



Gallatin County DUI Task Force

1709 West College ♦ Bozeman, MT 59715 ♦ 406-585-1492

<http://gallatincomt.virtualtownhall.net/duitaskforce>

Community Education & Activity Support & Enforcement

CEASE Awards Overtime Patrol Final Report & Evaluation

(Must be submitted prior to reimbursement)

***Due within 14 days after the completion of the funded project, &
prior to submitting for Reimbursement of Expenses.***

Law Enforcement Agency: _____

What were the lessons learned? What are the results & evaluation/impact of the activities especially as related to the mission of the DUI Task Force (refer to your approved CEASE Award application).

In order to evaluate the value of this project, the Task Force requires a full and thoughtful evaluation from awardees. Include an additional WORD document as needed in order to provide the necessary detail.

Include in your response:

- A copy of the issued Press Release for this activity.
- The dates of the Overtime activities being billed for.
- Number of DUI Citations issued.
- Other arrests/citations.
- Any other benefits of this activity.

Name & Signature of Agency Supervisor:

(Signature) _____

Date: _____

(Please print) _____

How to submit for CEASE Award Reimbursement:

- 1) For Overtime Patrols, the information requested on the reporting form included in the application must be included with your Request for Reimbursement, whether you use the form itself or use the type of reporting forms expected for STEP patrols. Do not bill for Per Diem.
- 2) Include a cover sheet clarifying who the reimbursement check should be made out to, along with the mailing address. Include documentation of expenses.
- 3) Also include documentation of a Press Release, including when and where it ran. Awardees will be expected to report back to the CEASE Committee on the outcome of the project.
- 4) SEND all documentation to the DUI Task Force office at:
1709 West College
Bozeman, MT 59715
Do not email. *Allow up to a month for reimbursement.*
- 5) Projects that do not comply with reporting requirements may receive two years of probation from further CEASE Awards funding.