

Office of Traffic Safety (OTS) – Budget Standard Language Items

Cost Category	Budget Item Name	Narrative
A. Personnel Costs	Collaborative DUI Enforcement	Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel
A. Personnel Costs	Collaborative Traffic Enforcement	Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel
A. Personnel Costs	Court Stings	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Distracted Driving	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	DUI Officer	Hours for officer dedicated strictly to DUI Enforcement. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.
A. Personnel Costs	DUI Saturation Patrols	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	DUI/DL Checkpoints	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Illegal Street Racing and Modified Vehicle Training Courses	Overtime for instructors to conduct trainings.
A. Personnel Costs	Know Your Limit	Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
A. Personnel Costs	Motorcycle Safety	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Night-Time Click it Or Ticket	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Office of Traffic Safety (OTS) – Budget Standard Language Items

A. Personnel Costs	Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.
A. Personnel Costs	Other	Please provide you own narrative.
A. Personnel Costs	Pedestrian and Bicycle Enforcement	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Probation Compliance Check	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Prosecutor	Hours for prosecutor dedicated to vertically prosecute all felony cases involving driving under the influence of alcohol and/or drugs. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. The prosecutors will attend training provided by the Traffic Safety Resource Prosecutor Program and deliver training to law enforcement, investigators and other attorneys within the District Attorney's Office
A. Personnel Costs	Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.
A. Personnel Costs	SFST/ARIDE/DRE Instruction	Overtime for grant funded instructor training conducted by appropriate department personnel.
A. Personnel Costs	Stakeouts	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Street Racing and Sideshow Enforcement Operations	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Office of Traffic Safety (OTS) – Budget Standard Language Items

A. Personnel Costs	Street Racing Training	Overtime for grant funded instructor training conducted by appropriate department personnel.
A. Personnel Costs	Traffic Enforcement	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Traffic Safety Education	Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
A. Personnel Costs	Warrant Service Operations	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
B. Travel Expenses	In State Travel	<p>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.</p>
B. Travel Expenses	Out-of-State Travel	<p>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.</p>

Office of Traffic Safety (OTS) – Budget Standard Language Items

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.
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.
C. Contractual Services	Traffic Citation Database System Interface	Computer programming required to interface citation database with other existing agency or court databases or Records Management Systems, allowing the systems to be electronically integrated for transfer of data.
C. Contractual Services	Traffic Crash Database System Interface	Computer programming required to interface crash database with other existing agency, Records Management Systems, or CHP's Statewide Integrated Traffic Records System database allowing the systems to be electronically integrated for transfer of data.
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).
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

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.
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).
D. Equipment	Complete Electronic Citation Data Collection System	A traffic citation data collection system, using 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's 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 may include the purchase of electronic citation devices, mag-strip readers, fingerprint readers, audio recorders, cameras, docking/charging stations, software, licenses, accessories, training, and associated shipping and taxes.

Office of Traffic Safety (OTS) – Budget Standard Language Items

D. Equipment	Complete Traffic Crash and Electronic Citation Data Collection System	<p>A combination traffic crash and electronic citation data collection system will handle both traffic crash and traffic citation data collection and processing. The traffic crash database system will collect, analyze, and display crash 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 crash mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computers, software and licenses, printers, accessories, training, and associated shipping and taxes. The traffic citation system will 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 may include the purchase of electronic citation devices, mag-strip readers, fingerprint readers, audio recorders, cameras, docking/charging stations, laptop/desktop computers, software, licenses, printers, accessories, training, and associated shipping and taxes.</p>
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Office of Traffic Safety (OTS) – Budget Standard Language Items

D. Equipment	Complete Traffic Crash Database System	A traffic crash database to collect, analyze, and display crash 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 crash mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computers, software and licenses, printers, accessories, training, and associated shipping and taxes.
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.
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

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 as well as edraulic tools. 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).
D. Equipment	Illuminated Crosswalk	Mounted flashing lights and a series of in-roadway embedded flashing lights to outline the crosswalk. Installation is at the expense of the grantee.
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.
D. Equipment	Lidar with 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.
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.
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

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.
D. Equipment	Traffic Crash Database System	A traffic crash database and geographic information system (GIS) to collect, analyze and display crash 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 crash 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.
D. Equipment	Traffic Crash Database System Update	An update to the traffic crash database and geographic information system (GIS) to the most current forms, operating system, and version. Update includes the capability of exporting complete crash report records to a departmental records management system (RMS) and the California Highway Patrol's Statewide Records System (SWITRS). Costs may include software, licenses, training, accessories, and associated shipping and taxes.
D. Equipment	Traffic Crash Database System/Electronic Citation System Upgrade/Interface	Computer programming required to interface crash 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.
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

E. Other Direct Costs	Alcohol Testing	Testing conducted to determine DUI probationer compliance with terms and conditions of probation. Costs may include lab testing fees and testing supplies such as mouth pieces, cups and test kits.
E. Other Direct Costs	Bicycle Helmets	Helmets to be distributed at no cost during bicycle rodeos and other bicycle safety related events. Cost per helmet not to exceed an average price of \$10, before adding shipping, handling and tax. More expensive helmets may be purchased if approved by OTS.
E. Other Direct Costs	Bike Rodeo Supplies	On-scene supplies to conduct bicycle safety courses and/or rodeos. Costs may include cones, pop-up tents, chalk, event signage, and items to repair and maintain bikes such as tires, tubes, brakes, handle grips, tire pumps, tire patch kits and chain oil. Costs may also include bikes and training wheels to conduct direct education to individuals at bike rodeos, school lessons and community presentations. Additional items may be purchased if approved by OTS.
E. Other Direct Costs	California State Bar Association Fees	Payment of State Bar Association membership fees required for practicing lawyers in California.
E. Other Direct Costs	Child Safety Seats	Average cost not to exceed \$75 per seat (including booster seats) before the addition of sales tax, shipping and handling. Seats to be distributed at no cost during CPS checkups, appointments, fitting stations and traffic safety presentations. Infant only seats are not an allowable expense.
E. Other Direct Costs	Communications	Costs of telephone service, cellular data for a tablet or laptop, mail/messenger service (excluding overnight priority mail) and communications services.
E. Other Direct Costs	Computer or Tablet	For use in tracking grant activities and producing required reports. Costs may include a desktop computer, monitor, laptop, tablet, printer, software and accessories.

Office of Traffic Safety (OTS) – Budget Standard Language Items

E. Other Direct Costs	CPS Check-Up Supplies	Supplies to conduct child passenger safety seat education, training and inspections at check-up events, classes and individual appointments. Costs may include LATCH manuals, safety training dolls, cones, pop-up tents, pool noodles, child safety seat clips, tote carriers, and check-up signage. Costs may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS.
E. Other Direct Costs	CPS Technician/Instructor Fees	Certification, recertification or renewal fees for technicians who successfully complete the NHTSA Child Passenger Safety Technician Certification or Renewal course or biennial requirements to re-certify.
E. Other Direct Costs	Desktop Computer	For use in tracking grant activities and producing required reports. Costs may include a monitor, printer, software and accessories.
E. Other Direct Costs	Digital Camera	For use in capturing images while conducting grant related activities, such as enforcement operations, crash scenes, educational events/activities, and to aid in prosecution of DUI cases. Costs may include accessories such as memory card, carrying case and tripod.
E. Other Direct Costs	Display Booth	Display/information booth or pop-up tent at venues such as conferences, state and local fairs, and community events. Costs may include fees and supplies such as lighting, fans, displays, banners, tablecloths and rental of the following: tables, chairs, generators and electrical service. Costs may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS.

Office of Traffic Safety (OTS) – Budget Standard Language Items

E. Other Direct Costs	DUI Checkpoint Supplies	On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).
E. Other Direct Costs	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.
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.
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

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.
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. Costs may include lidar devices, batteries, tax, and shipping.
E. Other Direct Costs	Meeting Facility Costs	Costs for meetings to disseminate traffic safety information. Costs may include rental of meeting facilities and audio/visual equipment rental. Adequate records including an agenda must be maintained.
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.
E. Other Direct Costs	Motorcycle Radio	Police radio mounted on a motorcycle for traffic enforcement. Costs may include modifications and accessories.
E. Other Direct Costs	Multi-Media Presentations Supplies	Funds to purchase virtual training delivery supplies such as microphone, webcam and computer software. Purchase may include monthly Zoom and monthly Survey Monkey subscription fees. Additional items may be purchased upon approval from OTS.
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 of Traffic Safety (OTS) – Budget Standard Language Items

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, flash drives, 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. Additional items may be purchased if approved by OTS.
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.
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.
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.
E. Other Direct Costs	Pedestrian/Bicycle Safety Items	Cost may include reflective arm and leg bands, tape, zipper pulls, bicycle headlights/taillights, and reflectors to be distributed at no cost during bicycle rodeos, presentations, workshops, trainings, and community events to increase safety and visibility. Additional items may be purchased if approved by OTS.
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

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.
E. Other Direct Costs	Postage	Standard mailing costs excluding overnight and/or priority mail. Costs may include stamps, stamped envelopes, and post cards.
E. Other Direct Costs	Presentation Supplies	Purchase of supplies for educational presentations, such as video conference software, training items, reference manuals, and easels. Additional items may be purchased if approved by OTS.
E. Other Direct Costs	Printing/Duplication	Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.
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 crash 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.
E. Other Direct Costs	Radar Device	To measure the speed of motor vehicles. This device will be used for speed enforcement.
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.

Office of Traffic Safety (OTS) – Budget Standard Language Items

E. Other Direct Costs	Safety Patrol/Crossing Guard Kits	Costs may include reflective vests, whistles, and traffic controls such as handheld stop signs, portable crosswalk signage, traffic cones, barricades, bollards/chains, and pick up/drop off signage. Additional items may be purchased if approved by OTS.
E. Other Direct Costs	Signal Cabinet Wraps	Costs to design and produce signage for application to a signal cabinet to display a traffic safety message that includes the OTS logo and funding language. Draft graphics must be submitted to OTS for prior approval. The cost for paid media space and application of signage will not be reimbursed.
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 less than \$5,000 (including tax, shipping, and installation).
E. Other Direct Costs	Traffic Cones	Orange traffic cones with reflective collars for use in grant activities.
E. Other Direct Costs	Traffic Control Devices	Traffic control devices to be used in temporary traffic control situations. Costs may include 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 and shipping).
E. Other Direct Costs	Traffic Crash Database System Training	The selected vendor for the Traffic crash Database System will provide training for staff members on the usage and finalized version of the software after system is implemented.

Office of Traffic Safety (OTS) – Budget Standard Language Items

E. Other Direct Costs	Traffic Crash Database System Update	An update to the traffic crash 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.
E. Other Direct Costs	Vehicle Speed Feedback Sign	Solar, battery powered or hardwired pole-mounted sign to display the speed of vehicles. Costs may include modifications, accessories, tax, and shipping. Each item must have a unit cost of less than \$5,000 (including tax and shipping). Installation is at the expense of the grantee.
E. Other Direct Costs	Vehicle Wrap	Signage applied 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.