

# Application Information

---

Application No: 25-005419

Application Type: STEP	Agency (City or County): <a href="#">Ventura County</a>	Department (Police Dept, DA Office, etc): <a href="#">Ventura County Sheriff's Department</a>
Authorized Representative: <a href="#">Daniel Gonzales</a>	DUNS/SAM Number: Z2LKEQMP7RY8	DUNS/SAM Expiration Date: 10/2/2024
DUNS/SAM Registered Address: 800 S Victoria Avenue	DUNS/SAM City: Ventura	DUNS/SAM ZIP+4: 93009-0003

# Application Summary

---

Grants Made Easy Application Titles and Descriptions are pre-populated. For General Grants, provide the Application Title and Application Description.

---

Application Title:

Selective Traffic Enforcement Program (STEP)

Application Description:

Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

# Problem Statement

---

Describe the problem(s) to be addressed by providing the following:

1. Describe the city, county, or jurisdiction this grant will impact.
2. Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats)
3. Define the target population the grant intends to serve and how they are affected by the problem(s).
4. Do not include state or national information.

## Problem Statement:

The Ventura County Sheriff's Office is contracted for police services by five of the ten cities in our county. This application is being submitted by the Sheriff's Office for all five of our contract cities.

### **The following problem statement applies to the City of Camarillo**

The City of Camarillo contracts with the Ventura County Sheriff's Office to provide police services for their residents of about 71,000. Camarillo is a forward looking community and is currently known as a shopper's heaven due to the Camarillo Premium Outlet Mall. Camarillo has become home for a large senior citizen community known as Leisure Village. According to the US Census Bureau, as of July 2023, 21.2% of Camarillo's population is 65 years or older compared to Ventura County at only 17.5%. California State University Channel Islands is just a few miles outside of Camarillo's city limits.

The Sheriff's Office, City Manager and City Council are committed to traffic safety through education first then enforcement. An example of this commitment is the five member traffic division the city employs. In addition to administration support, they have two traffic engineers, one traffic technician and two traffic signal operations staff.

The Camarillo Police Department Traffic Bureau includes: one sergeant, one senior deputy, four sworn traffic investigators, two sworn motorcycle enforcement officers and three traffic cadets. Administration staff assigned to the station assists the Traffic Bureau with clerical support.

Our number one traffic safety concern is the high number of collisions that result in injuries or death. In 2023, Camarillo had one fatal collisions and 215 collisions resulting in injuries. These statistics are for vehicle related collisions only. The City of Camarillo during the same year had 18 pedestrians, 17 bicyclists, and 8 motorcyclists injured in traffic collisions.

Another area of concern that leads to traffic collisions are impaired drivers. In 2023, The City of Camarillo had 17 persons injured as the result of collisions involving alcohol and/or drugs. Camarillo made a total of 8 DUI/ DUID arrests from the grant funded operations.

The Outlet Mall brings in thousands of shoppers each year from other countries who are not familiar with driving in the California or in the United States. Our top two primary collision factors for injury collisions are in part caused by the large number senior and non-licensed drivers along with an influx of college students who drive into the city limits. The City of Camarillo has used grant funds towards educating the public, by holding classes targeting the above listed drivers, such as; Senior Driving and Start Smart.

### **The following problem statement applies to the City of Thousand Oaks**

Thousand Oaks is a progressive community of approximately 123,977 people. The city is recognized for being one of the most desirable places in California to live, work, recreate and raise a family. The Sheriff's Office, City Manager and City Council are all committed to traffic safety through enforcement, education, and engineering.

The traffic bureau consists of 2 Traffic Sergeants (one Motorcycle Sergeant and one Administrative Traffic Sergeant) 7 motorcycle officers, 2 traffic cars, 1 senior investigator and 7 civilian report writers as well as 2 civilian clerical staff.

The primary responsibility of the bureau is to investigate and document all traffic collisions that occur within the city and to conduct traffic and parking enforcement when available. The traffic personnel, including motorcycle officers, handle approximately 90% of the collision investigations that occur within the city of Thousand Oaks. Additionally, they support patrol operations when the need arises. On average, this bureau investigates approximately 1,500 traffic collisions per year, including over 200 hit and runs. In addition, 400 of these collisions were injury related. DUI was listed as the primary collision factor in 88 of our collisions. As a result, the amount of time dedicated strictly to enforcement is always competing with investigations and is limited.

The collision problem is similar to any other city that is the same size. We have a high number of collisions that require investigation and documentation.

In 2023, 9 people were killed in traffic collisions that occurred within the city limits of Thousand Oaks. The suffering incurred by the family members of these victims, not to mention the public at large, is immeasurable. Furthermore, the city of Thousand Oaks pays an over \$3,000,000.00 for its police traffic bureau annually. A large portion of these funds could be used for other police services if the city's traffic problems were reduced.

In addition to responding and investigating the collisions described above, the Thousand Oaks Police Department also made 272 DUI arrests. Driving under the influence continues to affect the safety and quality of life issues within the city of Thousand Oaks and enforcement is a priority. Also, in this same reporting period, 8,110 citations were issued. 4617 of these citations were for hazardous or moving violations, including distracted driving.

Funding from this grant will allow the Thousand Oaks Police Department to continue having traffic deputies deployed on busy roadways at peak traffic times focusing on DUI enforcement and hazardous traffic violations that commonly cause collisions.

### **The following problem statement applies to the city of Fillmore**

The Ventura County Sheriff's Office provides law enforcement services to the City of Fillmore, under contract, as well as the surrounding unincorporated areas. The station's staff consists of 1 captain/chief of police, 1 administrative sergeant, 4 patrol sergeants, 2 detectives (senior deputies), 1 patrol senior deputy, 18 patrol deputies, 2 cadets, and 1 professional staff member. Those assigned to patrol duties work a 12-hour/84-hour-per-payperiod schedule, with one deputy assigned to each of the City of Fillmore's two beats each shift and one deputy assigned to each of the two unincorporated beats.

Due to budget cuts several years ago, the City of Fillmore has been unable to fund a dedicated, full-time traffic position. Nearly all traffic enforcement and crash investigation is conducted by patrol staff. With calls for service and other police duties, it is difficult to provide effective traffic enforcement and accident mitigation on a regular basis.

The City of Fillmore is located along the Santa Clara River in the Santa Clara Valley, with the City of Santa Paula to the west, City of Moorpark to the south, and the City of Santa Clarita to the east. It covers approximately 3.4 square miles and, per the US Census Bureau, has an estimated population of 16,657 people in 2022. A noticeable percentage of the population is unlicensed and/or uninsured.

In addition to the traffic created by local residents each day, thousands of vehicles travel through the area via the two state highways that are the city's only access.

- SR 126 (Ventura St./Telegraph Rd.), the primary thoroughfare in Fillmore, is an east-west, four-lane, rural highway with a center median from I-5 in the City of Santa Clarita, through the City of Fillmore, and to Hallock Drive in the City of Santa Paula. At Hallock Drive, SR 126 is an east-west, four-lane freeway, with limited median access, that joins northbound US 101 in the City of Ventura. Southbound access to US 101 is made via Victoria Ave. in the City of Ventura.

- SR 23 (Grimes Canyon Rd.) is a north-south, two-lane, winding, rural highway that runs from the SR 23/SR 118 interchange in the City of Moorpark to the City of Fillmore, where it terminates at SR 126. SR 23 is regularly used to access two rock quarries with access to the highway: Grimes Rock, Inc. at 3500 Grimes Canyon Rd. and Wayne J. Sand & Gravel. Grimes Rock, Inc. is currently permitted a maximum of 460 truck trips per day, Monday - Friday. Wayne J. Sand and Gravel is currently permitted a maximum of 72 truck trips per day, Monday - Friday. Cemex, a third quarry located in the vicinity, is currently permitted a maximum of 980 truck trips per day, Monday - Friday, and 276 truck trips on Saturday. Together, these three quarries are permitted 28,816 truck trips per month, and the vast majority of these trucks utilize SR 23 to travel to SR 118 or SR 126 during peak hours, Monday through Friday, and to stage alongside city streets and SR 23 to await loads.

New housing developments in Fillmore, Santa Paula, Piru, and Newhall Ranch areas are not only adding to the traffic concerns on SR 126, SR 23, and side streets along the highways through Fillmore, but are demanding additional police services in general and lessening the amount of time patrol deputies have to conduct dedicated traffic enforcement. In Fillmore, more than 800 single-family homes and apartments have been built and occupied, or are currently under construction, and add an estimated 3200 additional residents to the city, an increase of approximately twenty percent (20%). Additionally, in 2019 during the wildfire- and Public Safety Power Shutdown (PSPS)-related emergencies, all traffic on the Golden State Freeway (I-5) was diverted through the small town of Fillmore, overwhelming local resources and requiring assistance from other stations and agencies.

Historically, the city's traffic crashes have injured or killed a high number of people for the city of this size and population, and this trend appears to have continued in 2023. With SR 126 as the main roadway through the city of Fillmore, and with SR 23 as the secondary route in and out of town, a high number of injury crashes, 26, and injured victims, 39, are state highway-related in 2023 and accounted for a little over 50% of all the injury collisions in the city of Fillmore which had a total of 50. Many of the injury crashes occurring on SR 126 and SR 23 in 2023 were due to failing to obey traffic signals and signs (6 of 25) and unsafe speed (4 of 25) and resulted in approximately 40% of all injured victims. Additionally, there were 145 total collisions in the city of Fillmore, with 37 of these being hit and run collisions. 13 collisions were related to drivers who were driving under the influence, of which 6 of these collisions resulted in injuries. In all, deputies in Fillmore made 48 DUI related arrests in 2023.

Funding from this grant will allow the Fillmore Police Department to continue having traffic deputies deployed on busy roadways at peak traffic times focusing on DUI enforcement and hazardous traffic violations that commonly cause crashes.

**The following problem statement applies to the city of Moorpark**

The City of Moorpark contracts with the Ventura County Sheriff's Office to provide police services for approximately 39,000 residents. The Sheriff's Office, City Manager, and City Council are unified and committed to traffic safety through enforcement, education, and engineering.

The City of Moorpark currently funds the Moorpark Police Department's Traffic Bureau which consists of one sheriff's sergeant, three deputy sheriffs, and two part time non-sworn traffic cadets.

One sergeant and one deputy are assigned as full-time motorcycle enforcement officers. The remaining two deputies are assigned to traffic enforcement during the evening hours with a focus on DUI enforcement and collision reduction. Administrative staff assigned to the Moorpark Police Station also assist the Traffic Bureau with clerical / administrative support.

The Moorpark Traffic Bureau's primary responsibility is to prevent traffic collisions in addition to collision investigations. The Traffic Bureau responds to and investigates approximately 85% of all collisions occurring in the city.

The Traffic Bureau Deputies and Cadets conduct both traffic and parking enforcement, in addition to providing support for patrol operations. Due to Moorpark Station being one of the smaller stations with a high call volume, traffic deputies are often dispatched to priority calls or in-progress crimes.

The Traffic Bureau Sergeant also supervises all major injury and fatal traffic crash investigations, in addition to reviewing and approving all collision reports. The Traffic Bureau Sergeant also reviews parking citation appeals and maintains traffic crash data and parking citation archives.

The Traffic Bureau Sergeant also schedules and plans all traffic operations, and reviews traffic permits for all special events occurring in the city of Moorpark. One of the Traffic Bureau Deputies is a certified DRE expert who routinely assists station deputies with DUI drug investigations.

In 2023, the City of Moorpark experienced 219 reported collisions, resulting in 106 injuries. Twenty-four of those collisions involved alcohol, resulting in 8 injuries. The three main Primary Crash Factors include Unsafe Speed 18.43%, Improper Turning 17.51%, and Driving Under the Influence 11.06%. Previous grant funding allowed the Moorpark Station to purchase and outfit the Traffic Bureau with upgraded Lidars, resulting in a 30% reduction in speed related collisions.

Impaired driving continues to be an area of concern and Driving Under the Influence was involved in (11.06%) of all traffic collisions. In 2023, Moorpark Station Deputies made 113 arrests for impaired driving. The Moorpark Police Station is one of the smaller stations of the Ventura County Sheriff's Office, but it is often the most productive in terms of DUI arrests. Three Moorpark Station Deputies were recognized by MADD for the number of DUI arrests made.

Funding from this grant will allow the Moorpark Police Department to receive additional training and equipment so they may focus on DUI enforcement, DRE certification, conduct extra traffic enforcement by deploying deputies at peak traffic times, reduce collisions / injuries caused by distracted driving and participate in education campaigns.

**The following problem statement applies to the city of Ojai**

The Ventura County Sheriff's Office provides law enforcement services to the City of Ojai, under contract, as well as the surrounding unincorporated areas. The station's staff consists of 1 captain/chief of police, 1 administrative sergeant, 4 patrol sergeants, 2 detectives (senior deputies), 2 patrol senior deputies, 18 patrol deputies, 2 part time cadets, and 1 SST. Those assigned to patrol duties work a 12-hour/84-hour-per-payperiod schedule, with one deputy assigned to each of the City of Ojai's two beat areas each shift. Due to budget cuts several years ago, the City of Ojai has been unable to fund a dedicated traffic position. Nearly all traffic enforcement and accident investigation is conducted by patrol staff. With calls for service and other police duties, it is difficult to provide effective traffic enforcement and accident mitigation on a regular basis. The City of Ojai is situated in a small west/east eponymous valley, north of Ventura and east of Santa Barbara. The city of Santa Paula is to the southeast. The Los Padres National Forest borders the north. The Ojai Valley lies within the Topa Topa Mountains. It covers approximately 4 square miles and has an estimated population of 7,400 people. In addition to the traffic created by local residents each day, thousands of vehicles travel through the area via the two state highways that are the city's only access. SR 150 (Ojai/Santa Paula Rd.), the primary thoroughfare in the City of Ojai, is an east-west, two-lane, winding, mountainous rural highway running north out of the City of Santa Paula, through the City of Ojai, and to the SR 101 Freeway in the unincorporated area of Santa Barbara County known as Carpinteria. SR 101 is a north-south, multiple-lane freeway, with limited median access, that travels along the west coast of Ventura County.

SR 33 (Ventura Rd./Maricopa Hwy) is a north-south, two-lane, winding, mountainous rural highway that runs from the SR 101/SR 33 interchange in the City of Ventura to the City of Ojai, where it passes the only high school in the city: Nordhoff High School, 1401 Maricopa Hwy. SR 33 continues north into the Los Padres National Forest into Santa Barbara County. SR 33 is regularly used to access one rock quarry with access to the highway: Mosler Rock, Inc. at 15558 Maricopa Hwy. Mosler Rock quarry is located adjacent to this highway and is prominently visible. This mining facility has been in operation for more than 80 years and is part of the existing historic conditions in this area. Mosler Rock, Inc. is currently permitted a maximum of 40 truck trips per day, Monday - Friday. Truck haul routes are limited to SR 33 and loaded trucks are prohibited from driving through the City of Ojai between the hours of 6 AM and 7 PM on weekdays and 8 AM – 7 PM on Saturday.

Both SR 150 and SR 33 are designated as scenic highways. These picturesque highways are an escape for motorists from all over Southern California and travel against the dramatic backdrop of the beautiful Topa Topa Mountains. The City of Ojai and surrounding unincorporated areas are famous for these scenic highways making the Ojai Valley a top destination for tourism, bicyclists, car and motorcycle enthusiast/clubs alike. Both highways are mainly rural, windy, mountainous roadways. They are traveled by thousands of motorists and bicyclists annually. Traffic related to tourism, car and motorcycle enthusiast greatly impact traffic flow and public safety. This increase in traffic has caused, directly or indirectly, an increase in the number of traffic collisions, and are demanding additional police services in general, which lessens the amount of time patrol deputies have to conduct dedicated traffic enforcement.

Additionally, over the past several years and during the winter of 2023, storms causing heavy flooding and snow, natural disasters such as wildfire - and public safety power outage-related emergencies, has forced a portion of the traffic on the Golden State Freeway (I-5) to be diverted through the small town of Ojai, overwhelming local resources and requiring assistance from other stations and agencies. The city's traffic collisions have injured a high number of people for a city of this size and population. Our number one traffic safety concern is the number of collisions that resulted in injury, which can be attributed to the high volume of tourism, bicyclists, car and motorcycle enthusiasts/clubs traveling through the City of Ojai. The City of Ojai is a tourist destination and attracts thousands of motorists and bicyclists annually, who are unfamiliar with the posted speed limits and roadway signage. Our top three primary collision factors for injury collisions are in part caused by the large number and influx of tourists that increase the amount of motorists on the city roads. This increase in traffic on the roadways will increase the amount of potential traffic collisions if extra enforcement is not accomplished.

During the calendar year of 2023 in the City of Ojai, the following volume of traffic collisions occurred:

Total Injury Collisions 23

Total Traffic Injuries - Victims 26

Alcohol Involved Injury Collisions 0

Alcohol Involved Injuries - Victims 0

Hit and Run Injury Collisions 2

Hit and Run Injuries - Victims 2

Nighttime (2100 - 0259 HRS) Injury Collisions 2

Nighttime (2100 - 0259 HRS) Injuries - Victims 2

Motorcycle Injuries - Victims 1

Pedestrian Injuries - Victims 3

Bicyclist Injuries - Victims 2

Total PCF Unsafe Speed Injury Collisions 16

Total DUI Arrests 20

Total Seatbelt Citations 1

Total Seatbelt Violations 1

Seatbelt Citations as a Percent of Total Hazardous Citations .00%

Seatbelt Violations as a Percent of Total Hazardous Violations .00%

As stated above, several years ago the City of Ojai has been unable to fund a dedicated traffic position. Funding from this STEP grant will allow for increased enforcement by deploying deputies at peak times so they may enforce traffic laws, focus on DUI, distracted driving and additional hazardous traffic violations that commonly cause traffic collisions and public safety concerns

Traffic Data Summary:

City Applicants: Complete the table below using the most current local data and update the 20XX years in the table (do not use the OTS Rankings or SWITRS).

County or State Applicants: Complete the table below using SWITRS data and update the 20XX years in the table.

Crash Type	20XX				20XX				20XX			
	Crashes		Victims		Crashes		Victims		Crashes		Victims	
Fatal												
Injury												
	<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>	<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>	<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>
Alcohol - Involved												
Hit & Run												
Nighttime (2100-0259 hours)												
<b>Top 3 Primary Crash Factors</b>									<b>Fatal</b>	<b>Injury</b>	<b>Killed</b>	<b>Injured</b>
#1 -												
#2 -												
#3 -												

## Proposed Solution

---

## Equity:

The Ventura County Sheriff's Office is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group. To ensure this is occurring, Department members shall collect and report data for all individuals detained or searched during traffic stops, in accordance with the Racial and Identity Profiling Act (Government Code § 12525.5). All previous, current and future grant activities will be conducted in a manner to ensure equity in our community and no one is detained due to a perceived or actual protected class.

## Strategies:

The Ventura County Sheriff' Office including its five contract cities, takes an aggressive approach to collision reduction by using current collision data to identify problematic roadways. We identify when, where and why the collisions are occurring and then we direct our personnel to work those locations when available focusing on DUI enforcement and any primary collision factor violations.

Each city will continue to partner with their Public Works Departments, County Probation Department, Behavior Health Agency and our community to educate the public about the importance of traffic safety and to identify traffic safety trends and roadway improvements.

We understand that enforcement is only part of the solution. Each city has an excellent working relationship with their Public Works Department. They communicate weekly and the police departments have input on all traffic related projects. Traffic sergeants attend monthly city traffic and advisory meetings. These are public meetings where members of the public, police and city traffic commissioners all collaborate on future traffic projects.

We will use the funds from this grant for the various enforcement operations and direct our personnel and resources to high collision locations to improve traffic safety and reduce collisions. We will continue reaching out to our communities by holding traffic safety seminars at local schools and businesses. Currently, Smart Start classes are regularly scheduled in the cities of Thousand Oaks, and Camarillo. These classes bring to life the importance of traffic safety to young drivers and their parents. These visits and classes focus specifically on pedestrian and bicycle safety, as well as emphasizing the dangers associated with driving under the influence and distracted driving

## Agency Qualifications:

### **CAMARILLO**

The Camarillo Police Station has the following sworn staff: 53 deputies, 14 senior deputies and nine sergeants who can perform the above listed tasks. Our 76 sworn staff members work both patrol and specialized units to support our mission. Of the 76, 50 of the sworn are working patrol on a 12-hour schedule affording them 14 days off in a four week period to work overtime. We have 11 sworn staff on 10-hour shifts giving them three days off a week to work this overtime. There are also 11 sworn staff working a 9/80 schedule allowing them up to three days off every other week. Additionally, we have four deputies on a 5/2 schedule with weekends and school holidays off. Finally, we have 12 professional staff for support.

We have experienced administration staffs who have dealt with other grants in the past to monitor this grant. Additionally, city officials and the Public Works Department all highly support Office of Traffic Safety operations.

### **FILLMORE**

The station's staff consists of thirty sworn officers and three professional staff. While the City of Fillmore does not have a dedicated traffic unit, more than 86% of the sworn officers are

assigned to patrol. They work 12-hour shifts (A shift / B shift, days and nights), and the alternating nature of this schedule has officers work 7 out of 14 days, allowing a sufficient availability of personnel to fulfill STEP grant overtime needs throughout the year. Detectives and sworn personnel from other stations are also available to meet grant staffing needs.

All sworn staff members at the station are patrol- and traffic-trained, including in accident and DUI investigation. Fiscal staff members are already experienced in administering and monitoring OTS grants. Paid personnel are full-time employees of the sheriff's office and have passed the criminal background checks required for their positions. Volunteer staff is comprised of trained members of the citizen patrol and have passed criminal background checks required by the sheriff's office for their positions.

### **MOORPARK**

The Ventura County Sheriff's Office, Moorpark Police Station has received grant funding from the Office of Traffic Safety beginning in 2015-2016. The operations started with driving under the influence and license checkpoints. During the 2022-2023 fiscal year, Moorpark conducted the following OTS funded operations: DUI checkpoints, warrant service operations, pedestrian enforcement, traffic enforcement, DUI saturation patrols and community education presentation.

During the grant years, the city of Moorpark was able to successfully meet the grant requirements and complete the required operations.

The Moorpark's Station has adequate personnel to complete the requested grant activities / operations. In addition, the Moorpark Station can draw sworn members from other sheriff's stations to maintain staffing levels.

The Moorpark Police Station has been committed to working these grant funded operations with the goal of reducing fatalities and injuries from traffic collisions. Deputies assigned to the traffic bureau have attended ARIDE and two of the deputies are DRE trained / certified.

The Ventura County Sheriff's Office and the Moorpark Police Station have dedicated civilian payroll and financial personnel who are experienced in processing grant related claims and payroll.

### **OJAI**

The Ojai station's staff consists of thirty sworn officers and three professional staff. While the City of Ojai does not have a dedicated traffic unit, more than 86% of the sworn officers are assigned to patrol. They work 12-hour shifts (A shift / B shift, days and nights), and the alternating nature of this schedule has officers work 7 out of 14 days, allowing a sufficient availability of personnel to fulfill STEP grant overtime needs throughout the year. Detectives and sworn personnel from other divisions of the Sheriff's Office are also available to meet grant staffing needs.

All sworn staff members at the station are patrol- and traffic-trained, including in accident and DUI investigation. Fiscal staff members are already experienced in administering and monitoring OTS grants.

Paid personnel are full-time employees of the Sheriff's Office and have passed the criminal background checks required for their positions. Volunteer staff is comprised of trained members of the citizen patrol and have passed criminal background checks required by the Sheriff's Office for their positions.

### **THOUSAND OAKS**

The Ventura County Sheriff's Office, Thousand Oaks Police Station, has received grant funding from the Office of Traffic Safety since fiscal year 2011/2012. Each year they have successfully completed each grant requirement and been able to conduct more operations than the year before. Staffing levels are more than

adequate to complete the requested activities of this grant. The Thousand Oaks Police Department has 108 sworn personnel from the rank of sergeant to deputy which are eligible to work any of the grant operations. Most of these personnel work compressed work schedules allowing multiple days a month to work grant operations. The Thousand Oaks Police Traffic Bureau itself is comprised of the following personnel: two Sergeants (one administrative Sergeant and one motorcycle Sergeant), one Senior Deputy motorcycle officer, one Senior Deputy lead accident investigator, one Deputy traffic/hit and run investigator, seven Deputy motorcycle officers, three SST's (sheriff service technicians), five cadets and two traffic records specialists. To date, all have worked Office of Traffic Safety grant operations in the past, whether it be checkpoints or the variety of operations required by our past grants. The Thousand Oaks Police Department has been committed to working these grant-funded operations with the goal of reducing fatalities and injuries from traffic collisions.

Additionally, they have sent traffic personnel to advanced training. All have received SFST training, half have ARIDE training, and they have 2 DRE trained deputies. Additionally, this past year we were able to send both Deputies and SST's to both advanced traffic investigation as well as reconstruction.

In addition to the sworn personnel mentioned above, the Ventura County Sheriff's Office and Thousand Oaks Police Department also have dedicated civilian payroll and financial personnel. For years now, they have successfully worked with the Office of Traffic Safety and learned how to process and submit all the necessary claims and paperwork required by our Office of Traffic Safety grants.

## Community Collaboration and Engagement

---

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

### Community Collaboration and Engagement:

The Ventura County Sheriff's Office takes the transparency approach towards our community members. Each of our patrol stations utilizes social media to educate, update and keep community members informed, additionally, the Ventura County Sheriff's Office maintains a social media presence as overall agency.

Each of our five contract stations participates in community activities, such as, "Coffee with a cop" or specialized meetings and presentations with some of our local neighborhoods and HOA's. These meetings and presentations allow us to engage with community members allowing a face to face interaction to answer any questions they have for us.

Through funds provided by this grant, each of our five contract stations holds classes and presentations addressing traffic safety. Some of the classes we teach to community members include, Start Smart, Senior Driving, Bicycle Safety and DUI related classes.

# Goals

---

Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
Reduce the number of pedestrians killed in traffic crashes.
Reduce the number of pedestrians injured in traffic crashes.
Reduce the number of bicyclists killed in traffic crashes.
Reduce the number of bicyclists injured in traffic crashes.
Reduce the number of persons killed in alcohol-involved crashes.
Reduce the number of persons injured in alcohol-involved crashes.
Reduce the number of persons killed in drug-involved crashes.
Reduce the number of persons injured in drug-involved crashes.
Reduce the number of persons killed in alcohol/drug combo-involved crashes.
Reduce the number of persons injured in alcohol/drug combo-involved crashes.
Reduce the number of motorcyclists killed in traffic crashes.
Reduce the number of motorcyclists injured in traffic crashes.
Reduce hit & run fatal crashes.
Reduce hit & run injury crashes.
Reduce nighttime (2100 - 0259 hours) fatal crashes.
Reduce nighttime (2100 - 0259 hours) injury crashes.
Custom Description

# Objectives

---

Included	Target Number	Description
Yes	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 <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
Yes	10	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.

Yes	12	Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.
Yes	10	Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes	10	Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
No	0	Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).
No	0	Send law enforcement personnel to the DRE Recertification training.
No	0	Send law enforcement personnel to SFST Instructor training.
No	0	Send law enforcement personnel to DRE Instructor training.
Yes	14	Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.
Yes	80	Conduct DUI Saturation Patrol operation(s).
No	0	Conduct Court Sting operation(s) to cite individuals driving to and from the court after having their driver's license suspended or revoked.
Yes	11	Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.
No	0	Conduct Stakeout operation(s) that employ law enforcement officers to observe repeat DUI offender probationers with suspended or revoked driver licenses.
Yes	42	Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.
Yes	30	Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.
No	0	Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.
No	0	Conduct Nighttime (1800-0559) Click It or Ticket enforcement operation(s).
Yes	14	Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.
Yes	8	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.
No	0	Conduct Know Your Limit campaigns with an effort to reach members of the community.
No	0	Participate in highly visible collaborative DUI Enforcement operations.
Yes	6	Participate in highly visible collaborative Traffic Enforcement operations.
No	0	Send law enforcement personnel to DUI Checkpoint Planning and Management training.
Yes	6	Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.
No	0	Conduct Illegal Street Racing and Modified Vehicle training classes for law enforcement personnel.
No	0	Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.

No	0	Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.
No	0	Utilize the oral fluid drug screening device at roadside to assist with identifying drug use during DUI investigations. Report on the use, accomplishments, or challenges associated with the use of the oral fluid drug screening device.
No	0	Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias.
No	0	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.
Included	Target Number	Custom Description

## Method of Procedure

### Phase 1 - Program Preparation:

- 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.

### Phase 1 - Program Preparation Addendum:

### Phase 2 - Program Operations:

- 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](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.

Phase 3 - Data Collection:

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
  - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
  - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
  - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
  - Collect, analyze and report statistical data relating to the grant goals and objectives.

Phase 3 - Data Collection Addendum:

## Budget

---

### Personnel Costs

---

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

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

Display Order	Cost Category	Item Name	Position Type	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
109.0	A. Personnel Costs	Administration/ Auditing			\$7,000.00	1	100.00%	\$7,000.00
110.0	A. Personnel Costs	Benefits OT		11.00%	\$662,600.00	1	100.00%	\$72,886.00

Display Order	Cost Category	Enforcement Activity	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
100.0	A. Personnel Costs	DUI/DL Checkpoints	DUI/DL Checkpoints	\$10,500.00	14	\$147,000.00
101.0	A. Personnel Costs	DUI Saturation Patrols	DUI Saturation Patrols	\$2,000.00	80	\$160,000.00
102.0	A. Personnel Costs	Warrant Service Operations	Warrant Service Operations	\$2,000.00	11	\$22,000.00
103.0	A. Personnel Costs	Traffic Enforcement	Traffic Enforcement	\$3,600.00	42	\$151,200.00
104.0	A. Personnel Costs	Distracted Driving	Distracted Driving	\$3,600.00	30	\$108,000.00
105.0	A. Personnel Costs	Pedestrian and Bicycle Enforcement	Pedestrian and Bicycle Enforcement	\$3,600.00	14	\$50,400.00
106.0	A. Personnel Costs	Street Racing and Sideshow Enforcement Operations	Street Racing and Sideshow Enforcement Operations	\$4,000.00	6	\$24,000.00
107.0	A. Personnel Costs	Collaborative Traffic Enforcement	Collaborative Traffic Enforcement	\$3,000.00	6	\$18,000.00
108.0	A. Personnel Costs	Traffic Safety Education	Traffic Safety Education	\$900.00	16	\$14,400.00

Personnel Costs: \$774,886.00

## Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
200.0	B. Travel Expenses	City of Thousand Oaks	\$10,500.00	1	\$10,500.00
201.0	B. Travel Expenses	City of Camarillo	\$10,500.00	1	\$10,500.00
202.0	B. Travel Expenses	City of Moorpark	\$8,000.00	1	\$8,000.00
203.0	B. Travel Expenses	City of Fillmore	\$6,000.00	1	\$6,000.00
204.0	B. Travel Expenses	City of Ojai	\$6,000.00	1	\$6,000.00

Travel Expenses: \$41,000.00

## Contractual Services

**Do not include brand names or names of specific organizations.**

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
---------------	---------------	-----------	-------------------	-------	--------------------------

Contractual Services: \$0.00

## Equipment (must have Unit Cost of at least \$5,000)

---

**Do not include brand names or names of specific organizations.**

Please include an equipment quote in the Upload Documents Tab.

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

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
---------------	---------------	-----------	-------------------	-------	--------------------------

Equipment: \$0.00

## Other Direct Costs (must have Unit Cost of less than \$5,000, including tax and shipping)

---

**Do not include brand names or names of specific organizations.**

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

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs	DUI Checkpoint Supplies- Camarillo	\$4,500.00	1	\$4,500.00
501.0	E. Other Direct Costs	DUI Checkpoint Supplies- Thousand Oaks	\$4,500.00	1	\$4,500.00

Other Direct Costs: \$9,000.00

## Indirect Costs

---

Item Name should indicate the % and the Cost Category for Indirect Costs e.g. 15% of Salaries and Benefits. Use the Percent Paid by Grant for the Indirect Rate and the Unit Cost or Rate field to indicate the total amount for which Indirect Costs will be claimed. The system will calculate the Cost to Grant.

**Indirect Cost Rate must be supported by a federally approved indirect cost rate letter and uploaded to the application.**

Display Order	Cost Category	Item Name	Indirect Rate	Amount Subject to Indirect	Calculated Cost to Grant
---------------	---------------	-----------	---------------	----------------------------	--------------------------

Indirect Costs: \$0.00

Total Requested Funding: \$824,886.00

# Narrative Review

## Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	DUI/DL Checkpoints	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	DUI Saturation Patrols	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Warrant Service Operations	Overtime for grant funded Warrant Service Operations conducted by appropriate department personnel.	
A. Personnel Costs	Traffic Enforcement	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Distracted Driving	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Pedestrian and Bicycle Enforcement	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Street Racing and Sideshow Enforcement Operations	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
A. Personnel Costs	Collaborative Traffic Enforcement	Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel	
A. Personnel Costs	Traffic Safety Education		
A. Personnel Costs	Administration/ Auditing		
A. Personnel Costs	Benefits OT		
B. Travel Expenses	City of Thousand Oaks		Travel expenses for covering the costs of intermediate, advanced and reconstruction traffic collision investigations.

B. Travel Expenses	City of Camarillo		Training for traffic and impaired driving.
B. Travel Expenses	City of Moorpark		For traffic and DUI related training
B. Travel Expenses	City of Fillmore		Traffic and DUI Training
B. Travel Expenses	City of Ojai		Traffic and DUI Training
E. Other Direct Costs	DUI Checkpoint Supplies-Camarillo	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).	City of Camarillo
E. Other Direct Costs	DUI Checkpoint Supplies-Thousand Oaks	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).	City of Thousand Oaks

## Upload Documents (Optional)

Please try to include all information in the application itself, but if necessary, upload additional documents here

Document Name	Update Date/Time
Ventura SD - PT25119 - tentative award email.pdf	7/8/2024 1:04 PM
Application Report 2024-01-26 19:08:07.pdf	1/26/2024 11:08 AM
Crash Data.docx	1/26/2024 10:46 AM

# Evaluation, Support, and Submittal

---

## Evaluation, Support, and Submittal

---

### Method of Evaluation:

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

### Administrative Support:

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

### Total Requested Funding:

\$824,886.00