



Agency Information

APPLICANT: CRETE POLICE DEPARTMENT DATE: SEPTEMBER 16, 2025
ADDRESS: 1945 FOREST AVENUE
CITY, STATE, ZIP: CRETE, NEBRASKA 68333 E-MAIL: dawn.jonas@crete.ne.gov
TELEPHONE # 402-826-4311 Unique Entity Identifier (UEI) #: NSZJX92LS4R3
FEDERAL I.D. #: 47-06006154 Commercial and Government Entity (CAGE) Code: 6VZ55

PROJECT DESCRIPTION:

The purpose of this Special Traffic Enforcement Program (STEP) Grant Contract is to provide funding assistance to law enforcement agencies for selective overtime enforcement, community engagement/outreach, and education overtime in the emphasis areas of Occupant Protection, Impaired Driving, Speed, Distracted Driving, or General Traffic. The funding assistance will provide reimbursement for overtime salaries. Regular traffic enforcement activities must remain at the current level and all activities funded by this STEP grant must be above and beyond the current level of enforcement activity.

Please complete items 1 – 5 below using the definitions on the reverse side and submit a copy of your department’s current seat belt policy and drug-free workplace policy if not already on-file.

1. Baseline Information:

SEE ATTACHED

2. Selective Overtime Enforcement Objective:

SEE ATTACHED

3. Selective Overtime Enforcement Activity:

SEE ATTACHED

4. Selective Overtime Enforcement Budget:

SEE ATTACHED

5. Impact Evaluation:

SEE ATTACHED

Expectations:

- STEP contractors will make every reasonable effort to participate in at least One safety effort per month following the NHTSA calendar. This will include at least one (1) of the winter holiday campaigns as well as *Make it Click (May)* and *Drive Sober or Get Pulled Over (Aug.)*.
- Over the term of the STEP contract an agency goal will be to average a minimum of two contacts/stops per hour of reimbursed STEP enforcement.
- No STEP expenditures may be incurred prior to the acceptance and receipt of a signed agreement from the HSO.
- The applicant must 1) receive approval of the STEP grant contract from the HSO; 2) incur the expenses (pay the bills); 3) request reimbursement on a STEP/Mini-Grant Contract Claim for Reimbursement (CR) located on the HSO website at <http://dot.nebraska.gov/safety/hso/grants/grant-forms/>; and 4) complete the CR and attach the required supporting documentation as prescribed below.
- The applicant shall perform community collaboration and engagement/outreach to ensure transparency and identify disparities in traffic enforcement, and inform on traffic enforcement policies, procedures, and activities to improve traffic safety.
- All STEP grant contractors must submit a monthly activity report to the HSO by the 15th of each month unless otherwise expressly approved by the HSO. The monthly report shall contain all activities paid or otherwise. A form will be provided to award recipients.

Examples:

- Number of presentations
- Community Programs
- School Programs
- Media Contacts
- Booth Displays
- Enforcements
- Distributed Materials
- Number of Persons Reached

Claims for Reimbursement may be held if the STEP grant contract recipient is delinquent in the submission of reports.

Reimbursement:

- For non-enforcement expenses:
 - a) Detailed activity, media placement or other expense with paid invoice, proof of payment
 - b) For activity without expenses, the detailed activity including number of contacts must be submitted within 30 days of the activity.
- For Enforcement Hours:
 - a) All claims for reimbursed enforcement hours must be done utilizing overtime hours.
 - b) Within thirty (30) days from the conclusion of the activity the reimbursement request must be submitted. After sixty (60) days, reimbursements may not be honored. This step-grant contract is financed on a reimbursement basis for any overtime worked.
 - c) Request reimbursement on a STEP/Mini-Grant Claim for Reimbursement (CR) located on the NDOT-HSO website at <http://dot.nebraska.gov/safety/hso/grants/grant-forms/>.
 - d) Copies of the pre- and post-publicity announcing the overtime enforcement activity.
 - e) Grant Funded Enforcement Activity Summary (provided with award letter).
 - f) Provide the name, number of hours worked, regular and overtime hourly rates, and SFST certificate (alcohol only) for each officer.
 - g) Provide the amount paid to each officer and payroll documents to substantiate each expenditure.

Definitions

Baseline Information

explains the following:

- Who* is being affected by a specific injury problem?
What injuries are occurring (type, severity and frequency of fatal and non-fatal injury)?
Include at least 3 years of data.
When the injuries are occurring (i.e., time of day, day of week)?
Where the injuries are occurring (specific geographic location)?
Why the injuries are occurring (contributing factors -- i.e., alcohol, speed, lack of belt use, etc.)?

NOTE: The number of deaths is low in most communities. Non-fatal serious injury crash data may provide a more complete picture.

SELECTIVE OVERTIME ENFORCEMENT OBJECTIVE

Every selective overtime enforcement activity must have an objective to reduce fatal and serious injury crashes as outlined by the baseline information. The objective states exactly how much injury reduction will be achieved in a specific period of time. The contributing factors must also be addressed (i.e., alcohol, speed, etc.). Every objective must be SMART: Specific, Measurable, Action oriented, Realistic, and have a Time frame.

SELECTIVE OVERTIME ENFORCEMENT ACTIVITY

The activity must coincide with the problems outlined in the baseline data and respond to the stated objective. The specific locations, time of day, day of week, number of officers and traffic problem (i.e., alcohol, speed, etc.) must be included.

SELECTIVE OVERTIME ENFORCEMENT BUDGET

The budget must include the total number of officers, total number of hours, officer's hourly rate of pay, and the total amount of funding assistance being requested.

IMPACT EVALUATION

 answers the question "Did we reduce injuries?"

In the application, explain what you will evaluate. In the project summary (submitted after the completion of the activity) answer the following:

- Question #1: Did the activity reduce the types of injuries that were targeted?
Question #2: Did the activity reduce those kinds of injuries by as much as predicted?

STEP Overtime Enforcement Mini-Grant Application

Baseline Information:

Three years of injury accident data within the city of Crete shows the following:

- **Who:** Drivers are more likely to be injured in traffic accidents within the city of Crete.
- **What:** Minor injuries are the most likely sustained, with the elderly the most documented for serious injuries within the city of Crete.
- **When:** Data shows injury accidents are most likely to occur on Wednesday from 0700-1600 and Friday from 0700-1800.
- **Where:** Injury accidents are most likely to occur on Boswell/13th to Highway 33, and 13th (Highway 33)/Heather to Highway 103N.
- **Why:** Data shows that injuries occurring from accidents are most likely to be caused by speed, traffic signal violations, stop sign violations, no seat belts and alcohol.

Selective Overtime Enforcement Objective:

The objective is to participate in the Special Traffic Enforcement Program (STEP) grant from October 1, 2025 – September 30, 2026. By participating in the grant, the goal of the enforcement is to emphasize enforcement and education in the areas of Occupant Protection, Impaired Driving, Distracted Driving and General Traffic. The department will perform community collaboration and engagement/outreach to educate and improve traffic safety.

Selective Overtime Enforcement Activity:

Enforcement activity will be in the form of traffic enforcement by targeting speeding, traffic signal violations, and stop sign violations with an emphasis on identifying and arresting intoxicated drivers.

Locations, days and times for enforcement include:

- Main/5th to 13th: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- Main/18th to 24th: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- Highway 33/13th to 17th: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- 13th/Hawthorne to Linden: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- 13th/Boswell to Iris: Monday-Sunday, all hours (Speeding, Traffic signal violation, Stop sign violation, No seatbelts, Driving while intoxicated)
- 12th and Main, Monday-Sunday, all hours (Stop sign violation, no seatbelts)

Selective Overtime Enforcement Budget:

- Officers will evaluate drivers through regular enforcement
- Officers will participate in national traffic campaigns
- Outreach to educate
 - School programs
 - Community programs
 - Safety seat inspections
- Officers will perform community collaboration
 - Trunk or Treat, Cinco de Mayo, Pumpkin Festival, etc.

Grand total of funding assistance being requested = \$120,000.00

The hourly rates for officers are the billable overtime rates which include FICA and Retirement.

Impact Evaluation:

The additional enforcement and education is targeted at reducing the number of impaired and/or distracted drivers as well as increasing the number of occupant protection devices (seat belts and child restraints) being used. The numbers of citations issued or arrests of motorists for these offenses compared to the number of motorist contacts for traffic infractions during the enforcement period will evaluate motorist compliance with state statutes.