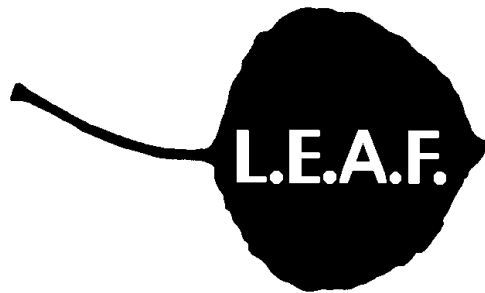


COLORADO DEPARTMENT OF TRANSPORTATION

OFFICE OF TRANSPORTATION SAFETY



**LAW ENFORCEMENT ASSISTANCE FUND**

**CONTRACT MANAGEMENT MANUAL**

Effective Date: July 1, 1983  
Revised: October 31, 2003

# CONTENTS

INTRODUCTION	1
GLOSSARY	2
SECTION I - PROJECT CONTRACTS/POLICY PROCEDURES	3
Project Selection	4
Continuation Assurance	4
Public Information	4
Project Monitoring	5
Contract Director/Project Coordinator	5
Project Quarterly/Final Reports	6
Project Termination	7
Project Revisions	7
SECTION II - FISCAL/CONTROL REQUIREMENTS	8
General Requirements	9
Records, Documents	9
Reimbursement Claims	10
Capital Equipment Accountability	11
Audit Requirements	12
Subcontracts	13
Travel Policy	13
Training	13
LAW ENFORCEMENT ASSISTANCE FUND RULES	15

## **INTRODUCTION**

This CONTRACT MANAGEMENT MANUAL has been developed to assist cities and counties in the administration of a Law Enforcement Assistance Fund (LEAF) Project.

The policies and procedures contained herein are in addition to, and consistent with, the rules and regulations and guidelines developed and issued by the Office of Transportation Safety.

The State LEAF Administrator and the concerned party will resolve any differences between local policy and the policy contained herein.

# **GLOSSARY**

## **ACTIVITY**

Tasks to be performed in carrying out the project objective.

## **CONTRACT**

The legal binding document between the State of Colorado and a local agency/jurisdiction of government which implements a LEAF project.

## **CONTRACT MANAGER/DIRECTOR**

The individual who has the overall responsibility for operations under the contract. This person has the authority to sign contracts for an agency.

## **CONTRACT PERIOD**

The period of time to be covered by the current contract. A contract period usually covers 12 months, January through December.

## **LEAF**

Law Enforcement Assistance Fund (CRS 43-4-401-404).

## **MILESTONE**

An important planned event occurring within the contract period.

## **OBJECTIVE**

A measurable statement of what is expected to be accomplished.

## **PROJECT COORDINATOR**

The individual responsible for the accomplishment of one or more activities in the contract. This person manages the day-to-day operation and can report to (or is) the Contract Director.

## **PROJECT**

A specific objective being undertaken to improve the enforcement of laws pertaining to driving under the influence of alcohol or other drugs.

**Section I**

**Project Contracts/Policy Procedures**

## **Project Selection**

- 01.01 Projects to be considered for LEAF Funds are to be submitted according to LEAF Guidelines.
- 01.02 Each application will be evaluated according to a predetermined checklist. Evaluation factors and scale are available for agency review upon request.
- 01.03 Successful agencies will then be notified at which time a formal contract will be developed. Processing time for steps 01.01 to 01.03 can be four to five weeks.

## **Continuation Assurance**

- 02.01 The Office of Transportation Safety provides LEAF funding for selected projects to be implemented by counties and city agencies. These projects are intended to achieve state program goals and activities. Those projects proven to be effective should be considered for continuation with local funds once they have been started with assistance from the Office of Transportation Safety (OTS).
- 02.02 Each project may be evaluated to determine whether continuation is appropriate. This decision should be made jointly between OTS and the participating agency. This assurance can be by one of the following methods:
  - ? Resolution or other official document of commitment affecting the purpose and intent. This resolution should be from an official or board with direct policy and budgetary control.
  - ? Establishment of reserve accounts to maintain, repair and replace equipment purchased to initiate a project.
  - ? Budgeting resources for continuation of previously funded activities.

It is the intent the level of activity on continuation projects extended to a point in the future substantially beyond the project expiration date, and there will not be a material reduction of effort.

## **Public Information**

- 03.01 An important element of any transportation safety program is public information. The public deserves to be kept informed of what is being accomplished with LEAF dollars.
- 03.02 The OTS encourages all programs receiving LEAF funding include a public information task as an integral part of the program. The Office of Transportation Safety can assist in the development and coordination of the public information activities including media releases on project approval.
- 03.03 Expenditures for public information activities not approved by OTS may not be eligible for reimbursement. News releases generated by LEAF funded programs may be cleared either verbally or in writing by the OTS. Certain aspects of most releases call for careful wording due to policy concerns. OTS approval of releases is suggested for this reason, not because OTS wishes to control the issuance of releases. Copies of releases and newspaper clippings should be sent in with the quarterly and final reports.

## **Project Monitoring**

- 04.01 Project monitoring visits will be made by the State LEAF Administrator or a representative to assist Contract Director/Project Coordinators in ensuring contract activities are being achieved and all requirements of this manual are being accomplished.
- 04.02 The monitoring visit may include detailed discussion on progress of the project, record keeping and support documents; accountability of equipment, budget, time frames, and ensuring monies obligated to a contract are spent in accordance with the contract agreement.
- 04.03 Monitoring visits to each contract site should be conducted soon after the effective date of the project and thereafter as needed. A final evaluation visit and audit may be made upon termination of the contract.
- 04.04 Contract Directors/Project Coordinators are encouraged to develop a systematic monitoring procedure so the above considerations are periodically evaluated at the local level. The activities established in the project contract should be used to check objective progress.
- 04.05 The Office of Transportation Safety may periodically monitor previously funded projects.

## **Contract Director/Project Coordinator**

- 05.01 The Contract Director is the individual who has the overall responsibility for operations under the contract. This person has the authority to sign contracts for an agency. The Contract Director has the following responsibilities in the development, operation and closeout of a LEAF project:
  - 05.01.1 Approval of the application for a LEAF project.
  - 05.01.2 Assisting in the completion of a formal contract.
  - 05.01.3 Establishing operating procedures, tasks and activities to ensure proper administration and control of the contract.
  - 05.01.4 Maintaining adequate fiscal controls to ensure expenditures are within budgeted amounts for each objective.
  - 05.01.5 Establishing records for validation of contract progress.
  - 05.01.6 Keeping adequate records and accumulation of data necessary to evaluate the results of the project.
  - 05.01.7 Submitting the following reports to the Office of Transportation Safety by the respective due dates.
    - 05.01.7A Quarterly Reports
    - 05.01.7B Final Project Reports
    - 05.01.7C Claim Forms
  - 05.01.8 Ensuring the project is started on time.
- 05.02 The Project Coordinator is the individual responsible for the accomplishment of one or more activities in the contract. This person manages the day-to-day operation and can report to (or is) the Contract Director. The Project Coordinator has the following responsibilities in the development, operation and closeout of a LEAF project:
  - 05.02.1 Prepares the application for a LEAF project.
  - 05.02.2 Provides information to the Office of Transportation Safety for contract preparation.
  - 05.02.3 Conducts operations to meet activity goals.
  - 05.02.4 Plans and executes activity within budgetary limitations.
  - 05.02.5 Maintains records for claim submission; prepares claims forms.
  - 05.02.6 Maintains evaluation material.
  - 05.02.7 Prepares quarterly and final activity reports.

- 05.02.8 Adheres to contract deadlines, requesting variances as necessary.
- 05.03 The Office of Transportation Safety can provide assistance to the Contract Director and the Project Coordinator as needed to meet the objective of the contract.

## **Project Quarterly/Final Reports**

- 06.01 Project Quarterly Reports are required on all contracts for the following reasons:
- ? The reports provide OTS with a status on accomplishments as related to the individual activities. They are essential to measure total program performance and to prepare the Annual Report for the Colorado General Assembly.
  - ? The reports are used to accumulate the data elements necessary for evaluation of the project.
  - ? Agencies not current in completing the Quarterly Reports are subject to withholding of reimbursement claims.
- 06.02 The Quarterly Report is to be completed by the Project Coordinator for each quarter ending March 31, June 30, September 30, and December 31.
- 06.03 The completed quarterly report shall be received by the State LEAF Administrator not later than the 20th day of the month following the end of each quarter (April 20, July 20, October 20, and January 20).
- 06.04 The information collected and reported should relate to the activity listed on Attachment A of the contract. A short narrative of activities conducted during the reporting period should include:
- ? A description of the progress made. Comments should be keyed to activity designations contained in the contract.
  - ? What problems have been encountered? How have they been resolved? How will this affect progress?
  - ? Are certain activities being delayed? If so, why?
  - ? Do you foresee any need for changes in the planned costs? Will problems, delays, etc., require changes in the Contract? If so, what changes?
  - ? It is important you use statistics where applicable in your Quarterly Report to indicate your progress, problems or activity.
  - ? The report should state the activities conducted to achieve the project objective.
- 06.05 The final report should be submitted within 60 days of the project termination. It should consist of a summary of activity based upon quarterly reports, and an analysis of the impact on the DUI/DWAI problem. Recommendations for future action or activities should be included.
- 06.06 The Office of Transportation Safety can provide assistance, if requested, in the preparation of the final report.

## **Project Termination**

- 07.01 Project Termination: The contracting agency agrees if it fails or refuses to comply with its undertakings as set forth in the contract, the Office of Transportation Safety may take the following action:

*?Cancel, terminate, or suspend in whole or in part the agreement, contract or other arrangement with respect to which failure or refusal occurred; and refrain from extending any further State financial assistance to the applicant agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the applicant agency.?*

## **Project Revisions**

- 08.01 A project revision may be completed when the following condition(s) exist:

- (a) Substantial change in objective narrative.
- (b) Revision in contract period.
- (c) Increase or decrease in funding of a project while it is operational.

A Supplemental Contract to the Basic Contract may be entered into between the contractual parties to accomplish a project revision.

## **Section II**

### **Fiscal/Control Requirements**

## **General Requirements**

- 09.01 The Contract Director and Project Coordinator share the responsibility of seeing all costs (both state and local match) of the project are recorded in the agency accounting system and are supported by proper documentation.
- 09.02 Payment to any agency can be as follows:
- ? Direct reimbursement to an agency for cost incurred.
  - ? Direct billing to the contract by Office of Transportation Safety for items purchased on behalf of the local agency (prior approval needed).
- 09.03 To be allowable as a reimbursable cost of an approved LEAF project, items of cost should meet all the following criteria:
- ? Should be an item approved in the project
  - ? Must represent an actual expenditure and be chargeable to the project to the extent of benefits received.
  - ? Must be incurred on or after the authorized starting date of the contract, and on or before the ending date of the contract period. Cost incurred means the goods and services rendered must actually be received and accepted before a liability is established.
  - ? Should be necessary for proper and efficient administration of the project and be allocable thereto under the principles and standards provided herein.
  - ? Should be permissible under state law and consistent with statewide policies, regulations, and practices.
  - ? Should be reasonable, under established principles of valuation.
  - ? Must not result in a profit or other advantage to the state or local units of government.
  - ? Must be reduced by all applicable credits.
  - ? All claims for reimbursement should be made on a periodic and timely basis. Cost incurred in one month or quarter should be billed within 90 days after the end of the month or quarter. Claims for cost incurred items over 6 months old may not be paid by the Office of Transportation Safety unless authorized during the course of an audit.

## **Records, Documents**

- 10.01 Accounting Records: Any system of accounting may be used as long as it conforms to generally accepted accounting principles. It is preferred project expenditures be recorded directly in special project accounts. But it is permissible to record them in the regular accounts, provided a method of identification is established and a complete memorandum list of expenditures is journalized and filed with the project. It then can be used as a reference for the audit of project expenditures and the preparation by the accountant system of claims for reimbursement. The applicant agency agrees to open its records to the Office of Transportation Safety or their designee for monitoring, evaluation and audit of the project activities and funds.

- 10.02 Source Documents and Retention of Source Documents: Proper source documents should be on file to cover all direct and indirect costs charged to the project and the costs so identified should be entered in the accounting records prior to submitting a claim for reimbursement thereof to the Office of Transportation Safety.

Projects in which personal services are funded should have the following documentation.

- ? Positions funded 100 percent should be supported by time and attendance or equivalent records for individual employees.
- ? Appropriate time distribution records should support salaries and wages for employees chargeable to more than one project or cost objective.

The applicant agency should retain all project source documents and make them available for audit for a period of three years following the payment of the final voucher.

## **Reimbursement Claims**

- 11.01 Preparation of Reimbursement Claims: All claim invoices for reimbursement of project expenditures should be prepared under the direction of the agency fiscal head or chief accountant directly from costs of record in the accounting system. The Claim should be signed by the Contract Director. If filing electronically, a signature sample must be on file with the Office of Transportation Safety.
- 11.02 Claims are to be submitted on quarterly basis unless a specific agreement is reached for a longer time period. Claims received in proper order usually will be processed weekly. Reimbursement should be received by the applicant agency within 30 days of submission of a claim. Final claims may not be paid until the audit has been completed and approved by the Director of Transportation Safety.
- 11.03 General Instruction: The LEAF Claim for Cost Incurred and Summary form is to be used for vouchering costs incurred while performing LEAF contract work.
- 11.04 LEAF Claim for Cost Incurred and Summary: Submit to OTS. Part I of the form is to be used for listing costs incurred for the period claimed.

Part II is designed to provide internal control management information for comparisons of cumulative costs.

Financial Budget (from Contract) - Line 1: Refer to the LEAF contract to obtain appropriate figures.

Cumulative Expense - Line 2: On initial claim, insert the amounts from Part I. On all following claims, the amounts to be inserted on Line 2 will be the cumulative totals from Part I of all claim forms prepared to date.

Balance - Line 3: Amounts on Line 2 are subtracted from Line 1. This line will show the current unexpended balance by funding source and in total.

### Part III - Certification of Costs Incurred

- ? Agency Name - The agency as stated in the contract.
- ? Agency Address - Enter the address to which the State of Colorado reimbursement warrant should be mailed.
- ? Contract Director - Original signature of individual who signed the Contract for grantee, or a person authorized in writing to be the Contract Director by the official who signs the Contract for grantee. If filed electronically, signature must be on file.
- ? Progress of Final - Fill in the appropriate box.
- ? Claim - Number consecutively, beginning with #1.
- ? Project # - Insert the number of project for which the claim is being submitted. This number is contained in the LEAF Contract, Attachment A.
- ? For Period - Use the period listed in attached Claim for Cost Incurred form.
- ? Leave the remaining blocks blank.

### Capital Equipment Accountability

- 12.01 Each contracting agency is responsible for accounting for all capital equipment purchased with LEAF funds. Capital equipment is defined as non-expendable personal property with a unit cost of \$5,000 or more and a useful life of at least one year. All capital equipment purchased with LEAF funds is considered to be property of the State. Within 30 days after the acquisition of approved capital equipment as a LEAF cost item, the State LEAF Administrator shall be advised by the submission of a Capital Equipment Record. The purchase of all equipment in excess of \$5,000 should follow local capital equipment purchasing policies.
- 12.02 Capital equipment purchased with LEAF funds should continue to be used for the intended and mutually agreed upon purpose as long as it is in the possession of the contracting agency. Agencies are responsible for the equipment and will be accountable for it after the end of the contract period. The equipment must be inspected and certified as operable and being used for the intended purpose by the agency on an annual basis. This certification will be effected by signing and returning a form generated by the OTS. Inspections will be conducted periodically by OTS to verify the existence of the equipment and its proper use. The State LEAF Administrator shall be advised of in writing immediately if any capital equipment is no longer used in support of LEAF activities or for its intended purpose.
- 12.03 Capital equipment purchased with LEAF project funds will be depreciated based on the schedule below.

The schedule will be used as a guideline to determine at what point an asset can be disposed of or when it has exceeded its useful life.

Equipment	Estimated Life (Years)
Breathtesting Instrument/Device	7
Police Radio	5
RADAR/VASCAR Device	3
Police Vehicle	3 (or 100,000 miles)
4-Wheel Drive Police Vehicle	3 (or 75,000 miles)
Computer	4
Video Equipment	3

- 12.04 Equipment not fully depreciated should not be sold, disposed of, traded, scrapped, relocated or title transferred without prior written approval from the State LEAF Administrator. Use the Capital Equipment Release form to obtain OTS approval prior to any status changes. If an asset is approved for sale or disposal any proceeds from such a sale shall be divided between the agency and OTS based on the percent of participation in the original purchase less 10% that the agency may retain to cover administration costs associated with the disposition.
- 12.05 All records related to the Capital Equipment Record should be kept in an acceptable accounting format and maintained three (3) years after expiration of the project period. These records are subject to State audit during the three-year period. All records related to capital equipment should be kept as follows:
- ? Acceptable accounting format.
  - ? Subject to periodic inspection and accountability practices.

This record keeping requirement does not absolve the agency from the requirement of annually certifying the equipment as stated in Section 12.02.

### **Audit Requirements**

- 13.01 Audits should be conducted on all LEAF projects after the final reimbursement claim has been submitted.
- 13.02 The original source documents relating to the project should be available at all reasonable times to representatives of the Office of Transportation Safety or the cognizant audit agency for inspection or audit. Records should be retained by the applicant agency the three (3) years.
- 13.03 Audits can be performed under the single audit concept and should be part of the regular scheduled city or county audit.
- 13.04 In addition to a financial audit completed under the single audit concept, the following types of audits may be conducted:
- ? Program Audit - To include a review of the internal control system for recording income and expenditures and property accountability records. Costs may be tested to ascertain whether internal controls are adequate.
  - ? Performance Audit - To include: (a) Financial and Compliance to determine whether financial operations are properly conducted, whether the financial reports of an audited entity are presented fairly, and whether the entity has complied with applicable laws and regulations. (b) Economy and Efficiency to determine whether the entity is managing or utilizing its resources (personnel, property, space, etc.) In an economical and efficient manner and the causes of any systems, administrative procedures or organizational structure.
  - ? Results Audit - To determine whether the planned results or benefits are being achieved, whether the goals and objectives have been attained, and whether all alternatives were considered to arrive at the desired objectives and goals.

## **Subcontracts**

- 14.01 Costs for contractual services include those costs for services performed by a consultant or other agency retained under contract to perform certain phases of the project work for the applicant agency.
- 14.02 Use of Consultants - Consultants may be used when the requirement is of a character of duration which cannot be fulfilled by the applicant's staff, or when an independent viewpoint is required.
- 14.03 Requirements - If an applicant agency needs to retain a consultant to perform any work outlined in an approved project, a contract covering the work to be accomplished by the consultant should be initiated by the applicant and submitted to the Office of Transportation Safety for approval prior to the execution of the agreement with the consultant by the applicant agency.
- 14.04 Audit Responsibility - All costs associated with contractual services should meet the same requirements as those for the applicant agency. At the time a subcontract is submitted to the Office of Transportation Safety for approval, arrangements for audit of those costs should be made.

## **Travel Policy**

- 15.01 Travel costs which are stated in the LEAF contract are eligible for reimbursement when they are directly related to work under a LEAF project or are incurred in the normal course of administering a project. Costs should be consistent with those normally allowed by the applicant agency in its regular operations.
- 15.02 Whenever an agency reimburses an employee for travel, in-state or out-of-state, the employee should provide a written narrative report to support the claim. The contents of the report should include:
  - ? Project name
  - ? Destination
  - ? Date(s)
  - ? Persons contacted
  - ? Purpose of trip
  - ? Narrative of items discussed

## **Training**

- 16.01 The Office of Transportation Safety has been assigned the responsibility for administering Law Enforcement Assistance Fund activities to include increasing and improving the enforcement of laws pertaining to alcohol and drug related traffic offenses.
- 16.02 This has been interpreted to include law enforcement training in the area of DUI enforcement and processing.
- 16.03 Agencies accepting LEAF grants should procure training for officers engaged in the enforcement of DUI/DWAI laws from Office of Transportation Safety approved instructors or training academies and institutions utilizing instructors approved by the Office of Transportation Safety.

16.04 All DUI enforcement training endeavors should be reported in the Quarterly Report. Include the following:

Location of training;  
Dates and length of course;  
Subject(s) taught;  
Instructor(s); and,  
Names of those satisfactorily completing the course.

16.05 Those agencies failing to report or comply with these training requirements may be subject to immediate review and possible curtailment of funding. Claims for reimbursement may not be honored until this review is completed.

# **LAW ENFORCEMENT ASSISTANCE FUND RULES**

## **PART I. Qualified Program Requirements**

### **A. Eligible Applicants:**

Eligible applicants are Colorado municipalities, city and counties, or counties. Allocation of Law Enforcement Assistance Fund moneys is limited to local government agencies. State agencies are not eligible recipients of funds.

### **B. Minimum Program Requirements**

1. A proposed qualified program must contain the following elements:
  - a. A complete description of proposed program activity and the goals and objectives to be achieved.
  - b. A statement of costs (budget).
  - c. A designation of administrative responsibility.
  - d. A statement of area and population group to be affected.
  - e. A description of how the program will be evaluated.
  - f. A prioritization of requests.
2. In addition to meeting the above requirements, a qualified program proposal must address at least two of the following elements:
  - a. A description of how the program effort will be coordinated with programs already in existence.
  - b. A statement of how the program will be coordinated with other cities and counties.
  - c. A description of how the program will correct or improve current (existing) efforts.
  - d. A statement of benefits (products) to be achieved.
  - e. A statement of how the program will increase or improve enforcement of alcohol and drug related traffic offenses.
  - f. A statement of how the program will increase or improve public awareness, education and prevention efforts.
  - g. A statement of how the program will increase or improve the agencies' technical capabilities.

### **C. Qualified Program Examples**

1. A qualified program is one designed to coordinate and expand efforts to prevent drunken driving and enforce the law pertaining to alcohol and drug related traffic offenses. Some examples of qualified programs are:
  - a. Programs to initiate or increase the number of hours devoted to alcohol and drug related traffic enforcement.
  - b. Programs to assign officers to the enforcement of alcohol and drug related traffic laws or increase the number of officers assigned.
  - c. Programs to improve or expand the capability to handle or process alcohol and drug related traffic activity.
  - d. Programs to provide a coordinated enforcement and prevention effort between cities and counties.

- e. Programs to increase the public awareness of the problems created by drinking drivers and the consequences resulting from arrest and conviction of alcohol and drug related traffic offenses.
  - f. Programs to improve the judicial process as it relates to the prosecution and adjudication of alcohol and drug related traffic offenses.
- 2. Combinations of the above may constitute an acceptable qualified program. Programs now in existence may be eligible for continuation and funding. Emphasis will be placed on coordinated efforts between cities and counties to resolve the drinking and driver problem.

## PART II      Application Procedures

- A. Form: The Division of Highway Safety will provide application forms for use by agencies intending to apply for Law Enforcement Assistance Funds.
- B. Submittal of Applications
  - 1. Any entity eligible for LEAF funds may submit an oral or written statement of interest in applying for such funds to the Division of Highway Safety.
  - 2. Upon receipt of such statement, the Division of Highway Safety will provide an application for LEAF funds to the entity.
  - 3. To the extent possible, the Division of Highway Safety will provide staff assistance, if requested, to prepare the entity's application.
  - 4. Only for the year 1983, applications must be received by the Division of Highway Safety at 4201 East Arkansas Avenue, Denver, CO 80222, on or before May 1, 1983. Beginning 1984 and each year thereafter, applications must be received by the Division of Highway Safety at 4201 East Arkansas Avenue, Denver, CO 80222, on or before September 1.
  - 5. Applications received after the date established in paragraph II.B.4, shall be considered as a part of the next year's applications.
  - 6. To the extent possible, The Division of Highway Safety will review applications as they are received. In the event the application is incomplete or inadequate, the Division will return the application to the applicant.
  - 7. Incomplete or inadequate applications may be returned to the applicant at any time. Such application may be resubmitted to the Division once deficiencies are corrected. The resubmitted application will be considered in the fiscal year in which it is received in acceptable form.

PART III. Review and Selection Process

A. Review Process

1. After May 1, 1983, and September 1 of each year thereafter, the Division of Highway Safety will review all applications received by the deadline.
2. The Division may request the Governor's Traffic Safety Advisory Committee to comment upon said applications.
3. The Division of Highway Safety will approve or disapprove all applications by September 30, 1983, and December 1 for each year thereafter.
4. Each application will receive written notification of the action taken on its application.

B. Selection Process

1. The Division of Highway Safety will review each application to determine:
  - a. The completeness of the application.
  - b. The eligibility of the applicant.
  - c. The manner in which the application meets the requirements of a qualified program.
  - d. The manner in which the program proposes to impact the drinking driver program.
  - e. The manner in which the program proposes to increase or improve the enforcement of the laws pertaining to alcohol and drug related traffic offenses.
  - f. The manner in which the program proposes to increase public awareness of the problems created by drinking drivers and the consequences resulting from arrest and conviction of alcohol and drug related traffic offenses.
  - g. The manner in which the program proposes to coordinate the efforts of a municipality, county, or city and county within its own jurisdiction and with other jurisdictions in establishing and administering a qualified program.
  - h. The manner in which the program proposes to increase the efficiency and effectiveness of the administrative systems that support drunken driving countermeasure programs.
  - I. The number of people to be affected by the program.
  - j. The applicant's history in handling alcohol and drug related programs.
  - k. The inventiveness and uniqueness of the proposed program.
  - l. The anticipated results of the proposed program.
  - m. The resources and equipment proposed to be used for the proposed program.
  - n. The projected impact of the program on drinking and drug related traffic offenses.
  - o. The relationship between dollars proposed to be expended and the anticipated results of the proposed program.
2. Based upon this review, the Division of Highway Safety will select for funding proposed

projects in their entirety or any portion of such proposed projects which meet the requirements of these rules and will best coordinate efforts to prevent drunken driving, enforce the laws pertaining to alcohol and drug related traffic offenses.

3. All entities whose applications are approved must execute a contract with the Division of Highway Safety which will require the entity to implement the program as described in its application.

#### PART IV. Fiscal and Accounting Requirements

- A. Reimbursement of accounts to entities will be made on a monthly or quarterly basis for costs incurred as specified in the contract between the Division and the entity.
- B. The entities must present itemized accountings to the Division of Highway Safety with billings and other records and receipts as required to support each item claimed. The Division of Highway Safety will provide reimbursement forms on request.
- C. Equipment purchased with LEAF funds must be used for Law Enforcement Assistance Fund purposes throughout the useful life of the equipment according to the depreciation schedule for such equipment utilized or approved by the Colorado Department of Administration. If the equipment is used for other purposes, the value of the equipment at that time shall be repaid to the Law Enforcement Assistance Fund.
- D. Costs for which reimbursement is requested must be incurred during the term of the contract between the entity and the Division of Highway Safety.

#### PART V. Reporting Requirements

- A. All agencies accepting Law Enforcement Assistance Funds shall report to the Division of Highway Safety at times and in the manner specified in each contract. The report shall address those activities and equipment which are financed by the LEAF funds.
- B. The Division of Highway Safety shall annually submit a written report to the General Assembly on the distribution and expenditure of Law Enforcement Assistance Funds and the nature and purpose of the programs financed by the fund.

#### PART VI. Effective Date

THESE RULES SHALL BE EFFECTIVE ON MARCH 2, 1983.