

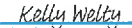




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| 1. GRANT TITLE Selective Traffic Enforcement Program (STEP) | |
| 2. NAME OF AGENCY San Bernardino County | 3. Grant Period From: 10/01/2024 To: 09/30/2025 |
| 4. AGENCY UNIT TO ADMINISTER GRANT San Bernardino County Sheriff's Department | |
| 5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect. | |
| 6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$1,130,000.00 | |
| 7. TERMS AND CONDITIONS: 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">Schedule A – Problem Statement, Goals and Objectives and Method of ProcedureSchedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)Exhibit A – Certifications and AssurancesExhibit B* – OTS Grant Program ManualExhibit C – Grant Electronic Management System (GEMS) Access <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: www.ots.ca.gov.</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> | |
| 8. Approval Signatures | |
| A. GRANT DIRECTOR NAME: Rick Bessinger TITLE: Undersheriff EMAIL: rbessinger@sbcasd.org PHONE: (909) 387-3755 ADDRESS: 655 East Third Street San Bernardino, CA 92415-0061  _____ (Signature) Nov 6, 2024 _____ (Date) | B. AUTHORIZING OFFICIAL ADDRESS: Shannon D. Dicus Sheriff-Coroner sdicus@sbcasd.org (909) 387-3671 655 East Third Street San Bernardino, CA 92415-0061  _____ (Signature) Nov 7, 2024 _____ (Date) |
| C. FISCAL OFFICIAL ADDRESS: Kelly Welty Chief Deputy Director - Sheriff's Administration kwelty@sbcasd.org (909) 387-0640 655 East Third Street San Bernardino, CA 92415-0061  _____ (Signature) Nov 6, 2024 _____ (Date) | D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (Signature) Nov 12, 2024 _____ (Date) |

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| E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 | 9. SAM INFORMATION SAM #: MLBXC2C6AEX1 REGISTERED ADDRESS: 655 E. Third Street CITY: San Bernardino ZIP+4: 92415-0061 |
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| 10. PROJECTED EXPENDITURES | | | | | | |
|---|--------|--------------------|-------------|---------|--|------------------------|
| FUND | CFDA | ITEM/APPROPRIATION | F.Y. | CHAPTER | STATUTE | PROJECTED EXPENDITURES |
| 402PT-25.1 | 20.600 | 0521-0890-101 | 2023 | 12/23 | BA/23 | \$53,823.00 |
| 164AL-25.1 | 20.608 | 0521-0890-101 | 2023 | 12/23 | BA/23 | \$189,458.00 |
| 402PT-25 | 20.600 | 0521-0890-101 | 2024 | 22/24 | BA/24 | \$196,177.00 |
| 164AL-25 | 20.608 | 0521-0890-101 | 2024 | 22/24 | BA/24 | \$690,542.00 |
| | | | | | AGREEMENT TOTAL | \$1,130,000.00 |
| | | | | | AMOUNT ENCUMBERED BY THIS DOCUMENT | |
| | | | | | \$1,130,000.00 | |
| <i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i> | | | | | PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT | |
| | | | | | \$ 0.00 | |
| OTS ACCOUNTING OFFICER'S SIGNATURE | | | DATE SIGNED | | TOTAL AMOUNT ENCUMBERED TO DATE | |
|  <small>Carolyn Vu (Nov 8, 2024 08:29 PST)</small> | | | Nov 8, 2024 | | \$1,130,000.00 | |

1. PROBLEM STATEMENT

The County of San Bernardino is comprised of fourteen cities that contract with the San Bernardino County Sheriff's Department for law enforcement services. These cities include Apple Valley, Chino Hills, Grand Terrace, Hesperia, Highland, Loma Linda, Rancho Cucamonga, Victorville, Yucaipa, Yucca Valley, and Twenty-Nine Palms.

Apple Valley

The Town of Apple Valley was incorporated in 1988. Before incorporation and going back to the late 1940s and 1950s, Apple Valley was a vacation destination for celebrities. Back then, Apple Valley only had a population of 14,000 residents. It has since increased to over 75,700 residents. Apple Valley is primarily made up of residential neighborhoods with an increasingly commercial and industrial population as well. The town has two major retail distribution centers located within its borders. It is bordered by Interstate 15, and town roads are increasingly used by commercial vehicles traveling through the region. There are 65 on-site alcohol consumption licenses for restaurants, bars, and businesses within the Town of Apple Valley. Between January 1, 2023, and December 31, 2023, Apple Valley reported 144 injury crashes and 6 fatal crashes. 8 of the injury crashes and 2 of the fatal crashes involved alcohol. A total of 43 DUI arrests were made in 2023. 3 pedestrians and 1 bicyclist were killed in 2023. The Apple Valley Station will strive to lower these numbers in 2024. DUI Checkpoints, DUI Saturations, Know Your Limit operations, Bicycle Pedestrian operations, and public education will help accomplish this goal. The top three primary crash factors during 2023 were found to be unsafe speed with 135 crashes, right of way violations with 101 crashes, and unsafe turning with 49 crashes. These primary crash factors can all be addressed during Traffic Enforcement operations.

The Apple Valley Station serves as a fully functional Police Department for the town and has the desire and ability to successfully manage and implement grant funds. The station has 37 sworn deputies who are trained in DUI enforcement and basic traffic crash investigations. Currently, the station has four deputies dedicated to full-time traffic enforcement and one sergeant who oversees the day-to-day operations. The station also has three deputies as investigators for the Major Crash Investigation Team.

Chino Hills

Due to its topography of rolling hills, Chino Hills was primarily rural prior to the mid-1970s. Most land was utilized for equestrian purposes and dairies. Rapid and extensive housing developments followed throughout the 1980s and early 1990s, and the city continues to increase in population in recent years. Most neighborhoods are arranged in a village-type format with strategically placed shopping centers and parks designed to be within walking distance of nearby homes. During the incorporation of Chino Hills on December 1, 1991, the city recorded a population of approximately 42,000 residents. According to the July 1, 2023, United States Census Bureau statistics, Chino Hills population grew to 77,949. There are 88 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Chino Hills.

Between January 1, 2023, and December 31, 2023, Chino Hills reported 76 injury crashes. Of those injury crashes, 8 involved pedestrians, 6 involved bicyclists, 8 involved alcohol, and 15 involved motorcycles. A total of 59 DUI arrests were made in 2023. The Chino Hills Station will strive to improve these statistics in 2024. DUI Checkpoints, DUI Saturations, Know Your Limit operations, Bicycle Pedestrian operations, and public education will help accomplish this goal. The top three primary crash factors during 2023 were found to be unsafe speed with 81 crashes, failing to stop at a red signal with 31 crashes, and right of way violations with 24 crashes. These primary crash factors can all be enforced and deterred during Traffic Enforcement operations.

The Chino Hills Station serves as a fully functional Police Department for the city and has the desire and ability to successfully manage and implement grant funds. The station has 43 sworn deputies who are trained in DUI enforcement and basic traffic crash investigations. Currently, the station has three deputies dedicated to full-time traffic enforcement. There is one sergeant and one corporal who oversees the day-to-

day traffic operations. The station also has three deputies as investigators for the Major Crash Investigation Team.

Grand Terrace

The City of Grand Terrace was incorporated on November 30, 1978. Originally known as the Grand Terrace-Highgrove, Grand Terrace became a reality with the construction of the Gage Canal. The canal rapidly transformed Grand Terrace into an agricultural community featuring high quality citrus groves. After the severe "freeze" of 1913, destroying many of the groves, walnut and peach trees were planted as a replacement, quick-profit crop. To this day, Grand Terrace continues to flourish and grow. City traffic signals, stop signs and other traffic controls were erected to help maintain a safe driving community. Grand Terrace has a population of over 12,000 and is one of the county's most desirable communities to live in. There are 16 Alcohol Beverage Control licenses issued to businesses in the City of Grand Terrace.

Between January 1, 2023, and December 31, 2023, Grand Terrace reported 17 injury crashes. A total of 6 DUI arrests were made in 2023. Though occupying only 3.5 square miles, with a relatively low population, Grand Terrace sees a large amount of vehicle traffic, foot traffic, and bicycle traffic. Loma Linda borders Grand Terrace to the east and is home to the Loma Linda University Medical Center and the Loma Linda Veteran's Hospital. Both hospitals have multiple satellite offices and specialty offices within the City of Grand Terrace. Loma Linda University Medical Center is a training campus with many of the students walking or riding bicycles to class. Bicycle and Pedestrian operations will help Grand Terrace maintain low pedestrian crash statistics. The top three primary crash factors during 2023 were found to be unsafe turning with 4 crashes, failing to stop at a red signal with 4 crashes, and unsafe speed with 2 crashes. Traffic Enforcement operations will help lower these numbers in 2024.

The Grand Terrace Station serves as a fully functional Police Department for the City and has the desire and ability to successfully manage and implement this grant if awarded. The station has one deputy assigned to patrol duties with overtime positions supplementing additional traffic enforcement and quality of life issues. One deputy was newly assigned and is being scheduled for continued traffic enforcement training. This would include additional DUI enforcement and advanced traffic crash investigations classes.

Hesperia

The City of Hesperia began as a small community, originally developed by the US & Santa Fe Railroad Company beginning in the late 1800s. Their efforts to draw settlers didn't really gain momentum until the completion of State Highway 395 in the 1920s and later, as Interstate 15 became a widely traversed artery of Southern California. However, by this time, most promotional activity came from private land developers, selling parcels and building the original Hesperia Inn and Hesperia Golf Course. This small trickle from the first half of the twentieth century pales in comparison to the true population boom the city saw in the 1980s and 90s. The small town of around 5,000 grew to over 60,000 within about twenty years. By mid-2023, the estimated population surpassed 102,000 citizens with steady growth expected to continue, in regard to both population and commercial development. There are 78 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Hesperia.

Between January 1, 2023, and December 31, 2023, Hesperia reported 383 injury crashes with 8 resulting in fatal injuries. Of those injury crashes, 16 involved pedestrians, 6 involved bicyclists, 31 involved alcohol, and 21 involved motorcycles. In 2023, 2 pedestrians were killed, 1 person was killed with alcohol involved, and 2 motorcyclists were killed. The Hesperia Station will strive to improve these statistics in 2024. DUI Checkpoints, DUI Saturations, Know Your Limit operations, Bicycle Pedestrian operations, Motorcycle operations, and public education will help accomplish this goal. The top three primary crash factors during 2023 were found to be unsafe speed with 197 crashes, right of way with 138 crashes, and unsafe turning with 124 crashes. These primary crash factors can all be addressed during Traffic Enforcement operations. The City of Hesperia has a large industrial area with most businesses being closed at night. Most of the roads in this area are flat and straight, making it ideal for street racing. Street Racing operations will help deter this behavior and help Hesperia reach its safety goals.

The Hesperia Station serves as a fully functional Police Department for the city and has the desire and ability to successfully manage and implement grant funds. The station has 46 sworn deputies who are

trained in DUI enforcement and basic traffic crash investigations. Currently the station has 6 deputies and 1 sergeant dedicated to full-time traffic enforcement.

Highland

The City of Highland was founded in 1891 and was an important contributor to the citrus industry. Many of the buildings constructed during the town's early era are still in use, which is helping to preserve the sense of community and transition into the Highland of today. Highland incorporated on November 24, 1987. The city is nestled against the foothills of the San Bernardino Mountains. Highland has a population of over 54,000 and is one of the county's most desirable communities to live in. The city is primarily made up of residential neighborhoods with an ever-increasing commercial and industrial population as well. There are 27 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Highland.

Between January 1, 2023, and December 31, 2023, Highland reported 200 injury crashes with 5 resulting in fatal injuries. Of those injury crashes, 5 involved pedestrians, 1 involved bicyclist, 11 involved alcohol and 1 involved motorcyclist. A total of 38 DUI arrests were made in 2023. The Highland Station will strive to improve these statistics in 2024. DUI Checkpoints, DUI Saturations, Know your Limit operations, Bicycle Pedestrian operations, and public education will help accomplish this goal. The top three primary crash factors during 2023 were found to be unsafe speed with 66 crashes, right of way with 59 crashes, and failure to stop at a red signal with 48 crashes. These primary crash factors call all be enforced and deterred during Traffic Enforcement operations.

The Highland Police Station serves as a fully functional police department in the City of Highland and will continue to successfully manage and implement grant funds. The station has 23 sworn deputies who are trained in DUI enforcement, as well as basic to advanced traffic crash investigations. The station currently has one deputy dedicated to full-time traffic enforcement. The station also has two deputies assigned as an investigator for the Major Accident Investigation Team.

Loma Linda

The City of Loma Linda was incorporated in 1970. The once small medical school has grown into Loma Linda University, a health-science University with Schools of Medicine, Dentistry, Nursing, Allied Professionals and Public Health. Loma Linda orange groves, once the predominant land use, have given way to residential developments as the city continues to grow. Loma Linda has a population of over 24,000 and is one of the county's most desirable communities to live in. The city is primarily made up of residential neighborhoods with an ever-increasing commercial and industrial population as well. It has one of the largest Medical Center Universities in the area. With this influx of workers and patients, the streets of Loma Linda get very hectic and congested during work hours.

Between January 1, 2023, and December 31, 2023, Loma Linda reported 36 injury crashes and 3 fatal crashes. 2 bicyclists were injured, 6 pedestrians were injured during crashes and 2 pedestrians were killed. Bicycle Pedestrian operations will help educate both drivers and pedestrians about the rules of the road, in turn lowering these statistics in 2024. Loma Linda reported 5 injury crashes and 1 fatal crash involving alcohol. DUI Checkpoints, DUI Saturations, and Know Your Limit operations will help lower these numbers in 2024. The top three primary crash factors during 2023 were found to be failing to stop at a red signal with 6 crashes, unsafe speed with 5 crashes, and unsafe lane change with 4 crashes. These primary crash factors can all be enforced and deterred during Traffic Enforcement operations.

The Loma Linda Station serves as a fully functional Police Department for the City and has the desire and ability to successfully manage and implement this grant if awarded. The station has one sergeant, one corporal and two deputies assigned to traffic duties. One deputy was newly assigned and is being scheduled for continued traffic enforcement training. This would include additional DUI enforcement and advanced traffic crash investigations classes.

Rancho Cucamonga

In November 1977 the three communities of Cucamonga, Alta Loma and Etiwanda combined and incorporated into the city of Rancho Cucamonga. Back then Rancho Cucamonga was a small community of 44,000 residents with large open areas and grape vineyards. Rancho Cucamonga quickly flourished and is now the third largest city in San Bernardino County. As of the national 2023 census, Rancho Cucamonga had a population of 175,142 residents. The current city is approximately 40 square miles with an estimated daily population of almost 200,000. This number includes the thousands of people who visit, shop or work in the city every day. There are 222 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Rancho Cucamonga.

Between January 1, 2023, and December 31, 2023, Rancho Cucamonga made 288 arrests for driving under the influence. During the same time, Rancho Cucamonga reported 506 injury crashes with 13 being fatal. 4 of the fatal crashes and 37 of the injury crashes involved alcohol. DUI Checkpoints, DUI Saturations, and Know Your Limit operations will help Rancho Cucamonga lower these statistics in 2024. In 2023, 4 pedestrians, 2 bicyclists, and 1 motorcyclist were killed in crashes. 46 pedestrians, 31 bicyclists, and 22 motorcyclists were injured in crashes. Bicycle Pedestrian operations and Motorcycle operations will give deputies time to address violations that cause these specific crashes, in turn lowering the statistics in 2024. The top three primary crash factors during 2023 were found to be unsafe speed with 238 crashes, right of way with 172 crashes, and unsafe turning with 110 crashes. Traffic Enforcement operations will increase marked patrol vehicles in the city and deter some of these violations.

The Rancho Cucamonga Station serves as a fully functional Police Department for the city and has the desire and ability to successfully manage and implement grant funds. The station has the largest traffic division in the County with fifteen deputies dedicated to full-time traffic enforcement. There is one sergeant and one corporal who oversees the day-to-day traffic operations. The station also has multiple deputies as investigators for the Major Crash Investigation Team.

Twenty-Nine Palms

The City of Twentynine Palms was incorporated in 1987 and has a population of approximately 24,500 people. Twentynine Palms is situated in the eastern portion of the Morongo Basin, approximately 22 miles east of the Town of Yucca Valley and approximately 48 miles north of Palm Springs. Twentynine Palms is approximately 59 square miles in size and consists of residential and commercially zoned areas. Twentynine Palms is accessible via State Route 62, with many travelers using this highway to access Highway 95, heading to Lake Havasu to the east, and travelers accessing the highway through Twentynine Palms headed to Highway 247. There are 33 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Twenty-Nine Palms.

Between January 1, 2023, and December 31, 2023, Twenty-Nine Palms reported 4 fatal crashes and 30 injury crashes within the city. 3 motorcyclists, 1 pedestrian, and 2 bicyclists were injured in crashes. Bicycle Pedestrian operations and Motorcycle operations will allow deputies to address these problems in 2024. The top three primary crash factors during 2023 were found to be unsafe speed, unsafe turning, and driving under the influence. These primary crash factors can all be enforced and deterred during Traffic Enforcement operations and DUI Saturations.

The Twentynine Palms Station serves as a fully functional Police Department for the city and has the desire and ability to successfully manage and implement grant funds. The station has six sworn deputies who are trained in DUI enforcement and basic traffic crash investigations. Currently, the station has two deputies dedicated to full-time traffic enforcement and one sergeant who oversees the day-to-day operations. The station also has four deputies as investigators for the Major Crash Investigation Team.

Victorville

The San Bernardino County Sheriff's Department has provided police services to the city of Victorville since 1962. The geographical area of Victorville is made up of approximately 74 square miles of residential and commercial area. According to the U.S. Census Bureau, in 2023 the Victorville Police Department serves an ever-increasing community of approximately 134,810 residents. Victorville is the center of the Victor Valley area with the surrounding communities of Adelanto, Apple Valley, Hesperia, Lucerne Valley, Oak Hills, Phelan and Wrightwood.

Within the city of Victorville, there are approximately 6,550 acres zoned for commercial use. Victorville has many retail facilities for consumers and is home to the largest enclosed regional shopping center between San Bernardino and Las Vegas, The Mall of Victor Valley. Additionally, Victorville is home to the Southern California Logistics Airport (S.C.L.A.). S.C.L.A. is a 2,300-acre service hub that brings ground, rail and air transportation to the global market. An estimated 60% of all goods moving into and out of Southern California travel through Victorville. S.C.L.A. along with additional industrial and commercial properties within the city have contributed to a large influx of commercial and commuter traffic on weekdays during business hours. Estimates suggest that Victorville's population more than doubles during business hours to accommodate the needs of the 335,000 people who live in the Victor Valley area.

California State Alcoholic Beverage Control reports approximately 109 on-site alcohol consumption licenses for restaurants, bars, and businesses within Victorville. In addition, approximately 95 liquor, convenience and grocery stores have off-site alcohol sales. Alcohol and speed-related offenses continue to remain a consistent problem in the city as shown by its high numbers. Currently, Victorville station has 10 deputies dedicated to full-time traffic enforcement and one sergeant who oversees the day-to-day operations.

The top five Primary Crash Factors (PCFs) for Victorville involving injury crashes were violations of California Vehicle Code Sections; CVC 22350 (Unsafe Speed), CVC 23152

Yucaipa

The city of Yucaipa was incorporated in 1989 and is located in the foothills of the San Bernardino Mountains. The city covers 28 square miles, with over 55,000 citizens. Population growth in Yucaipa is outpacing the state and county average, with many new homes coming on the market. There are 98 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Yucaipa.

Between January 1, 2023, and December 31, 2023, Yucaipa reported 3 fatal crashes and 140 injury crashes in the city. 1 of the fatal crashes and 8 of the injury crashes involved bicyclists while 4 of the injury crashes involved pedestrians. Bicycle Pedestrian operations will help educate the public on bicycle laws in the city and lower statistics in 2024. Motorcycle operations will help address the 2023 motorcycle statistics as 10 motorcyclists were injured during crashes. Driving under the influence continues to be a problem in the city of Yucaipa. A total of 70 DUI arrests were made in 2023 and 15 people were injured in crashes involving alcohol. DUI Checkpoints, DUI Saturations, and Know Your Limit operations are proactive ways to lower these crashes in 2024. The top three primary crash factors during 2023 were found to be unsafe speed with 85 crashes, right of way with 59 crashes, and unsafe turning with 41 crashes. These primary crash factors can all be enforced and deterred during Traffic Enforcement operations.

The Yucaipa Station serves as a fully functional Police Department for the city and has the desire and ability to successfully manage and implement grant funds. This grant will aid in city enforcement operations and traffic law education. A primary goal will be to gain voluntary compliance through highly visible proactivity along the city's primary thoroughfares. Yucaipa station has a full-time traffic enforcement team consisting of 3 deputies and 1 sergeant. The station also has multiple deputies assigned to the Major Crash Investigation Team.

Yucca Valley

The Town of Yucca Valley was incorporated in 1991 and has a population of approximately 22,000 people. Yucca Valley is situated in the middle of the Morongo Basin, approximately 17 miles west of Twentynine Palms and approximately 27 miles north of Palm Springs. Yucca Valley is approximately 40 square miles in size and consists of residential and commercially zoned areas. Yucca Valley is accessible through two major highways, which intersect in the Town of Yucca Valley. The two highways are California State Route 62, which runs east to west through the Town and State Route 247 (Old Woman Springs

Highway) which runs north from State Route 62 into the communities of Landers and Johnson Valley. There are 29 on-site alcohol consumption licenses for restaurants, bars, and businesses in the City of Yucca Valley.

Between January 1, 2023, and December 31, 2023, Yucca Valley reported 2 fatal crashes and 83 injury crashes within the city. Both fatal crashes and 6 injury crashes involved motorcyclists. Motorcycle operations will give deputies time to focus on motorcycle laws in turn lowering these statistics in 2024. Driving under the influence continues to be a problem in the City of Yucca Valley with 17 injury crashes involving alcohol. Yucca Valley reported 23 DUI arrests in 2023. DUI Saturations will not only enforce DUI laws, but also increase the marked patrol vehicles in the city to deter citizens from drinking and driving. The top three primary crash factors during 2023 were found to be unsafe speed with 62 crashes, unsafe turning with 41 crashes, and driving under the influence with 18 crashes. Traffic Enforcement operations can be utilized to improve these statistics in 2024.

The Yucca Valley Station serves as a fully functional Police Department for the town and has the desire and ability to successfully manage and implement this grant if awarded. The station has six sworn deputies who are trained in DUI enforcement and basic traffic crash investigations. Currently, the station has two deputies dedicated to full-time traffic enforcement and one sergeant who oversees the day-to-day operations. The station also has four deputies as investigators for the Major Crash Investigation Team.

2. PERFORMANCE MEASURES

A. Goals:

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

B. Objectives:

| | Target Number |
|---|---------------|
| 1. Issue a 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. | 1 |
| 2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month. | 12 |
| 3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly. | 12 |
| 4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training. | 10 |

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| 5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training. | 2 |
| 6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed). | 1 |
| 7. Send law enforcement personnel to SFST Instructor training. | 1 |
| 8. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained. | 15 |
| 9. Conduct DUI Saturation Patrol operation(s). | 148 |
| 10. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations. | 63 |
| 11. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting. | 14 |
| 12. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers. | 10 |
| 13. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers. | 17 |
| 14. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety. | 7 |
| 15. Conduct Know Your Limit campaigns with an effort to reach members of the community. | 6 |
| 16. Participate in highly visible collaborative DUI Enforcement operations. | 3 |
| 17. Participate in highly visible collaborative Traffic Enforcement operations. | 3 |
| 18. Send law enforcement personnel to DUI Checkpoint Planning and Management training. | 1 |
| 19. Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities. | 6 |
| 20. Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias. | 10 |
| 21. 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 |
| 3. METHOD OF PROCEDURE | |
| A. Phase 1 – Program Preparation (1st Quarter of Grant Year) | |
| <ul style="list-style-type: none"> The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section. All training needed to implement the program should be conducted in the first quarter. All grant related purchases needed to implement the program should be made in the first quarter. In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, | |

description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.

- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements:

Issue a 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.

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

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, 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 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 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 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 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 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 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.

| FUND NUMBER | CATALOG NUMBER (CFDA) | FUND DESCRIPTION | TOTAL AMOUNT | | |
|--|--------------------------|--|----------------------|----------------|------------------------|
| 402PT-25 | 20.600 | State and Community Highway Safety | \$250,000.00 | | |
| 164AL-25 | 20.608 | Minimum Penalties for Repeat Offenders for Driving While Intoxicated | \$880,000.00 | | |
| COST CATEGORY | | FUND NUMBER | UNIT COST OR RATE | UNITS | TOTAL COST TO GRANT |
| A. PERSONNEL COSTS | | | | | |
| Straight Time | | | | | \$0.00 |
| Overtime | | | | | |
| Grant Administration DUI | 164AL-25 | \$96.81 | 154 | \$14,909.00 | |
| Fiscal Administration DUI | 164AL-25 | \$55.54 | 180 | \$9,997.00 | |
| DUI/DL Checkpoints | 164AL-25 | \$15,000.00 | 15 | \$225,000.00 | |
| DUI Saturation Patrols | 164AL-25 | \$3,360.00 | 148 | \$497,280.00 | |
| Know Your Limit | 164AL-25 | \$4,928.00 | 6 | \$29,568.00 | |
| Collaborative DUI Enforcement | 164AL-25 | \$3,360.00 | 3 | \$10,080.00 | |
| Benefits- 164OT @ 9.76% | 164AL-25 | \$764,928.00 | 1 | \$74,657.00 | |
| Grant Administration Traffic | 402PT-25 | \$96.81 | 154 | \$14,909.00 | |
| Fiscal Administration Traffic | 402PT-25 | \$55.54 | 180 | \$9,997.00 | |
| Traffic Enforcement | 402PT-25 | \$1,568.00 | 63 | \$98,784.00 | |
| Distracted Driving | 402PT-25 | \$1,568.00 | 14 | \$21,952.00 | |
| Motorcycle Safety | 402PT-25 | \$1,568.00 | 10 | \$15,680.00 | |
| Pedestrian and Bicycle Enforcement | 402PT-25 | \$1,568.00 | 17 | \$26,656.00 | |
| Collaborative Traffic Enforcement | 402PT-25 | \$2,576.00 | 3 | \$7,728.00 | |
| Street Racing and Sideshow Enforcement Operations | 402PT-25 | \$3,360.00 | 6 | \$20,160.00 | |
| Traffic Safety Educational Presentations | 402PT-25 | \$784.00 | 7 | \$5,488.00 | |
| Benefits- 402OT @ 9.76% | 402PT-25 | \$196,448.00 | 1 | \$19,173.00 | |
| Category Sub-Total | | | | \$1,102,018.00 | |
| B. TRAVEL EXPENSES | | | | | |
| In State Travel | 402PT-25 | \$9,473.00 | 1 | \$9,473.00 | |
| | | | | \$0.00 | |
| Category Sub-Total | | | | \$9,473.00 | |
| C. CONTRACTUAL SERVICES | | | | | |
| Phlebotomist | 164AL-25 | \$75.00 | 50 | \$3,750.00 | |
| Category Sub-Total | | | | \$3,750.00 | |
| D. EQUIPMENT | | | | | |
| | | | | \$0.00 | |
| Category Sub-Total | | | | \$0.00 | |
| E. OTHER DIRECT COSTS | | | | | |
| PAS Device/Calibration Supplies | 164AL-25 | \$1,000.00 | 4 | \$4,000.00 | |
| DUI Checkpoint Supplies | 164AL-25 | \$10,759.00 | 1 | \$10,759.00 | |
| Category Sub-Total | | | | \$14,759.00 | |
| F. INDIRECT COSTS | | | | | |

| | | | | |
|--------------------|--|--|--|----------------|
| | | | | \$0.00 |
| Category Sub-Total | | | | \$0.00 |
| GRANT TOTAL | | | | \$1,130,000.00 |

| BUDGET NARRATIVE | |
|--|--|
| PERSONNEL COSTS | |
| Grant Administration DUI - Overtime for grant administration and monitoring activities for the funded contract cities. They will be the point of contact between the Sheriff's Department and OTS and will receive and compile the quarterly reporting data for the grant. | |
| Fiscal Administration DUI - Overtime for fiscal reporting for the funded contract cities. They will collect payroll and fiscal documents to maintain grant records and back up documentation and will submit and provided documents for the quarterly claims. | |
| DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| Know Your Limit - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel. | |
| Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel | |
| Benefits- 164OT @ 9.76% - Benefit breakdown Workers Comp 8.31% FICA 1.45% Total 9.76% | |
| Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant. | |
| Grant Administration Traffic - Overtime for grant administration and monitoring activities for the funded contract cities. They will be the point of contact between the Sheriff's Department and OTS and will receive and compile the quarterly reporting data for the grant. | |
| Fiscal Administration Traffic - Overtime for fiscal reporting for the funded contract cities. They will collect payroll and fiscal documents to maintain grant records and back up documentation and will submit and provided documents for the quarterly claims. | |
| Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| Motorcycle Safety - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel | |
| Street Racing and Sideshow Enforcement Operations - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. | |
| Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel. | |
| Benefits- 402OT @ 9.76% - Benefit breakdown Workers Comp 8.31% FICA 1.45% Total 9.76% | |
| Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant. | |
| TRAVEL EXPENSES | |
| In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and | |

meetings is included. Anticipated travel may include Lifesavers March 2025 and OTS Traffic Safety Law Enforcement Forum 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.

CONTRACTUAL SERVICES

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

EQUIPMENT

-

OTHER DIRECT COSTS

PAS Device/Calibration Supplies - Preliminary alcohol screening device to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.

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

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

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

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

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. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

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

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

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

GRANT DETAILS

| | |
|-----------------------|--|
| Grant Number: | PT25218 |
| Agency Name: | San Bernardino County Sheriff's Department |
| Grant Title: | Selective Traffic Enforcement Program (STEP) |
| Agreement Total: | \$1,130,000.00 |
| Authorizing Official: | Shannon D. Dicus |
| Fiscal Official: | Kelly Welty |
| Grant Director: | Rick Bessinger |

CURRENT GEMS USER(S)

1. Melissa Harrison

Title: Deputy Sheriff
Phone: (909) 477-2800
Email: mharrison@sbcasd.org

Media Contact: Yes

2. Dustin Whitson

Title: Corporal
Phone: (760) 792-8892
Email: dwhitson@sbcasd.org



Media Contact: Yes

3. Coletta Wortham

Title: Accountant I
Phone: (909) 387-3445
Email: cwortham@sbcasd.org

Media Contact: No

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

| | |
|---|----------------|
| GEMS User 1 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name | Job Title |
| Email address | Phone number |
| GEMS User 2 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name | Job Title |
| Email address | Phone number |
| GEMS User 3 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name | Job Title |
| Email address | Phone number |
| GEMS User 4 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name | Job Title |
| Email address | Phone number |
| GEMS User 5 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name | Job Title |
| Email address | Phone number |
| Form completed by: <u></u> Date: Nov 2, 2024 <small>Dustin Wilson (Nov 2, 2024 12:35 PDT)</small> | |
| As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access. | |
| <u></u> | Rick Bessinger |
| Signature | Name |
| Nov 6, 2024 | Grant Director |
| Date | Title |