

Application Information

Application No: 20-001721

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

Sample

Application Summary

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

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 collision factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary collision 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 collisions, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

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:

Please complete the table below using local data, do not use the OTS Rankings or SWITRS.

| Collision Type | 2015 | | | | 2016 | | | | 2017 | | | | |
|--|------------|--------|---------|---------|------------|--------|---------|---------|--------------|---------------|---------------|----------------|--|
| | Collisions | | Victims | | Collisions | | Victims | | Collisions | | Victims | | |
| Fatal | | | | | | | | | | | | | |
| Injury | | | | | | | | | | | | | |
| | Fatal | Injury | Killed | Injured | Fatal | Injury | Killed | Injured | Fatal | Injury | Killed | Injured | |
| Alcohol - Involved | | | | | | | | | | | | | |
| Hit & Run | | | | | | | | | | | | | |
| Nighttime (2100-0259 hours) | | | | | | | | | | | | | |
| Top 3 Primary Collision Factors | | | | | | | | | Fatal | Injury | Killed | Injured | |
| #1 - | | | | | | | | | | | | | |
| #2 - | | | | | | | | | | | | | |
| #3 - | | | | | | | | | | | | | |

Proposed Solution

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.

Sample

Goals

Required Goals

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

Applicant-Defined Goals

| Custom Description | Target Number |
|--------------------|---------------|
|--------------------|---------------|

Objectives

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

| 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 pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release. |
| Yes | | Participate and report data (as required) in the following campaigns, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization, National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month. |
| 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 | | Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training. |
| Yes | | Send law enforcement personnel to the Drug Recognition Expert (DRE) training. |
| Yes | | Send law enforcement personnel to the DRE Recertification training. |
| Yes | | Send law enforcement personnel to SFST Instructor training. |
| Yes | | Send law enforcement personnel to DRE Instructor training. |
| Yes | | 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 | | Conduct DUI Saturation Patrol operation(s). |
| Yes | | Conduct Court Sting operation(s) to cite individuals driving from court after having their driver's license suspended or revoked. |
| Yes | | Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court. |
| Yes | | Conduct Stakeout operation(s) that employ police officers to observe the "worst of the worst" repeat DUI offender probationers with suspended or revoked driver licenses. |
| Yes | | Conduct Traffic Enforcement operation(s), including but not limited to, primary collision factor violations. |
| Yes | | Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting. |
| Yes | | Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or collisions resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary collision factor violations by motorcyclists and other drivers. |
| Yes | | Conduct Nighttime (1800-0559) Click It or Ticket enforcement operation(s). |
| Yes | | Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle collisions resulting from violations made by pedestrians, bicyclists, and drivers. |
| Yes | | 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 | | Conduct Know Your Limit campaigns with an effort to reach members of the community. |

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

| Select? | 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 this quarter.
- All grant related purchases needed to implement the program should be made this quarter.
- In order to develop/maintain the “Hot Sheets,” 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 Hot Sheets may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. Hot Sheets 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 collision locations.

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, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

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

- 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, 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 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 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 |
|---------------|---------------|----------------------|-----------|-------------------|-------|--------------------------|
|---------------|---------------|----------------------|-----------|-------------------|-------|--------------------------|

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

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

Review and update Narrative for Budget Items

| Item | Narrative |
|------|-----------|
|------|-----------|

Upload Documents (Optional)

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

| Document Name | Update Date/Time |
|---------------|------------------|
|---------------|------------------|

Evaluation, Support, and Submittal

Evaluation, Support, and Submittal

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