

## **Impaired Driving Countermeasures Projects Special Solicitation FAQs**

### **Do we have to obligate one officer to perform grant activity?**

No, you do not have to obligate one officer to perform the allowable grant activities. Your agency may utilize up to four (4) certified officers to perform the activity hours. (A certified officer is an officer that has completed Basic Law Enforcement training and is certified in Standardized Field Sobriety Testing.)

### **Can I assign another officer if the assigned officer resigns or is promoted?**

Yes, you may re-assign a different officer or officers to perform the grant activities should the previously assigned officer no longer be able to work the grant. The newly assigned officers must be considered a certified officer to perform the grant activities. (See above.)

### **Can the officer(s) complete other duties for the agency or are they only restricted to work on the grant?**

Yes, your agency has the flexibility to use the assigned officers for other duties; however, your agency will only be reimbursed for the approved grant activities. As an example, let's say the assigned officer works a 10 hour shift on a Friday evening. During the course of that shift, the officer spends six hours conducting high visibility DUI enforcement before being asked to respond to a call-for-service related to a domestic incident that lasts for one hour and is then dispatched to work a collision for the remaining three hours of his shift. In this example, your agency would only be reimbursed for the six hours the officer spent conducting DUI enforcement during this 10 hour shift and therefore, should only request reimbursement for those six hours. This is because DUI enforcement activity was the only approved grant activity completed during the course of the shift; calls for service and working/investigating collisions are not approved grant activities.

### **Can I assign another officer to perform the activity hours if the assigned officer is on leave?**

Yes. If the regular assigned officer is on annual leave or participating in another unallowable activity, your agency can substitute another certified officer to conduct grant activity hours during that time, if available, so that you can utilize the grant funds at maximum capacity.

### **Do you reimburse 100%?**

Yes. We will reimburse for 100% of activity hours related to the grant (does not include leave, unallowable trainings, etc.), and equipment will be reimbursed at up to 90% of the base state contract price for the vehicle and all items installed in the vehicle.

### **What fringes are reimbursable?**

Generally, FICA and Medicare, Employer Retirement Contribution with Incidental Death and Accidental Death, Worker's Compensation Insurance, and Health and Dental Insurance are the most common. Only the pro rata share of allowable fringe benefits are reimbursable based on the agency's full time hours and activity hours worked. For example, if the agency full time policy is 84 hours every two weeks, and the officer worked 42 hours on the grant during that time period,

only 50% of the health/dental insurance would be reimbursable for that particular payroll. Within the Request for Payment, a Summary Statement of Personnel Activity Fringes form must be completed for each officer performing grant activity.

**What kinds of backup documentation are required to receive reimbursement for activity hours?**

All pages of the Request for Payment must be completed, including separate Monthly Activity Time Records and a Summary Statement of Personnel Activity Fringes form for each officer. The claim must be supported by payroll documentation that outlines hours worked, hourly rate, and fringe benefit employer contribution rates.

**What activities and activity hours are reimbursable under the IDC Enforcement grant?**

Grant funds may be used to reimburse the following activities: dedicated DUI/alcohol enforcement; participating in saturation patrols and conducting checkpoints; Drug Recognition Expert Evaluations (performed by the officer assigned to perform grant activity hours); hours spent in and preparing for court for offenses arising from dedicated DUI/alcohol enforcement; and OHSJP-approved trainings. Overtime hours are not reimbursable under the grant.

**What activities and activity hours are not reimbursable under the IDC Enforcement grant?**

Grant funds may not be used to reimburse for activities considered “general costs of government,” such as in-service training; annual/sick leave/holiday pay; working collisions and/or performing collision investigations; interdiction; time spent carrying out duties associated with inclement-weather, natural disasters, or state of emergency declarations; performing parade duty or escort services, etc. Overtime hours are not reimbursable under the grant.

**What activities and activity hours are reimbursable under the Special DUI Prosecutor grant?**

Grant funds may be used to reimburse hours spent prosecuting DUI cases and the activities associated with prosecuting these cases, such as court hearings/trials; case review; trial preparation; pre-trial meetings with arresting officers; attorney communication; etc. Hours spent attending OHSJP-approved trainings (with prior approval) are also considered reimbursable activity hours.

**What activities and activity hours are not reimbursable under the Special DUI Prosecutor grant?**

Grant funds may not be used to reimburse for activities considered “general costs of government,” such as annual/sick leave/holiday pay or hours spent completing Continuing Legal Education, including the Annual Solicitor’s Conference.

**What about holiday hours? Are these hours reimbursable?**

Grant funds cannot be used to reimburse holiday hours unless the grant-funded officer or the Special DUI Prosecutor performs allowable activity hours on the holiday and the hours are paid out at their regular rate.

**Is there a minimum number of hours that should be requested to perform the duties of DUI enforcement (for law enforcement officers) or DUI Prosecution (for Special DUI Prosecutors)?**

There is not a minimum number of hours that you should request; however, we do recommend requesting what would generally be classified as full-time hours by your agency.

**Will we be penalized if we do not use all of the awarded hours?**

No, you will not be penalized if you do not seek reimbursement for all of the awarded hours; however, you cannot exceed the amount of hours requested, and the goals and objectives of the approved grant project would still need to be met regardless of the amount of hours used.

**Which trainings are considered ‘OHSJP-approved?’**

For the IDC Enforcement grants: Datamaster DMT; Standardized Field Sobriety Testing (SFST); Advanced Roadside Impaired Driving Enforcement (ARIDE); Drug Recognition Expert (DRE) Training and Recertification; and the Traffic Safety Resource Prosecutor (TSRP)-sponsored *Prosecuting the Impaired Driver* trainings. For the Special DUI Prosecutor grants: SFST; Lethal Weapon: DUI Homicide training; and the TSRP-sponsored *Prosecuting the Impaired Driver* trainings. That being said, you must still complete and submit a training request form for **all** desired trainings at least 30 days in advance of training or conference. Time spent participating in training without prior approval is not considered an allowable activity, even if the training is deemed to be “OHSJP-approved”.

**In reference to DUI-alcohol hours versus DUI-drug/other hours—how are checkpoints and saturation patrols classified?**

The hours spent participating in a saturation patrol are considered DUI-alcohol hours. The hours spent participating in/conducting checkpoints are considered DUI-drug/other hours. There are separate columns on the time sheets for each type of hours and separate mileage logs should be completed for each type of hours. Due to the nature of these grants, the majority of grant activity hours should be DUI-alcohol hours.

**What are the programmatic reporting requirements for an IDC Enforcement grant project?**

A Monthly Enforcement Data Report (MEDR) with all applicable supporting documentation attached is due on the 10<sup>th</sup> of the month, every month. Supporting documentation includes verifying documentation of all DUI arrests, citations issued, and public contacts made/warnings issued; checkpoint after action reports; saturation patrol reports; copies of press releases or social media posts issued; and the officer’s timesheet and completed Monthly Activity Time Record-Impaired Driving Projects. The MEDR must be signed and dated by the Project Director.

There are also quarterly progress reports due February 1, May 1, and August 1. A cumulative Final Narrative Report is due on November 1.

**What are the programmatic reporting requirements for a Special DUI Prosecutor Project?**

Supporting documentation includes a monthly calendar and completed Monthly Activity Time Record-Impaired Driving Projects. For Special DUI Prosecutors housed in law enforcement agencies, the submitted monthly calendar should notate the pre-trial meetings with arresting officers. Special DUI Prosecutors will also have to maintain the following spreadsheets, which will be provided to awarded Special DUI Prosecutor projects in FFY 2022: monthly DUI Case Statistics tracker, hourly activities tracker, and a DUI Caseload Spreadsheet that includes a breakdown of DUI-alcohol vs DUI-drug cases.

There are also quarterly progress reports due February 1, May 1, and August 1. A cumulative Final Narrative Report is due on November 1.

For more information, please visit our website, <https://scdps.sc.gov/ohsjp/hs-grants>, or contact one of the following OHSJP staff members:

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