) to 49 (Goal)...."

The primary goal of this project is to reduce speed related crashes from 84 in 2024 to 81 by September 15, 2026.

Please use the box below for any additional information.

Reduce the amount of speed related crashes.

****Law Enforcement HVE Subrecipients Only****

We will conduct 200 hours of dedicated overtime speed 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:

We will conduct 50, (4) hour, details the focus of the details will be in the areas identified that have high related speed crashes.

We will focus the efforts of this project on the following affected communities* and locations.

The sections of areas that experienced the most crashes were Main St 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. Route 2, 41, and 27.

It will be adjusted based off ongoing analysis of the problem.

*Affected Communities, if applicable

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 study crash data from the crash period and its effect on speed related crashes. Goal is to reduce speed related crashes.

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 (pg.20&21). 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.**

See budget on page 12.

BUDGET WORKSHEET

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

Description of Estimated Costs for Personal Services (be specific)	
Highest Paid Employee Overtime Rate = 64.07	
Social Security paid by hour (employee \$2.62/employer \$2.62) = \$5.24	
Medicare paid by hour (employee .61/employer .61) = \$1.22	
MPERS paid by hour (employee \$4.45/ employer \$6.18) = \$10.63	
Total = \$81.16	
50 (4) hr details rate of \$81.16 an hour at a total of 200 hours = \$16, 232	
The details will be paid out at the deputies normal overtime rate however the budget is set at the highest paid.	
Total Budget for Personal Services:	\$ 16,232.00 <small>(do not enter \$ symbol, it will populate automatically)</small>

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

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

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

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

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 for Personal Services (be specific)

Description of Estimated Match Travel Expenses (be specific)

Description of Estimated Match Consultant Fees (be specific)

Other (be specific)

Match Total: \$ 4,058.00

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 (23 CFR 1300.31 and OMB 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 \$10,000.00 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. must be approved prior to travel and is dependent on the successful completion of DRE Course. Please see [SAAM](#) for travel rules.
- 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 Bureaus 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. 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 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: 2026

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) 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](#).

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) ^[1] 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. The NHTSA website (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. 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

Date

Name and Address of Agency/Organization/Business:

Franklin County Sheriff's Office

120 County Way

Farmington, ME, 04938

Telephone/TDD Numbers:

207-778-6140

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