

# Application Information

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Application No: 25-005893

Application Type:	STEP	Agency (City or County):	<a href="#">Sacramento</a>	Department (Police Dept, DA Office, etc):	<a href="#">Sacramento Police Department</a>
Authorized Representative:	<a href="#">Howard Chan</a>	Additional Contact Email:		DUNS/SAM Number:	UEBEEPV69B58
DUNS/SAM Expiration Date:	12/11/2024	DUNS/SAM Registered Address:	5770 Freeport Blvd STE 100	DUNS/SAM City:	Sacramento
DUNS/SAM ZIP+4:	95822-3516				

# Application Summary

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Grants Made Easy Application Titles and Descriptions are pre-populated. For General Grants, provide the Application Title and Application Description.

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Application Title:

Selective Traffic Enforcement Program (STEP)

Application Description:

Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

# Problem Statement

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Describe the problem(s) to be addressed utilizing current data, do not include state or national information.

1. Describe the city, county, or jurisdiction this grant will impact.

Problem Statement:

The City of Sacramento is situated in the Sacramento Valley between the western Bay Area and the Sierra Nevada Mountain range to the east. Sacramento is home to 525,041 residents. Sacramento welcomes over 15 million visitors each year, and nearly 5 million of those visitors come through Downtown Sacramento alone. There are over 250 major sporting events, concerts and conventions in Sacramento that account for nearly 500,000 visitors and attendees each year. There are four major freeway systems (Interstate 5, Interstate 80, US Highway 50, and CA Route 99) that run through the City connecting surrounding suburban areas such as the cities of Elk Grove, Rancho Cordova, Folsom, West Sacramento, and Roseville to Sacramento. These freeways are commuter corridors that directly connect other major areas to Sacramento like the Bay Area, and the Central Valley. The City's major thoroughfares are: Truxel Road, Garden Highway, El Camino Avenue, Arden Way, Howe Avenue, J Street, 16th Street, Broadway, Stockton Boulevard, Franklin Boulevard, Mack Road, Freeport Boulevard, and Florin Road. There are notably high numbers of DUI-related incidents along these major thoroughfares and arterial roadways. Based on the most current available data, during 2021 and 2022, SPD arrested 1,925 drivers for DUI-related offenses. In 2022, Sacramento had over 40 fatal vehicle crashes.

Sacramento Police Department data from 2019 to 2020 reveals no changes in the top three primary crash factors (PCFs) for injury crashes from the previous year. In order, they are 1) unsafe speed, 2) vehicle right of way violations and 3) improper turning. Available 2020 data indicates that when combined, these factors accounted for 57% of all injury crashes; however, these factors were not the primary causes of the fatal crashes. The primary crash factors that were the leading cause of fatal crashes for 2020 were pedestrian violations and driving under the influence (DUI). Between 2017 and 2018, OTS Crash Rankings for the Sacramento area worsened, resulting in the fifth-highest incidence of fatal and injury crashes for the state's 15 largest cities. Similarly, Sacramento's composite ranking dropped from third to second. Sacramento Police Department most recent available data from 2022, the top three primary crash factors were, in order, (1) unsafe speed, (2) improper turning and (3) signs & signals violations. In 2022, total DUI related crashes combined at 261. Additionally, there were 20 pedestrian related crashes, 574 speed related crashes where persons were killed or injured in 2022. Apart from crashes and DUI concerns, illegal street exhibitions, known as "sideshows" have been a growing trend in the City of Sacramento over the last couple of years. This is a trend that the Sacramento Police Department has taken seriously, having started a heavy investment in enforcement in 2021, and carrying in to 2022. Despite enforcement efforts, the volume of sideshow activity grew exponentially with 766 related calls for service in 2022 up to 1,960 related calls for service in 2023.

The Sacramento Police Department plans to take a balanced approach to traffic safety with specific emphasis on education and enforcement for pedestrians, bicyclists, impaired drivers, as well as those that focus on PCFs, distracted driving, sideshow activity, and seatbelt/child safety belt usage.

2. Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats)

Problem Statement:

3. Define the target population the grant intends to serve and how they are affected by the problem(s).

Problem Statement:

## Traffic Data Summary:

(\*) = local data (Crossroads) for 2023 is incomplete at the time of this submission.

Crash Type	2021				2022				2023			
	Crashes		Victims		Crashes		Victims		Crashes		Victims	
Fatal	43		47		31		32		49		55	
Injury	2,622		3,956		1,930		2,888		2,314*		453	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol - Involved	10	290	13	427	11	209	11	303	10	Unk*	14	Unk*
Hit & Run	9	383	9	503	8	332	9	427	10	52*	10	52*
Nighttime (2100-0259 hours)	13	446	14	666	14	340	15	482	14	12*	14	12*
Top 3 Primary Crash Factors									Fatal	Injury	Killed	Injured
#1 -	Unsafe Speed								Unk*	Unk*	Unk*	Unk*
#2 -	Improper Turning								Unk*	Unk*	Unk*	Unk*
#3 -	Right-of-Way Violations								Unk*	Unk*	Unk*	Unk*

## Proposed Solution

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### Equity:

Sacramento Police Department implements data-driven safety initiatives in consideration of disproportional impacts to underserved communities. Grant funding will help SPD engage underserved communities to recognize transportation risks and concerns.

### Strategies:

The Department will continue to use a multi-faceted approach to minimize the frequency of collisions. Key strategies to this approach include activities focusing on 1) Education and Outreach; 2) Enforcement; and 3) Training. The SPD actively engages in education and outreach efforts to prevent collisions before they occur. These activities include specialized training for drivers and highly visible community engagement operations.

For example, the Department conducts "Know Your Limit" campaigns in its downtown entertainment district. These operations are conducted by officers who make informal, non-enforcement contacts with patrons of the area's many restaurants and drinking establishments. During these contacts, patrons can participate in voluntary sobriety tests, after which officers educate them on the dangers of drinking and provide educational material on safe and sober transportation methods, such as ride-share services, taxis/cabs, public transportation, etc.

Similar to the "Know Your Limit" program is the "Wait for the Walk" campaign. The activities include informal contact with citizens and enforcement operations where officers saturate high-density intersections, educate pedestrians about the dangers of jaywalking, and reinforce safe pedestrian habits. The message we spread is that pedestrian-related collisions can be avoided, and we should always use crosswalks and sidewalks and always wait for the walk signals. Pedestrians should stay off their phones and pay close attention to approaching traffic when crossing streets.

The Department continues reaching out to the next generation of roadway users with our Start Smart teen driver program, designed for new drivers between the ages of 15 ½ and 18 years old. The course covers many topics, including distracted driving, impaired driving, collision dynamics, and seat belt use. The goal is to arm the students with knowledge using accurate data, officers' experiences, and, of course, questions from the class to make them "smarter drivers" before they develop bad driving habits. The City of Sacramento supports the Vision Zero program, and the Sacramento Police Department is one of many stakeholders in the transportation arena to work together through engineering, enforcement, and education to reduce traffic fatalities to zero.

Education and outreach will be further supplemented by enforcement operations, emphasizing alcohol-related violations, hazardous traffic violations, and pedestrian and bicycle violations. Activities will include:

- Alcohol Enforcement Operations: DUI & Driver's License Checkpoints, DUI Saturation Patrols, and Know Your Limit campaigns
- Traffic Safety Operations: Traffic Enforcement Operations, Distracted Driver Operations, Motorcycle Safety Operations, Nighttime Click it or Ticket Operations, Pedestrian/Bicycle Enforcement, and Traffic Safety Presentations.

Lastly, the Department will leverage technology to assist in achieving program goals and objectives. Introduced in 2023, SPD now uses real-time, cutting-edge data analytics through Microsoft's PowerBI. SPD Traffic Unit uses this system daily to monitor real-time traffic trends to better address location-specific issues as they emerge. In addition to technological support, SPD regularly communicates with community members in person and through various platforms where traffic concerns are delivered directly to SPD traffic officers. As community-based information and collision data are collected and analyzed, deployment strategies for enforcement activities are built to impact collision rates best. SPD uses portable radar signs and changeable message boards to support enforcement and education operations. These signs are apparent and serve as a deterrent and a display of the Department's commitment to addressing traffic complaints raised by the public. During the last year, we deployed message boards with traffic safety messages to promote traffic safety messages.

#### Agency Qualifications:

Grant administration and management responsibilities will be shared among SPD staff, specific to areas of expertise. Grant operations will be coordinated and managed by Sergeant (Sgt.) Kenneth Collier. Sgt. Collier has been in law enforcement for 16 years, working in various assignments including the Crime Analysis Unit and the Real Time Crime Center (RTCC). In 2017, Sgt Collier assisted with the rollout and integration of Vision Zero, emphasizing traffic and public safety camera systems. Since 2007, Sgt. Collier has continuously participated in DUI checkpoints and various OTS operations. In 2021, Sgt. Collier was assigned to the Traffic Enforcement Unit and oversaw the planning, working, and supervising of enforcement and educational operations. Sgt. Collier has assisted in managing the STEP grant since his tenure in the Traffic Enforcement Unit.

Natalie Weaver, Administrative Officer in the Grants and Contracts Unit, will be assigned to manage financial and administrative functions to ensure that all activities are completed in compliance with OTS and Federal grant regulations and City policies and procedures. She has been assigned to the Unit since 2009. She has administered awards from the US Department of Justice, the US Department of Homeland Security, the California Office of Traffic Safety, the Department of Alcoholic Beverage Control, the Board of State and Community Corrections, and the Division of Boating and Waterways.

## Community Collaboration and Engagement

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Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department and addresses traffic safety. Community collaboration and engagement allows for the appropriate department personnel to engage in conversations to both share information and receive input from the community members regarding traffic safety.

#### Community Collaboration and Engagement:

SPD is firmly committed to community engagement and collaboration. Since 2022, SPD has actively engaged with community members via social media with "Traffic Tip Tuesdays" presented by an SPD Traffic Officer. This media segment was designed to present timely and relevant information regarding traffic safety, traffic enforcement, educational information, and operational announcements. This program gained significant traction on social media and, in 2023, became produced by a local news outlet, growing weekly public impressions by over 80%.

SPD has a solid commitment to in-person engagement and collaboration. SPD Traffic Officers attend regular community engagement events; particularly noteworthy is "Juntos con SPD" at the Mexican Consulate. There, SPD Officers present and exchange traffic safety information specifically with Spanish-speaking community members. Starting in 2024, SPD Traffic Unit Officers will be assigned regularly scheduled community meetings in their respective areas of responsibility. SPD Traffic Officers communicate weekly via email with community members, expressing their concerns to SPD's traffic complaint line. Traffic Officers often begin communication digitally and later meet in person with complainants while addressing traffic safety concerns in the field. SPD is strongly committed to growing and fostering solid relationships in our communities.

## Goals

Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
Reduce the number of pedestrians killed in traffic crashes.
Reduce the number of pedestrians injured in traffic crashes.
Reduce the number of bicyclists killed in traffic crashes.
Reduce the number of bicyclists injured in traffic crashes.
Reduce the number of persons killed in alcohol-involved crashes.
Reduce the number of persons injured in alcohol-involved crashes.
Reduce the number of persons killed in drug-involved crashes.
Reduce the number of persons injured in drug-involved crashes.
Reduce the number of persons killed in alcohol/drug combo-involved crashes.
Reduce the number of persons injured in alcohol/drug combo-involved crashes.
Reduce the number of motorcyclists killed in traffic crashes.
Reduce the number of motorcyclists injured in traffic crashes.
Reduce hit & run fatal crashes.
Reduce hit & run injury crashes.
Reduce nighttime (2100 - 0259 hours) fatal crashes.
Reduce nighttime (2100 - 0259 hours) injury crashes.
Custom Description

## Objectives

Included	Target Number	Description
Yes	1	Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
Yes	12	Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

Yes	12	Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.
Yes	25	Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes	5	Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
Yes	2	Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).
Yes	2	Send law enforcement personnel to the DRE Recertification training.
No	0	Send law enforcement personnel to SFST Instructor training.
No	0	Send law enforcement personnel to DRE Instructor training.
Yes	6	Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.
Yes	50	Conduct DUI Saturation Patrol operation(s).
No	0	Conduct Court Sting operation(s) to cite individuals driving to and from the court after having their driver's license suspended or revoked.
No	0	Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.
No	0	Conduct Stakeout operation(s) that employ law enforcement officers to observe repeat DUI offender probationers with suspended or revoked driver licenses.
Yes	20	Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.
Yes	12	Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.
Yes	10	Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.
Yes	8	Conduct Nighttime (1800-0559) Click It or Ticket enforcement operation(s).
Yes	20	Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.
Yes	4	Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.
Yes	2	Conduct Know Your Limit campaigns with an effort to reach members of the community.
Yes	2	Participate in highly visible collaborative DUI Enforcement operations.
Yes	2	Participate in highly visible collaborative Traffic Enforcement operations.
No	0	Send law enforcement personnel to DUI Checkpoint Planning and Management training.
Yes	4	Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.
No	0	Conduct Illegal Street Racing and Modified Vehicle training classes for law enforcement personnel.
No	0	Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.

Yes	12	Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.
No	0	Utilize the oral fluid drug screening device at roadside to assist with identifying drug use during DUI investigations. Report on the use, accomplishments, or challenges associated with the use of the oral fluid drug screening device.
No	0	Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias.
No	0	Execute subcontracts referenced in the budget. Prior to finalizing the subcontract, grantee should work with the OTS to ensure all costs in the sub contract are allowable. Upon execution of subcontract, upload a copy of the subcontract and request a revision to the grant budget to add new budget line items for associated costs under contractual services. If not yet executed, provide ETA.
Included	Target Number	Custom Description

## Method of Procedure

### Phase 1 - Program Preparation:

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

### Media Requirements:

Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

### Phase 1 - Program Preparation Addendum:

No addendum.

### Phase 2 - Program Operations:

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

### Media Requirements

The following requirements are for all grant-related activities:



- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy to your OTS grant coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

## Phase 2 - Program Operations Addendum:

No addendum.

## Phase 3 - Data Collection:

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
  - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
  - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
  - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
  - Collect, analyze and report statistical data relating to the grant goals and objectives.

## Phase 3 - Data Collection Addendum:

No addendum.

# Budget

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## Personnel Costs

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**Hourly Rates** - When requesting hours for personnel, enter them as straight time or overtime (for Enforcement Overtime, please use section below) and include the amount of hours that they will spend on grant operations. Example: Personnel getting paid 100% by the grant working a full year at \$41.00 per hour would be entered as Straight time, 2080 Units, \$41.00 Unit cost or Rate, and 100% Percent Paid by Grant. This gives a total of \$85,280.00 for the year.

**Benefits** – If requesting benefits for personnel, enter all benefits as a separate line item for each. Start the Item Name with the word 'Benefits', enter the corresponding straight time or overtime total amount in the Unit Cost or Rate, and enter the Benefits Rate to have the system calculate Benefit Costs. (Unit Cost) X (Benefits Rate) = Benefit Costs. To properly relate benefits to the correct personnel line item use the Display Order field, for example use 100.0 for Display Order for the personnel line item and 100.1 for Display Order for the associated Benefits.

Display Order	Cost Category	Item Name	Position Type	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
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Display Order	Cost Category	Enforcement Activity	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
101.0	A. Personnel Costs	DUI/DL Checkpoints	DUI/DL Checkpoints	\$12,625.00	6	\$75,750.00
101.1	A. Personnel Costs	DUI Saturation Patrols	DUI Saturation Patrols	\$4,208.00	50	\$210,400.00
101.2	A. Personnel Costs	Know Your Limit	Know Your Limit	\$1,683.00	2	\$3,366.00
101.3	A. Personnel Costs	Collaborative DUI Enforcement	Collaborative DUI Enforcement	\$631.00	2	\$1,262.00
102.1	A. Personnel Costs	Traffic Enforcement	Traffic Enforcement	\$2,525.00	20	\$50,500.00
102.2	A. Personnel Costs	Distracted Driving	Distracted Driving	\$1,683.00	12	\$20,196.00
102.3	A. Personnel Costs	Motorcycle Safety	Motorcycle Safety	\$1,683.00	10	\$16,830.00
102.4	A. Personnel Costs	Night-time Click It Or Ticket	Night-time Click It Or Ticket	\$1,683.00	8	\$13,464.00
102.5	A. Personnel Costs	Pedestrian and Bicycle Enforcement	Pedestrian and Bicycle Enforcement	\$1,683.00	20	\$33,660.00
102.6	A. Personnel Costs	Traffic Safety Education	Traffic Safety Education	\$842.00	4	\$3,368.00
102.7	A. Personnel Costs	Street Racing and Sideshow Enforcement Operations	Street Racing and Sideshow Enforcement Operations	\$3,367.00	4	\$13,468.00
102.8	A. Personnel Costs	Collaborative Traffic Enforcement	Collaborative Traffic Enforcement	\$1,683.00	2	\$3,366.00
103.0	A. Personnel Costs	Other	Benefits - OT @ 3%	\$445,630.00	1	\$13,368.90

Personnel Costs: \$458,998.90

## Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
200.0	B. Travel Expenses	In State Travel	\$6,000.00	1	\$6,000.00

Travel Expenses: \$6,000.00

## Contractual Services

**Do not include brand names or names of specific organizations.**

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
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Contractual Services: \$0.00

**Equipment (must have Unit Cost of at least \$10,000 including tax and shipping)**

**Do not include brand names or names of specific organizations.**

Please include an equipment quote in the Upload Documents Tab.

**NOTE :** When creating a new "Equipment" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
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Equipment: \$0.00

**Other Direct Costs (must have Unit Cost of less than \$10,000, including tax and shipping)**

**Do not include brand names or names of specific organizations.**

**NOTE :** When creating a new "Other Direct Cost" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs	Collaborative Meetings	\$500.00	4	\$2,000.00
500.1	E. Other Direct Costs	DUI Checkpoint Supplies	\$6,000.00	1	\$6,000.00
500.2	E. Other Direct Costs	Lidar/Radar Equipment	\$2,500.00	4	\$10,000.00

Other Direct Costs: \$18,000.00

**Indirect Costs**

**NOTE -** Entry for Indirect Cost is different than prior years. Please read instructions carefully.

Item Name should indicate the % and the types of costs subject to the Indirect Cost Rate e.g. 15% of Salaries and Benefits. Enter one Unit Cost equal to the estimated Indirect Costs.

**Indirect Cost Rate must be supported by a federally approved indirect cost rate letter and uploaded to the application.**

Display Order	Cost Category	Item Name	Units	Unit Cost or Rate	Calculated Cost to Grant
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Indirect Costs: \$0.00

Total Requested Funding: \$482,998.90

## Narrative Review

### Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	DUI/DL Checkpoints	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	DUI Saturation Patrols	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Know Your Limit	Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.	
A. Personnel Costs	Collaborative DUI Enforcement	Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel	
A. Personnel Costs	Traffic Enforcement	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Distracted Driving	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Motorcycle Safety	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Night-time Click It Or Ticket	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Pedestrian and Bicycle Enforcement	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Traffic Safety Education		Overtime for appropriate department personnel to provide/conduct traffic safety education presentations.
A. Personnel Costs	Street Racing and Sideshow Enforcement Operations	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	

A. Personnel Costs	Collaborative Traffic Enforcement	Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel	
A. Personnel Costs	Benefits - OT @ 3%		Benefit rate includes: 1.45% Medicare 1.55% FICA  Sworn overtime is not subject to FICA , however, other non-sworn positions (e.g., Dispatchers) are subject to FICA.
B. Travel Expenses	In State Travel	Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include (enter other known conferences or required events). All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.	
E. Other Direct Costs	Collaborative Meetings		Costs for law enforcement agencies to discuss traffic safety trends and plan collaborative operations. Costs may include food and beverages for attendees, additional cost may be included if approved by OTS. Adequate records including an agenda must be maintained.
E. Other Direct Costs	DUI Checkpoint Supplies	On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).	
E. Other Direct Costs	Lidar/Radar Equipment	To measure the speed of motor vehicles. This device will be used for speed enforcement.	Equipment & related accessories to measure the speed of motor vehicles, to be used for speed enforcement. Costs may include lidar/radar devices, calibration services, batteries, tax, and shipping.

# Upload Documents (Optional)

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Please try to include all information in the application itself, but if necessary, upload additional documents here

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Document Name	Update Date/Time
Application Report 2024-01-31 23:29:29.pdf	1/31/2024 3:29 PM

# Evaluation, Support, and Submittal

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## Evaluation, Support, and Submittal

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Method of Evaluation:

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

Administrative Support:

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

Total Requested Funding:

\$482,998.90