**2020 OTS Application Standard Language Items**

**Personnel**

|  |  |  |
| --- | --- | --- |
| **Item Name** | **Cost Category** | **Narrative** |
| Court Stings | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Warrant Service Operations | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| DUI Saturation Patrols | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Stakeouts | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| DUI/DL Checkpoints | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Pedestrian and Bicycle Enforcement | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Probation Compliance Check | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Distracted Driving | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Traffic Enforcement | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| SFST/ARIDE/DRE Instruction | A. Personnel Costs | Overtime for grant funded instructor training conducted by appropriate department personnel. |
| Collaborative DUI Enforcement | A. Personnel Costs | Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel |
| Collaborative Traffic Enforcement | A. Personnel Costs | Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel |
| Street Racing Training | A. Personnel Costs | Overtime for grant funded instructor training conducted by appropriate department personnel. |
| Motorcycle Safety | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Other | A. Personnel Costs | Please provide you own narrative. |
| Night-Time Click it Or Ticket | A. Personnel Costs | Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Traffic Safety Education | A. Personnel Costs | Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel. |
| Know Your Limit | A. Personnel Costs | Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel. |

**Travel**

|  |  |  |
| --- | --- | --- |
| In State Travel | B. Travel Expenses | 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. |
| Out-of-State Travel | B. Travel Expenses | 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. |

**Contractual Services**

|  |  |  |
| --- | --- | --- |
| Multi-Media Presentations | C. Contractual Services | Multi-Media Presentations - to provide 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 | C. Contractual Services | 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. |
| Traffic Collision Database System Interface | C. Contractual Services | Traffic Collision Database System 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. |

**Equipment**

|  |  |  |
| --- | --- | --- |
| Air Bag Lift System | D. Equipment | Air Bag Lift System - Air Bag Lift Systems are generally comprised of a high-pressure regulator, dual air controller, inline relief valves, high pressure hoses, and high-pressure lifting bags (high tonnage rated) used for lifting vehicles or heavy objects in extrication incidents. It includes 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). |
| Changeable Message Sign Trailer | D. Equipment | Changeable Message Sign Trailer - 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. |
| Changeable Message Sign Trailer with Radar | D. Equipment | Changeable Message Sign Trailer with Radar - 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. |
| Combi-tool | D. Equipment | Combi-tool - Combi-tools are a hydraulically actuated, light-weight, combination cutting, spreading, pulling and pinching tool used for extrication incidents. It includes every piece of 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). |
| DUI Trailer | D. Equipment | DUI Trailer - fully equipped trailer 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. |
| Electronic Citation Data Collection System | D. Equipment | Electronic Citation Data Collection System - 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 traffic 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 recorder, camera, docking/charging station, software, licenses, accessories, training, and associated shipping and taxes. |
| Fully Equipped Extrication System | D. Equipment | Fully Equipped Extrication System - Fully equipped extrication systems are generally comprised of a hydraulic pump, fluid, hoses, control valves, and hydraulically actuated spreaders and cutters used primarily for vehicle extrication incidents. It includes 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). |
| Illuminated Crosswalk | D. Equipment | Illuminated Crosswalk - crosswalks using pole-mounted flashing lights and a series of in-roadway embedded flashing lights to outline the crosswalk. Installation is at the expense of the grantee. |
| Impairment Detection Instrument | D. Equipment | Impairment Detection Instrument- a head mounted device that covers the eyes of the test subject and records activity from both eyes for DRE examination. Costs may include hardware and software, including recording system with date-stamp technology, zoom capabilities and pupil scale. |
| Lidar with Digital Video | D. Equipment | Lidar w/ Digital Video: Lidar device with digital video will be purchased for down-the-road speed measuring. This device records digital video and data including time, GPS location, target vehicle speed, distance, and license information. Costs include data logging cable, sales tax, delivery and other accessories and items necessary to make the device usable for grant purposes. This device will be used for speed enforcement. |
| Light Tower Trailer | D. Equipment | Light Tower Trailer- trailer with high intensity light fixtures mounted on top of a telescoping boom and powered by a generator to illuminate a wide area for greater visibility during night time operations. |
| Police Motorcycle | D. Equipment | Police Motorcycle - fully equipped motorcycle to be used for grant purposes. Costs may include communication equipment, emergency equipment package, safety bars and modifications and accessories. |
| Radar Trailer | D. Equipment | Radar Trailer - 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. |
| Traffic Collision Database System | D. Equipment | Traffic Collision Database System - 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. |
| Traffic Collision Reconstruction System | D. Equipment | Traffic Collision Reconstruction System - 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. |
| Vehicle Speed Feedback Sign | D. Equipment | Vehicle Speed Feedback Sign - Solar, battery powered or hardwired pole-mounted sign to display the speed of vehicles. Costs may include modifications and accessories. Installation is at the expense of the grantee. |

**Other Direct Costs**

|  |  |  |
| --- | --- | --- |
| Office Space | E. Other Direct Costs | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space. |
| Office Supplies | E. Other Direct Costs | 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. |
| PAS Device/Calibration Supplies | E. Other Direct Costs | PAS Device/Calibration Supplies - preliminary alcohol screening device 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 | E. Other Direct Costs | PAS Flashlight- preliminary alcohol screening flashlight combines 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 | E. Other Direct Costs | Pedestrian Countdown Signal - pedestrian signal with display to show remaining crossing time. Costs may include modifications and accessories. Installation is at the expense of the grantee. |
| Phlebotomist | E. Other Direct Costs | 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. |
| Portable Light Tower | E. Other Direct Costs | Portable Light Tower - high intensity light on a telescoping shaft and stabilized platform to illuminate a wide area for greater visibility during night time operations. Costs may include a generator and accessories. |
| Postage | E. Other Direct Costs | Postage - standard mailing costs excluding overnight and/or priority mail. Costs may include stamps, stamped envelopes, and post cards. |
| Printing/Duplication | E. Other Direct Costs | Printing/Duplication - costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations. |
| Prosecution Costs | E. Other Direct Costs | Prosecution Costs- expenses required for the proper prosecution of DUI cases. Costs may include witness fees, consultation and/or testimony from experts in fields such as collision reconstruction, crush analysis, evidence gathering, scene analysis, toxicology, oral fluid collection and alcohol and drug impairment and effects on driving. Other costs may include fees for toxicology reports, and the testing of suspect samples in a timely manner, the recording of traffic court proceedings, law enforcement transcriptions, copies of death certificates, and copies of television news clips. |
| Radar Device | E. Other Direct Costs | Radar Device - to measure the speed of motor vehicles. This device will be used for speed enforcement. |
| Red Light Notification Device | E. Other Direct Costs | Red Light Notification Device - 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. |
| Stabilization Kit | E. Other Direct Costs | Stabilization Kit- Stabilization kits are generally comprised of hydraulic and manual rescue jacks, struts, braces, chocks, cribbing, wedges, tripods, ratchet straps and chains, used for stabilizing vehicles while performing extrications. It includes 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). |
| Stealth Stat Device | E. Other Direct Costs | Stealth Stat Device- a device that inconspicuously monitors and collects traffic data used to assist in identifying roadways with speed related problems. |
| Traffic Collision Database System Training | E. Other Direct Costs | Traffic Collision Database System Training - The selected vendor for the Traffic Collision Database System will provide training for staff members on the usage and finalized version of the software after system is implemented. |
| Traffic Collision Database System Update | E. Other Direct Costs | Traffic Collision Database System 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. |
| Traffic Cones | E. Other Direct Costs | Traffic Cones 28 orange traffic cones with reflective collars for use in grant activities. |
| Traffic Control Devices | E. Other Direct Costs | Traffic Control Devices - Grantee Agency may purchase and distribute to various locations traffic control devices to be used in temporary traffic control situations. Costs may include 28? traffic cones, MUTCD compliant traffic signs, sign stands, barricades, lighting devices, traffic control wands, electronic flares 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). |
| Training Meetings | E. Other Direct Costs | Training Meetings- meetings in which the primary purpose is the dissemination of traffic safety-related technical information. Costs may include transportation, rental of meeting facilities, audio/visual equipment rental. 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 Lease | E. Other Direct Costs | Vehicle Lease - lease of vehicle for activities supporting the grants goals and objectives and traffic safety. Uses may include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Lease charges to the grant will be in accordance with the following formula or rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the vehicle. |
| Vehicle Wrap | E. Other Direct Costs | 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. |
| Handheld Citation Data Collection Devices | E. Other Direct Costs | Handheld Citation Data Collection Devices Handheld devices for traffic officer use to collect citation data, print the citation in the field, and transfer the information electronically to the agency RMS system and to the courts. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs include the purchase of electronic citation device, with integral mag-strip reader, thermal printer, audio recorder, camera, docking/charging station, software, licenses, accessories, training, and associated shipping and taxes. |
| Bicycle Helmets | E. Other Direct Costs | Bicycle Helmets - helmets to be distributed during bicycle rodeos and other bicycle safety related events. |
| Bicycle Safety Equipment | E. Other Direct Costs | Bicycle Safety Equipment safety equipment such as bicycle headlights/taillights, reflectors, and reflective arm and leg bands to be distributed during bicycle rodeos and other bicycle safety related events. |
| California State Bar Association Fees | E. Other Direct Costs | California State Bar Association Fees - payment of State Bar Association membership fees required for practicing lawyers in California. |
| Child Safety Seats | E. Other Direct Costs | Child Safety Seats - child safety seats (maximum costs per seat is $75.00; including booster seats, but no infant only seats) to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations. |
| Communications | E. Other Direct Costs | Communications - costs of telephone service, mail/messenger service (excluding overnight priority mail) and communications services. |
| Computer Networking Support | E. Other Direct Costs | Computer Networking Support- network access, administration and software licenses for the attorneys, investigator and investigative assistant assigned to the project. These costs are billed according to the following formula: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ up to the budgeted amount. |
| CPS Check-Up Supplies | E. Other Direct Costs | 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, tote carriers and check-up signage. |
| Desktop Computer | E. Other Direct Costs | Desktop Computer - for use in tracking grant activities and producing required reports. Costs may include monitor, printer, software and accessories. |
| Digital Camera | E. Other Direct Costs | Digital Camera 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 | E. Other Direct Costs | 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, banners, and rental of the following: tables, chairs, generators and electrical service. Additional items may be purchased if approved by OTS. |
| DUI Checkpoint Supplies | 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 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. |
| DVD/VCR Player/Recorder | E. Other Direct Costs | DVD/VCR Player/Recorder- device 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 | E. Other Direct Costs | Educational Materials- costs of purchasing, developing or printing 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. |
| Extrication Items | E. Other Direct Costs | 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. |
| Flashing Beacons | E. Other Direct Costs | Flashing Beacons -flashing lights to increase visual awareness of a traffic sign or signal. Costs may include modifications and accessories. Installation is at the expense of the grantee. |
| Laptop Computer | E. Other Direct Costs | Laptop Computer - for use in tracking grant activities and producing required reports. Costs may include a printer and accessories. |
| Lidar Batteries | E. Other Direct Costs | Lidar Batteries- Batteries for light detection and ranging devices used to measure the speed of motor vehicles. The devices will be used for speed enforcement. |
| Lidar Device | E. Other Direct Costs | Lidar Device- light detection and ranging device used to measure the speed of motor vehicles. This device will be used for speed enforcement. |
| Motorcycle Helmet | E. Other Direct Costs | Motorcycle Helmet - for use by motorcycle traffic officers. Costs may include a communication system such as a headset, microphone and speakers. |
| Motorcycle Radio | E. Other Direct Costs | Motorcycle Radio- police radio mounted on a motorcycle for traffic enforcement. Costs may include modifications and accessories. |
| Multi-Media Presentations | E. Other Direct Costs | Multi-Media Presentations - to provide 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. |
| Alcohol Testing | E. Other Direct Costs | Alcohol 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. |