

# Applicant Info

**Applicant Organization Name \***

Oklahoma City Police Department

**Organization Mailing Address \***

700 Colcord Dr.

**City \***

Oklahoma City

**State \***

OK

**Zip \***

73102

**Area Code/Phone Number \***

(405) 316-5237

**Area Code/Fax Number**

**Organization Physical Address \***

700 Colcord Dr.

**City \***

Oklahoma City

**State \***

OK

**Zip \***

73102

**County \***

Oklahoma County

**FEI Number \***

736005359

**DUNS Number**

**UEI Number - If not known, click [here](#). \***

D3MUME8J5T25

**Authorizing Official \***

David Holt

**Title \***

Mayor

**Mailing Address \***

700 Colcord Dr.

**City \***

Oklahoma City

**State \***

OK

**Zip \***

73102

**Area Code/Phone Number \***

(405) 316-5237

**Area Code/Fax Number**

# Project Info

## WHAT TYPE OF PROJECT ARE YOU PROPOSING?

*Impaired Driving*

\*

## PROBLEM IDENTIFICATION

*The DRE program is designed to assist in the identification and prosecution of alcohol and/or drug impaired driving offenses to generate a deterrence. In 2022, DRE-trained officers performed 435 drug influence evaluations, an increase of 137 evaluations (45%) from the prior year. Additionally, during the 2022-2023 time frame two Peace Officers in the state of Oklahoma were killed by drug-impaired drivers where Drug Recognition Experts (DRE) played significant roles in the investigation and/or prosecution of the impaired driver. Multiple other collisions in the same time frame involving impaired drivers striking peace officers occurred where a DRE was contacted for interviewing and developing a prosecutable case for the impaired driver.*

*Records show that over 50% of the DRE evaluations in Oklahoma in 2020 showed "poly-drug" use. This simply means that those impaired drivers had two or more drugs in their system at the time of testing. This multiple drug use causes higher levels of impairment and risk to citizens on our roadways. In March of 2023, Oklahoma voters will decide on the passing of recreational marijuana. Nationwide trends indicate this vote will likely pass and marijuana impaired driving cases will increase. With this increase Drug Recognition Experts will become an ever increasing tool in preventing and deterring drug and alcohol impaired driving related collisions and fatalities.*

\*

## PROJECT GOALS

*Crash data and statistics:*

*To train a minimum of 30 new Drug Recognition Experts in FFY 2024.*

*To provide a DRE Instructor Workshop to enhance DRE Instructor training and maintain minimum standards as set forth by IACP and enhanced Oklahoma DRE Standards.*

*To provide continuing education courses to Drug Recognition Experts to maintain minimum standards of training as set forth by IACP and enhanced Oklahoma DRE Standards.*

*To provide continuing support for ARIDE and SFST Courses.*

\*

## PROJECT DESCRIPTION/WORK PLAN

Will this project involve traffic enforcement activity?

Yes

☒ No \*

*The Oklahoma City Police Department (OCPD), through the Drug Recognition Expert Coordinator (DREC), will conduct classes and certification sessions to train officers from around the state to become DREs and increase enforcement of DUI laws. DREC will work to expand the DRE program by a minimum of thirty (30) new DREs by providing two (2) DRE schools, one in Oklahoma City, OK and one in Lawton, OK. The DREC will maintain contact with the OHSO outlining progress of planning and student recruitment. The courses will be comprised of a 3-day pre-school verifying SFST skills, a 7-day classroom session, and certification nights in which students evaluate impaired persons and complete certification requirements as set by IACP International Standards and enhanced Oklahoma DRE Standards. The Drug Evaluation and Classification Course will be conducted as outlined by the IACP and NHTSA.*

*The statewide DREC will direct the OK DRE Oversight Committee, maintaining a statewide vision of current or upcoming DRE issues. The statewide DREC will work with OHSO to plan, schedule and conduct training in conjunction with the OHSO, as necessary. Additionally, the DREC or their designee will provide ARIDE and SFST instruction as requested by local agencies throughout OK. The DREC will make every effort to locate DRE instructors close to those requesting training to reduce the cost of travel. Lastly, the DREC or their designee will work with the OK Challenge program to bring awareness of impaired driving issues to teens, as well as begin to notify adult coordinators at the events about upcoming Drug Impairment Training for Educational Professionals (DITEP) training for schools. The statewide DREC with cooperation with the OK DRE Oversight Committee and OHSO will provide additional training opportunities in the way of a two day instructor workshop to maintain minimum yearly training standards as set forth by IACP and enhanced Oklahoma DRE Training Standards. Additionally, the aforementioned groups will work to provide continuing education to all DREs by way of a multi-day training event to maintain minimum yearly training standards as set forth by IACP and enhanced Oklahoma DRE Standards.*

*Funding is provided to contract with the Institute for Traffic Safety Management and Research (ITSMR) to provide support and maintenance for the ITSMR web-based DRE evaluation program, allowing DRE students and current DREs to complete the entire DRE evaluation on a digital form in the field. The contract will allow 200 DREs to continue using the program through FFY24. The ITSMR program provides more in-depth data tracking abilities to the State of OK's DRE program and allows the OHSO to get real time numbers for impaired driving trends across the state.*

*Funding is provided for (25) tablets with cases & (25) PBTs to deploy to DRE students. Tablets/PBTs will remain with those students who become certified DREs. Remaining tablets/PBTs after both DRE schools are complete will be dispersed to current DREs who do not have a working tablet/PBT.*

*Funding is provided for in-state travel for grant-related training activities, to include ARIDE, SFST, and/or OK Challenge events. Other in-state travel may be authorized with prior OHSO approval.*

*Funding is provided for out-of-state travel for the DREC and/or the ARIDE Coordinator to travel to the IACP Technical Advisory Panel meeting, the Borkenstein Alcohol Course through Indiana University Bloomington, IACP Coordinator Meeting, & IACP IDTS (to include the adjacent State Coordinator's Meeting). Additional OCPD DREs may attend the IACP conference with prior OHSO approval.*

*The Drug Recognition Expert (DRE) Training Program will utilize the following countermeasures and activities:*

*Countermeasure: Law Enforcement Training*

*Activity: Impaired Driving Law Enforcement Training (405d)*

*Countermeasure: Preliminary Breath Test (PBT) Devices*

*Activity: Impaired Driving Law Enforcement Training (405d)*

\*

## PROJECT EVALUATION

*The DREC will provide quarterly updates to OHSO about monthly SFST/ARIDE training and progress towards the next DRE school as well as numbers of students who are presently enrolled to attend or who have completed the trainings. The DREC will provide OHSO an annual overview and report containing the total number of DREs, DRE Instructors, courses completed monthly and annually. This will also include the number of DREs and DRE instructors who have been decertified or failed to recertify during the previous year. The end of year summary will be complete no later than 11/15/2024 to outline successes and challenges of the program.*

\*

If the OHSO is not able to fund this project as proposed, would your agency be interested in an alternative type of project? If so, please select a second and third preference based on your local problem identification.

**2nd**

**Preference:**

**3rd**

**Preference:**

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Officers will be trained and obtain certification as Drug Recognition Experts and will then aid their department and their area department when possible with the arrest, documentation and prosecution of alcohol and/or drug impaired drivers. DRE Instructors as also provided to local county district attorneys offices to assist in the prosecution of impaired driving cases and from time to time are used in the prosecution of other types of cases where impairment was involved. DRE and DRE Instructions as often used in area check points and saturation patrols to reduce the number of impaired driving injury and fatality collisions*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Conduct classroom instruction for both the 2-day pre-school and the 7-Day DRE training sessions, and provide opportunities for "follow-up" certification training. Conduct two-day instructor workshop and two day DRE training to maintain IACP standards. Conduct DITAP training in state wide school districts to reduce future number of impaired driving injury and fatality collisions.*

\*

# Operating Costs

Entry info: Costs to support the project not specific to other cost areas, such as: Indirect Costs, Media costs paid by a subrecipient directly to a media outlet, car seats for distribution, postage, phone, or other items of nominal cost to support approved grant-related activities. Add each type of cost separately.

**Check box if Operating Costs is not being requested for this project. Click SAVE.**

**Description \***

*DRE School Supplies*

**Dollar Amount \***

*\$50,000.00*

(If for Indirect Costs, attach copy of approval letter to application. If De minimis rate requested, identify in the Justification section below.)

**Justification \***

*Operating Costs for DRE instructor school and DRE/ARIDE school supplies, to include but not limited to saliva test kits, and medical supplies necessary for instruction.*

# Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment \*

Computer Equipment (hardware)

Description of Item \*

Android Based Tablet and Cases

Number of items requested \*

100

Cost Per Item \*

\$500.00

Dollar Amount

\$50,000.00

Justification \*

Operating costs for the purchase of fifty (50) tablets and cases for use by DRE students during DRE school and after certification, in conjunction with the ITSMR program. Cost not to exceed \$499 total per unit. Additional tablets will be utilized to replace older tablets as they fail which are reaching their life expectancy.

# Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment \*

Portable Breath Tester

Description of Item \*

Intoximeters FST Portable Breath Testing Device

Number of items requested \*

100

Cost Per Item \*

\$500.00

Dollar Amount

\$50,000.00

Justification \*

Operating costs for the purchase of fifty (50) PBTs for use by DRE students during DRE school and after certification. Cost not to exceed \$499 total per unit. Additional PBTs will be utilized to replace aging issued PBTs as they begin to fail at expected life expectancy.



# Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

Check box if Travel In-State is not being requested for this project. Click **SAVE**.

**Description \***

*ARIDE Travel*

**Dollar Amount \***

*\$2,500.00*

**Reason: \***

*Funding for lodging for one (1), two-day (2) ARIDE course per month per 12 month period. Each course requires a two day lodging.*

# Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

Check box if Travel In-State is not being requested for this project. Click **SAVE**.

**Description \***

*DRE Continuing Education Workshop*

**Dollar Amount \***

*\$25,000.00*

**Reason: \***

*Funding for lodging for a continuing education workshop for certified Drug Recognition Experts with an anticipated attendance of 75 DREs.*

# Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

Check box if Travel In-State is not being requested for this project. Click **SAVE**.

**Description \***

*DRE Instructor Workshop*

**Dollar Amount \***

*\$12,500.00*

**Reason: \***

*Funding for a two day DRE instructor workshop to include registration, lodging, M&IE and transportation expenses in accordance with the State Travel Reimbursement Act.*

# Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

Check box if Travel In-State is not being requested for this project. Click **SAVE**.

**Description \***

*Oklahoma Challenge Related Lodging*

**Dollar Amount \***

*\$2,500.00*

**Reason: \***

*Funding to provide lodging for one Oklahoma Challenge event per month, with an average lodging stay of two days.*

# Travel Out-of-State

Entry info: Travel: Out-of-State travel may be for mileage, transportation, fares, lodging, per diem and registration costs to attend or participate in approved grant-related training, symposia, meetings or conferences that take place outside of Oklahoma. Out-of-state travel not specifically identified requires prior approval in writing from OHSO before incurring travel costs. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

Check box if Travel Out-of-State is not being requested for this project. Click SAVE.

**Description of Travel \***

*Out-of-State Training*

**Dollar Amount \***

*\$32,500.00*

**Reason: \***

*Out-of-state travel as designated in the project description to include: registration, lodging, M&IE, and transportation expenses in accordance with the State Travel Reimbursement Act and state travel restrictions. Funding would also be utilized for sending members of the DRE Oversight Committee to the IDTS Conference which includes travel expenses, registration, and lodging.*

# Contractual Services

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.

Check box if Contractual Services is not being requested for this project. Click **SAVE**.

Item \*

☒ Training

Audit

Media (To be used only for subcontractor’s media costs. Subrecipients list direct media costs under Operating Costs.)

Professional Services

Other

Dollar Amount \*

\$10,000.00

Description \*

DRE Field Certification Facility

# Contractual Services

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.

Check box if Contractual Services is not being requested for this project. Click **SAVE**.

Item \*

Training

Audit

Media (To be used only for subcontractor’s media costs. Subrecipients list direct media costs under Operating Costs.)

☒ Professional Services

Other

Dollar Amount \*

\$4,000.00

Description \*

Expert Instructor Costs



Contractual Services

OHSO-  
FFY2024-  
Oklahoma  
City PD-  
00040

▼ Forms

Narrative

Pre-application Guidelines

Applicant Info

Project Info

Countermeasures and Performance Measures

Budget

Personnel Services

Operating Costs

Equipment

Travel In-State

Travel Out-of-State

Contractual Services

Budget Summary

Attachments

Award

Instructions:

Please complete this page, then click the **Save** button.  
Clicking the **Save** button will calculate percentages and totals.  
After saving the page and you do not receive an error, you can click **Add** to add another item.  
Required fields are marked with an \*

New Note

Print

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific op  
Examples of these would include: training courses, professional audits, and media contracts.

☐ Check box if Contractual Services is not being requested for this project. Click SAVE.

- Item \*
- ☐ Training

☐ Audit

☐ Media (To be used only for subcontractor's media costs. Subrecipients list direct media costs under Operating Costs.)

☒ Professional Services

☐ Other

Dollar Amount \*

\$

60,000.00

Description \*

Contractual costs for the yearly ITSMR contract, providing support and maintenance for the ITSMR DRE evaluation program for 200 users.  
be uploaded.)

170 of 1000



Documents	
Award Packet	<input type="checkbox"/>
Instructions	
Grant Agreement Summary – Part 1	<input checked="" type="checkbox"/>
Activity/Milestones Projections	<input checked="" type="checkbox"/>
Budget Detail Projections	<input checked="" type="checkbox"/>
Budget Summary Projections	<input checked="" type="checkbox"/>
General Provisions – Part II	<input checked="" type="checkbox"/>
Specific Agreements – Part III	<input type="checkbox"/>
Certification	<input type="checkbox"/>
Peoplesoft Application Information	<input type="checkbox"/>
Grant Agreement Copy for Review (/PDD?pddGUID=528E7850-72CE-4D5F-8D99-6DD3A8AE0D40)	
Other Documentation	
Uploads	<input checked="" type="checkbox"/>
Tools	
Document Framework	
Add/Edit People	
Document Status History	
Date Modification	
Document	

Attachment  
Repository

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Document  
Modification  
Summary

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Document  
Validation


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Notes


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Print Document

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Document  
Messages 


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OHSO Certification

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# Contractual Services

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.

Check box if Contractual Services is not being requested for this project. Click SAVE.

Item \*

☒ Training

Audit

Media (To be used only for subcontractor’s media costs. Subrecipients list direct media costs under Operating Costs.)

Professional Services

Other

Dollar Amount \*

\$70,000.00

Description \*

Contractual costs for meeting space and hotel rooms as needed for DRE instructor school and DRE schools.

# Budget Summary

Expense Item	Amount
Personnel Services	\$
Operating Costs	\$50,000.00
Equipment	\$100,000.00
Travel In-State	\$42,500.00
Travel Out-of-State	\$32,500.00
Contractual Services	\$144,000.00
TOTAL	\$369,000.00

# Police Department

The City of Oklahoma City

## Operations Manual

Procedure Number: 130.0

Effective Date: 9/2014

### **130.0 Employees Operating Department Vehicles**

Civilian personnel will operate unmarked vehicles only when required for their normal job duties. At no time will civilian personnel operate marked vehicles unless an emergency situation exists or unless the employee is directed by a sworn Department supervisor to operate the vehicle. At no time, even during emergencies, will a civilian employee operate a marked vehicle with emergency equipment activated, i.e. red lights, siren, etc.

EXCEPTION: Maintenance personnel may operate marked vehicles to and from service facilities, under the restrictions above.

#### **130.10 Requirements**

All personnel-operating Department owned vehicles must:

- A. Hold a valid Oklahoma Driver's License.
- B. Be on official Department Business.
- C. Be properly authorized to operate Department vehicles.

#### **130.20 Seat Belt Use**

All front seat passengers in City or Department owned vehicles must wear a restraint device.

**OKLAHOMA HIGHWAY SAFETY OFFICE**  
Pre-Award Risk Assessment



**Applicant agency:** Oklahoma City Police Department **UEI #:** D 3 M U M E 8 J 5 T 2 5  
**Project Title:** Drug Recognition Expert (DRE) Training Program  
**IntelliGrants Application Name:** OHSO-FFY2024-Oklahoma City PD-00040  
**Federal Fiscal Year:** 2024 **Review Date:** 06/16/2023 **Completed by:** Lateka Alexander

1. Award Amount	<u>Small</u> <\$25,000	<u>Medium</u> \$25,000 to \$100,000	<u>Large</u> >\$100,000
Amount of the award (if award amount is unknown, an estimated award amount should be used.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Accounting System	Automated	Manual	Combination
Type of accounting system used by the entity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Program Complexity	Not Complex	Slightly Complex	Moderately Complex	Highly Complex
Rate the complexity of the program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Programs with complex compliance requirements have a higher risk of non-compliance. In your determination of complexity consider whether the program has complex grant requirements (if you choose one, select slightly complex; if you choose two, select moderately complex; if you choose three or four, select highly complex). The following are some examples of reasons a program would be considered more complex:

- ▶ Complex programmatic requirements and/or must adhere to regulations
- ▶ Various types of program reports are required
- ▶ Matching Funds or Maintenance of Effort are required
- ▶ The entity further subcontracts out the program

Entity Risk	All questions must be answered with a Yes, No, or NA.			Yes	No	N/A
<b>4. Determine if the applicant has experience with same or similar sub-awards.</b>						
a. Has the applicant previously had Federal or State grants similar to this award?						
b. Has the applicant had at least 3 year's experience with Federal grants?						
c. Did the Federal agency determine that there were no financial or compliance issues.						
<b>5. Determine the results of previous audits.</b>						
a. Has the applicant received a single audit in accordance with 2 CFR part 200.501 Subpart F within the preceding 3 years?						
b. If yes to 5.a, did the <i>last available</i> single audit report cover letter or summary report contain specific language stating they had an "Unqualified Opinion" or "Unmodified Opinion" of the audit report? <i>(a "No" response to question 5.b requires automatic medium or high risk)</i>						
c. In the last available audit, the findings did <b>not</b> directly impact a grant with OHSO. <i>(True="Yes", False="No")</i>						
<b>6. Determine if the applicant has new personnel, or new or substantially changed systems?</b>						
a. Has the applicant staff remained essentially unchanged during the prior year?						
b. Is the designated Project Director the same as in the previous year grant?						
c. Does the entity have an accounting system that will allow them to completely and accurately track the receipt and disbursements of funds related to the award?						
<b>7. If the subrecipient has had an OHSO award within the previous 3 years, during the latest year was the agency consistently on time and accurate in the submission of the following:</b>						
a. Progress Reports						
b. Fiscal Reporting						
c. Change requests/revisions						
d. Annual Inventory Certification						
e. Evaluation summary						

Entity Risk	All questions must be answered with a Yes, No, or NA.	Yes	No	N/A
8.	If subrecipient received grant funding from OHSO within the previous 3 years, for the latest year did the project:			
a.	Utilize at least 85% of initial funding provided without a reduction in funding level?			
b.	Did Monitoring Reports for that year(s) reflect good performance without documentation of significant sub-par performance levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Did the EOY evaluation(s) indicate that target goals were achieved and milestone projections consistently met, including participation in mobilizations?			
d.	Agency had no "scope of activity" problems identified requiring corrective action. (True="Yes", False="No")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Low Risk		High Risk	
Most of the following attributes should be present to be considered <u>low</u> risk		One or more of the following attributes may be present to be considered <u>high</u> risk	
▶	Entity has complied with the terms and conditions of prior grant awards.	▶	History of unsatisfactory performance or failure to adhere to prior grant terms and conditions
▶	No known financial management problems or financial instability	▶	Financial management problems and/or instability; inadequate financial management system
▶	High quality programmatic performance	▶	Program has highly complex compliance requirements
▶	No, or very insignificant, audit or other monitoring findings	▶	Significant findings or questioned costs from prior audit
▶	Timely and accurate financial and performance reports	▶	Untimely, inadequate, inaccurate reports
▶	Program likely does not have complex compliance requirements	▶	Recurring/unresolved issues
▶	Entity has received some form of monitoring (e.g., single audit, on-site review, etc.)	▶	Lack of contract with entity or any prior monitoring
		▶	Large award amount
Medium Risk		▶ Agencies that fall between low and high risk are considered <u>medium</u> risk.	

Rating Assigned

false

Total No responses

2

#### Additional notes or comments specific to the subrecipient

#### RATING SCALE

0-7 No responses	Low
8-13 No responses	Medium
14-18 No responses	High

Validate

Risk Actions	High	Medium	Low
Standard monitoring – including phone calls, emails and onsite visits with subrecipient.	X	X	X
Reviewing monthly activity reports.	X	X	X
Require 100% documentation for reimbursement.	X	X	X
Required attendance at annual Project Directors Training Course	X	X	
Schedule an in-depth financial review prior to the end of the first quarter of the project year.	X	X	
Consider discontinuing grant activity or not providing entity with a grant until such time as high risk classification is resolved.	X		
Withhold full or partial payments if documentation is found to be incomplete or incorrect.	X		
Review corrective actions to determine if subrecipient has come into compliance.	X		
Request review by State Auditor's Office or take enforcement action if necessary.	X		
Consider taking enforcement action against the non-compliant subrecipient.	X		



E-mail Address \*

daniel.stewart@okc.gov

Project Director \*

Daniel Stewart

Title \*

Major

Physical Address \*

700 Colcord Dr.

City \*

Oklahoma City

State \*

OK

Zip \*

73102

Area Code/Phone Number \*

(405) 316-5237

Area Code/Fax Number

E-mail Address \*

daniel.stewart@okc.gov

Finance Officer \*

Kelly Parker

Title \*

Management Specialist

Address where reimbursement is to be mailed \*

700 Colcord Dr.

City \*

Oklahoma City

State \*

OK

Zip \*

73102

Area Code/Phone Number \*

(405) 297-2708

Area Code/Fax Number

E-mail Address \*

Kelly.Parker@okc.gov

**OKLAHOMA HIGHWAY SAFETY OFFICE**  
Pre-Award Risk Assessment



**Applicant agency:** Oklahoma City Police Department **UEI #:** D 3 M U M E 8 J 5 T 2 5  
**Project Title:** Drug Recognition Expert (DRE) Training Program  
**IntelliGrants Application Name:** OHSO-FFY2024-Oklahoma City PD-00040  
**Federal Fiscal Year:** 2024 **Review Date:** 06/16/2023 **Completed by:** Lateka Alexander

1. Award Amount	<u>Small</u> <\$25,000	<u>Medium</u> \$25,000 to \$100,000	<u>Large</u> >\$100,000
Amount of the award (if award amount is unknown, an estimated award amount should be used.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Accounting System	Automated	Manual	Combination
Type of accounting system used by the entity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Program Complexity	Not Complex	Slightly Complex	Moderately Complex	Highly Complex
Rate the complexity of the program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Programs with complex compliance requirements have a higher risk of non-compliance. In your determination of complexity consider whether the program has complex grant requirements (if you choose one, select slightly complex; if you choose two, select moderately complex; if you choose three or four, select highly complex). The following are some examples of reasons a program would be considered more complex:

- ▶ Complex programmatic requirements and/or must adhere to regulations
- ▶ Various types of program reports are required
- ▶ Matching Funds or Maintenance of Effort are required
- ▶ The entity further subcontracts out the program

Entity Risk	All questions must be answered with a Yes, No, or NA.			Yes	No	N/A
<b>4. Determine if the applicant has experience with same or similar sub-awards.</b>						
a.	Has the applicant previously had Federal or State grants similar to this award?					<input type="checkbox"/>
b.	Has the applicant had at least 3 year's experience with Federal grants?					<input checked="" type="checkbox"/>
c.	Did the Federal agency determine that there were no financial or compliance issues.					<input type="checkbox"/>
<b>5. Determine the results of previous audits.</b>						
a.	Has the applicant received a single audit in accordance with 2 CFR part 200.501 Subpart F within the preceding 3 years?					<input checked="" type="checkbox"/>
b.	If yes to 5.a, did the <i>last available</i> single audit report cover letter or summary report contain specific language stating they had an "Unqualified Opinion" or "Unmodified Opinion" of the audit report? (a "No" response to question 5.b requires automatic medium or high risk)					<input type="checkbox"/>
c.	In the last available audit, the findings did <b>not</b> directly impact a grant with OHSO. (True="Yes", False="No")					<input checked="" type="checkbox"/>
<b>6. Determine if the applicant has new personnel, or new or substantially changed systems?</b>						
a.	Has the applicant staff remained essentially unchanged during the prior year?					<input type="checkbox"/>
b.	Is the designated Project Director the same as in the previous year grant?					<input checked="" type="checkbox"/>
c.	Does the entity have an accounting system that will allow them to completely and accurately track the receipt and disbursements of funds related to the award?					<input type="checkbox"/>
<b>7. If the subrecipient has had an OHSO award within the previous 3 years, during the latest year was the agency consistently on time and accurate in the submission of the following:</b>						
a.	Progress Reports					<input checked="" type="checkbox"/>
b.	Fiscal Reporting					<input type="checkbox"/>
c.	Change requests/revisions					<input checked="" type="checkbox"/>
d.	Annual Inventory Certification					<input type="checkbox"/>
e.	Evaluation summary					<input checked="" type="checkbox"/>

Entity Risk	All questions must be answered with a Yes, No, or NA.	Yes	No	N/A
8.	If subrecipient received grant funding from OHSO within the previous 3 years, for the latest year did the project:			
a.	Utilize at least 85% of initial funding provided without a reduction in funding level?			
b.	Did Monitoring Reports for that year(s) reflect good performance without documentation of significant sub-par performance levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Did the EOY evaluation(s) indicate that target goals were achieved and milestone projections consistently met, including participation in mobilizations?			
d.	Agency had no "scope of activity" problems identified requiring corrective action. (True="Yes", False="No")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Low Risk		High Risk	
Most of the following attributes should be present to be considered <u>low</u> risk		One or more of the following attributes may be present to be considered <u>high</u> risk	
▶	Entity has complied with the terms and conditions of prior grant awards.	▶	History of unsatisfactory performance or failure to adhere to prior grant terms and conditions
▶	No known financial management problems or financial instability	▶	Financial management problems and/or instability; inadequate financial management system
▶	High quality programmatic performance	▶	Program has highly complex compliance requirements
▶	No, or very insignificant, audit or other monitoring findings	▶	Significant findings or questioned costs from prior audit
▶	Timely and accurate financial and performance reports	▶	Untimely, inadequate, inaccurate reports
▶	Program likely does not have complex compliance requirements	▶	Recurring/unresolved issues
▶	Entity has received some form of monitoring (e.g., single audit, on-site review, etc.)	▶	Lack of contract with entity or any prior monitoring
		▶	Large award amount
Medium Risk		▶ Agencies that fall between low and high risk are considered <u>medium</u> risk.	

Rating Assigned

false

Total No responses

2

#### Additional notes or comments specific to the subrecipient

#### RATING SCALE

0-7 No responses	Low
8-13 No responses	Medium
14-18 No responses	High

Validate

Risk Actions	High	Medium	Low
Standard monitoring – including phone calls, emails and onsite visits with subrecipient.	X	X	X
Reviewing monthly activity reports.	X	X	X
Require 100% documentation for reimbursement.	X	X	X
Required attendance at annual Project Directors Training Course	X	X	
Schedule an in-depth financial review prior to the end of the first quarter of the project year.	X	X	
Consider discontinuing grant activity or not providing entity with a grant until such time as high risk classification is resolved.	X		
Withhold full or partial payments if documentation is found to be incomplete or incorrect.	X		
Review corrective actions to determine if subrecipient has come into compliance.	X		
Request review by State Auditor's Office or take enforcement action if necessary.	X		
Consider taking enforcement action against the non-compliant subrecipient.	X		