

2014 GRANT GUIDELINES / STANDARD LANGUAGE

A. SCHEDULE B – BUDGET

- All amounts should be rounded
- Regular time sample language:

TITLE OF FUNDED POSITION

1 x 12 months @ _____ x 100%

Benefits @ _____%

1 x 12 months @ _____ x 50%

Benefits @ _____%

- Hourly employee sample language:

TITLE OF FUNDED POSITION

1 x \$_____ x _____ Hours

Benefits @ _____%

Example:

Associate Governmental Program Analyst

1 x \$28.71 x 103 hours

Benefits @ 51.68%

- Descriptions/titles for items must be listed the same in the SCH B1; they should also be listed in the same order as the SCH B1
- Use standard language titles and narratives where applicable

B. SCHEDULE B-1 – BUDGET NARRATIVE

Each item listed in the budget must be supported by a statement in the SCH B1 that describes its grant use. Below is standard language to be used for frequent costs. Names of items must match the name on the SCH B.

1. PERSONNEL

List the funded position title and a brief description of “duties to be performed” for each position. Enforcement personnel are self explanatory due to the nature of the grant. However for non-enforcement grants with personnel, it can be difficult to determine each position’s duties by reading the agreement, particularly when there is more than one position.

Coordinator Note: Include the following salary clause for all grants with regular time positions:

Salaries - may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Benefit Charts

In addition to the position descriptions, if benefits are requested, they must be broken down by percentage. Add the following chart to the SCH B1.

Full -Time Benefit Rates

Dental Insurance	%
Health Insurance	%
Life Insurance	%
Long Term Disability	%
Medicare	%
Non Industrial Disability/NDI	%
Retirement	%
Social Security/FICA/OASDI	%
State Disability/SDI	%
Unemployment Insurance	%
Vision Insurance	%
Workers Compensation	%
(Enter additional benefits)	%
TOTAL BENEFIT RATE	%

Coordinator Note: Additional benefits may consist of costs for fringe benefits that are allowable to the extent that the benefits are reasonable and required by law, part of a governmental unit-employee agreement or an established policy of the grantee. Proof of such agreements or policies may be required.

Coordinator Note: Regular time benefits are usually between the ranges of 40-85%. Any rate over this percentage will need to be verified.

Coordinator Note: Vacation and sick leave benefits are allowed only on an exception basis and must be approved by the Assistant Director of Operations.

Benefits for overtime positions are less than full time personnel benefits as the agency does not pay retirement or health benefits for overtime.

Coordinator Note: Add the following chart to the SCH B1. The overtime benefit rate range is usually between the ranges of 9-25%. Any rate over this percentage will need to be verified.

Overtime Benefit Rates

Medicare	%
Social Security/FICA/OASDI	%
State Disability/SDI	%
Unemployment Insurance	%
Workers Compensation	%
(Enter additional benefits)	%
TOTAL BENEFIT RATE	%

AVOID Personnel

Sample Language:

Budgeted grant activities will be conducted by agency personnel on an overtime basis.

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

The primary personnel duties for the AVOID host agency will be for staffing the following operations: DUI/DL Checkpoints, DUI Saturation Patrols, Multi-Agency DUI Task Force Operations, Warrant Service Operations and Court Stings.

Grant management duties will include planning and coordinating multi-agency activities, collection of statistical data for OTS reporting, assisting in claims preparation along with oversight of the grant activities and quarterly reporting.

Public Information Officer (PIO) duties include conducting media events, preparing and disseminating press releases, arrest and collision data collection and other duties related to the media objectives.

Personnel will be deployed as needed to accomplish the grant goals and objectives. Costs are estimated based on an overtime hourly rate range (excluding benefits). Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified and benefits.

Costs of the operation may include overtime benefits for unemployment insurance, social security/FICA/OASDI, workers compensation, Medicare and

state disability/SDI not to exceed 25% of actual overtime reimbursement. Overtime reimbursement will reflect actual cost of the personnel conducting the appropriate operation.

Costs are estimated based on an overtime hourly rate range of \$_____/hour to \$_____/hour.

Overtime Benefit Rates

Unemployment Insurance	%
Social Security/FICA (OASDI)	%
Workers Compensation	%
Medicare	%
State Disability/SDI	%
(Enter additional benefits)	%
TOTAL BENEFIT RATE	%

GME Personnel

Activities are budgeted by line item. Describe the types of personnel that will be working on the grant. Include the benefit rate chart and have the highest rates identified.

Sample Language:

Overtime

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$_____/hour to \$_____/hour.

Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

Overtime Benefit Rates

Unemployment Insurance	%
Social Security/FICA (OASDI)	%
Workers Compensation	%
Medicare	%
State Disability/SDI	%
(Enter additional benefits)	%
TOTAL BENEFIT RATE	%

The “actual costs” statement must be included for all overtime.

Coordinator Note: Do not include benefits in the overtime rate range. The overtime hourly rate range is usually between the ranges of \$65-\$120. Any amounts over these rates will need to be verified.

Coordinator Note: For the overtime hourly rate range for Allied Agencies, use the rate of the agency with the highest OT rate (excluding benefits).

Coordinator Note: The overtime benefits are usually between the ranges of 9-25%. Any rate over this percentage will need to be verified.

Coordinator Note: In Avoid grants, if OT benefits will be paid to Allied Agencies include the OT benefit rate chart for the Allied Agency that has the highest rate.

For all grants/contracts with no OT benefits, omit the OT benefit chart and include the following statement to the SCH B1:

No benefits will be paid in this grant.

Enforcement Full Time Personnel (including GME full time)

Sample Language:

The (insert name) Department will hire ### additional Traffic Officer(s) responsible for achieving the goals and objectives described in the grant. The salary category represents their estimated actual base salary plus the following established benefits.

Full Time Benefit Rates	
Dental Insurance	%
Health Insurance	%
Life Insurance	%
Long Term Disability	%
Medicare	%
Non Industrial Disability/NDI	%
Retirement	%
Social Security/FICA/OASDI	%
State Disability/SDI	%
Unemployment Insurance	%
Vision Insurance%	%
Workers Compensation	%
(Enter additional benefits)	%
TOTAL BENEFIT RATE	%

Coordinator Note: Additional benefits may consist of fringe benefits that are allowable to the extent that the benefits are reasonable and required by law, part of a governmental unit-employee agreement or an established policy of the grantee. Proof of such agreements or policies may be required.

Coordinator Note: Regular time benefits are usually between the ranges of 40-85%. Any rate over this percentage will need to be verified.

Coordinator Note: Vacation and sick leave benefits are allowed only on an exception basis and must be approved by the Assistant Director of Operations.

Supplanting Statement

Any grant requesting full-time personnel shall include the following supplanting statement, if applicable:

Supplanting Statement

Personnel assigned to the grant are conducting a new traffic safety program not previously funded with City, County or State funding or were previously in a grant funded position.

Coordinator Note: Use the above statement for all non-enforcement grants.

Coordinator Note: Check with the Assistant Director of Operations if in doubt about which positions require this statement.

2. TRAVEL

Sample Language:

In State

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 Vehicular Homicide Seminar and OTS Leadership and Training Seminar (enter other known conferences or required events). *All conferences, seminars or training not specifically identified in the Schedule B-1 (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.*

Coordinator Note: Insert any known conferences or events associated with this grant.

Coordinator Note: Travel is for host agency staff only; any travel for contractors should be in contractual services or other direct costs depending on the grantees internal mechanism to pay these individuals.

Coordinator Note: SFST, ARIDE, and DRE training is typically POST reimbursable. Verify that these costs are not being reimbursed by POST.

Sample Language:

Out-Of-State

Appropriate staff may attend Lifesavers (Nashville, TN) and Governors Highway Safety Association annual meeting (Grand Rapids, MI) (enter other known conferences or events including the location if known) in support of the grant goals and objectives. *All out-of-state travel not specifically identified in the Schedule B-1 (Budget Narrative) must receive written approval from the OTS Director. 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.*

Coordinator Note: You may suggest conferences applicable to the grant such as Lifesavers, Childhood Injury Prevention Conference, etc.

3. CONTRACTUAL SERVICES

Allied Agency Operations (AVOID)

Sample Language:

Memorandums of Understanding (MOU) or contracts will be developed with each participating allied agency that details overtime costs to be reimbursed. Allied agency personnel may participate in the following operations: DUI/DL Checkpoints, DUI Saturation Patrols, Multi-Agency DUI Task Force Operations, Warrant Service Operations and Court Stings.

Coordinator Note: For the overtime hourly rate range for Allied Agencies, use the rate of the agency with the highest OT rate (excluding benefits).

Coordinator Note: Do not include benefits in the overtime rate range. The overtime hourly rate range is usually between the ranges of \$65-\$120. Any amounts over these rates will need to be verified.

Coordinator Note: In Avoid grants, if OT benefits will be paid to Allied Agencies include the OT benefit rate chart for the Allied Agency that has the highest rate.

Contract Cities

Sample Language:

Enforcement services conducted under this agreement will be provided through the City's enforcement contract with _____. Costs are detailed on the attached Contractual Services Budget attachment.

Example: Enforcement services conducted under this agreement will be provided through the City's enforcement contract with Sacramento County Sheriff's Department. Costs are detailed on the attached Contractual Services Budget attachment.

Coordinator Note: Contract cities that cannot provide a benefit rate must give a breakdown of what the rate consists of.

Mini Grant Subcontracts

Sample Language:

Mini grants will be awarded for (enter type of public agency or CBO) to (explain the activity they will perform). In compliance with OTS procedures, subcontracts will be initiated that detail the scope of work and expenditures.

Example: Mini grants will be awarded to community based organizations to implement seat belt and child safety seat educational programs within their communities. In compliance with OTS procedures, subcontracts will be initiated that detail the scope of work and expenditures.

Miscellaneous

Multi-Media Presentations: To provide ____ (enter # of presentations) high impact traffic safety presentations to convey the message about the consequences of drinking and driving, distracted driving and making the right choices when behind the wheel.

Phlebotomist: To draw and collect blood samples from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law. OTS funds will not be used for "testing" of the evidence.

Traffic Collision Database System(s) Interface - Computer programming required to interface collision database or citation data collection systems with other existing agency or court databases or Records Management Systems, allowing the systems to be electronically integrated for transfer of data.

Coordinator Note: Approximate price range \$15,000 - \$50,000 depending on the systems and the number of interfaces required.

Coordinator Note: All subcontracts must also have an additional set of SCH B and SCH B-1's. These costs must total to the line item on the host agency SCH B. Some of these costs may be included in Other Direct Costs depending on the grantees internal mechanism to pay for these items.

4. **EQUIPMENT**

Changeable Message Sign Trailer(s) - fully equipped changeable message sign trailer(s) that is portable and fully programmable with a digital display to post traffic safety messages and information during OTS funded operations.

Coordinator Note: Approximate price range \$14,000 to \$18,000.

Changeable Message Sign Trailer with Radar(s) - fully equipped changeable message sign trailer(s) with a radar device and digital display that is portable and fully programmable and will determine and display the speed of vehicles or post traffic safety information and messages during OTS funded operations.

Coordinator Note: Approximate basic price range \$7,300 to \$21,000, depending upon options.

DUI Trailer(s) - fully equipped trailer(s) to transport DUI checkpoint supplies and to serve as a communication and command post during OTS operations. Costs may include the trailer, sales tax, delivery, installation costs, and other modifications and accessories or other items necessary to make the trailer usable for grant purposes, such as a generator, lighting, paint and graphics. The trailer cannot include any furniture or fixtures not affixed to the trailer as noted in Chapter 2, Section 2.8 of the OTS Grant Program Manual.

Coordinator Note: Approximate price range \$25,000 to \$45,000, depending upon options.

Electronic Citation Data Collection System(s) - a traffic citation database system, using a hand-held device, to collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency RMS system and the courts for prosecution. The system will be used by officers to improve the efficiency, and accuracy of writing traffic citations. Costs include the purchase of electronic citation devices, with mag-strip readers, fingerprint readers, audio recording, camera, docking/charging station, software, licenses, accessories, training, and associated shipping and taxes.

Coordinator Note: Approximate price range \$5,000 - \$15,000 and up for citation database software system. IMPORTANT! SEE FULL SYSTEM DESCRIPTION IN CURRENT OTS EQUIPMENT PRICE GUIDE FOR FULL DETAILS.

Traffic Collision Database System(s) - a traffic collision database and geographic information system (GIS) to collect, analyze and display collision and enforcement data, including a full featured module for analysis, allowing queries for top ranking lists of locations, breakdowns by cause, type, injury, conditions and many other attributes. Queries and Reports will be provided in a variety of formats including pie charts, bar charts, and summaries. The system provides for collision mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computer(s), software and licenses, printers, accessories, training, and associated shipping and taxes.

Coordinator Note: Approximate price range \$30,000 to \$50,000.

Illuminated Crosswalk(s) - crosswalks using pole-mounted flashing lights and a series of in-roadway embedded flashing lights to outline the crosswalk. This item will only be used on roadways off the Federal Aid System and its installation is at the expense of the grantee.

Coordinator Note: Approximate price ranges for illuminated crosswalk systems:
2 lane road in non-snow country - approximately \$14,000 to \$20,000.
2 lane road in snow country – approximately \$15,000 to \$22,000.
4 lane road in non-snow country – approximately \$16,000 to \$22,000.
4 lane road in snow country – approximately \$18,000 to \$26,000.
FYI, for grantee planning purposes, install costs (not grant funded) run approximately 1/3 the cost of the system purchased.

In Car Video System(s) - system to record traffic stops and the results of traffic collisions. Costs may include a camera, VCR, monitor, controller, microphones, hardware, and modifications and accessories.

Coordinator Note: Approximate price range \$2,800 to \$6,500. If under \$5,000, place item in ODC.

Police Motorcycle(s) - fully equipped motorcycle(s) to be used for grant purposes. Costs may include communication equipment, emergency equipment package, safety bars and modifications and accessories.

Coordinator Note: Important! Motorcycles are unique purchases due to variation in choice of manufacturer by the agency. Refer to the current year equipment price guide for a complete breakdown and explanation of the price and what is considered standard equipment by the various manufacturers. As noted in the motorcycle section description, some of the required equipment will fall into ODC (see equipment list description). Approximate price range total: \$30,000 to \$40,000.

Light Tower Trailer(s) – trailer with high intensity light fixture(s) mounted on top of a telescoping boom and powered by a generator to illuminate a wide area for greater visibility during night time hour operations.

Coordinator Note: Approximate price range \$8,000 to \$10,000.

Radar Trailer(s) - trailer with radar to measure and display the speed of vehicles. Costs may include trailer, computer software, and modifications such as generator, paint, graphics and lighting.

Coordinator Note: Approximate price range \$7,300 to \$15,000.

Traffic Collision Reconstruction System(s) - system to diagram and record a traffic collision scene and perform calculations. Costs may include laptop, software, electronic transit, electronic distance measuring device and accessories.

Coordinator Note: Approximate price range for full traffic collision reconstruction system is \$20,000 to as high as \$100,000. This system is designed for comprehensive collision reconstruction by highly qualified collision investigation teams.

Approximate Price Range for modified Lidar/Laser speed measuring system to be used for basic collision scene diagramming is \$ 6,000 to \$7,000.

Vehicle Speed Feedback Sign(s) - solar, battery powered or hardwired pole-mounted sign to display the speed of vehicles. Costs may include modifications and accessories. This item will only be used on roadways off the Federal Aid System and its installation is at the expense of the grantee.

Coordinator Note: Approximate price range \$6,000 to \$7,000. DOES NOT INCLUDE INSTALLATION.

Coordinator Note: Check to make sure all equipment items are listed in the HSP.

5. **EMS GRANTS**

Equipment (EMS)

Sample Language:

The (Host) Fire Department will purchase and distribute **###** fully equipped extrication systems for the (A) Fire Department, the (B) Fire Department, and the (C) Fire Department; a ____ for the (D) Fire Department; and a ____ for the (E) Fire Department. The fully equipped extrication systems include every piece of extrication equipment, modifications, attachments, accessories, and auxiliary apparatus necessary to make it usable for the purpose it was acquired, and costs \$5,000 or more (including tax, shipping, and installation).

The (A) Fire Department will receive up to \$____ for a fully equipped extrication system that includes a hydraulic spreader and hydraulic power unit. Other dependent extrication items purchased may include, rams, hydraulic hoses, ram attachment and extension sets, cutters and mini spreaders.

The (B) Fire Department will receive up to \$_____ for a fully equipped extrication system that includes a hydraulic spreader and hydraulic power unit. Other dependent extrication items purchased may include, rams, hydraulic hoses, ram attachment and extension sets, cutters and mini spreaders.

The (C) Fire Department will receive up to \$_____ for a fully equipped extrication system that includes a hydraulic spreader and hydraulic power unit. Other dependent extrication items purchased may include, rams, hydraulic hoses, ram attachment and extension sets, cutters and mini spreaders.

The (D) Fire Department will receive up to \$___ for a ___.

The (E) Fire Department will receive up to \$___ for a ___.

Example (EMS):

The (Host) Windsor Fire Protection District will purchase and distribute 3 fully equipped extrication systems for the (A) Windsor FPD, the (B) Healdsburg FD, and the (C) Rincon Valley FPD; a high pressure air bag kit for the (D) Russian River FPD; and a single hose line Hydraulic pump with combi-tool capabilities for the (E) Annapolis Volunteer FD. The fully equipped extrication systems include every piece of extrication equipment, modifications, attachments, accessories, and auxiliary apparatus necessary to make it usable for the purpose it was acquired, and costs \$5,000 or more (including tax, shipping, and installation).

- A. The Windsor Fire Protection District will receive up to \$48,780 for a fully equipped extrication system that includes a hydraulic spreader and hydraulic power unit. Other dependent extrication items purchased may include, rams, hydraulic hoses, ram attachment and extension sets, cutters and mini spreaders.
- B. The Healdsburg Fire Department will receive up to \$13,328 for a fully equipped extrication system that includes a hydraulic spreader and hydraulic power unit. Other dependent extrication items purchased may include, rams, hydraulic hoses, ram attachment and extension sets, cutters and mini spreaders.
- C. The Rincon Valley Fire Protection District will receive up to \$32,312 for a fully equipped extrication system that includes a hydraulic spreader and hydraulic power unit. Other dependent extrication items purchased may include, rams, hydraulic hoses, ram attachment and extension sets, cutters and mini spreaders.
- D. The Russian River Fire Protection District will receive up to \$12,725 for a high pressure air bag kit.
- E. The Annapolis Volunteer Fire Department will receive up to \$10,854 for a single hose line Hydraulic pump with combi-tool capabilities.

Coordinator Note: Add or delete items to make the statements applicable to the specific grant.

Other Direct Costs (EMS)

Sample Language:

Extrication Items - Grantee Agency may purchase and distribute to various locations extrication items which may include the following: airbags and accessories, axes, combi-tools, cribbing, cutters, driver-side airbag covers, extrication gloves, generators, hoses, portable lights, rams and supports, rescue saws, rescue struts and plates, retrofit kits, ropes, sawzalls, and step chocks. *Additional items may be purchased if approved by OTS. Each item must have a unit cost of less than \$5,000 (including tax, shipping and installation). Each extrication item must operate independent of a grant-funded power unit.*

6. OTHER DIRECT COSTS

Standardized language will assist in developing the budget line items and the corresponding budget narrative. Enter items in the SCH B using the **bolded** names provided below, then cut and paste these descriptions into the SCH B1. Add or delete items in descriptions as discussed with the grantee or submitted in the application. Items must be in the same order on the SCH B and SCH B-1.

Alcohol/Drug Testing - testing conducted to determine DUI probationers' compliance with terms and conditions of probation. Costs may include lab testing fees and testing supplies such as mouth pieces, cups and test kits.

Bicycle Helmet(s) - helmets to be distributed during bicycle rodeos and other bicycle safety related events.

Calculator(s) - for use in preparing reimbursement claims.

California State Bar Association Fees - payment of State Bar Association membership fees required for practicing lawyers in California.

Coordinator Note: State Bar Association fees are limited to \$380 per attorney.

Cash awards, prizes and stipends -

Coordinator Note: Cash awards, prizes and stipends are funded on an exception basis only and must be approved by the Director. An OTS-27 is required for these items.

Child Safety Seat(s) - child safety seats (including booster seats and special needs seats) to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations.

Communications - costs of telephone service, mail/messenger service (excluding overnight priority mail) and communications services.

Copy Machine(s) - for use in the duplication of grant materials.

CPS Check-Up Supplies - on-scene supplies to conduct child passenger safety seat check-up events. Costs may include cones, pop-up tents, pool noodles, shelf grip liner, child safety seat clips, tot carriers and check-up signage.

Desktop Computer(s) - for use in tracking grant activities and producing required reports. Costs may include monitor, printer, software and accessories.

Digital Camera(s) – for use in capturing images while conducting grant related activities, such as enforcement operations, collision scenes, educational events/activities and to aid in prosecution of DUI cases. Costs may include accessories such as memory card, carrying case and tripod.

Display Booth - display/information booth at venues such as conferences, state and local fairs. Costs may include fees and supplies such as lighting, fans, displays, and banners, rental of the following: tables, chairs, generators and electrical service. *Additional items may be purchased if approved by OTS.*

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 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.*

DUI Seminars - conducted with MADD where the primary purpose is the dissemination of traffic safety-related technical information. Costs may include meals, transportation, rental of meeting facilities, audio/visual equipment rental, printing and awards such as pins and plaques. *Adequate records including an agenda must be maintained to document that the primary purpose of the meeting was for dissemination of traffic safety technical information.*

Coordinator Note: The DUI Seminars line item is to be used in an ABC grant only.

DVD/VCR Player/Recorder(s) – device(s) used to view educational videos, recording audience response, conducting presentations and viewing traffic safety or grant-related information. Costs may include memory card, carrying case and tripod.

Educational Materials – used to purchase, develop or print brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. *Additional items may be purchased if approved by OTS.*

Flashing Beacon(s) - flashing lights to increase visual awareness of a traffic sign or signal. Costs may include modifications and accessories. This item will only be used on roadways off the Federal Aid System and its installation is at the expense of the grantee.

Coordinator Note: Approximate price range for Solar Powered 12” Warning Beacon Systems \$3,000 to \$3,300. Approximate price range for 120 volt powered 12” Warning Beacon Systems \$200 to \$300. DOES NOT INCLUDE INSTALLATION.

Laptop Computer(s) - for use in tracking grant activities and producing required reports (excludes iPads, electronic tablets and electronic notebooks). Costs may include a printer and accessories.

Lidar Device(s) – light detection and ranging device used to measure the speed of motor vehicles. This device will be used for speed enforcement.

Coordinator Note: Approximate price range \$2,500 to \$3,000 for handheld Lidar/Laser devices.

Motorcycle Helmet(s) - for use by motorcycle traffic officers. Costs may include a communication system such as a headset, microphone and speakers.

Motorcycle Radio(s) – police radio mounted on a motorcycle for traffic enforcement. Costs may include modifications and accessories.

Multi-Media Presentations - to provide ____ (enter # of presentations) high-impact traffic safety presentations to convey the message about the consequences of drinking and driving, distracted driving and making the right choices when behind the wheel.

Office Space - costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: (include formula). Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Coordinator Note: Formulas for calculating office space must be included.

Example: 3 persons @ \$25.50 for 12 months = \$918.00

Office Supplies - used for standard office supplies to support grant related activities, grant monitoring and reporting. Costs may include paper, toner, ink cartridges, CDs/DVDs and desk top supplies such as pens, pencils, binders, folders, flip charts, easels and clips. Excludes office furnishings and fixtures such as but not limited to the following: desk, chair, table, shelving, coat rack, credenza, book, filing cabinet, floor covering, office planter, storage cabinet, portable partition, picture, wall clock, draperies and hardware, and fixed lighting/lamp.

Coordinator Note: The Office Supplies line item is discouraged for all grants.

OTS Campaign Sign(s) – OTS designed road signs that promote the “Click It or Ticket” or “Report Drunk Drivers: Call 911” campaigns. Installation of these signs is at the expense of the grantee.

PAS Device/Calibration Supplies - preliminary alcohol screening devices to detect the presence of alcohol in a person’s breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.

PAS Flashlight(s) – preliminary alcohol screening flashlights combine a high-intensity flashlight, a dynamic sampling system and a miniature alcohol sensor to analyze ambient air, breath, open containers or enclosed spaces for the presence of alcohol during enforcement efforts for DUI.

Pedestrian Countdown Signal(s) - pedestrian signal with display to show remaining crossing time. Costs may include modifications and accessories. This item will only be used on roadways off the Federal Aid System and its installation is at the expense of the grantee.

Coordinator Note: Approximate price range \$300 to \$500 each. DOES NOT INCLUDE INSTALLATION.

Phlebotomist – to draw and collect blood samples from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law. OTS funds will not be used for “testing” of the evidence.

Portable Light Tower(s) - high intensity light on a telescoping shaft and stabilized platform to illuminate a wide area for greater visibility during night time hour operations. Costs may include a generator and accessories.

Coordinator Note: Approximate price range for new style balloon scene lighting is \$3,700 to \$4,300, depending upon sizes. NOTE: All balloon style systems require supplemental generator priced between \$1,200 and \$3,000. If the total cost (portable light tower and generator) is over \$5,000, place item in Equipment.

Portable Radio(s) - used to support grant related activities.

Postage - standard mailing costs excluding overnight priority mail. Costs may include stamps, stamped envelopes, and post cards.

Printing/Duplication - costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

Coordinator Note: The Printing/Duplication line item may include costs for CLEC applications. A reasonable amount for CLEC printing is approximately \$500.

Radar Device(s) - to measure the speed of motor vehicles for speed enforcement.

Coordinator Note: Approximate price range \$1,200 to \$2,500 for handheld Radar devices.

Red Light Notification Device(s) – a device mounted on the back side of a traffic signal light that illuminates when the yellow and red light are activated, allowing an officer to see a signal change from the backside of the light during red light enforcement operations.

Risk Assessment Tool(s) – to evaluate DUI probationer’s risk level for reoffending and to assign individuals to the high-risk DUI probation caseload.

Scanner (s) – a device that captures images to be transferred into a digital format. This device is used to transmit documentation for grant related activities.

Stealth Stat Device(s) – a device that inconspicuously monitors and collects traffic data used to assist in identifying roadways with speed related problems.

Traffic Collision Database System(s) Update - an update to the traffic collision database and geographic information system (GIS), to the most current forms, operating system, and version. Costs may include software, licenses, training, accessories, and associated shipping and taxes.

Coordinator Note: Approximate price range \$0.00 - \$4,999.

Training Meetings – meetings in which the primary purpose is the dissemination of traffic safety-related technical information. Costs may include meals, transportation, rental of meeting facilities, audio/visual equipment rental, printing and awards such as pins and plaques. *Adequate records including an agenda must be maintained to document that the primary purpose of the meeting was for dissemination of traffic safety technical information.*

Vehicle Leases - lease of vehicles for activities supporting the grants goals and objectives and traffic safety. Uses may include (list use of vehicle such as decoy operations, training sessions with local law enforcement agencies or meetings with stakeholders and department personnel at the district/branch offices). Lease charges to the grant will be in accordance with the following formula or rate: (include formula). Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the vehicle.

Coordinator Note: Formulas for calculating vehicle charges must be included in the narrative and you may need to justify the need for leasing vs. purchasing for this to be cost effective. Limit is \$2,000 per vehicle.

Example: Monthly fee of \$_____ plus mileage at the rate of \$_____.

Vehicle Wrap – method of applying signage to a vehicle turning it into a mobile billboard. The wrap must include a traffic safety message and include the OTS logo. Draft graphics must be submitted to OTS for prior approval. OTS will not pay for paid media space under this line item.

7. **INDIRECT COSTS**

A grantee may receive up to 15% (not to exceed the actual approved rate) of total Personnel Costs (Salaries only or Salaries and Benefits) OR 3% (not to exceed the actual approved rate) of total Contractual Services Costs. For all grants with Indirect Costs, include one of the following statements in the SCH B1:

- ____ % of Salaries
- ____ % of Salaries and Benefits
- ____ % of Contractual Services

- Example: 15% of Salaries
- Example: 10% of Salaries and Benefits
- Example: 3% of Contractual Services

Coordinator Note: Indirect Costs are discouraged for all grants.

Coordinator Note: Indirect Cost Rate plans are required at the application stage.

Coordinator Note: Effective October 2009, OTS will only provide reimbursement for indirect costs to new grantees and sub-grantees that have a federally approved indirect cost rate plan and approval letter from the grantee’s/sub-grantee’s cognizant agency.

8. PROGRAM INCOME STATEMENT

General Statement

Sample Language:

There will be no program income generated from this grant.

Coordinator Note: On an exception basis and if applicable, a program income statement must be included in the SCH B-1 that describes the program income that will be generated/earned as a result of grant-supported activities.

9. CFDA NUMBERS AND PROGRAM TITLES

SECTION	CFDA #	PROGRAM TITLE
164	20.608	MINIMUM PENALTIES FOR REPEAT OFFENDERS FOR DRIVING WHILE INTOXICATED
402	20.600	STATE AND COMMUNITY HIGHWAY SAFETY
405	20.602	OCCUPANT PROTECTION INCENTIVE GRANTS
406	20.609	SAFETY BELT PERFORMANCE GRANTS
408	20.610	STATE TRAFFIC SAFETY INFORMATION SYSTEM IMPROVEMENT GRANTS
410	20.601	ALCOHOL IMPAIRED DRIVING COUNTERMEASURES INCENTIVE GRANTS
2010	20.612	INCENTIVE GRANT PROGRAM TO INCREASE MOTORCYCLE SAFETY
2011	20.613	CHILD SAFETY AND CHILD BOOSTER SEATS INCENTIVE GRANTS
405 b-g	20.616	NATIONAL PRIORITY SAFETY PROGRAMS