

LOS ANGELES POLICE COMMISSION

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November 21, 2025

BPC #25-307

The Honorable Karen Bass
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles, Room 395
c/o City Clerk's Office

Dear Honorable Members:

RE: 2025 – 2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT.

At the regular meeting of the Board of Police Commissioners held on Tuesday, November 18, 2025, the Board APPROVED the Department's report regarding the above-referenced matter.

Accordingly, this report is respectfully submitted for your consideration.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Rebecca Munoz".

REBECCA MUNOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

DS 11/13/25
25-307

November 14, 2025

1.14

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: GRANT APPLICATION AND AWARD TRANSMITTAL FOR THE
2025-26 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant award, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer, Office of the Chief Legislative Analyst, and to the City Clerk for Committee and City Council consideration.
3. That the Board TRANSMIT the attached grant award, pursuant to Executive Directive No3, Item 14.e, to the Mayor.
4. That the Board REQUEST the Mayor and City Council to:
 - A. AUTHORIZE the Chief of Police, or designee, to retroactively apply for and accept the grant award, after a review of the terms and conditions by the City Attorney, for the 2025-26 Selective Traffic Enforcement Program (STEP) from the State of California, Office of Traffic Safety (OTS) in the amount of \$6,405,000 for the period of October 1, 2025, through September 30, 2026;
 - B. AUTHORIZE the Chief of Police, or designee, to execute the 2025-26 STEP Grant Agreement on behalf of the City and submit the necessary agreements and documents relative to the grant award, subject to the approval as to form by the City Attorney;
 - C. AUTHORIZE the Chief of Police, or designee, to execute a Professional Services Agreement with selected vendor(s) for a term within the applicable grant performance period, for a sum not to exceed \$70,000, for the provision of phlebotomist services, subject to the approval as to form by the City Attorney;
 - D. AUTHORIZE the Los Angeles Police Department (LAPD) to spend up to the grant amount of \$6,405,000 in accordance with the grant award agreement;
 - E. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts in the Police Department Grant Trust Fund No. 339, Department No. 70;

- F. AUTHORIZE the LAPD to prepare Controller’s instructions for any technical adjustments as necessary to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions;
- G. AUTHORIZE the Controller to establish a grant receivable and appropriate \$6,405,000 to appropriation account, account number to be determined, within Fund No. 339, Department No. 70, for the disbursement of the 2025-26 STEP grant funds;
- H. AUTHORIZE the Controller to increase appropriations and transfer, as necessary, the 2025-26 STEP grant funds from Fund No. 339, Department No. 70, account number to be determined, to Fund No. 100, Department No. 70, account numbers and amounts as follows:

Account No. 001090	Overtime Civilian	\$224,791.27
Account No. 001092	Overtime Sworn	\$3,628,773.28
Account No. To Be Determined	Related Costs	\$346,435.45

- I. AUTHORIZE the City Clerk to place the following actions relative to the 2025-26 STEP on the City Council Agenda on July 1, 2026 or on the first meeting day thereafter:

AUTHORIZE the Controller to increase appropriations and transfer, as necessary, the 2025-26 STEP grant funds from Fund No. 339, Department No. 70, account number to be determined, to Fund No. 100, Department No. 70, account numbers and amounts as follows:

Account No. 001090	Overtime Civilian	\$111,936.87
Account No. 001092	Overtime Sworn	\$1,746,703.37
Account No. To Be Determined	Related Costs	\$167,091.76

DISCUSSION

The Los Angeles Police Department (LAPD) is seeking retroactive approval to apply for and accept a \$6,405,000 grant award for the 2025-26 Selective Traffic Enforcement Program (STEP) and to execute a grant award agreement between the City and State of California, Office of Traffic Safety (OTS) for the period of October 1, 2025, through September 30, 2026. Grant funds will provide support for the implementation of the STEP to address traffic safety issues. There are no matching funds required.

The 2025-26 STEP grant project activities will be managed and coordinated by the Traffic Coordination Division. Funds will primarily be utilized to deploy police officers on an overtime basis in an effort to reduce the number of fatalities and personal injuries due to traffic collisions. Overtime funding will be utilized to support the following activities:

- DUI/Driver’s License Checkpoints;
- DUI Saturation Patrols;

- Alcoholic Beverage Control (ABC) Establishment Business Outreach;
- Collaborative DUI Enforcement;
- Distracted Driver Enforcement Details;
- Motorcycle Safety Details;
- Pedestrian and Bicycle Safety Details;
- Street Racing and Sideshow Enforcement Operations;
- Illegal Street Racing Vehicle Seizures;
- Pacific Coast Highway (PCH) Traffic Enforcement;
- Primary Collision Factor Enforcement Details; and,
- Traffic Safety Presentations.

Under the grant agreement, the OTS will reimburse the City for expenses incurred as follows:

Expense Category	Amount
Sworn Overtime	\$ 5,375,476.65
Civilian Overtime	\$ 336,728.14
Fringe Benefits	\$ 513,527.21
In-State Travel	\$ 10,021.00
Out-of-State Travel	\$ 10,000.00
Contractual Services	\$ 70,000.00
Other Direct Costs	\$ 89,247.00
Total	\$ 6,405,000.00

A Professional Services Agreement will be executed to provide phlebotomist services at DUI checkpoints and assist with DUI investigations during the grant performance period for an amount not to exceed \$70,000.00. The RFP No. 23-420-008 will be utilized in the selection for a phlebotomist contract. The 2025-26 STEP grant will also fund in-state and out-of-state travel expenses to attend the State of California OTS Traffic Safety Law Enforcement Forum and the Governors Highway Safety Association in Minneapolis, Minnesota.

If there are any questions, please contact Senior Management Analyst II Barbra Montesquieu, Grants Section, at (213) 486-0380.

Respectfully,



JIM McDONNELL
Chief of Police

**BOARD OF
POLICE COMMISSIONERS**
Approved *November 18, 2025*
Secretary *Rebecca Mung*

Attachments

Application Information

Application No: 26-006396

Application Type:	STEP	Agency (City or County):	Los Angeles	Department (Police Dept, DA Office, etc):	Los Angeles Police Department
Authorized Representative:	Jim McDonnell	Additional Contact Email:	32183@lapd.online	DUNS/SAM Number:	ZRXCMMNSUEJ1
DUNS/SAM Expiration Date:		DUNS/SAM Registered Address:	100 West 1st Street Room 842	DUNS/SAM City:	Los Angeles
DUNS/SAM ZIP+4:	90012-3302				

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 crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash 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 crashes, 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 utilizing current data, do not include state or national information.

1. Describe the city, county, or jurisdiction this grant will impact.

Type of Crashes	Calendar Year		
	2024	2023	2022
Total Fatal Traffic Crashes	307	336	312
Total Suspected Serious Injury Traffic Crashes	1600	1,589	1517
Total All Injury Traffic Crashes	7353	7,382	7029
Pedestrian Fatal Traffic Crashes	171	179	159
Pedestrian Suspected Serious Injury Traffic Crashes	583	587	489
Pedestrian All Injury Traffic Crashes	1715	1,709	1339
Bicyclist Fatal Traffic Crashes	21	24	20
Bicyclist Suspected Serious Injury Traffic Crashes	139	145	134
Bicyclist All Injury Traffic Crashes	507	508	501
Motorcyclist Fatal Traffic Crashes	25	43	49
Motorcyclist Suspected Serious Injury Traffic Crashes	251	289	225
Motorcyclist All Injury Traffic Crashes	420	462	347
Speed-Related Fatal Traffic Crashes	73	75	73
Speed-Related Traffic Citations	37768	42,319	33870
Right of Way Fatal Traffic Crashes	40	27	32
Right of Way Suspected Serious Injury Traffic Crashes	318	280	267
Right of Way All Injury Traffic Crashes	921	927	911
Traffic Signal Fatal Traffic Crashes	26	32	28
Traffic Signal Suspected Serious Injury Traffic Crashes	154	129	135
Traffic Signal All Injury Traffic Crashes	761	604	611
DUI-Related Fatal Traffic Crashes	22	24	19
DUI-Related Suspected Serious Injury Traffic Crashes	67	53	67
DUI-Related All Injury Traffic Crashes	698	769	776
DUI Arrests	5372	5,701	5478
Hit and Run Fatal Traffic Crashes	99	107	86
Hit and Run Suspected Serious Injury Traffic Crashes	353	351	302
Hit and Run All Injury Traffic Crashes	3470	3,518	3317
Nighttime Fatal Traffic Crashes	135	140	116
Nighttime Suspected Serious Injury Traffic Crashes	582	384	378
Nighttime All Injury Traffic Crashes	2507	1,811	1750
Street Racing Fatalities	8	3	3
Street Racing Suspect Serious Injury Traffic Crashes	4	3	5
Street Racing All Injury Traffic Crashes	3	3	3
Street Racing Hit and Run Crashes	14	17	11

Note: "All Injury" is defined as suspected serious injury, suspected minor injury and possible injury traffic crashes captured in Crime Analysis Mapping System.

When analyzing the traffic crash statistics for the past three years (2022, 2023 and 2024), it revealed several significant trends that is endangering the lives of all community members in the City of Los Angeles. As delineated in Table 1, the City is experiencing increases in every major crash category. These increases are particularly concerning to public safety and requires strategic strategies to improve the safety of road users is

Problem Statement:

PEDESTRIANS, BICYCLISTS & MOTORCYCLISTS

Strategies must be developed that focuses on the most vulnerable road users (pedestrian, bicyclist, and motorcyclist) who are most at-risk of being killed or severely injured when involved in traffic crashes. In 2024, pedestrian and bicyclist involved traffic crashes accounted for 63% of all traffic fatalities and 45% of all suspected serious injuries. While motorcycle crashes accounted for 16% of all suspected serious injury traffic crashes. The statistics indicate a pressing need to enhance pedestrian, bicycle and motorcycle safety measures as well as targeted interventions to protect these vulnerable road users. Developing targeted safety initiatives for these road users that encompasses education and awareness programs, can help reduce the risks associated with these crashes.

SPEED RELATED

Community members who drive over the speed limit exacerbate the dangers to vulnerable road users, especially pedestrians and bicyclists. Speed-related fatal, suspected serious injury, and all injury traffic crashes has been the leading crash factor in the overwhelming majority of crashes. Addressing speed-related issues through enforcement, education and awareness campaigns should be a top priority.

RIGHT OF WAY & TRAFFIC SIGNALS

Traffic crashes related to driver not yielding the right of way and traffic signal violations contribute significantly to fatalities, suspected serious injuries and all crashes. Identifying the patterns, locations and implementing measures to ensure a police presence at these locations to enforce these types of violations can contribute to reducing these incidents.

DUI

Despite numerous efforts to raise awareness and readily available alternatives (rideshare and taxis) to travel on the roadways, community members continue to drive under the influence and become involved in traffic crashes. This irresponsible behavior continues to be a constant occurrence that endangers the lives of all road users. The number of DUI fatalities and suspected serious injury crashes provides insights into the extent of the problem. Implementing strategies that focuses on enforcement and education is desperately needed to deter impaired driving and enhance public safety.

HIT AND RUN

Hit and run traffic crashes continue to occur at an alarming rate and is a troubling trend that plagues all communities throughout the City of Los Angeles. The number of hit and run fatal, suspected serious injury, and all injury traffic crashes have all increased. Analyzing the factors contributing to hit and run incidents and implementing measures to mandate accountability of all drivers will play a crucial role in reducing such occurrences. Various studies and reviews have revealed that suspects are generally unlicensed or driving with a suspended license, under the influence or lack insurance. In 2013, Assembly Bill 60 authorized all community members regardless of immigration status the ability to obtain a license. Despite the efforts by California to ensue all community members have a license, the number of community members driving without a license continues. As a result, increased enforcement is critical.

NIGHTTIME

During hours of darkness, the illumination of the roadways is substantially compromised and results in dangerous conditions particularly for vulnerable road users (bicyclists, pedestrians, and motorcyclists). Furthermore, during hours of darkness the hit and run crashes increases. In the nighttime, the number of vehicles on the roadways is reduced and driver behaviors change significantly. The number of vehicles speeding and violating the vehicle code increases dramatically. Implementing measures through education and enforcement is critical to protecting the community.

ILLEGAL STREET RACING

The City continues to be beset by illegal street racing and sideshow events that attracts numerous spectators. These events cause significant traffic safety issues, especially to those innocent community members who become trapped in these events. During these events, chaos and lawlessness erupts that threatens traffic safety. A factor to stop this activity is increased enforcement and impounds. It is critical that the enforcement continues, or the City will undoubtedly experience further increases in these dangerous activities in the future.

Equity:

EQUITY

Increasing Diversity, Equity, and Inclusion (DEI) in law enforcement is a key component in building trust and improving relationships between the LAPD and the communities we serve. By representing our City's diverse population, the LAPD is better equipped to understand and respond to its unique needs and concerns. A diverse workforce can reduce the potential for bias and discrimination in policing, leading to fair and impartial treatment for all community members.

Over the past 20 years, the LAPD is fully dedicated to ensuring equity within the criminal justice system and has continued to implement policies and procedures to ensure all community members are treated equally and with dignity and respect. The Department has a strict, non-wavering policy prohibiting biased policing that has been published in the Department Manual (attached) and numerous internal directives. Any allegation of biased policing made by a community member generates a mandated personnel complaint investigation that is thoroughly reviewed by the Department's Professional Services Bureau.

The Department continues to be in compliance with the Racial and Identity Profiling Act (RIPA) Act of 2015, which requires law enforcement agencies to collect specified demographic information from encounters with the community, such as traffic stops. The goal of RIPA is to identify and eliminate racial profiling and biased policing. Since November 2001, the LAPD has collected data on all vehicle and pedestrian stops, which includes, but not limited to the following information regarding the detained: sex, age, descent, initial reason for stop and whether the detainee was searched.

The data can be analyzed to determine if an officer has developed a pattern of biased policing. On a quarterly basis, Commanding Officers in charge of field commands are inspected on RIPA statistics to ensure all community members are treated with equity by Department personnel. Through continuous training and strict monitoring of personnel, the LAPD ensures all community members are treated with equity and respect. Throughout the grant period, the Department will utilize traffic crash and citation data to ensure all communities, especially communities of color, are equally represented. The Department will use a balanced approach to ensure the enforcement activities do not oppress communities of color through over-policing.

The LAPD has increased DEI inclusion in the workplace and has been incorporated in its Strategic Goals. These goals require organized events to raise awareness, promote DEI in recruitment, strengthen trust through community-policing interactions, and create local DEI Coordinators at each patrol division to enhance DEI. Furthermore, the LAPD has placed a command emphasis on DEI by creating a DEI Group within the LAPD as well as a DEI Division to promote equity in policies and practices throughout the Department.

The Department's DEI plan embraces all forms of diversity and will continue to advocate equity in hiring and promotions to create a more inclusive workforce. The Department defines equity as the quality of being fair and impartial and ensures that individuals can access necessities and opportunities in a manner that is fair and proportional. Inclusion is defined as the act or process of finding individuals who have been previously excluded or marginalized and removing those barriers. When systems are determined to be unfair or unjust, inclusion can revitalize those systems and make them relevant again.

The mission of the DEI is to build and foster an organization committed to engaging the voices and respecting the humanity of all people. The LAPD recognizes that equality, diversity, and human rights are an integral part of Departmental partnerships. The Department's commitment to DEI needs to be visible and must reflect the expectations of our communities. Every individual involved or connected with the Department must ensure they embody the intent of this mission through their words and actions. The following are the two pillars of DEI:

1. Introspective Evaluation

A 21st Century police department can only serve the public effectively by doing the difficult work of self-evaluation and improvement. To be successful, the Department must ensure that DEI is prioritized in all aspects of the Department such as affinity group concerns, professional development and promotional opportunities and inclusion, recognition of and training about our history, data analysis, and assessment of work environment.

Strategies:

STRATEGIES

The City of Los Angeles continues to strive to achieve the goal of zero traffic deaths in the City by 2035. This goal calls for governmental agencies and private sector enterprises to collaborate and implement measures to

crashes involve impaired driving, speed and vehicle occupants not wearing seat belts.

Impaired Driving

Humans Make Mistakes is one of the principles of the SSA, but those community members who unnecessarily jeopardize public safety by driving under the influence must be held accountable for their actions. The LAPD will conduct sobriety checkpoints with the overall mission to increase awareness, education, and public safety by arresting those driving under the influence of alcohol, drugs or a combination of the two. Prior to conducting a checkpoint, press releases will be prepared and posted on the Department's website and distributed to over 250 media outlets announcing the exact location. Although many law enforcement agencies are apprehensive of advertising the exact location of a checkpoint, the LAPD has garnered greater news coverage and support from the community for our transparency. Furthermore, during specific national and State traffic safety campaigns (i.e. Winter Mobilization) and holidays that are often associated with an increase consumption of alcoholic beverages, the Department will schedule and notify the public of additional checkpoints.

The LAPD has found that an established selection criterion from a cadre of highly trained traffic personnel is paramount for a successful checkpoint. Although any officer can assist in the public awareness and educational aspect of a checkpoint, only highly trained officers can competently perform the duties necessary to enforce the DUI laws and coordinate a DUI checkpoint. Generally, only officers who have completed the Impaired Driver Apprehension Program (IDAP) and the Advanced Roadside Impaired Driving Enforcement (ARIDE) course, will screen vehicles at the DUI checkpoints. Furthermore, to address the increase in DUI drugs (DUID), the Department will make every attempt to staff each checkpoint with at least three Drug Recognition Expert (DREs).

The DUI saturation patrols will supplement existing enforcement efforts conducted by the LAPD. Currently, the Department assigns a cadre of officers to a unit called Deuce Watch at each traffic division. This unit typically consists of one motor sergeant and six motor officers, which work Wednesday through Saturday. The grant-funded details will augment their efforts by providing additional coverage at locations and time periods that have a disproportionate number of DUI-related traffic crashes and arrests.

Wearing Seat Belts

The importance of seat belt use in automobiles is paramount for enhancing overall road safety. As the Click It or Ticket campaign emphasizes, it only takes two seconds to buckle up. And those two seconds could literally save your life. Seat belts serve as the primary safety restraint system and playing a crucial role in protecting occupants during crashes. The fundamental principle of the SSA is to recognize that human errors are inevitable, and the road transport system should be designed to account for these errors without resulting in fatal or severe outcomes. In this context, seat belts act as a vital component in mitigating the consequences of crashes by preventing occupants from being ejected from the vehicle or crashing with the interior during a crash.

The use of seat belts aligns with the SSA emphasis on injury prevention. In the event of a crash, the force exerted on unrestrained occupants can lead to severe injuries or fatalities. Seat belts distribute this force across stronger parts of the body, such as the chest and pelvis, reducing the risk of critical injuries. By restraining occupants within the vehicle, seat belts contribute to creating a safer environment where the likelihood of life-threatening injuries is significantly diminished.

SAFER SPEEDS

Reducing speed-related traffic crashes in Los Angeles requires a multifaceted approach that combines effective police speed enforcement with comprehensive education initiatives. The LAPD will implement the following strategies to address this issue:

1. Strategic Speed Enforcement

- * **Data-Driven Approaches:** Utilize data analysis to identify high-risk areas for speed-related crashes. Furthermore, enforcement efforts will be focused on locations where speeding is a prevalent issue.
- * **Visibility and Deterrence:** Increase the visibility of police presence on roads known for speeding. Equipment permitting, the deployment of decoy marked patrol vehicles will be used to slow the speeds of vehicles on identified roadways to deter drivers from exceeding speed limits.
- * **Targeted Enforcement Campaigns:** Conduct targeted enforcement campaigns during peak times and in areas with a history of speed-related incidents. This approach can send a clear message to the community about the commitment to traffic safety.

2. Community Engagement and Education

- * **Public Awareness Campaigns:** Launch public awareness campaigns highlighting the dangers of speeding and the consequences of speed-related crashes. Utilize various media channels, including social media, to reach a broad audience.
- * **Community Partnerships:** Collaborate with local community organizations, schools, and businesses to promote safe driving practices. Engage in outreach events that focus on educating residents about the importance of obeying speed limits.

3. Collaboration with Stakeholders

- * **Collaborate with Transportation Agencies:** Work closely with the LADOT to assist in adjusting speed limits based on engineering and traffic surveys. Ensuring the speed limits are appropriate for road conditions is crucial for gaining public compliance.
- * **Partnership with Advocacy Groups:** Collaborate with road safety advocacy groups to amplify messaging and promote a culture of responsible driving. Engage these groups in community events to foster a collective commitment to reducing speed-related crashes.

By combining robust police speed enforcement efforts with community educational solutions, the LAPD can create a comprehensive strategy to reduce speed-related traffic crashes in the City. This approach aims not only to enforce speed limits but also to change driver behavior through education and community involvement.

SAFER VEHICLES

Automobiles and motorcycles continually become safer each year with advancements in both the passive and active safety systems such as audio warning alerts, seat belts, child passenger seats, and motorcycle helmets, which are crucial safety measures designed to protect individuals during transportation. Seat belts secure occupants in the event of a crash, preventing them from being ejected and minimizing the risk of severe injuries or death. Child passenger seats are specifically crafted to safeguard young children during travel, providing proper restraint and protection tailored to their size and weight, reducing the likelihood of injury or death in traffic crashes.

Motorcycle helmets are vital in safeguarding riders by absorbing impact energy and shielding a rider's head during a crash. Helmets significantly reduce traumatic head injuries that can result in long-term disabilities or fatalities. Furthermore, helmets act as barriers against the forces generated during accidents, significantly

- * Ride on the right side of the roadway with the flow of traffic; and,
- * Obey traffic signals and signs.

Agency Qualifications:

Staffing Levels

The Department currently has 8,795 sworn personnel with 514 assigned to Traffic Group (TRFG). Due to the specialty nature of the STEP Grant, a majority of the details will be staffed by personnel assigned to TRFG. Program and Fiscal Staff Qualifications

The Department has a Grants Section that is responsible for obtaining available grant awards from various State and Federal funding sources. The Grants Section performs the administrative duties of the grant administration process, which includes liaison with the grant agencies, and preparing and submitting reimbursement claims. The Grants Section maintains a close working relationship with Fiscal Group (FG), which is the Department's fiscal/accounting entity, for budgetary and accounting purposes. A grants analyst is assigned to oversee all OTS grants managed by the TRFG's Traffic Coordination Section (TCS).

The Traffic Grant Coordinator, assigned to TCS, is a sworn police officer funded by the Department, and has managed 41 OTS grants worth approximately \$86 million over the past 20 years. During this period, multiple State and internal audits have been performed to ensure proper grant management has occurred and no major discrepancies have been identified. The coordination and oversight of the OTS grants is the officer's primary duty. The Traffic Grant Coordinator has the complete support from the Grants Section and FG.

Contract Procurement Program

During the 2024/25 STEP Grant, the LAPD completed a formal Request for Proposal (RFP) to identify and contract with a vendor(s) to provide phlebotomy services at DUI and driver license checkpoints and to respond to any location, such as a hospital or police station, within 20 miles of the City limits to perform a blood withdraw. A provision in the contract allows for the identified vendor(s) to be used for up to five years without conducting a new RFP; therefore, there will be no lapse in the use of the phlebotomy vendor(s) upon approval of the grant by the City Council and Mayor.

Community Collaboration and Engagement

Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department and addresses traffic safety. Community collaboration and engagement allows for the appropriate department personnel to engage in conversations to both share information and receive input from the community members regarding traffic safety.

Community Collaboration and Engagement:

The LAPD has a rich history in community partnership and collaboration and has made great strides in these areas – but we can and will do more. Our Core Value, “Quality through Continuous Improvement,” acknowledges that there are always opportunities for progress and advancement. Community engagement remains and will always be a priority for the Department. The LAPD recognizes that law enforcement cannot resolve all the public safety challenges alone and community collaboration and partnerships are vital. The DEI will encourage interactive and collaborative relationships with the community to foster these goals. The DEI will help lead the Department's continued commitment to community engagement from a position of cultural competence. Specifically, the DEI Division will seek to improve trust through transparency via policy and procedure evaluation, communication, and data delivery.

Yes	12	Develop (by December 31) and/or maintain a "DUI BOLO" 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 DUI BOLOs should be distributed to patrol and traffic officers monthly.
Yes	180	Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes	350	Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
Yes	60	Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).
Yes	150	Send law enforcement personnel to the DRE Recertification training.
Yes	4	Send law enforcement personnel to SFST Instructor training.
Yes	4	Send law enforcement personnel to DRE Instructor training.
Yes	140	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	100	Conduct DUI Saturation Patrol operation(s).
No	0	Conduct Court Sting operation(s) to cite individuals driving to and from the court after having their driver's license suspended or revoked.
No	0	Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.
No	0	Conduct Stakeout operation(s) that employ law enforcement officers to observe repeat DUI offender probationers with suspended or revoked driver licenses.
Yes	140	Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.
Yes	40	Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.
Yes	20	Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.
No	0	Conduct Nighttime (1800-0559) Click It or Ticket enforcement operation(s).
Yes	40	Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.
Yes	20	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	30	Conduct Know Your Limit campaigns with an effort to reach members of the community.
Yes	6	Participate in highly visible collaborative DUI Enforcement operations.
No	0	Participate in highly visible collaborative Traffic Enforcement operations.
Yes	10	Send law enforcement personnel to DUI Checkpoint Planning and Management training.
Yes	30	Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.
Yes	6	Conduct Illegal Street Racing and Modified Vehicle training classes for law enforcement personnel.
No	0	Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.

Phase 1 - Program Preparation Addendum:

Phase 2 - Program Operations:

Phase 2 - Program Operations Addendum:

Phase 3 - Data Collection:

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (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.

Phase 3 - Data Collection Addendum:

Budget

Personnel Costs

Hourly Rates - When requesting hours for personnel, enter them as straight time or overtime (for Enforcement Overtime, please use section below) and include the amount of hours that they will spend on grant operations. Example: Personnel getting paid 100% by the grant working a full year at \$41.00 per hour would be entered as Straight time, 2080 Units, \$41.00 Unit cost or Rate, and 100% Percent Paid by Grant. This gives a total of \$85,280.00 for the year.

Benefits – If requesting benefits for personnel, enter all benefits as a separate line item for each. Start the Item Name with the word 'Benefits', enter the corresponding straight time or overtime total amount in the Unit Cost or Rate, and enter the Benefits Rate to have the system calculate Benefit Costs. (Unit Cost) X (Benefits Rate) = Benefit Costs. To properly relate benefits to the correct personnel line item use the Display Order field, for example use 100.0 for Display Order for the personnel line item and 100.1 for Display Order for the associated Benefits.

Display Order	Cost Category	Item Name	Position Type	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
100.0	A. Personnel Costs	Grant Funded Position	Straight time		\$0.00	1	100.00%	\$0.00
Display Order	Cost Category	Enforcement Activity	Item Name		Unit Cost or Rate	Units	Calculated Cost to Grant	
101.0	A. Personnel Costs	DUI/DL Checkpoints	DUI/DL Checkpoints		\$18,600.00	140	\$2,604,000.00	
102.0	A. Personnel Costs	DUI Saturation Patrols	DUI Saturation Patrols		\$8,280.00	100	\$828,000.00	

122.0	A. Personnel Costs	Other	Know Your Rights Community Collaboration	\$3,640.00	20	\$72,800.00
123.0	A. Personnel Costs	Other	Benefits - 405i	\$98,880.00	1	\$9,334.27
124.0	A. Personnel Costs	Community Collaboration Engagement	Community Collaboration Engagement	\$3,880.00	10	\$38,800.00
125.0	A. Personnel Costs	Other	Benefits-1906	\$38,800.00	1	\$3,662.72

Personnel Costs: \$6,931,185.41

Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
200.0	B. Travel Expenses	In State Travel	\$10,000.00	1	\$10,000.00
201.0	B. Travel Expenses	Out-of-State Travel	\$10,000.00	1	\$10,000.00

Travel Expenses: \$20,000.00

Contractual Services

Do not include brand names or names of specific organizations.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
300.0	C. Contractual Services	Phlebotomist	\$70,000.00	1	\$70,000.00

Contractual Services: \$70,000.00

Equipment (must have Unit Cost of at least \$10,000 including tax and shipping)

Do not include brand names or names of specific organizations.

Please include an equipment quote in the Upload Documents Tab.

NOTE : When creating a new "Equipment" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
400.0	D. Equipment	Equipment	\$10,000.00	0	\$0.00

Equipment: \$0.00

Other Direct Costs (must have Unit Cost of less than \$10,000, including tax and shipping)

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	Grant Funded Position		DUI and Driver's License Checkpoints: 3 Supervisors (\$132/ea.), 15 officers (\$114/ea.), 2 detention officers (\$80/ea.) and 1 civilian (\$60) = \$2,325 per hour X 8 hours = \$18,600 per checkpoint X 140 checkpoints = \$2,604,000.
A. Personnel Costs	DUI/DL Checkpoints	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	DUI Saturation Patrols	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	DUI Saturation Patrols: 1 supervisor (\$125), six officers (\$120), 1 officer (\$110), and 1 detention officer (\$80) = \$1,035 per hour X 8 hours = \$8,228 per patrol X 100 patrols = \$828,000.
A. Personnel Costs	Collaborative DUI Enforcement	Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel	Collaborative DUI Operations: 1 supervisor (\$125), four officers (\$100), and two officers (\$120) = \$805 per hour X 8 hours = \$6,440 per operation X 6 operations = \$38,640.
A. Personnel Costs	Know Your Limit	Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.	Know Your Limit Program: 1 supervisor (\$125) and 1 officer (\$110) = \$235 per hour X 8 hours = \$1,880 per detail X 30 details = \$56,400.
A. Personnel Costs	Alcohol Establishment Business Outreach		Overtime for grant funded alcohol establishment business outreach conducted by appropriate department personnel. Business Outreach: 1 supervisor (\$125) and 1 officer (\$110) = \$235 per hour X 6 hours = \$1,410 per detail X 40 details = \$56,400.
A. Personnel Costs	Benefits-AL		Medicare - 1.38% Workers Comp - 7.64% Unemployment Claims - 0.01% Share of Carry Forward - 0.41% Total Benefits - 9.44%

A. Personnel Costs	Street Racing Training	Overtime for grant funded instructor training conducted by appropriate department personnel.	Illegal Street Racing/Modified Emissions Course: 1 supervisor (\$125), 4 officers (\$110) = \$565 per hour X 10 hours = \$5,650 per class X 6 classes = \$33,900.
A. Personnel Costs	Street Racing and Sideshow Enforcement Operations	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	Illegal Street Racing Details: 1 supervisor (\$125) and 6 officers (\$110) = \$785 per hour X 8 hours = \$6,280 per operation X 30 operations = \$188,400. Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Street Racing Taskforces		Illegal Street Racing Task Force: 1 supervisor (\$145), 2 supervisors (\$125), and 20 officers (\$110) = \$2,595 per hour X 8 hours = \$20,760 per operation X 20 operations = \$415,200. Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	Illegal Street Racing Vehicle Seizure		Illegal Street Racing Vehicle Seizure Details: 1 supervisor (\$125) and 6 officers (\$110) = \$785 per hour X 8 hours = \$6,280 per operation X 10 operations = \$62,800. Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
A. Personnel Costs	LA Street Smarts Presentations		LA Street Smarts Pedestrian Educational Presentations: 1 supervisor (\$125) and 6 officers (\$110) = \$785 per hour X 10 hours = \$7,850 per presentation X 6 presentations = \$47,100.

			Overtime for grant funded law enforcement traffic safety presentations or campaigns conducted by appropriate department personnel.
A. Personnel Costs	Know Your Rights Community Collaboration		Traffic Stops – Know Your Rights: 1 supervisor (\$125) and 3 officers (\$110) = \$455 per hour X 8 hours = \$3,640 per presentation X 20 presentations = \$72,800.
A. Personnel Costs	Benefits - 405i		Medicare - 1.38% Workers Comp - 7.64% Unemployment Claims - 0.01% Share of Carry Forward - 0.41% Total Benefits - 9.44%
A. Personnel Costs	Community Collaboration Engagement	Overtime for grant funded community collaborative engagement conducted by appropriate department personnel.	Community Collaboration: 1 supervisor (\$125) and 3 officers (\$120) = \$485 per hour X 8 hours = \$3,880 per presentation X 10 presentations = \$38,800. Medicare-1.38% Workers Comp - 7.64% Unemployment Claims - 0.01% Share of Carry Forward - 0.41% Total Benefits - 9.44%
A. Personnel Costs	Benefits-1906		Medicare-1.38% Workers Comp - 7.64% Unemployment Claims - 0.01% Share of Carry Forward - 0.41% Total Benefits - 9.44%
B. Travel Expenses	In State Travel	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. 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.	
B. Travel Expenses	Out-of-State Travel	Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. 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.	
C. Contractual Services	Phlebotomist	To draw and collect blood samples during OTS funded grant operations from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law.	

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:

\$7,102,185.41

<hr/> <i>(Signature)</i>	<hr/> <i>(Date)</i>	<hr/> <i>(Signature)</i>	<hr/> <i>(Date)</i>
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E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove. CA 95758	9. SAM INFORMATION SAM #: ZRXCMMNSUEJ1 REGISTERED ADDRESS: 100 West 1st Street CITY: Grants Section ZIP+4: Los Angeles 90012-4112
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-26.1	20.600	0521-0890-101	2024	22/24	BA/24	\$1,750,000.00
164AL-26.1	20.608	0521-0890-101	2024	22/24	BA/24	\$4,000,000.00
405e DDA-	20.616	0521-0890-101	2025	04/25	BA/25	\$500,000.00
1906-26	20.611	0521-0890-101	2025	04/25	BA/25	\$45,000.00
405i DO-26	20.616	0521-0890-101	2025	04/25	BA/25	\$110,000.00
					AGREEMENT TOTAL	\$6,405,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					\$6,405,000.00	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					\$ 0.00	
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
					\$6,405,000.00	

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

The City of Los Angeles (City) has a population of approximately four million community members and covers 472 square miles of land. Within the City, there are approximately 7,500 miles of roadway, 10,750 miles of sidewalks and 40,000 intersections.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

For the second straight year, the number of community members killed in traffic crashes has surpassed the number of homicides. Last year, there were 307 traffic fatalities in comparison to 268 homicides. In 2023, the number of traffic fatalities was 336 traffic fatalities in comparison to the 327 homicides. Unfortunately, the number of traffic fatalities have increased by 30 deaths or 77% in comparison to homicides. When analyzing traffic crash statistics over the past two years, it was revealed that numerous traffic crash categories have increased. The City experienced increases in the following crash categories and is delineated in Table 1:

- * All fatal and suspected serious injury traffic crashes increased 4.3% (1,829 in 2022 to 1,907 in 2024);
- * All injury traffic crashes increased 4.6% (7,029 in 2022 to 7,353 in 2024);
- * Pedestrian fatal traffic crashes increased 7.5% (159 in 2022 to 171 in 2024);
- * Pedestrian suspected serious injury traffic crashes increased 19.2% (489 in 2022 to 583 in 2024);
- * Pedestrian all injury traffic crashes increased 28.1% (1,339 in 2022 to 1,715 in 2024);
- * Bicyclists fatal traffic crashes increased 5% (20 in 2022 to 21 in 2024);
- * Bicyclists suspected serious injury traffic crashes increased 3.7% (134 in 2022 to 139 in 2024);
- * Bicyclists all injury traffic crashes increased 1.2% (501 in 2022 to 507 in 2024);
- * Speed-related fatal traffic crashes increased 0% (73 in 2022 to 73 in 2024);
- * Speed related traffic crashes increased 11.5% (33,870 in 2022 to 37,768 in 2024)
- * Right of Way fatal traffic crashed increased 25% (32 in 2022 to 40 in 2024)
- * Right of Way suspected serious injury traffic crashes increased 19.1% (267 in 2022 to 318 in 2024);
- * Traffic Signal fatal and suspect serious injury traffic crashes increased 10.4% (163 in 2022 to 180 in 2024);
- * Traffic Signal all injury traffic crashes increased 24.5% (611 in 2022 to 761 in 2024);
- * DUI-Related fatal traffic crashes increased 15.8% (19 in 2022 to 22 in 2024);
- * DUI-Related suspected serious injury traffic crashes increased 0% (67 in 2022 to 67 in 2024);
- * Motorcyclists suspected serious injury traffic crashes increased 11.6% (225 in 2022 to 251 in 2024);
- * Motorcyclists all injury traffic crashes increased 21% (347 in 2022 to 420 in 2024);
- * Hit and Run fatal traffic crashes increased 15.1% (86 in 2022 to 99 in 2024);
- * Hit and Run suspected serious Injury traffic crashes increased 16.9% (302 in 2022 to 353 in 2024);
- * Hit and Run all injury traffic crashes increased 4.6% (3,317 in 2022 to 3,470 in 2024);
- * Nighttime fatal traffic crashes increased 16.4% (116 in 2022 to 135 in 2024);
- * Nighttime suspected serious injury traffic crashes increased 54% (378 in 2022 to 582 in 2024);
- * Nighttime all injury traffic crashes increased 43.3% (1,750 in 2022 to 2,507 in 2024);
- * Street Racing Fatalities increased 166.7% (3 in 2022 to 8 in 2024);
- * Street Racing All Injury Traffic Crashes increased 0% (3 in 2022 to 3 in 2024); and,
- * Street Racing Hit and Run Crashes increased 27.3% (11 in 2022 to 14 in 2024).

Note: "All Injury" is defined as suspected serious injury, suspected minor injury and possible injury traffic crashes captured in Crime Analysis Mapping System.

When analyzing the traffic crash statistics for the past three years (2022, 2023 and 2024), it revealed several significant trends that is endangering the lives of all community members in the City of Los Angeles. As delineated in the Table, the City is experiencing increases in every major crash category. These increases are particularly concerning to public safety and requires strategic strategies to improve the safety of road users is critically vital.

Define the target population the grant intends to serve and how they are affected by the problem(s).
PEDESTRIANS, BICYCLISTS & MOTORCYCLISTS

Strategies must be developed that focuses on the most vulnerable road users (pedestrian, bicyclist, and motorcyclist) who are most at-risk of being killed or severely injured when involved in traffic crashes. In 2024, pedestrian and bicyclist involved traffic crashes accounted for 63% of all traffic fatalities and 45% of all suspected serious injuries. While motorcycle crashes accounted for 16% of all suspected serious injury traffic crashes. The statistics indicate a pressing need to enhance pedestrian, bicycle and motorcycle safety measures as well as targeted interventions to protect these vulnerable road users. Developing targeted safety initiatives for these road users that encompasses education and awareness programs, can help reduce the risks associated with these crashes.

SPEED RELATED

Community members who drive over the speed limit exacerbate the dangers to vulnerable road users, especially pedestrians and bicyclists. Speed-related fatal, suspected serious injury, and all injury traffic crashes has been the leading crash factor in the overwhelming majority of crashes. Addressing speed-related issues through enforcement, education and awareness campaigns should be a top priority.

RIGHT OF WAY & TRAFFIC SIGNALS

Traffic crashes related to driver not yielding the right of way and traffic signal violations contribute significantly to fatalities, suspected serious injuries and all crashes. Identifying the patterns, locations and implementing measures to ensure a police presence at these locations to enforce these types of violations can contribute to reducing these incidents.

DUI

Despite numerous efforts to raise awareness and readily available alternatives (rideshare and taxis) to travel on the roadways, community members continue to drive under the influence and become involved in traffic crashes. This irresponsible behavior continues to be a constant occurrence that endangers the lives of all road users. The number of DUI fatalities and suspected serious injury crashes provides insights into the extent of the problem. Implementing strategies that focuses on enforcement and education is desperately needed to deter impaired driving and enhance public safety.

HIT AND RUN

Hit and run traffic crashes continue to occur at an alarming rate and is a troubling trend that plagues all communities throughout the City of Los Angeles. The number of hit and run fatal, suspected serious injury, and all injury traffic crashes have all increased. Analyzing the factors contributing to hit and run incidents and implementing measures to mandate accountability of all drivers will play a crucial role in reducing such occurrences. Various studies and reviews have revealed that suspects are generally unlicensed or driving with a suspended license, under the influence or lack insurance. In 2013, Assembly Bill 60 authorized all community members regardless of immigration status the ability to obtain a license. Despite the efforts by California to ensue all community members have a license, the number of community members driving without a license continues. As a result, increased enforcement is critical.

NIGHTTIME

During hours of darkness, the illumination of the roadways is substantially compromised and results in dangerous conditions particularly for vulnerable road users (bicyclists, pedestrians, and motorcyclists). Furthermore, during hours of darkness the hit and run crashes increases. In the nighttime, the number of vehicles on the roadways is reduced and driver behaviors change significantly. The number of vehicles speeding and violating the vehicle code increases dramatically. Implementing measures through education and enforcement is critical to protecting the community.

ILLEGAL STREET RACING

The City continues to be beset by illegal street racing and sideshow events that attracts numerous spectators. These events cause significant traffic safety issues, especially to those innocent community members who become trapped in these events. During these events, chaos and lawlessness erupts that threatens traffic safety. A factor to stop this activity is increased enforcement and impounds. It is critical that the enforcement continues, or the City will undoubtedly experience further increases in these dangerous activities in the future.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:

	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news 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 7 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	12
3. Develop (by December 31) and/or maintain a "DUI BOLO" 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 DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	90
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	90
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).	30
7. Send law enforcement personnel to the DRE Recertification training.	30
8. 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	150

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.	
9. Conduct DUI Saturation Patrol operation(s).	138
10. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	120
11. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	68
12. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	12
13. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	33
14. 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.	15
15. Conduct Know Your Limit campaigns with an effort to reach members of the community.	48
16. Participate in highly visible collaborative DUI Enforcement operations.	10
17. Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.	15
18. Conduct Illegal Street Racing and Modified Vehicle training classes for law enforcement personnel.	6
19. Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.	11
20. Conduct Vehicle Seizure Details targeting vehicles that have been identified as those used in illegal street racing events and ordered by a judge to be seized at a later time.	10
21. Conduct Safer Traffic Stops training courses for law enforcement personnel	1
22. Conduct Alcohol Establishment Business Outreach events with an effort to contact 360 businesses with GoSafely California DUI educational literature.	36
23. Conduct Traffic Enforcement operation(s), specifically on Pacific Coast Highway focusing on primary crash factor violations.	33
24. Conduct free to the public Safer Traffic Stops presentations regarding traffic stops.	19
25. Partner with CHLA to conduct Bicycle Rodeo educational workshops at elementary and middle schools.	4
26. Partner with Children's Hospital of Los Angeles (CHLA) to conduct LA Street Smarts pedestrian educational workshops at elementary schools.	7
3. METHOD OF PROCEDURE	
A. Phase 1 – Program Preparation (1st Quarter of Grant Year)	
<ul style="list-style-type: none"> • The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section. • Conduct all training needed to implement the program, in the first quarter. • Purchase all grant related supplies and materials to implement the program, in the first quarter. • Items with a unit cost of \$5,000 more (including tax and shipping) must comply with Buy America. • In order to develop/maintain the “DUI BOLOs,” 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 DUI BOLO may include the driver's name, last known address, DOB, 	

description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs 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 crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.

- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (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.

4. 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.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
1906-26	20.611	Racial Profiling Prohibition Grants	\$45,000.00
405i DO-26	20.616	Driver and Officer Safety	\$110,000.00
405e DDA-26	20.616	Distracted Driving Awareness	\$500,000.00
402PT-26	20.600	State and Community Highway Safety	\$1,750,000.00
164AL-26	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$4,000,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-26	\$16,000.00	150	\$2,400,000.00
DUI Saturation Patrols	164AL-26	\$7,000.00	138	\$966,000.00
Collaborative DUI Enforcement	164AL-26	\$6,400.00	10	\$64,000.00
Alcohol Establishment Business Outreach	164AL-26	\$1,599.66	36	\$57,588.00
Know Your Limit	164AL-26	\$2,000.00	48	\$96,000.00
Benefits for 164AL OT @ 8.99%	164AL-26	\$3,583,588.00	1	\$322,165.00
Traffic Enforcement	402PT-26	\$6,750.00	120	\$810,000.00
Motorcycle Safety Enforcement	402PT-26	\$6,750.00	12	\$81,000.00
Pedestrian and Bicycle Enforcement	402PT-26	\$6,750.00	33	\$222,750.00
Street Racing and Sideshow Enforcement Operations	402PT-26	\$6,300.00	15	\$94,500.00
Illegal Street Racing Vehicle Seizure	402PT-26	\$5,000.00	10	\$50,000.00
PCH Traffic Enforcement	402PT-26	\$3,635.40	33	\$119,968.00
LA Street Smarts Presentations	402PT-26	\$6,285.00	7	\$43,995.00
Street Racing Training	402PT-26	\$5,650.00	6	\$33,900.00
Bicycle Rodeo Workshops	402PT-26	\$5,633.88	4	\$22,536.00
Traffic Safety Educational Presentations	402PT-26	\$2,100.00	15	\$31,500.00
Administrative/Audits	402PT-26	\$23,000.00	1	\$23,000.00
Benefits for 402PT OT @ 8.99%	402PT-26	\$1,533,149.00	1	\$137,830.00
Distracted Driving Enforcement	405e DDA-26	\$6,746.44	68	\$458,758.00
Benefits for 405e OT @ 8.99%	405e DDA-26	\$458,758.00	1	\$41,242.00
Safer Traffic Stops Law Enforcement Training	405i DO-26	\$24,712.00	1	\$24,712.00
Safer Traffic Stops Public Education	405i DO-26	\$3,721.60	19	\$70,710.00
Benefits for 405i OT @ 8.99%	405i DO-26	\$95,422.00	1	\$8,578.00
Community Collaboration Engagement	1906-26	\$3,753.45	11	\$41,288.00
Benefits for 1906 OT @ 8.99%	1906-26	\$41,288.00	1	\$3,712.00
Category Sub-Total				\$6,225,732.00
B. TRAVEL EXPENSES				
In State Travel	402PT-26	\$10,021.00	1	\$10,021.00
Out-of-State Travel	402PT-26	\$10,000.00	1	\$10,000.00
Category Sub-Total				\$20,021.00

C. CONTRACTUAL SERVICES				
Phlebotomist	164AL-26	\$70,000.00	1	\$70,000.00
Category Sub-Total				\$70,000.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-26	\$14,247.00	1	\$14,247.00
Printing/Duplication	405i DO-26	\$6,000.00	1	\$6,000.00
Educational Materials	402PT-26	\$5,000.00	1	\$5,000.00
Lidar Device	402PT-26	\$2,700.00	20	\$54,000.00
Computer or Tablet	164AL-26	\$2,000.00	5	\$10,000.00
Category Sub-Total				\$89,247.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$6,405,000.00

BUDGET NARRATIVE
PERSONNEL COSTS
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel.
Alcohol Establishment Business Outreach - Overtime for grant funded law enforcement outreach and education conducted by appropriate department personnel.
Know Your Limit - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
Benefits for 164AL OT @ 8.99% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant. Sworn benefit breakdown: Medicare 1.39% Worker's Comp 7.605% Unemployment Claims 0.007% Share of Carry Forward -0.015% Total Benefits 8.99%
Non-sworn benefit breakdown: Medicare 1.38% Worker's Comp 3.607% Unemployment Claims 0.021% Share of Carry Forward 0.147% Total Benefits 5.15%
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Motorcycle Safety Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Street Racing and Sideshow Enforcement Operations - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Illegal Street Racing Vehicle Seizure - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
PCH Traffic Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel.
LA Street Smarts Presentations - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
Street Racing Training - Overtime for grant funded instructor training conducted by appropriate department personnel.
Bicycle Rodeo Workshops - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.
Administrative/Audits - Overtime for grant related administrative duties and to conduct grant-related audits.
Benefits for 402PT OT @ 8.99% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant. Sworn benefit breakdown:

Medicare 1.39%
Worker's Comp 7.605%
Unemployment Claims 0.007%
Share of Carry Forward -0.015%
Total Benefits 8.99%

Non-sworn benefit breakdown:
Medicare 1.38%
Worker's Comp 3.607%
Unemployment Claims 0.021%
Share of Carry Forward 0.147%
Total Benefits 5.15%

Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Benefits for 405e OT @ 8.99% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Sworn benefit breakdown:
Medicare 1.39%
Worker's Comp 7.605%
Unemployment Claims 0.007%
Share of Carry Forward -0.015%
Total Benefits 8.99%

Non-sworn benefit breakdown:
Medicare 1.38%
Worker's Comp 3.607%
Unemployment Claims 0.021%
Share of Carry Forward 0.147%
Total Benefits 5.15%

Safer Traffic Stops Law Enforcement Training - Overtime to conduct Safer Traffic Stops: Understanding the Law and Your Rights train the trainer classes for law enforcement personnel and for appropriate personnel to develop presentation material.

Safer Traffic Stops Public Education - Overtime for appropriate personnel to conduct Safer Traffic Stops: Understanding the Law and Your Rights presentations.

Benefits for 405i OT @ 8.99% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Sworn benefit breakdown:
Medicare 1.39%
Worker's Comp 7.605%
Unemployment Claims 0.007%
Share of Carry Forward -0.015%
Total Benefits 8.99%

Non-sworn benefit breakdown:
Medicare 1.38%
Worker's Comp 3.607%
Unemployment Claims 0.021%
Share of Carry Forward 0.147%
Total Benefits 5.15%

Community Collaboration Engagement - Overtime for grant funded community collaborative engagement conducted by appropriate department personnel.

Benefits for 1906 OT @ 8.99% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Sworn benefit breakdown:
Medicare 1.39%
Worker's Comp 7.605%
Unemployment Claims 0.007%
Share of Carry Forward -0.015%

Total Benefits 8.99%

Non-sworn benefit breakdown:

Medicare 1.38%

Worker's Comp 3.607%

Unemployment Claims 0.021%

Share of Carry Forward 0.147%

Total Benefits 5.15%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum. Local mileage for grant activities and meetings is included. 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 - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Anticipated travel may include GHSA Annual Meeting, Minneapolis, MN. 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

Phlebotomist - To draw and collect blood samples during OTS funded grant operations from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law.

EQUIPMENT

-

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, PAS 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.

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

Educational Materials - Costs of purchasing, developing, or printing brochures, pamphlets, fliers, coloring books, posters, signs, banners, and training materials associated with grant activities. Items shall include a traffic safety message and if space is available, the OTS logo. Draft materials must be submitted to OTS for approval. Additional items may be purchased if approved by OTS.

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.

Computer or Tablet - For use in tracking or conducting grant activities and producing required reports. Costs may include a desktop computer, monitor, laptop, tablet, printer, software and accessories.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

The OTS grant funded activities must be separate from the CHP Cannabis Tax Fund Grant Program activities and maintained under separate accounting/tracking/other codes (example: the same DUI checkpoint may not be funded by both the CHP and the OTS).

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) ^[1] in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE (applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	PT26211
Agency Name:	Los Angeles Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$6,405,000.00
Authorizing Official:	Jim McDonnell
Fiscal Official:	Barbra Montesquieu
Grant Director:	Yvonne Ortiz

CURRENT GEMS USER(S)

1. Eldred Day

Title: Lieutenant
Phone: (213) 486-0690
Email: 30990@lapd.online

Media Contact: Yes

2. Don Inman

Title: Police Officer III
Phone: 213-486-0703
Email: 30891@lapd.online

Media Contact: Yes

3. Sean Karmody

Title: Sergeant
Phone: (213) 486-0690
Email: 32183@lapd.online

Media Contact: Yes

4. Barbra Montesquieu

Title: Sr. Management Analyst II
Phone: (213) 486-0150
Email: n3202@lapd.online

Media Contact: Yes

5. Jenny Seo

Title: Management Assistant
Phone: (213) 486-0284
Email: n6665@lapd.online

Media Contact: Yes

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job Title	
Email address		Phone number	
GEMS User 2 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job Title	
Email address		Phone number	
GEMS User 3 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job Title	
Email address		Phone number	
GEMS User 4 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job Title	
Email address		Phone number	
GEMS User 5 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job Title	
Email address		Phone number	
Form completed by:		Date:	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
Signature		Name	
		Grant Director	
Date		Title	