

# Application Information

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Application No: 20-001722

Application Type: Probation	Agency (City or County): <a href="#">State of California</a>	Department (Police Dept, DA Office, etc): <a href="#">GEMS Police and Sheriff's Department</a>
Authorized Representative: <a href="#">Sang Le</a>	DUNS Number: 555555555	DUNS Expiration Date: 12/20/2018
DUNS Registered Address: 2208 KAUSEN DRIVE	DUNS City: ELK GROVE	DUNS ZIP+4: 95758-8500

## 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:

Intensive Probation Supervision for High-Risk Felony and Repeat DUI-Offenders

Application Description:

The County Probation Department will work to reduce DUI related fatalities, injuries, and DUI recidivism. The worst-of-the worst, high-risk, felony, and repeat DUI offenders will be held accountable through intensive supervision to ensure compliance with court ordered conditions of probation and to prevent re-arrest on new DUI charges. Supervision activities include: monitoring of treatment and DUI program participation, conducting office visits, unannounced fourth waiver searches, field visits, random alcohol/drug testing, distribution of HOT sheets, and participation with local law enforcement on anti-DUI efforts.

Problem Statement:

Describe the problem(s) to be addressed, supported by current and relevant local collision data. Define the target population the grant intends to serve and how they are affected by the problem(s). Do not include state or national information.

Traffic Data Summary:

**Data:** Use SWITRS data ([www.chp.ca.gov](http://www.chp.ca.gov)) for fatal/injury and collision/victim numbers, and the “Annual Report of the California DUI Management Information System” (MIS) ([www.dmv.ca.gov](http://www.dmv.ca.gov)) Appendix B, Table B1 and B3, for countywide arrest and conviction numbers.

Collision Type	2014				2015				2016			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal												
Injury												
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol- Involved												
Countywide Total DUI Arrests												
Countywide Misdemeanor DUI Convictions												
Countywide Felony DUI Convictions												

	FFY 2014	FFY 2015	FFY 2016
Average Number of DUI Probationers Under Intensive Supervision			
Warrant Sweeps Conducted			
Field Contacts (Without Search) Conducted			
Office Contacts Conducted			
Home Searches Conducted			
Alcohol and Other Drug Tests Conducted			
HOT Sheets Distributed			
Multi-Agency Operations Participated In (Not including Warrant Sweeps Reported Above)			
SCRAM Probationer-Days			
Positive Reports from SCRAM			
Violations Resulting from SCRAM			
Known Violatable Acts			
Responses to Known Violatable Acts			
Court Actions Initiated for Violatable Acts			
Grant-Funded Full-Time DUI Probation Officers			
Non-Grant Full-Time DUI Probation Officers			

# Proposed Solution

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## Strategies:

Describe how the applicant agency will work to solve the problem(s) identified above.

## Agency Qualifications:

Describe the applicant agency's resources and skills to manage the proposed grant: - Are staffing levels adequate? - Describe qualifications of program and fiscal staff or training plans.

## Program Sustainability:

Describe the plan for reducing reliance on federal funding in the future.

# Goals

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## Required Goals

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Description
Reduce the number of persons killed in traffic collisions.
Reduce the number of persons injured in traffic collisions.
Reduce the number of DUI probationers arrested/cited for driving with suspended or revoked license.
Increase the percentage of DUI probationers in compliance with court-ordered probation.
Reduce the number of new DUI offenses by DUI probationers.

## Applicant-Defined Goals

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Custom Description	Target Number
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# Objectives

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Objectives Associated with Selected Application Type. Enter a Target Number or '0' if Target Number is not applicable.

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Select?	Target Number	Description
Yes		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 14 days prior to the issuance date of the release.
Yes		Develop (by December 31) and/or maintain a "HOT Sheet" 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 HOT sheets should be distributed to patrol and traffic officers monthly.
Yes		Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes		Conduct warrant service operation(s) targeting informal and/or formal DUI probationers who fail to comply with the terms and conditions of probation and/or other DUI suspects who fail to appear in court.
Yes		Establish all grant-funded positions and train staff on defined roles and duties, including data collection and reporting requirements by October 31.
Yes		Develop a written (and submit by October 31) "Operational Plan" to establish the method of operation and the policies applicable to carry out the activities of the DUI Probationer Supervision grant program.
Yes		Obtain, or develop, and utilize a risk or needs assessment tool to identify high-risk DUI offenders for placement on formal probation by October 31.
Yes		Establish caseload(s) of high-risk DUI probationers each, for intensive supervision by October 31.
Yes		Work with court officials and the prosecutor's office throughout the grant period to ensure the court establishes probation orders necessary to conduct and sustain intensive supervision of DUI probationers.
Yes		Track the number of attempted field contacts (anywhere other than in the office, including all "door knocks") with or without search, of high-risk DUI probationers.
Yes		Track and report SCRAM usage, and resulting SCRAM violations of high-risk DUI probationers.
Yes		Track and report probation violations and probation revocation proceedings for program participants who fail to abide by the terms and conditions of probation throughout the grant period.
Yes		Make announced field contacts (anywhere other than in the office), without search with DUI probationers. Note: Announced contacts (field, home, worksite) are not recommended and should be used only in rare situations such as initial home contacts.
Yes		Make unannounced field contacts (anywhere other than in the office), without search, with DUI probationers. Note: Surprise contacts (field, home, work-site) with search are preferable to contacts without search. Field contacts without search should be reserved for situations when the individual does not have the search order as a condition of their probation or when other circumstances preclude conducting a search.
Yes		Make unannounced field contacts (anywhere other than in the office) with search of DUI probationers body/property. Note: Surprise home contacts with search are the preferred method for ensuring compliance with court-ordered terms of probation.
Yes		Make office contacts with DUI probationers.
Yes		Conduct alcohol tests of DUI probationers.
Yes		Describe and assess separately the effectiveness of "paid and donated" TV/radio airtime messages by providing the number of messages produced, subject of each message, number of printings for each message, total size of audience reached, total cost or donated value, and conduct evaluation surveys as appropriate.
Yes		Describe and assess separately the effectiveness of "paid and donated" printed messages by providing the number of messages produced, subject of each message, number of printings for each message, total size of audience reached, total cost or donated value, and conduct evaluation surveys as appropriate.

Applicant-Defined Objectives. Users have the option to delete after adding if necessary.

Select?	Target Number	Custom Description
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## Method of Procedure

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### Phase 1 - Program Preparation:

- The Probation Department will hire grant-funded staff positions responsible for conducting supervision and other related duties.
- Grant-related purchases of equipment and/or minor equipment, if any, will be initiated and other necessary equipment and supplies will be acquired.
- Staff will be trained in the use and calibration of Portable Alcohol Screening (PAS) devices and on relevant statutes pertaining to DUI offenders.
- The Risk Assessment tool will be purchased or developed, and staff will be trained on the use of the tool and the policies and procedures for identifying risk-levels and making caseload assignments.
- Staff will receive training and orientation related to the Department's SCRAM program (if applicable) and will begin working closely with the SCRAM vendor to ensure a timely response to any violations by DUI offenders.
- A written operational plan will be developed and submitted. The plan will outline the Department's policies and procedures related to the DUI Probationer Intensive Supervision Program including participant criteria, how individuals are identified and selected for inclusion on the caseload, how risk assessment is conducted, how and why offenders are moved on and off the caseload, policies and procedures for office visits, drug/alcohol testing, field contacts, home searches, and court monitoring. The operational plan should include contact information for referrals to resources such as county mental health, treatment, Alcoholics Anonymous, vocational training, job search and placement. The operational plan should be written in a manner that allows it to serve as a manual for new or additional program staff working with the DUI supervision program.

### Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

## Phase 2 - Program Operations:

- News releases highlighting program successes and high visibility programs, such as warrant service operations, will be developed, approved by OTS and issued to the media throughout the grant period.
- To ensure compliance with all court ordered conditions of probation, the Probation Department will conduct the intensive supervision activities specified in the grant objectives. Activities include: risk assessment and assignment; initial home evaluation; office visits; field contacts; warrant sweeps; surveillance; alcohol and drug tests; home searches; monitoring of treatment and other program participation; review and monitoring of SCRAM alerts (if applicable); and Ignition Interlock compliance.
- Staff should work with the court and District or City Attorney's office to ensure appropriate terms of probation are ordered.
- Probation should maintain and distribute a "Hot Sheet" to local law enforcement and will perform necessary record keeping and reporting.
- Probation should respond to all known probation violations and initiate appropriate interventions up to and including court action.

## Media Requirements

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator. The following requirements are for grant-related activities and are different from those regarding any grant kick-off release or announcement.
1. If an OTS-supplied, template-based press release is used, there is no need for pre-approval, however, the OTS PIO and Coordinator should be copied when at the same time as the release is distributed to the press.
  2. If an OTS-supplied template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead-time would be 10 days prior to the release distribution date, but should be no less than 5 working days prior to the release distribution date.
  3. Press releases reporting the immediate and time-valued results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  4. Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
  - Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
  - Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
  - Space permitting, include the OTS logo, on grant-funded print materials; consult your OTS Coordinator for specifics and format-appropriate logos.
  - Contact the OTS PIO or your OTS Coordinator, sufficiently far enough in advance of need, for consultation when deviation from any of the above requirements might be contemplated.

## Phase 3 - Data Collection:

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (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.

# Budget

## Personnel Costs

**Positions** - Enter full-time, part-time, hourly, or salaried positions in this section. For Benefits, start the Item Name with the word 'Benefits', enter the corresponding salary or overtime total amount in the Unit Cost or Rate column, and enter the Benefits Rate to have the system calculate Benefit Costs as Unit Cost \* Benefits Rate. For related Benefits for the example position (100.0 and 100.1) for Benefits.

Display Order	Item Name	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
100.0				1	100.00%	\$0.00

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

## Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
200.0	B. Travel Expenses			1	\$0.00

Travel Expenses: \$0.00

## Contractual Services

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
300.0	C. Contractual Services			1	\$0.00

Contractual Services: \$0.00

## Equipment (must have Unit Cost of at least \$5000)

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
400.0	D. Equipment			1	\$0.00

Equipment: \$0.00

## Other Direct Costs

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs			1	\$0.00

Other Direct Costs: \$0.00

## Indirect Costs

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Item Name should indicate the % and the Cost Category for Indirect Costs e.g. 15% of Salaries and Benefits. Use the Percent Paid by Grant for the Indirect Rate and the Unit Cost or Rate field to indicate the total amount for which Indirect Costs will be claimed. The system will calculate the Cost to Grant.

Display Order	Cost Category	Item Name	Indirect Rate	Amount Subject to Indirect	Calculated Cost to Grant
600.0	F. Indirect Costs				\$0.00

Indirect Costs: \$0.00

Total Requested Funding: \$0.00

## Narrative Review

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Review and update Narrative for Budget Items

Item	Narrative
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## Upload Documents (Optional)

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

Document Name	Update Date/Time
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# 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:

\$0.00

Sample