

	FY 2021 HIGHWAY SAFETY PROJECT APPLICATION		CT-DOT/HSO		
	CT DEPARTMENT OF TRANSPORTATION		FORM	DUI GRANT	
	SHADED AREA FOR HSO USE ONLY		CFDA #	20.607	
PROJECT NO:	0201-0722-		HSO Stamp Received Department of Transportation Highway Safety Office		
REVISION:	PROGRAM AREA:	154-AL			
September 17, 2020	PROGRAM AREA DESCRIPTION:	Alcohol			
EXPIRES:					
September 30, 2021					
ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.					
PROJECT TITLE:					
Comprehensive DUI Enforcement Program for Municipal Police Dept.					
GOVERNMENTAL UNIT:			ADDRESS OF GOVERNMENTAL UNIT:		
Town of Wilton, CT			240 Danbury Rd Wilton, CT 06897		
APPLICANT:			ADDRESS OF APPLICANT:		
Wilton Police Department			240 Danbury Rd Wilton, CT 06897		
FEIN:	DUNS NUMBER:	ANTICIPATED PROJECT STARTUP DATE:			
06-6002133	557001252	November 21, 2020			
PROJECT DIRECTOR:		TITLE:	TELEPHONE NUMBER:		
Robert Kluk		Lieutenant	203-834-6324		
SIGNATURE:		ADDRESS & ZIP CODE:	FAX NUMBER:		
		240 Danbury Rd Wilton, CT 06897	203-834-6258		
			E-MAIL ADDRESS:		
			robert.kluk@wiltonct.org		
FINANCIAL OFFICER:		TITLE:	TELEPHONE NUMBER:		
Anne Kelly-Lenz		Chief Financial Officer	203-563-0114		
SIGNATURE:		ADDRESS & ZIP CODE:	FAX NUMBER:		
		238 Danbury Rd Wilton, CT 06897	203-834-0282		
			E-MAIL ADDRESS:		
			anne.kelly-lenz@wiltonct.org		
AUTHORIZING OFFICIAL:		TITLE:	TELEPHONE NUMBER:		
John Lynch		Chief of Police	203-834-6260		
SIGNATURE:		ADDRESS & ZIP CODE:	FAX NUMBER:		
		240 Danbury Rd Wilton, CT 06897	203-834-6258		
			E-MAIL ADDRESS:		
			john.lynch@wiltonct.org		
FOR HSO USE ONLY					
APPROVED PROJECT PERIOD:		FROM:	THROUGH:	September 11, 2021	
FISCAL REVIEW COMPLETED BY:		PROJECT MANAGER REVIEW COMPLETED BY:		DATE:	
Christine Biske or Anila Hafeez		Eugene Interlandi			
DATE:		PROGRAM COORDINATOR REVIEW COMPLETED BY:		DATE:	
		Joseph T. Cristalli, Jr.			
REQUESTED AMOUNT:	\$49,880.00	GOVERNOR'S HIGHWAY SAFETY REP:		DATE:	
HSO APPROVED \$					
TOTAL ALLOTTED:		Garrett T. Eucalitto			

PROJECT TITLE	APPLICANT
Comprehensive DUI Enforcement Program for Municipal Police Dept.	Wilton Police Department
	REIMBURSEMENT

PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS

NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Project Start Date		
1st Billing Period Start Date October 1, 2020	1st Billing Period Ending Date January 1, 2021	Reimbursement Deadline February 1, 2021
2nd Billing Period Start Date January 2, 2021	2nd Billing Period Ending Date April 3, 2021	Reimbursement Deadline May 3, 2021
3rd Billing Period Start Date April 8, 2021	3rd Billing Period Ending Date July 5, 2021	Reimbursement Deadline August 4, 2021
4th Billing Period Start Date July 8, 2021	Project Ending Date September 11, 2021	Reimbursement Deadline October 12, 2021

- *All reimbursements must be signed and dated by the sub-grantee's authorizing official.*
- *Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.*
- *Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty (30) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.*
- *All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).*
- *Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30th. Failure to do so may jeopardize your reimbursement.*
- *All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.*
- *Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30th.*
- *Photocopies of any media coverage (if applicable) or supportive documentation can be included.*
- *Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.*

FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.