

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
DWI GRANT PROGRAM

DWI GRANT AGREEMENT
Project No. 12-D-J-G-27

THIS GRANT AGREEMENT made and entered into as of this 13th day of December **2011**, by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, Bataan Memorial Building, Suite 201, Santa Fe, New Mexico 87501, hereinafter called the **DIVISION**, and the County of Santa Fe, hereinafter called the **GRANTEE**.

WITNESSETH:

WHEREAS, this Grant Agreement is made by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, and the Grantee, pursuant to the Local DWI Grant Program Act Sections 11-6A-1 through 11-6A-6, NMSA 1978, as amended (the "Act") and the Local DWI Grant Program Regulations 2 NMAC 110.4 (the "Regulations").

NOW, THEREFORE, the parties hereto do mutually agree as follows:

ARTICLE I - SCOPE OF WORK

- A. The Grantee agrees that it will implement, in all respects, the activities outlined in its Project Description, attached hereto as Exhibit "A" and made a part of this Grant Agreement.
- B. The Grantee agrees to make no change in the Project Description herein described without first submitting a written request to the Division and obtaining the Division's written approval of the proposed change.

ARTICLE II - LENGTH OF GRANT AGREEMENT

- A. The term of this Grant Agreement shall be from October 4, 2011, through June 30, 2012 and **SHALL NOT BECOME EFFECTIVE UNTIL APPROVED AND SIGNED BY BOTH THE GRANTEE AND THE DIVISION.**
- B. In the event that, due to unusual circumstances, it becomes apparent that this Grant Agreement cannot be brought to full completion within the time period set

forth in Paragraph A of this Article II, the Grantee shall so notify the Division in writing at least thirty (30) days prior to the termination date of this Grant Agreement, in order that the Grantee and the Division may review the work accomplished to date and determine whether there is need or sufficient justification to amend this Grant Agreement to provide additional time for completion of the same.

ARTICLE III - REPORTS

A. Evaluation

1. The grantee agrees that data entered into the ADE screening and tracking program and the Managerial Data Set is complete and accurate to allow the Department of Finance and Administration's designated evaluation contractor to develop and implement an evaluation system.

B. Progress Reports

1. In order that the Division may adequately evaluate the progress of the Grant Agreement, the Grantee shall be required to make periodic quarterly Progress Reports to the Division. The said reports shall contain a narrative and/or bulleted highlights of accomplishments and/or problems and delays encountered to date, a detailed budget breakdown of expenditures to date, a summary of any fees collected and/or expended, the Managerial Data Set, the ADE Quarterly Report, Planning Council meeting agendas and minutes, Exhibit B (certification of the report), and such other information following the objectives of the county's evaluation as may be of assistance to the Division in its evaluation. The first quarterly report is due **January 31, 2012**.
2. Grantee assures that Reports submitted to the Division will not contain any "individually identifiable health information" as defined by the Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164, the Regulations promulgated by the Department of Health & Human Services pursuant to HIPAA, the Health Insurance Portability and Accountability Act of 1996 (the "HIPAA Regulations").
3. One copy of the corresponding quarterly progress report shall be submitted to the Division not later than **January 31, 2012** and **April 30, 2012** for review and comment.
4. In order that the Division may adequately evaluate the progress of the Local DWI grant program statewide, the Grantee shall provide within 30 days, upon request of DFA's evaluator(s), information and access to

program records and records of contractors working for the Grantee, provided that such information shall not contain any "individually identifiable health information" as defined by the HIPAA Regulations.

C. Final Report

1. The Grantee shall submit to the Division one copy of the Final Report for this project. The final Report shall include only the information called for in Article III, Paragraph B.1 and B.2 for the fourth quarter, in addition to a Managerial Data Set Summary Report for the entire term of the agreement.
2. The Final Report and final reimbursement shall include sufficient detail to evaluate the effectiveness of each program component in the project and shall be submitted no later than July 16, 2012.

D. Annual Report

1. The Grantee shall submit to the Division one copy of the Annual Report for this project. The Annual Report shall include the ADE tracking data and demographic profile of the DWI offender and Managerial Data Set data for the entire term of the agreement.
2. The Annual Report shall be submitted no later than July 16, 2012.

ARTICLE IV - CONSIDERATION AND METHOD OF PAYMENT

- A. In consideration of the Grantee's satisfactory completion of all work and services required to be performed under the terms of this Grant Agreement, and in compliance with all other Grant Agreement requirements herein stated, the Division shall pay the Grantee a sum not to exceed **One Hundred sixty eight thousand nine hundred ninety two(\$168,992.00)Dollars**. The funds are to be expended in accordance with the proposed budget attached as Exhibit "C" and "C"(1), and made a part hereof. It is understood and agreed that the Grantee's expenditure of these monies shall not deviate from the budget categories of said budget by more than 10% of the total grant amount without the prior written approval of the Division.
- B. It is understood and agreed that should any portion of the funds paid hereunder by the Division to the Grantee for the purposes designated herein remain unexpended at the completion of this Grant Agreement period, the said unexpended funds shall revert to the Division for disposition.

- C. All payments will be made on a reimbursement of actual cost basis upon receipt by the Division of individual quarterly reports accompanied by these completed forms: Request for Payment Form, Exhibit D; Fees Collected Summary Form, Exhibit E; and Detailed Breakdown By Budget Category Form, Exhibit G; made a part hereof Exhibit F is applicable to Distribution Funds only and shall not be made a part of this agreement. Requests for payment shall specify all in-kind administrative costs and capital outlay expenditures.
- D. Payment shall be made only for those services specified in the contract and not funded by any other public-entity funding source. **The Grantee shall not bill the Division for the same service or services billed to another funding agency or source.**

ARTICLE V - MODIFICATION AND TERMINATION

- A. The Division, by written notice to the Grantee, shall have the right to terminate this Grant Agreement if, at any time, in the judgment of the Division, the provisions of this Agreement have been violated or the activities described in the Project Description do not progress satisfactorily. In this regard, the Division may demand refund of all or part of the funds dispersed to the Grantee.
- B. The parties may modify any and all terms and conditions of the Grant Agreement by mutual written agreement between the Grantee and the Division.
- C. Early Termination for Convenience: Except as provided in Article X, Appropriations, either the Division or Grantee may terminate this Agreement by providing the other party with a minimum of thirty (30) days advance, written notice of the termination.
- D. Liability in the Event of Early Termination: In the event of early termination of this Agreement by either party, the Division's sole liability shall be to reimburse Grantee in accordance with this Agreement for qualifying expenditures that were:
 - a. Incurred pursuant to a legally binding agreement entered into by Grantee before Grantee's receipt of the Division's notice of early termination or the issuance by the Grantee of a notice of early termination;
 - b. Incurred on or before the termination date in the notice of early termination;
 - c. For permissible purposes under this Agreement's Project Description and procured and executed in accordance applicable law; and
 - d. The subject of a request for payment properly and timely submitted in accordance with Article IV of this Agreement.

ARTICLE VI - CERTIFICATION

The Grantee hereby assures and certifies that it will comply with State regulations, policies, guidelines, and requirements with respect to the acceptance and use of State funds. Also, the Grantee gives assurances and certifies with respect to the grant that:

- A. It has the legal authority to receive and expend the funds as described in the Project Description.
- B. It shall meet all requirements of the Act and the Regulations and all other New Mexico State laws and regulations as they pertain to all activity conducted under this Agreement and provide verification thereof to the Division.
- C. It shall finance its share (if any) of the costs of the project, including all project overruns.
- D. Every treatment facility, program or other provider it contracts with to perform the activities that are subject to this Agreement, shall, at all times, comply with all applicable state and federal laws and regulations and any and all licensure requirements governing treatment facilities, programs or providers. All Contracts shall contain the following provisions: "The Contractor agrees to comply, at all times, with all applicable state and federal laws and regulations and any and all licensure requirements governing its program and facility." The County agrees it shall be solely liable for the failure of any of its providers to meet and comply with all applicable state and federal laws and licensure requirements governing the treatment provider or the program.
- E. It shall comply with the State Procurement Code. All professional services, activities or programs provided through a service provider must be implemented through a professional service contract. **The Grantee will submit all project related contracts, and agreements to the Division for review and approval prior to execution. Amendments to existing contracts must also be submitted to the Division for review and approval prior to execution.**

Grantees will be **required** to complete a request-for-proposal (RFP) for contracts over \$50,000 unless their County's guidelines have more stringent requirements. In which case, the County's guidelines must be followed. Sole Source contracts can be utilized if justification can be provided that the organization(s) is the only one in the area that can provide the services. The Grantee will be required to submit to DFA written documentation as to the reason for sole source contracting prior to entering into the contract and all provisions of the Procurement Code **MUST** be adhered to in regard to the requirements.

- F. It will adhere to all financial and accounting requirements of the Department of Finance and Administration.
- G. It will comply with all applicable conditions and requirements prescribed by the Division in relation to receipt of State DWI Grant Funds.
- H. It shall not at any time utilize or convert any equipment or property acquired or developed pursuant to this Agreement for other than the uses specified in the scope of work as defined in the Grant Agreement without the prior approval of the Division.
- I. No member, officer, employee or family member(s) of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract, or the process thereof, for work to be performed in connection with the program assisted under the grant, and the Grantee shall incorporate, in all such contracts, a provision prohibiting such interest pursuant to the purposes of this certification.
- J. If applicable, it will comply with all HIPAA requirements and HIPAA Regulations.

ARTICLE VII - RETENTION OF RECORDS

- A. The Grantee shall keep such records as will fully disclose the amount and disposition of the total funds from all sources budgeted for the Grant Agreement period, the purpose for which such funds were used, the amount and nature of all contributions from other sources, and such other records as the Division shall prescribe. Such records shall be preserved for a period of not less than six (6) years following completion of all the conditions of this Agreement.

ARTICLE VIII - GRANTEE REPRESENTATIVE

- A. The Grantee hereby designates the person listed below as the official Grantee Representative responsible for overall supervision of the approved project.

Name: Steve Shepherd
Title: Division Director
Address: PO Box 276
Santa Fe, NM 87504

Phone: 505-992-9840
Fax: 505-992-9855

Email: sshepher@co.santa-fe.nm.us

ARTICLE IX - SPECIAL CONDITIONS

- A. The Grantee shall budget and expend a minimum of 10% of the total DWI grant funding awarded for the twelve-month period in local match/in-kind monies. The Grantee shall not budget administrative expenses except as in-kind match pursuant to the DWI Grant Council's administrative policy. The Grantee hereby budgets **\$ 17,000 (11 percent)** as its matching funds commitment.
- B. The Grantee shall not budget, nor at any time exceed expenditures, greater than **ten percent** of its overall grant funding for capital outlay incurred during the grant period.
- C. The Grantee shall submit to the Division written copies of the description of the **treatment program protocol**; its daily activities/curriculum schedule; rules/expectations for clients and staff and any handout or testing material to be utilized throughout the course of the treatment program. One (1) written copy of such material and program description identified above shall be submitted to the Division no later than **30 days prior to component implementation**, for review and comment. All changes and modifications made to the treatment program, including its materials, shall be reported to the Division for its review and comment, as necessary.
- D. The Grantee shall submit to the Division written copies of the description of the **screening program protocol**; schedules; rules/expectations for clients and staff and any handout or testing material utilized in the screening program. One (1) written copy of such material and program description identified above shall be submitted to the Division no later than **30 days prior to component implementation**, for review and comment. All changes and modifications made to the screening program, including its materials, shall be reported to the Division for its review and comment, as necessary.
- E. The Grantee shall adopt the taxonomy provided in the New Mexico Interagency Behavioral Health Service Requirements and Utilization Guidelines for Alcohol and/or Drug Services. Alcohol treatment and detoxifications programs and protocols shall conform to these definitions and descriptions of services. Patient placement criteria shall be with the ASAM Patient Placement Criteria, Second Edition.
- F. **The Grantee shall enter screening and tracking data online at the ADE, Inc. screening and tracking program website. Data shall be entered and maintained in a current up-to-date status.**

- G. **The Grantee shall submit Local DWI Planning Council by-laws in the first quarter report.**
- H. The Grantee shall be solely responsible for fiscal or other sanctions, penalties, or fines occasioned as a result of its own violation or alleged violation of requirements applicable to performance of this Agreement. The Grantee shall be liable for its acts or failure to act in accordance with this agreement, subject to the immunities and limitations of the New Mexico Tort Claims Act.

ARTICLE X - APPROPRIATIONS

- A. The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of the Agreement. If sufficient appropriations and authorizations are not made by the Legislature, the Division may ***immediately*** terminate this Agreement, in whole or in part, regardless of any existing legally binding third party contracts entered into by or between Grantee and a third party, by giving Grantee written notice of such early termination. The Division's decision as to whether sufficient appropriations are available shall be accepted by the Grantee and shall be final. The Grantee shall include a substantively identical clause in all contracts between it and third parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into between the effective date of this Agreement and the Termination Date or early termination date.

ARTICLE XI – REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

- A. Grantee shall include the following or a substantially similar termination clause in all contracts that are (i) funded in whole or part by funds made available under this agreement and (ii) entered into after the effective date of this Agreement:
“This contract is funded in whole or in part by funds made available under Department of Finance and Administration Local Government Division (Division) grant agreement. Should the Division terminate the grant agreement, the [County/City] may terminate this contract by providing contractor written notice of such termination in accordance with the notice provisions in this contract. In the event of termination pursuant to this paragraph, the [County/City] only liability shall be to pay contractor for acceptable goods and/or services delivered and accepted prior to the termination date.”

EXHIBIT "A"

PROJECT DESCRIPTION

Name of Grantee: Santa Fe

Grant No.: 12-D-J-G-27

Grant Amount: \$ 168,992.00

Santa Fe County will provide DWI program activities in the following areas:

1) **Prevention:**

Prevention is the active process that promotes the personal, physical and social well being of individuals, families and communities to reinforce positive behaviors and healthy lifestyles. The term "prevention" is reserved for interventions that occur before the initial onset of a disorder. Prevention programs shall focus on the prevention of alcohol, alcohol abuse, underage drinking, and DWI.

Prevention programs will include 60% evidenced-based prevention activities. Evidence based prevention applies scientifically defensible principles that are the result of rigorous evaluation research on prevention practices. It is also a process that involves strategic planning that focuses on assessment, design, implementation, and evaluation. Evidence based prevention utilizes multiple strategies in multiple settings that work toward a common goal. The LDWI Program encourages DWI programs to follow the Six Prevention Strategies developed by SAMHSA's Center for Substance Abuse Prevention (CSAP).

3) **Screening:**

The grant requires a county-wide screening program that addresses all municipal, district and magistrate court referrals related to DWI. Other referrals addressing DWI-related issues may also be handled from schools and the probation and parole system.

Screening shall comprise the provision of a thorough evaluation for factual information on the clinical, demographic and other legal profile of the DWI offender to assist courts in developing the most appropriate sentence and probation/intervention for the offender.

The program shall use screening fees to self-fund the screening costs to the fullest extent possible. The fee structure shall include an appropriate sliding-fee schedule, based on earning capacity of offenders, to assist those offenders who are unable to pay the full fees.

Screening programs shall be in compliance with the Local DWI Program Guidelines. All programs shall use the State selected screening instrument. Any individual providing screening services that include personal interviews, brief intervention counseling, and/or analysis as part of the screening process, the individual shall be licensed with the New Mexico Counseling and Therapy Practice Board.

The Screening Program shall not be provided by an alcoholism treatment program serving the judicial districts involved in order to avoid conflict of interest or screening bias. (Section 43-3-11, Part G, NMSA 1978, as amended by Chapter 65, Laws of 1993).

6) Compliance Monitoring/Tracking:

The grant supports a compliance monitoring/tracking component, which strengthens tracking, follow-up, and supervised probation-type efforts with DWI offenders to assist courts in the monitoring for compliance of offenders with court imposed sentencing (i.e., screening, treatment, ignition interlock, DWI School, etc.) Compliance monitoring follow-up may include community service supervision, as well. All programs must use the state selected tracking instrument. Programs which are funding supervised probation-type services must follow the Misdemeanor Compliance Program Guidelines issued by the Administrative Office of the Courts.

The Grant requires the entry of offender profile data into a database which follows-up and tracks DWI offenders, compliance with sentence recommendations and course of progress throughout the probation period, including progress of treatment intervention, community service, or any other court imposed sentencing.

STATE OF NEW MEXICO
DWI GRANT PROGRAM
GRANT FUNDING PROGRESS/FINAL REPORT

Exhibit B

County Santa Fe

Project Number 12-D-J-G-27

Grant Amount \$ 168,922.00

Reporting Period FY12

DWI Progress or Final Report

1. List accomplishments and/or any problems encountered and/or delays experienced in the implementation and administration of the project in a narrative or bulleted highlight fashion. Include action or methods used or to be utilized in their alleviation.
2. Please summarize your County DWI Planning Council's participation. Provide copies of minutes and sign-in sheets from meetings. Please send in a copy of the by-laws that govern the DWI Planning Council in the first quarterly report. (Minutes must be signed).
3. Please attach a copy of the Request for Payment/Financial Status Report Form, Exhibit D for grants and the Distribution Fund Financial Status Report, Exhibit F for distribution funded programs, activities and services.
4. Please attach a copy of the breakdown by program of grant and distribution expenditures and in kind/local match to date reported on the second page of the Request for Payment/Financial Status Report Form, Exhibit D(1) for grants and the Distribution Fund Financial Status Report, Exhibit F(1) for distribution funded programs, activities and services.
5. Please attach a copy of the Category Budget Breakdown of Expenditures Form, Exhibit G, to date reported on the Request for Payment/Financial Status Report Form, Exhibit D and D(1) for grants and the Distribution Fund Financial Status Report, Exhibit F and F(1) for distribution funded programs, activities and services.
6. Please attach a copy of the Exhibit E (The Fees Collected Summary).
7. Please attach a copy of the Exhibit I (Law Enforcement Summary Form) if applicable.
8. Please enter and review Managerial Data online on the established website.

9. Please review ADE Screening and Tracking Quarterly Report.
10. Please provide a copy of the screening and treatment protocols in the first quarterly report.

Certification

1. I certify the programs are in accordance with the county DWI plan approved by the Human Services Department (HSD) and meet all applicable HSD regulations, standards or guidelines.
2. I certify that all payments made from LDWI grant and distribution monies were verified and accounted for by locally implemented policies and controls.
3. I certify the DWI Progress and Final Reports contain no "individually identifiable health information" as defined by the HIPAA Regulations.
4. Under penalty of law, I hereby certify that to the best of my knowledge and belief, the information contained in this report is correct and true and that **no other funding source is reimbursing these specific expenditures.**

Please sign and submit this form as part of each quarterly report.

Grantee Representative

County Manager

Date

Date

**Local DWI Grant Fund
Revenue/Expenditure Summary**

Applicant/Grantee
Santa Fe County

Project No.: 12-D-J-G-27 **Total Grant Funds**
\$168,992.00

REVENUES BY SOURCE	EXPENDITURE BY CATEGORY	Grant Expenditures	In-Kind/Match Local Funds	TOTAL Budget
	ADMINISTRATIVE*			
Local DWI Program Grant	Personnel Services			0.00
Program Generated Fees	Employee Benefits			0.00
	Travel			0.00
Local Match (Cash or In-Kind)	Contractual Services			0.00
County	Operating Expenses			0.00
City				0.00
Judicial/Courts				
Other (list):				
Drug Education Fund	PROGRAM			
	Personnel Services	0.00	0.00	0.00
	Employee Benefits	0.00		0.00
	Travel (In-State)	0.00		0.00
	Travel (Out-of-State)	0.00		0.00
	Supplies	0.00	0.00	0.00
	Operating Costs	7,000.00	0.00	7,000.00
	Contractual Services	161,992.00	17,000.00	178,992.00
	Minor Equipment			0.00
	Capital Outlay*			0.00
TOTAL REVENUES	TOTAL EXPENDITURES	168,992.00	17,000.00	185,992.00

(*) Capital Outlay cannot exceed 10%
10% = 16,899.20

Grant Expenditures:

Prevention	Budget
Enforcement	168,992.00
Screening	0.00
Domestic Violence	0.00
Treatment: Outpatient/Jailbased	0.00
Compliance Monitoring/Tracking	0.00
Coordination, Planning & Evaluation	0.00
Alternative Sentencing	0.00
Totals:	168,992.00
	ck 168,992.00

1-Kind/Match Expenditures:

Prevention	Budget
Enforcement	0.00
Screening	
Domestic Violence	
Treatment: Outpatient/Jailbased	17,000.00
Compliance Monitoring/Tracking	0.00
Coordination, Planning & Evaluation	0.00
Alternative Sentencing	
Totals:	17,000.00
	ck 17,000.00

Exhibit C(1)
 LOCAL DWI GRANT PROGRAM
 Request For Payment/Financial Status Report

Santa Fe County
 PO Box 276
 Santa Fe, NM 87504
 505-992-8242
 12-D-J-G-27

EXHIBIT C(1)
 Tot. Bud. Expd: 185,992.00 ck

185,992.00

LOCAL DWI GRANT PROGRAM
Request for Payment/Financial Status Report
Breakdown By Program Component Expenditures D(1)

Grantee: Santa Fe County
 Project No.: 12-D-J-G-27
 Request No.: 1

Total Grant Funds Requested This Request: 0.00
 Total Matching Funds Reported This Request: 0.00
 Total Expenditures Reported This Request: 0.00

Grant Expenditures:

Prevention	Budget	
Enforcement	168,992.00	
Screening	0.00	YTD
Domestic Violence	0.00	0.00
Treatment: Outpatient/Jailbased	0.00	0.00
Compliance Monitoring/Tracking	0.00	0.00
Coordination, Planning & Evaluation	0.00	0.00
Alternative Sentencing	0.00	0.00
Totals:	168,992.00	0.00

In-Kind/Match Expenditures:

Prevention	Budget	
Enforcement	0.00	
Screening	0.00	YTD
Domestic Violence	0.00	0.00
Treatment: Outpatient/Jailbased	17,000.00	0.00
Compliance Monitoring/Tracking	0.00	0.00
Coordination, Planning & Evaluation	0.00	0.00
Alternative Sentencing	0.00	0.00
Totals:	17,000.00	0.00

Total Expenditures This Reimbursement: 0.00
 Total Expenditures Year to Date: 0.00

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required/matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

 Name

 Title

 Date

LOCAL DWI GRANT PROGRAM Fees Collected Summary

I. A. Grantee Santa Fe County
 B. Address: PO Box 276
 Santa Fe, NM 87504
 C. Quarter Ending: 12/31/2011

Program Area	FY12 Beginning Balance (From FY11 Ending Balance)	Fee Summary Year-to-Date		Fee Summary This Period		
		Dollar Amt Collected in Fees	Dollar Amt of Fees Spent for DWI	Ending Balance	Dollar Amt Collected in Fees	Dollar Amt of Fees Spent for DWI
Prevention		\$ -	\$ -	-	-	\$ -
Enforcement		\$ -	\$ -	-	-	\$ -
Screening		\$ -	\$ -	-	-	\$ -
Domestic Violence		\$ -	\$ -	-	-	\$ -
Treatment		\$ -	\$ -	-	-	\$ -
Compliance Monitoring/Tracking		\$ -	\$ -	-	-	\$ -
Coordination, Planning & Evaluation		\$ -	\$ -	-	-	\$ -
Alternative Sentencing		\$ -	\$ -	-	-	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

D. CERTIFICATION: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct, all fees collected are reported here and fees are properly deposited within 24 hours of receipt into the Local DWI Grant and Distribution Program fund. All backup documentation for this report is attached here or on file for review. I certify adequate internal fiscal controls are in place to provide proper fiscal reporting, oversight of records and management of funds.

Grantee Fiscal Officer _____ Date _____
 Grantee Representative _____