

N20

# Agency Certification and Transmittal Sheet

Code: **N20** Name: **Law Enforcement Training**

To train criminal Justice personnel by providing mandated training and a continuous certification process.

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To the Office of State Budget

This, and accompanying statements, schedules, and explanatory sheets consisting of 19 pages constitute the operating budget estimates of this agency for all proposed expenditures for the 2012-2013 fiscal year.

All statements and explanations contained in the estimates submitted herewith are true and correct to the best of my knowledge.

Signed: Hubert F. Havelle Date: 8/26/11  
(Agency Head)

## FISCAL YEAR 2012-13 BUDGET PLAN

### I. EXECUTIVE SUMMARY

- A. **Agency Section/Code/Name:**  
50/N20/SC Law Enforcement Training Council
- B. **Summary Description of Strategic or Long-Term Goals:**  
To train criminal justice personnel by providing mandated training and a continuous certification process.
- C. **2011-2012 Agency Recurring Base Appropriation:**
- |         |              |
|---------|--------------|
| State   | \$1,178,127  |
| Federal | \$1,000,000  |
| Other   | \$13,236,000 |
- D. **Number of Budget Categories:**  
2 Budget Categories: Administration and Training
- E. **Agency-wide Vacant FTEs**  
Vacant FTEs as of July 31, 2011: 8.25  
% Vacant 7%
- F. **Efficiency Measures:**  
The Academy's key measurers consist of (1) number of officers trained and certified annually, and (2) the number of in-service training opportunities for recertification compliance for the total law enforcement community (Accountability Report 2011 category 4.3).
- G. **Number of Provisos:**  
0

IIA. OPERATING BUDGET PROGRAMS

Agency Section/Code/Name: 50/N20?SC Law Enforcement Training Council

SUMMARY OF OPERATING BUDGET PROGRAMS FOR FY 2012-13

OPERATING BUDGET PROGRAMS			FUNDING					FTEs			
Title	Activity Name	Activity No.	Non-Recurring State	Recurring State	Federal	Other	Total	State	Federal	Other	Total
Administration	Media/Library; Standards and Testing, Food Service, Facilities Planning & Maintenance, Administration and Certification/Non-Compliance	1075, 1076, 1077, 1079, 1752 and 1753		574,244		4,849,726	5,423,970			60.00	60.00
Training	Basic/Mandated, Advanced/Specialized, Range Operations, Student Housing and Homeland Security	1070, 1072, 1073, 1078 and 1080		603,883	500,000	7,370,274	8,474,157	6.00		58.25	64.25
						0	0				0.00
							0				0.00
							0				0.00
							0				0.00
For additional rows, place cursor in this gray box and press "Ctrl" + "b". (You need to start in this gray box for each row needed or the formulas will not copy properly.)											
<b>TOTAL OF ALL OPERATING BUDGET PROGRAMS</b>			<b>0</b>	<b>1,178,127</b>	<b>500,000</b>	<b>12,220,000</b>	<b>13,898,127</b>	<b>6.00</b>	<b>0.00</b>	<b>118.25</b>	<b>124.25</b>

IIB. CAPITAL BUDGET/NON-RECURRING REQUESTS FOR FY 2012-13  
 Agency Section/Code/Name: 50/N20/SC Law Enforcement Training Council

SUMMARY OF CAPITAL BUDGET/NON-RECURRING REQUESTS FOR FY 2012-13

CAPITAL BUDGET/NON-RECURRING REQUESTS				Additional State Funds	Previously Authorized State Funds	Total Other Fund Sources	Project Total
Project No.*	Project Name	Activity Name	Activity No.				
	Not requesting any new funds for FY2012-13.						0
							0
							0
							0
							0
For additional rows, place cursor in this gray box and press "Ctrl" + "c". (You need to start in this gray box for each row needed or the formulas will not copy properly.)							
<b>TOTAL OF ALL CAPITAL BUDGET/NON-RECURRING REQUESTS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*if applicable

**A. Summary description of programs and how they relate to the mission of the agency:**

Media Unit produces and delivers training to support instructional staff and advanced field training through distance learning programs. Standards and Testing Unit provides quality assurance of course work afforded to SC Law Enforcement Community relative to content and presentation. Food Service Unit prepares and presents daily meals and breaks for student body and staff involved in the routine, daily training programs and activities on-going at the Academy. Facilities Planning and Maintenance Unit is responsible for Capital Improvements and Compliance as well as Facilities Maintenance, plant operations, renovations, repairs and construction at the Academy. Administration Unit provides administrative services to the Academy by promoting leadership and guidance, utilizing technology to improve business processes, ensuring a knowledgeable workforce, managing facilities in the most effective and efficient way. Certification/Non-Compliance Unit supports screening and review of candidates for law enforcement training and certification as well as the collection and monitoring of reported information surrounding both voluntary and involuntary separation of veteran officers.

**B. Budget Program Number and Name:**

I. Administration

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
1075	Media/Library		574,244		413,996	988,240
1076	Standards and Testing				454,414	454,414
1077	Food Service				876,122	876,122
1079	Facilities Planning & Maintenance				1,508,796	1,508,796
1752	Administration				1,140,960	1,140,960
1753	Certification/Non-Compliance Support				455,438	455,438

**D. Performance Measures:**

1075 – Number of officers trained, number of training courses offered.

1076 – Increased standardized and consistency of training research, development and delivery for the SC Law Enforcement Community.

1077 – Nutritionally balanced meals are served three times daily, Monday through Thursday, and two times on Friday. Meals are hot and fresh and Health Department Inspections to ensure all sanitation, preparation of food storage requirements are properly handled.

1079 – Continue to maintain the facilities to acceptable standards.

1752 – Feedback from employee surveys, student surveys, Employee Advisory Committee, Executive Staff Meetings, Council Meetings, Managers Meetings and Section Meetings will be utilized to ensure that information is disseminated on a timely basis, policies and procedures are followed and that the workforce is well informed and knowledgeable of all administrative requirements.

1753 – Significant overall upgrade, supplemental and/or replacement of automation and technology is in place with a document management system to more efficiently collect, organize, manipulate and monitor equipment, training and certification eligibility and compliance. Officer data to be reviewed by outside agencies for accuracy and completeness of records and corrections to be made by Academy staff in a timely manner.

**E. Program Interaction:** The Administration Program acts as support of the Training Program.

**F. Change Management:** The Academy is utilizing computer software and databases to make the functions of the Administration Program more efficient and effective in its support of the Training Program.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		0.00	0.00	60.00	60.00
Personal Service	\$0	\$0	\$0	\$2,524,931	\$2,524,931
Employer Contributions	\$0	\$0	\$0	\$734,485	\$734,485
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$574,244	\$0	\$0	\$574,244
Other Operating Expenses	\$0	\$0	\$0	\$1,590,310	\$1,590,310
<b>Total</b>	<b>\$ 0</b>	<b>\$574,244</b>	<b>\$ 0</b>	<b>\$4,849,726</b>	<b>\$5,423,970</b>

\* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.

Is this budget category or program associated with a Capital Budget Priority? No  
 If yes, state Capital Budget Priority Number and Project Name:

Please List proviso numbers that relate to this budget category or programs funded by this category. 50.2 and 90.5

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act		574,244		5,499,726
2012-2013 Act		574,244		4,849,726
Difference		0		650,000
% Difference		0%		12%

Explanation of Changes:  
 Reduction in other funds revenue

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
33560000	CJA Court Fines			4,390,636		
34610000	CJA - \$5 Surcharge			259,090		
38050000	Miscellaneous			200,000		
10010000	State	574,244				

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)		60.00		60.00	
2011-2012 (A)		60.00		60.00	
2010-2011 (F)		54.00		54.00	
2010-2011 (A)		55.00		55.00	
2009-2010 (F)		50.00		50.00	1.00
2009-2010 (A)		53.00		53.00	1.00
2008-2009 (F)	3.00	50.00		53.00	1.00
2008-2009 (A)	3.00	51.00		54.00	1.00
2007-2008 (F)	3.00	50.00		53.00	1.00
2007-2008 (A)	3.00	51.00		54.00	1.00

**K. Detailed Justification for FTEs: No new FTE's requested**

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**L. Summary description of programs and how they relate to the mission of the agency:**

Basic/Mandated Unit develops, coordinates and delivers training for all mandated training courses. Advanced/Specialized Unit coordinates, develops, delivers and registers validated occupational enhancement training. Range Operations Unit provides firearms, driving and practical problems instruction in the mandated areas of Basic training as well as in-service training in these critical and high liability areas. Student Housing Unit provides the daily operations of the Academy’s dormitory facilities which provide lodging accommodations for students/trainees. Homeland Security Unit provides training to improve the state, regional and local capabilities to respond to critical incidents utilizing approved Department of Homeland Security specialized tactical training courses designed to teach skill sets unique to Special Weapons.

**M. Budget Program Number and Name:**

II. Training

**N. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
1070	Basic/Mandated		228,728		5,890,726	6,119,454
1072	Advanced/Specialized		375,155	400,000	848,228	1,623,383
1073	Range Operations				496,256	496,256
1078	Student Housing				135,064	135,064
1080	Homeland Security			100,000		100,000

**O. Performance Measures:**

- 1070 – Number of basic classes offered, number of weeks trained and number of students attending and passing certification.
- 1072 – Number of advance classes offered and number of students passing curriculum.
- 1073 – Number of courses offered in firearms, driving and practical problem solving and the number of student that pass the curriculum. Conduct renovations of the facility to State Engineer standards and oversee all capital projects to ensure that projects are moving forward, within approved specifications and plans, and within budget and time constraints.
- 1078 – Provide facilities, services and programs that are conducive to the trainee’s academic and personal growth.
- 1080 – Number of specialized Law Enforcement Training and Exercises offered throughout South Carolina and the number of students passing curriculum.

**P. Program Interaction:** The Training Program provides Basic Mandated Training, Advanced Training, Range Operations, Housing and Homeland Security Training to law enforcement personnel throughout South Carolina.

**Q. Change Management:** The Academy is utilizing computer software and databases and practical training to make the Training Program more efficient and effective in training law enforcement personnel throughout South Carolina.

**R. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		6.00	0.00	58.25	64.25
Personal Service	\$0	\$371,285	\$203,450	\$2,744,060	\$3,318,795
Employer Contributions	\$0	\$232,598	\$61,700	\$798,559	\$1,092,857



Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	\$0	\$0	\$0
Other Operating Expenses	\$0	\$0	\$234,850	\$3,827,655	\$4,062,505
<b>Total</b>	\$ 0	\$603,883	\$500,000	\$7,370,274	\$8,474,157

*\* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.*

Is this budget category or program associated with a Capital Budget Priority? No  
 If yes, state Capital Budget Priority Number and Project Name:

Please List proviso numbers that relate to this budget category or programs funded by this category. 50.1, 50.2 and 90.5.

**S. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act		603,883	1,000,000	7,736,274
2012-2013 Act		603,883	500,000	7,370,274
Difference		0	500,000	366,000
% Difference		0%	50%	5%

Explanation of Changes:

Reduction in other funds revenue and reduction in federal funds

**T. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
33560000	CJA Court Fines			3,829,364		
34610000	CJA - \$5 Surcharge			3,540,910		
50550000	Federal					500,000
10010000	State	603,883				

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**U. FTE Positions:**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-	Federal	Total	Temporary,
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		Earmarked or Restricted			Temporary Grant, Time -limited
2012-2013 (A)	6.00	58.25		64.25	6.00
2011-2012 (A)	6.00	58.25		64.25	6.00
2010-2011 (F)	6.00	57.00		63.00	5.00
2010-2011 (A)	6.00	59.25		63.25	6.00
2009-2010 (F)	8.00	49.00		57.00	6.00
2009-2010 (A)	8.00	51.25		59.25	7.00
2008-2009 (F)	7.00	50.00		57.00	5.00
2008-2009 (A)	9.00	50.25		59.25	6.00
2007-2008 (F)		50.00		50.00	6.00
2007-2008 (A)		50.25		50.25	6.00

V. Detailed Justification for FTEs: No new FTE's requested

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0



**A. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicates the proviso number (*If new indicate "New #1", "New #2", etc.*): 50.1

**B. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):

II. Training

**C. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences? Agency-specific

**D. Action**

(Indicate Keep, Amend, Delete, or Add): Keep

**E. Title**

Descriptive Proviso Title: LETC: CJA-Federal, Other Flow Through Funds

**F. Summary**

Summary of Existing or New Proviso: In order to complete projects begun in a prior fiscal year, the Law Enforcement Training Council, Criminal Justice Academy is authorized to expend federal and earmarked funds in the current fiscal year for expenditures incurred in the prior fiscal year.

**G. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified): N/A

**H. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

Earmarked funds are used for capital projects that expand over several years to complete. Federal funds are from grants that cover two state fiscal years.

**I. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected  
The State Legislature has not codified the proviso.

**J. Fiscal Impact (Include impact on each source of funds – state, federal, and other).** The proviso affects \$500,000 federal funds and approximately \$3,300,000 earmarked funds.**K. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

(INSERT PROVISOR FROM FY 2012-13 RENUMBERED PROVISOR BASE HERE)

**L. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicates the proviso number (*If new indicate "New #1", "New #2", etc.*): 50.2

**M. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):

- I. Administration
- II. Training

**N. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences? Agency-specific

**O. Action**

(Indicate Keep, Amend, Delete, or Add): Keep

**P. Title**

Descriptive Proviso Title: LETC: CJA-Retention of Emergency Expenditure Funds

**Q. Summary**

Summary of Existing or New Proviso: The Law Enforcement Training council, Criminal Justice Academy is authorized to collect, expend, retain, and carry forward all funds received from other state or federal agencies in the current fiscal year as reimbursement of expenditures incurred in the current or prior fiscal year when personnel and equipment are mobilized and expenses incurred due to an emergency.

**R. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified): N/A

**S. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

The Academy is used as a staging location during state of emergencies for law enforcement personnel and equipment.

**T. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected  
The State Legislature has not codified the proviso.

**U. Fiscal Impact (Include impact on each source of funds – state, federal, and other)** The Fiscal Impact amount would depend on the expenditures caused due to a state emergency.**V. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

**W. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicates the proviso number (*If new indicate "New #1", "New #2", etc.*): 90.5

**X. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):

III. Administration

IV. Training

**Y. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences? Agency-specific

**Z. Action**

(Indicate Keep, Amend, Delete, or Add): Keep

**AA. Title**

Descriptive Proviso Title: SR: Criminal Justice Academy Funding

**BB. Summary**

Summary of Existing or New Proviso: (A) In addition to all other assessments and surcharges, during the current fiscal year, a five dollar surcharge to fund training at the South Carolina Criminal Justice Academy is also levied on all fines forfeitures, escheatment, or other monetary penalties imposed in the general sessions court or in magistrates' or municipal court for misdemeanor traffic offenses or for nontraffic violations. No portion of the surcharge may be waived, reduced, or suspended.

(B) The revenue collected pursuant to subsection (A) must be retained by the jurisdiction, which heard or processed the case and paid to the State Treasurer within thirty days after receipt. The State Treasurer shall transfer the revenue quarterly to the South Carolina Criminal Justice Academy.

(C) The State Treasurer may request the State Auditor to examine the financial records of any jurisdiction which he believes is not timely transmitting the funds required to be paid to the State Treasurer pursuant to subsection (B). The State Auditor is further authorized to conduct these examinations and the local jurisdiction is required to participate in and cooperate fully with the examination.

**CC. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified): N/A

**DD. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

These funds are used to pay back the \$9,345,000 loan for the village construction project, eleven staff members and operating expenditures to fund the Village and for future capital projects at the Academy.

**EE. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected  
The State Legislature has not codified the proviso.

**FF. Fiscal Impact (Include impact on each source of funds – state, federal, and other)** The Fiscal Impact is approximately \$3,800,000 earmarked funds.**GG. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

Federal Aid Justification

2H11014

**Summary**

Award Title	Traffic Safety Officer Program				
CFDA Number/Title		→	If "Other", identify:	20.6000/State and Community Highway Safety	
Award Number (Federal)	2H11014	Start Date	10/01/10	Federal Agency	Department of Transportation (69)
Award Number (State)	N2001TRAFS11	End Date	09/30/11	Federal Subagency	
Award Period	Continuing	→		If "Other", explain:	

**Financial**

Total Award Amount	\$ 363,974.00	Amount Available in FY 2012-13	\$ 313,150.00
State Match Required?	No	If "Yes", describe, and provide SAP Fund Number(s) of funding sources	
Local Match Required?	No	If "Yes", describe	
Assistance Type	Project Grant	If "Other", explain	
Is administrative and/or indirect cost recovery permitted? If so, explain:	Indirect cost are charged as a percentage of the salaries and employee benefits and sent to the State.		
Will funds be passed-through to other entities? If so, what types of entities, and how will funds be distributed?	No		

Federal Aid Justification

2H11014

**Questions**

How is the use of these funds essential to your agency's mission?

Pays for four instructors to training law enforcement officers in order to increase the level of traffic enforcement in a community.

What budgetary, compliance, and programmatic obligations will the state incur (now or in the future) through the receipt of these funds?

None

What outcome and/or performance measures will you track and/or report on in association with this award?

Ensure that the level of enforcement for traffic-related offenses is increased above and beyond enforcement levels experienced prior to the establishment of the grant-funded unit.

What is the name and title of the individual in your agency who is responsible for the success of this program?

Dale E. Smith, Traffic Safety Program Manager