

**HIGHWAY SAFETY BEHAVIORAL GRANT PROGRAM  
WYOMING LAW ENFORCEMENT LIAISON**

**SCOPE OF WORK**

- B. The professional services to be provided by the Consultant under this Agreement shall be:
- (i) Provide campaign media/events assistance to the Highway Safety Office (HSO), law enforcement agencies, and Safe Communities.
  - (ii) Assist coordination of state activities with national initiatives as needed by the Highway Safety Office sub-recipients.
  - (iii) Assist coordination of local and state traffic safety initiatives.
  - (iv) Conduct and document on-site training and education to law enforcement agencies as requested by the HSO.
  - (v) Travel as required to traffic safety conferences that are specifically related to this project.
  - (vi) Submit a monthly report of grant activity to the HSO and post it to the Highway Safety project site.
  - (vii) Attend meetings and/or serve as an HSO representative as requested by the Highway Safety Behavioral Program Manager.
  - (viii) Participate in discussions with the HSO and traffic safety stakeholders (State Judicial Outreach Liaison (SJOL), Governor's Council on Impaired Driving (GCID), Traffic Safety Resource Prosecutor (TSRP), etc.) to further the goals of highway safety.
  - (ix) Provide fiscal requirements identified in the grant management manual utilizing forms from the HSO with supporting documentation, such as vouchers, invoices, etc., along with a monthly report on all identified activities related to expenditures.
  - (x) Assist the HSO with updating reports for the collection and analysis of data.
  - (xi) Assist the HSO in the development of training materials for high visibility enforcement.