

SAN BERNARDINO  
COUNTY

Contract Number

24-892

SAP Number

## District Attorney

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Department Contract Representative | Claudia Walker                      |
| Telephone Number                   | (909) 382-7689                      |
| Contractor                         | California Office of Traffic Safety |
| Contractor Representative          | Dallas Saputra, Program Coordinator |
| Telephone Number                   | (916) 241-7058                      |
| Contract Term                      | 10/01/2024 – 09/30/2025             |
| Original Contract Amount           | \$931,858.00                        |
| Amendment Amount                   | \$0.00                              |
| Total Contract Amount              | \$931,858.00                        |
| Cost Center                        | 4500001000                          |
| Grant Number (if applicable)       | 800297                              |

### Briefly describe the general nature of the contract:

Grant funding in the amount of \$931,858 from the California Office of Traffic Safety will fund 2.0 FTE Deputy District Attorney positions, 1.0 FTE District Attorney Senior Investigator, and offset DUI testing costs to file, and vertically prosecute alcohol and drug impaired driving cases throughout each step of the criminal process. This grant will commence on October 1, 2024 through September 30, 2025. There is no match for this grant.

#### FOR COUNTY USE ONLY

Approved as to Legal Form



Daniella Hernandez, Deputy County Counsel

Date 9/12/2024

Reviewed for Contract Compliance

▶

Date

Reviewed/Approved by Department



Jason Anderson, District Attorney

Date 9/12/24

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| <b>1. GRANT TITLE</b><br><b>Alcohol and Drug Impaired Driver Vertical Prosecution Program</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2. NAME OF AGENCY</b><br><b>San Bernardino County</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>3. Grant Period</b><br>From: 10/01/2024<br>To: 09/30/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>4. AGENCY UNIT TO ADMINISTER GRANT</b><br><b>San Bernardino County District Attorney's Office</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5. GRANT DESCRIPTION</b><br>The County District Attorney's Office will assign a specialized team to prosecute alcohol and drug impaired driving cases. The DUI prosecution team will handle cases throughout each step of the criminal process. Prosecution team members will work to increase the capabilities of the team and the office by obtaining and delivering specialized training. Team members will share information with peers and law enforcement personnel throughout the county and across the state. The office will accomplish these objectives as a means to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$931,858.00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>Exhibit A – Certifications and Assurances</li> <li>Exhibit B* – OTS Grant Program Manual</li> <li>Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>8. Approval Signatures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>A. GRANT DIRECTOR</b><br>NAME: Michael Fermin<br>TITLE: Assistant District Attorney<br>EMAIL: mfermin@sbcda.org<br>PHONE: 909-382-7714<br>ADDRESS: 303 W 3rd Street, 6th floor<br>San Bernardino, CA 92415<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/> <small>Michael Fermin (Oct 1, 2024 07:48 PDT)</small><br/>       _____<br/>       (Signature)     </div> <div style="text-align: center;">       Oct 1, 2024<br/>       _____<br/>       (Date)     </div> </div><br><b>C. FISCAL OFFICIAL</b><br>ADDRESS: Claudia Walker<br>Chief, Bureau of Administration<br>cwalker@sbcda.org<br>(909) 382-7689<br>303 West 3rd Street, 6th Floor<br>San Bernardino, CA 92415-0502<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/>       _____<br/>       (Signature)     </div> <div style="text-align: center;">       Oct 2, 2024<br/>       _____<br/>       (Date)     </div> </div>                  | <b>B. AUTHORIZING OFFICIAL</b><br>ADDRESS: Jason Anderson<br>District Attorney<br>da@sbcda.org<br>(909) 382-3660<br>303 West 3rd Street, 6th Floor<br>San Bernardino, CA 92415-0502<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/>       _____<br/>       (Signature)     </div> <div style="text-align: center;">       Oct 2, 2024<br/>       _____<br/>       (Date)     </div> </div><br><b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b><br>ADDRESS: Barbara Rooney<br>Director<br>barbara.rooney@ots.ca.gov<br>(916) 509-3030<br>2208 Kausen Drive, Suite 300<br>Elk Grove, CA 95758<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/>       _____<br/>       (Signature)     </div> <div style="text-align: center;">       Oct 2, 2024<br/>       _____<br/>       (Date)     </div> </div> |

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| <b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b><br><br>NAME: Carolyn Vu<br>ADDRESS: 2208 Kausen Drive, Suite 300<br>Elk Grove, CA 95758 | <b>9. SAM INFORMATION</b><br><br>SAM #: E81BMEGBU6R3<br>REGISTERED<br>ADDRESS: 303 W. 3rd Street<br>CITY: San Bernardino<br>ZIP+4: 92415-0502 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

| 10. PROJECTED EXPENDITURES                                                                                                                                                   |        |                    |                            |                                            |         |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|----------------------------|--------------------------------------------|---------|------------------------|
| FUND                                                                                                                                                                         | CFDA   | ITEM/APPROPRIATION | F.Y.                       | CHAPTER                                    | STATUTE | PROJECTED EXPENDITURES |
| 405d AL-25.1                                                                                                                                                                 | 20.616 | 0521-0890-101      | 2023                       | 12/23                                      | BA/23   | \$200,622.00           |
| 405d AL-25                                                                                                                                                                   | 20.616 | 0521-0890-101      | 2024                       | 22/24                                      | BA/24   | \$731,236.00           |
|                                                                                                                                                                              |        |                    |                            | AGREEMENT TOTAL                            |         | \$931,858.00           |
|                                                                                                                                                                              |        |                    |                            | AMOUNT ENCUMBERED BY THIS DOCUMENT         |         | \$931,858.00           |
| 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.       |        |                    |                            | PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT |         | \$ 0.00                |
|                                                                                                                                                                              |        |                    |                            | TOTAL AMOUNT ENCUMBERED TO DATE            |         | \$931,858.00           |
| OTS ACCOUNTING OFFICER'S SIGNATURE<br><br><small>Carolyn Vu (Oct 2, 2024 07:53 PDT)</small> |        |                    | DATE SIGNED<br>Oct 2, 2024 |                                            |         |                        |



## 1. PROBLEM STATEMENT

San Bernardino County is home to the deadliest road in the entire State of California. CBSLA Staff. "Cajon Pass named deadliest road in California." CBS Los Angeles, October 2022. <https://www.cbsnews.com/losangeles/news/cajon-pass-named-deadliest-road-in-california/>. Accessed 4 Jan. 2024. Not only does our jurisdiction have the deadliest road, San Bernardino County is home to the Fifth and Ninth of the deadliest roads in the state. Asperin, Alexa. "These are California's 10 deadliest roads." Fox 11, 20 Sept. 2022. <https://www.foxla.com/news/california-10-deadliest-roads>. Accessed 4, Jan. 2024. Delving into the data one can see, the Cajon Pass, Interstate 15 between Exit 138 and Exit 129, accounted for 4.2 fatal crashes per mile, the section of Interstate 215 between Exit 44B to Exit 39, accounted for 2.7 fatal crashes per mile while Bear Valley Road between Navajo Road and Tamarski Road accounted for 2.1 fatal crashes per mile. Milnes, Doug. "Where are California's Deadliest Roads, and What Factors Contribute Most to its Fatal Accidents?" Money Geek, 26, Sept. 2022. <https://www.moneygeek.com/insurance/auto/resources/most-deadly-roads-california/>. Accessed 4, Jan. 2024 updated February 13, 2023. San Bernardino County also ranked number two in overall fatal crashes and number three in the entire state in the number of drunk driving fatalities between 2017 and 2019. *Id.* Statistics from the California Highway Patrol are similarly disturbing. When the number of fatal crashes are examined for San Bernardino County along with neighboring counties, Inyo, Kern, Los Angeles, Orange and Riverside Counties using SWITRS data, for 2020 through 2023, the numbers are both sobering and encouraging.

From 2020 through 2023, San Bernardino County has had more fatal crashes than any adjacent county except Los Angeles County. During 2020 through 2022, San Bernardino County has also had more DUI related fatal crashes than Orange, Inyo and Kern counties. That continued into 2023 with the exception of Kern County which exceeded the number of DUI primary crash factor fatal crashes than San Bernardino County. San Bernardino County had fewer fatal crashes DUI as the primary crash factor than both Riverside and Los Angeles counties during the 2020-2023 period. In the attached document, one can see that San Bernardino County had more fatal crashes with DUI as the primary crash factor than those occurring in Orange, Inyo and Kern (excepting 2023), however, there is encouraging news: as a percentage of the total number of fatal crashes is significantly less than every adjacent county with the exception of Los Angeles county. While there was a spike in 2021, DUI related deaths in San Bernardino County have been reduced by more than 3 percent in 2022 and continued to be less in 2023.

While it would stand to reason that more fatal crashes occur in Los Angeles County, given they have approximately 2466.9 people per square mile as opposed to 108.7 people per square mile in San Bernardino County. Interestingly, Orange County has 4019.7 people per square mile and had less fatal crashes during the period. However, it cannot be overlooked that San Bernardino County covers over twenty thousand square miles which is almost as large as Los Angeles, Orange, Kern and Riverside counties combined.

In late 2021, prosecutors from seven California counties warned of a rapid rise in driving under the influence fatality crashes. Thompson, Don. "California prosecutors warn of surge in deadly DUI crashes." *SFGATE*, 22 Dec. 2021. [www.sfgate.com/news/article/California-prosecutors-warn-of-surge-in-deadly-16724056.php](http://www.sfgate.com/news/article/California-prosecutors-warn-of-surge-in-deadly-16724056.php). Accessed 27 Dec. 2021. San Bernardino County has not been immune from the growing problem of driving under the influence.

San Bernardino County's Office of Traffic Safety Grant unit is carrying a heavy caseload. Between the two assigned prosecutors, they are carrying 34 vehicular homicides. These include both gross vehicular manslaughter while intoxicated cases as well as *Watson* murders. This does not account for the entirety of open vehicular homicide cases involving intoxication in the county. There is a need for more specialized prosecutors to prosecute these offenders.

These cases often involve multiple emotionally charged meetings with the families of victims killed in these tragic cases. These cases also take a discernable toll on the prosecutors themselves. The cases often involve experiencing the grief of the family members first hand, both at the scene of crashes and later in



family meetings. Unlike other cases, the family members of these victims will most often appear at every hearing on a particular case. Each one of those appearances will then entail discussions with the family that appeared. Sometimes these discussions become emotional. In addition to the emotions they carry, these cases often involve graphic photos of the victims of these crashes as well as firsthand observations of the results of crashes.

What needs to be cultivated is specialization in driving under the influence cases which involve fatal crashes, while minimizing the loss of experienced, specialized prosecutors due to burn out. Burn out is a real concern in the legal arena. "Attorneys who reported a decline in well-being were almost three times more likely to report that they are actively seeking other opportunities and nearly 20 percentage points more likely to report that they are open to offers of new employment, compared with attorneys who reported no change or an improvement in well-being." Miller-Kuawana, Karen and Ouyang, Linda. "ANALYSIS: Attorney Well-Being Declines, With Burnout on the Rise" Bloomberg Law, 3 Mar.

2022. <https://news.bloomberglaw.com/bloomberg-law-analysis/analysis-attorney-well-being-declines-with-burnout-on-the-rise>. Accessed 5 Jan. 2023. The District Attorney's Office in Galveston County in Texas voiced the concern regarding burnout. Heath, Keri. "DA worried about prosecutor shortage, burnout" The Daily News, 18 Aug. 2022. [https://www.galvnews.com/news/da-worried-about-prosecutor-shortage-burnout/article\\_97626c6f-0e60-59cb-bf9b-26ea1fb60538.html](https://www.galvnews.com/news/da-worried-about-prosecutor-shortage-burnout/article_97626c6f-0e60-59cb-bf9b-26ea1fb60538.html). Accessed 5 Jan. 2023. It would be a benefit to the community to have more specialized prosecutors to help ensure consistent, experienced and thorough prosecutions of a growing caseload of these tragic cases involving driving under the influence. The greater the number of specialized prosecutors involved in these cases will reduce the instances of burnout while allowing for a greater number of specialized prosecutions involving driving under the influence.

The problem of driving under the influence of drugs has been reported as commonplace in the United States according to a recent report. Healthday. "Drugged Driving a Growing Threat." NEWSMAX, 4 Feb.

2021. [www.newsmax.com/health/health-news/driving-drugs-opioid-pot/2021/02/04/id/1008633/](http://www.newsmax.com/health/health-news/driving-drugs-opioid-pot/2021/02/04/id/1008633/). Accessed 27 Dec. 2021. In the study, the lead author concluded there needed to be a focus of effort on drugged driving in addition to drunk driving because "drugged driving causes such a high level of fatalities." *Id.*

In December of 2022, the National Highway Traffic Safety Administration published "Alcohol and Drug Prevalence Among Seriously or Fatally Injured Road Users." The study found, 55.8% of the injured or killed roadway users tested positive for one or more drugs, which included alcohol. The most prevalent of the drug categories was cannabinoids, 25.1%, alcohol, 23.1%, stimulants, 10.8% and opioids, 9.3%. Thomas, F. D., Darrah, J., Graham, L., Berning, A., Blomberg, R., Finstad, K., Griggs, C., Crandall, M., Schulman, C. Kozar, R., Lai, J., Mohr, N., Chenoweth, J., Cunningham, K., Babu, K., Dorfman, J., Van Heukelom, J., Ehsani, J., Fell, J., ... & Moore, C. (2022, December). *Drug prevalence among seriously or fatally injured road users* (Report No. DOT HS 813 399). National Highway Traffic Safety Administration. "Overall, 19.9% of the road users tested positive for two or more categories of drugs." *Id.*

"[Pam] Fischer [senior director of external engagement for the Governors Highway Safety Association] said impaired driving has been a harder sell to the public than drinking and driving because there is no recognized drug standard such as .08 blood alcohol content for drunk driving. Some cannabis users still incorrectly think their motor skills aren't impaired and believe they can drive safely." Pittsburgh Union Progress. "Federal study: Drug-impaired driving a growing problem" Pittsburgh Union Progress, 17 Dec. 2022. <https://www.unionprogress.com/2022/12/17/federal-study-drug-impaired-driving-a-growing-problem/>. Accessed 5 Jan. 2022.

While driving under the influence of marijuana is illegal in all 50 states and D.C., the absence of a per se law regarding marijuana and driving in California poses a significant challenge in successfully prosecuting a driving under the influence of marijuana case. While there are tools on the horizon to detect THC-delta-9-tetrahydrocannabinol in the breath of a suspect, many questions remain. (Paris, Scientists Unveil Weed Breathalyzer, Launching Debate Over Next Steps, 2019). Unlike alcohol, the amount of marijuana present in a person's body doesn't consistently relate to impairment. Unfortunately "[a] third of drivers who drink alcohol and use marijuana at the same time report getting behind the wheel within two hours of consumption." IIHS. "People who combine alcohol and marijuana often drive afterward" IIHS, 20 Sept. 2022. <https://www.iihs.org/news/detail/people-who-combine-alcohol-and-marijuana-often-drive-afterward>. Accessed 5 Jan. 2023. Recreational marijuana has become the new norm in society. The use and abuse of



marijuana, its use with other drugs and the impact of its use on the task of driving must be understood by a specialized prosecution team to be able to explain its impact effectively to a jury.

When crashes result in a death, a robust and specialized prosecution team is necessary to help direct investigations, answer questions from both law enforcement and the surviving families of the victims and if necessary, prosecute the offender in court. Such prosecutions require specialized training and understanding of the law and facts to explain to the juries the importance of such cases. Such specialization naturally crosses over with the skills and training needed to successfully prosecute a driving under the influence case. All victims of these tragic crashes and their families deserve a specialized prosecutor to hold the offender accountable.

## 2. PERFORMANCE MEASURES

### A. Goals:

1. Improve the prosecution knowledge and expertise of DUI Alcohol, DUI Drug and DUI Alcohol/Drug Combination cases.
2. Increase the number of DUI Alcohol, DUI Drug and DUI Alcohol/Drug Combination cases filed and prosecuted.

### B. Objectives:

#### Target Number

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
2. Create or expand a Vertical Prosecution Program with the City Attorney or District Attorney's Office by November 30. The program will facilitate the prosecution of all DUI drug cases, all DUI alcohol and drug combination cases, and if applicable, all felony DUI alcohol cases with death or injury.
3. Designate prosecutor position(s) and investigator position(s) to the DUI caseload to prosecute DUI Alcohol, DUI Drug and DUI Alcohol/Drug Combo cases. The individual(s) will be dedicated solely to this assignment allowing them to gain expertise in the investigation and prosecution of DUI Alcohol, DUI Drug, and DUI Alcohol/Drug Combo cases. While employed by the City Attorney's or District Attorney's Office, the individual(s) in the grant-funded DUI Vertical Prosecutor position(s) should remain the same throughout the term of the grant.
4. Develop and implement a system for gathering, tracking, and reporting all DUI case reviews, filings, and outcomes in the county/city by December 31, differentiating between: 1) DUI Alcohol-only; 2) DUI Drug-only; and 3) DUI Combination
5. Report on all DUI case reviews, filings and outcomes in the county or city throughout the grant, differentiating between: 1) DUI Alcohol-only; 2) DUI Drug-only; and 3) DUI Combination Alcohol and Drug cases.
6. Partner with the California Traffic Safety Resource Prosecutor Training Network to provide comprehensive training in the prosecution of DUI Alcohol and DUI Drug cases with an effort to reach prosecutors and investigators.
7. Send the funded prosecutor(s) to trainings/meetings sponsored by OTS and/or the California Traffic Safety Resource Prosecutor Training Network.
8. Coordinate and host four in person regional roundtable law enforcement meetings (one each quarter, with telephone or internet conference capabilities for the CA OTS Staff) to provide information on the DUI Vertical Prosecution Program, interact with law enforcement to identify means to improve DUI investigation and prosecution, and assess technical assistance needs for training on DUI investigation and court testimony. OTS staff, local law enforcement, CHP and probation staff should be included in the roundtable. Agenda and minutes should be produced and distributed. All four meetings for the year should be scheduled in the first quarter of the grant.
9. Coordinate with local law enforcement agencies on the development of an on-call response protocol for the investigation of fatal and major injury DUI vehicle crashes, and to report on response activities

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| 10. Participate in at least one DUI saturation ride-along. Note: The funded vertical prosecutor(s) and investigator should participate within the first quarter of the grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3 |
| 11. Respond to at least one fatal DUI crash investigation scene. Note: The funded vertical prosecutor(s) and investigator(s) should achieve this objective within the first quarter of the grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |
| 12. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 4 |
| 13. District Attorney's Office / City Attorney's Office to partner with local school and/or youth organizations to provide educational programming about the dangers and consequences of driving under the influence of alcohol and/or drugs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 |
| 14. Send prosecutors/DA Investigators to the DRE Recertification training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 |
| 15. Attend and observe at least one DUI checkpoint. Note: The funded vertical prosecutor(s) and investigator should participate within the first quarter of the grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3 |
| 16. Execute subcontracts referenced in the budget. Prior to finalizing the subcontract, grantee should work with the OTS to ensure all costs in the sub contract are allowable. Upon execution of subcontract, upload a copy of the subcontract and request a revision to the grant budget to add new budget line items for associated costs under contractual services. If not yet executed, provide ETA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 |
| <b>3. METHOD OF PROCEDURE</b><br><b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b> <ul style="list-style-type: none"> <li>Recruit and hire all staff for the grant.</li> <li>Procure all materials necessary to implement the grant.</li> <li>Identify dates and schedule the four in person Roundtable Meetings (one each quarter with telephone or video conference capabilities). Notify the OTS coordinator of the dates. Meetings are meant to provide information on the DUI Vertical Prosecution Program, interact with law enforcement to identify means to improve DUI investigation and prosecution, and assess technical assistance needs for training on DUI investigation and court testimony. OTS staff, TSRP staff, local law enforcement, CHP, and probation staff should be included in the roundtable. Agenda and minutes should be produced and distributed. All four meetings for the year should be scheduled in the first quarter of the grant.</li> <li>Develop protocols to be used to measure the success of the DUI Prosecution Program.</li> <li>Conduct training for all program staff outlining the goals and objectives of the grant.</li> <li>Refer cases for prosecution to the grant-funded Deputy District/City Attorney(s).</li> <li>Transfer all pending DUI cases which qualify under this program so that vertical prosecution may begin.</li> <li>Develop a training protocol for law enforcement agencies within the county, and start a process of coordinating all reporting, investigation, and referral of cases that qualify under the grant.</li> </ul> <p><u>Media Requirements:</u></p> <ul style="list-style-type: none"> <li>Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.</li> </ul> |   |
| <b>B. Phase 2 – Program Operations (Throughout Grant Year)</b><br>Prosecution will be on-going. The Deputy District/City Attorney(s) will review DUI cases from all law enforcement agencies in the county/city.<br><br>Training for law enforcement personnel, District Attorney Investigators, and other Deputy District/City Attorneys will begin and continue throughout the program.<br>Prosecutor(s) will:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |



- a) Work to secure convictions (as justice requires) and appropriate sentences that reflect the public safety risk posed by the offender.
- b) Mentor trial attorneys on how to successfully try high-risk DUI offenders.
- c) Host Quarterly Roundtable meetings with law enforcement personnel, TSRP, and OTS Coordinator.
- d) Work with the TSRP to obtain and deliver high quality DUI prosecution training programs to non-grant-funded prosecutors.
- e) Work with the TSRP to obtain and deliver high quality DUI investigation, report writing, and courtroom testimony training programs to law enforcement personnel (police officers, deputies, District Attorney Investigators, and crime lab scientists).
- f) Attend training programs that cover evaluation and preparation of DUI drug cases, marijuana, prescription drugs, drug trends, people's experts, defense challenges, cross-examination of experts, SFST evidence, jury considerations and toxicology evidence, and incorporate this information into DUI trainings for attorneys and law enforcement personnel.
- g) Send the funded investigator to the NHTSA "Advanced Roadside Impaired Driving Enforcement" (ARIDE) 16 hour POST-Certified training, if not already trained. Note: The funded vertical prosecutor(s) and investigator(s) should achieve this objective within the first quarter of the grant.

#### 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](mailto: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](mailto: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, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- 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](mailto:pio@ots.ca.gov) for approval and copy to your OTS grant coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press 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](mailto:pio@ots.ca.gov) and your OTS grant coordinator with 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. Please send to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- 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](mailto: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 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](mailto: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 press 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.





**GRANT AGREEMENT**

Schedule B

GRANT NUMBER

DI25031

| FUND NUMBER                                               | CATALOG<br>NUMBER (CFDA) | FUND DESCRIPTION                    | TOTAL AMOUNT         |       |                        |
|-----------------------------------------------------------|--------------------------|-------------------------------------|----------------------|-------|------------------------|
| 405d AL-25                                                | 20.616                   | Impaired Driving<br>Countermeasures | \$931,858.00         |       |                        |
| COST CATEGORY                                             |                          | FUND<br>NUMBER                      | UNIT COST OR<br>RATE | UNITS | TOTAL COST TO<br>GRANT |
| A. PERSONNEL COSTS                                        |                          |                                     |                      |       |                        |
| <u>Straight Time</u><br>Prosecutor                        |                          | 405d AL-<br>25                      | \$87.43              | 4,160 | \$363,709.00           |
| Benefits - Prosecutor                                     |                          | 405d AL-<br>25                      | \$162,101.00         | 1     | \$162,101.00           |
| Investigator                                              |                          | 405d AL-<br>25                      | \$74.35              | 2,080 | \$154,648.00           |
| Benefits - Investigator                                   |                          | 405d AL-<br>25                      | \$145,400.00         | 1     | \$145,400.00           |
| <u>Overtime</u>                                           |                          |                                     |                      |       | \$0.00                 |
| Category Sub-Total                                        |                          |                                     |                      |       | \$825,858.00           |
| B. TRAVEL EXPENSES                                        |                          |                                     |                      |       |                        |
| In State Travel                                           |                          | 405d AL-<br>25                      | \$6,000.00           | 1     | \$6,000.00             |
|                                                           |                          |                                     |                      |       | \$0.00                 |
| Category Sub-Total                                        |                          |                                     |                      |       | \$6,000.00             |
| C. CONTRACTUAL SERVICES                                   |                          |                                     |                      |       |                        |
| DUI Drug Testing and Confirmation by<br>Mass Spectrometry |                          | 405d AL-<br>25                      | \$100,000.00         | 1     | \$100,000.00           |
| Category Sub-Total                                        |                          |                                     |                      |       | \$100,000.00           |
| D. EQUIPMENT                                              |                          |                                     |                      |       |                        |
|                                                           |                          |                                     |                      |       | \$0.00                 |
| Category Sub-Total                                        |                          |                                     |                      |       | \$0.00                 |
| E. OTHER DIRECT COSTS                                     |                          |                                     |                      |       |                        |
|                                                           |                          |                                     |                      |       | \$0.00                 |
| Category Sub-Total                                        |                          |                                     |                      |       | \$0.00                 |
| F. INDIRECT COSTS                                         |                          |                                     |                      |       |                        |
|                                                           |                          |                                     |                      |       | \$0.00                 |
| Category Sub-Total                                        |                          |                                     |                      |       | \$0.00                 |
| GRANT TOTAL                                               |                          |                                     |                      |       | \$931,858.00           |

| BUDGET NARRATIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS</b><br>Prosecutor - Hours for prosecutor dedicated to vertically prosecute all felony cases involving driving under the influence of alcohol and/or drugs. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. The prosecutors will attend training provided by the Traffic Safety Resource Prosecutor Program and deliver training to law enforcement, investigators and other attorneys within the District Attorney's Office<br>Benefits - Prosecutor - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.<br>Investigator - Hours used to consult and offer assistance on all DUID related issues, including, but not limited to, reviewing police reports; responding to the scene of a traffic fatality; offering strategies in prosecutions and case presentations; and being available to testify as an expert in court.<br>Benefits - Investigator - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant. |
| <b>TRAVEL EXPENSES</b><br>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. Anticipated travel may include Lifesavers 2025. 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>CONTRACTUAL SERVICES</b><br>DUI Drug Testing and Confirmation by Mass Spectrometry - DUI Drug Testing and Confirmation by Mass Spectrometry - To draw and collect blood samples from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>EQUIPMENT</b><br>-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>OTHER DIRECT COSTS</b><br>-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>INDIRECT COSTS</b><br>-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>STATEMENTS/DISCLAIMERS</b><br>There will be no program income generated from this grant.<br><br>Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.<br><br>Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.<br><br>Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.                                                                                                                                                                                                                                                                                                                                                                                                                               |



Certifications and Assurances for Fiscal Year 2024 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 all 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](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

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

#### GENERAL ASSURANCES

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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) 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 all 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 all 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 all 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 all 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](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://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:         | DI25031                                                       |
| Agency Name:          | San Bernardino County District Attorney's Office              |
| Grant Title:          | Alcohol and Drug Impaired Driver Vertical Prosecution Program |
| Agreement Total:      | \$931,858.00                                                  |
| Authorizing Official: | Jason Anderson                                                |
| Fiscal Official:      | Claudia Walker                                                |
| Grant Director:       | Michael Fermin                                                |

### CURRENT GEMS USER(S)

#### 1. Jamie Cimino

Title: Deputy District Attorney IV  
Phone: (909) 382-3895  
Email: jcimino@sbcda.org

Media Contact: No

#### 2. Matthew Dalton

Title: Staff Analyst II  
Phone: (909) 382-7651  
Email: mdalton@sbcda.org

Media Contact: No

#### 3. Adam Pierce

Title: Deputy District Attorney  
Phone: (909) 382-3651  
Email: apierce@sbcda.org

Media Contact: No

#### 4. Karen White

Title: Administrative Supervisor  
Phone: (909) 382-3674  
Email: kwhite@sbcda.org

Media Contact: No



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

|                                                                                                    |  |                                                                                  |  |
|----------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------|--|
| <b>GEMS User 1</b><br>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                                                                     |  |
| <b>GEMS User 2</b><br>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                                                                     |  |
| <b>GEMS User 3</b><br>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                                                                     |  |
| <b>GEMS User 4</b><br>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                                                                     |  |
| <b>GEMS User 5</b><br>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: <u>Karen White</u><br><small>Karen White (Sep 30, 2024 07:55 PDT)</small>       |  | Date: Sep 30, 2024                                                               |  |
| As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access. |  |                                                                                  |  |
| <u>Michael Fermin</u><br><small>Michael Fermin (Oct 1, 2024 07:48 PDT)</small>                     |  | Michael Fermin                                                                   |  |
| Signature                                                                                          |  | Name                                                                             |  |
| Oct 1, 2024                                                                                        |  | Grant Director                                                                   |  |
| Date                                                                                               |  | Title                                                                            |  |



County of San Bernardino  
**DELEGATED AUTHORITY – DOCUMENT REVIEW FORM**

CLERK OF THE  
BOARD OF SUPERVISORS  
2024 OCT 16 PM 3:20  
SAN BERNARDINO COUNTY  
CALIFORNIA

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

**Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.**

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

**For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.**

Department/Agency/Entity: District Attorney's Office

Contact Name: Karen White Telephone: (909) 382-3674

Agreement No.: 24-892 Amendment No.: \_\_\_\_\_ Date of Board Item 9/24/24 Board Item No.: 34

Name of Contract Entity/Project Name: California Office of Traffic Safety

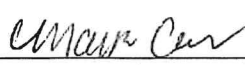
**Explanation of request/Special Instructions:**

The Board of Supervisors granted authority to the District Attorney, as required by the California Office of Traffic Safety, to electronically sign and submit the Grant Agreement, and any subsequent non-substantive amendments, on behalf of the County, subject to review by County Counsel.

The District Attorney's Office retroactively requests the delegation of authority to electronically sign and submit the Grant Agreement in accordance with the Board Agenda Item referenced above.

**Insert check mark that the following required documents are attached to this request:**

- ☒ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

|                                     |                                                                                                                                  |                                                                                                                                                                      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Routed to County Counsel | County Counsel Name:<br>Daniella Hernandez                                                                                       | Date Sent:<br>10/08/2024                                                                                                                                             |
| Reviewing County Counsel Use Only   | Review Date <u>10/9/2024</u><br><br>Signature | Determination:<br><input checked="" type="checkbox"/> Within Scope of Delegated Authority<br><input type="checkbox"/> Outside Scope of Delegated Authority           |
| CAO-Special Projects Use Only       | Review Date <u>10/11/24</u><br><br>Signature  | Disposition:<br>Route for signature to:<br>____ Chair ____ CEO <input checked="" type="checkbox"/> Department<br>Return to Department for preparation of agenda item |