

DEPARTMENT: Fire Protection

BY: Jim Wilson, Fire Chief
PHONE: 966-4330

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize the Fire Chief to apply for a State of California Office of Traffic Safety (OTS) to purchase heavy rescue extrication equipment for the two rescue vehicles and light rescue equipment for five patrol vehicles. This is a Federal Block Grant program generated through Department of Transportation and administered through State OTS. The grant request is for \$246,443. If successful, funding will be available in November 2009. Currently, MCFD is not properly equipped to stabilize large vehicles such as trucks or busses. MCFD also has five patrols that are not equipped with any extrication or stabilization tools. This grant will better prepare all companies to safely and efficiently deal with major accidents involving large numbers of entrapped victims. There is no local match required for this program.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board has approved grant applications in the past. Most of the current extrication equipment has been acquired through OTS during the 1990s.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Forgo an opportunity to acquire extrication and stabilization equipment needed for busses and trucks.

Financial Impact? () Yes (x) No	Current FY Cost: \$ None	Annual Recurring Cost: Approx \$2,000
Budgeted In Current FY? () Yes (x) No () Partially Funded		
Amount in Budget: <u>\$246,443</u>		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		General Proposal Instructions OTS
Source:		_____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other _____		_____

CLERK'S USE ONLY:

Res. No.: 09-33 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
JW Approved
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: *JWR*

OFFICE OF TRAFFIC SAFETY GENERAL PROPOSAL INSTRUCTIONS

PROGRAM BACKGROUND

OTS distributes federal funding apportioned to California under the National Highway Safety Act and the Safe, Accountable and Flexible Efficiency Transportation Equity Act - A Legacy for Users (SAFETEA-LU). Grants are used to mitigate traffic safety program deficiencies, expand ongoing activity, or develop a new program. Grant funding cannot replace existing program expenditures, nor can traffic safety funds be used for program maintenance, research, rehabilitation, or construction.

OTS grants address traffic safety priority areas that are shown below:

Alcohol and Other Drugs - *OTS gives priority-funding consideration to local law enforcement agencies submitting proposals under "Grants Made Easy."* Funding is available for sobriety checkpoints, saturation patrols, and innovative strategies targeting multiple DUI offenders who violate probation or fail to appear in court. Funding for enforcement and education programs may include overtime, contractual services, full time personnel, allowable operating costs and equipment such as Evidential Portable Alcohol System devices and DUI checkpoint trailers. OTS also funds requests for "Report Drunk Driver - Call 911" roadway signs.

Police Traffic Services - *OTS gives priority-funding consideration to local law enforcement agencies submitting proposals under "Grants Made Easy."* Funding is available for vehicle impound programs targeting driver's with suspended and/or revoked licenses, seat belt and red light running enforcement and other primary collision factor violations. Items eligible for funding include full time personnel and overtime, as well as specialized equipment such as motorcycles, visible display radar trailers, speed measuring devices, and software and hardware to automate the citation and DUI arrest processes.

Emergency Medical Services (EMS) - OTS gives priority funding consideration to *regional* EMS proposal papers that include a comprehensive local needs assessment of equipment for multiple agencies. Single EMS agency funding requests are discouraged. OTS provides proportional funding for the purchase of ambulances, rescue vehicles, extrication equipment, and miscellaneous medical equipment and supplies. Please consult the "OTS-67 OTS Funding Criteria.doc" file included in the proposal package under the "Proposal Resources" folder for information regarding partial funding restrictions.

Traffic Records/Roadway Safety - *OTS gives priority funding consideration to countywide proposals requesting funding for GIS Based Collision Record Systems* to enable public works (city and county) and police departments to track, identify, analyze, and display collision and citation data in a geographic information system format.

OTS also gives priority funding consideration to regional or countywide proposals requesting funding for traffic control devices such as vehicle speed feedback signs, flashing beacons at school crosswalks, in-roadway warning lights at crosswalks, and countdown pedestrian signals that **may only be placed "off" the federal aid system** http://dot.ca.gov/hq/tsip/hseb/crs_maps/index.php. Regional or county agencies submitting proposals for traffic control devices should conduct a comprehensive local needs and problem identification assessment of city and county roadways. Funding for construction or installation costs is unallowable.

Occupant Protection - Includes funding for programs designed to increase seat belt use through the promotion of innovative public awareness and education strategies. OTS supports funding for enforcement of seat belt violations and the purchase of "Click It or Ticket" roadway signs. OTS also will fund a limited number of child safety seat proposals. Proposals should address education, training, enforcement, public information, and may include personnel, educational materials, and child restraint devices.

Pedestrian and Bicycle Safety - Includes programs to increase safety awareness and skills among pedestrians and bicyclists. Proposals may encompass activities such as safety programs, education, enforcement, traffic safety and bicycle rodeos, safety helmet distribution, and court diversion programs for safety helmet violators.

Motorcycle Safety – To increase use of motorcycle helmets, conduct rider education programs including training curricula and delivery of training, improve licensing procedures, reduce the number of single and multi-vehicle crashes involving motorcyclists, public awareness programs, and reduce the incidence of impaired driving.

QUALIFIED AGENCIES

Governmental Agencies

California Vehicle Code Sections 2908 and 2909 provide for the apportionment of federal highway safety funds through OTS to state and local governmental agencies. In accordance with these statutes, OTS is unable to directly fund community-based organizations (CBOs). State or local agencies can apply for OTS grant funding and in turn sub-grant, following their contracting policies, to non-profit agencies including CBOs. These state or local agencies are referred to as "host" agencies. OTS will not evaluate proposals received directly from non-governmental agencies.

RESOURCES

Refer to the OTS Grant Program Manual, Exhibit 1-A to review the sample grant agreement.
(Anytown Exhibit - 1-A)

In addition to the sample grant agreement, the OTS "Blueprint" is available on the OTS website. The "Blueprint" is an excellent resource for formulating your grant proposal. The "Blueprint" provides time-tested, best practice goals and objectives. They also facilitate the development of a comprehensive grant by providing potential grantees guidelines to pre-assess the completeness and comprehensiveness of their traffic safety proposal. The "Blueprint" incorporates the established traffic safety priority areas: alcohol and other drugs, emergency medical services, occupant protection, pedestrian and bicycle safety, police traffic services, motorcycle safety, and traffic records and roadway safety.

Also included on the OTS website are OTS Collision Rankings for large and medium population jurisdictions. An element of identifying a traffic safety problem should include consulting this OTS data source. OTS, using data from the Statewide Integrated Traffic Records System (SWITRS) maintained by the California Highway Patrol, has developed collision rates for California cities and counties. The rates are calculated for population and vehicle miles of travel. Cities within population groupings are contrasted to determine if their collision rates are above or below the mean for cities in their category. Instructions for interpreting the collision ranking data are also included on the website.

FAQ Link: <http://www.ots.ca.gov/grants/faq.asp>. This recourse will assist in determining your competitiveness; however **local** data is required for the proposal problem statement. Data variances should be addressed in the problem statement.

HOW TO APPLY

Applying for an OTS grant begins with submission of a proposal. The print font should be no smaller than "10." The proposal is to be submitted as an attachment to a cover letter prepared on your agency letterhead. Proposals must be postmarked by **January 31, 2009**. OTS will not accept proposals that are faxed or e-mailed. Please mail the original proposal with signature and three copies (all three hole-punched) to:

**Proposal Submission
California Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758**

COVER LETTER

The cover letter must be on agency letterhead and must be signed by a representative of your agency authorized to commit your agency to conduct the grant should it be approved for funding. OTS can only accept proposals directly from governmental agencies.

PROPOSAL PAPER ELEMENTS

The proposal package download files contain the required documents and the required proposal elements are outlined within each document. The Schedule A (OTS-38b) and Schedule B-1 (OTS-38f) Proposed Budget Narrative may be adjusted to accommodate your particular proposal as long as you adhere to instructions regarding the required elements. Please refer to the GME Proposal Instructions for specific information on GME proposal requirements.

The proposal submission must contain the following documents/elements:

- Coversheet (OTS-136) with Contact Information completed
 - Grant Title
 - Agency
- Schedule A (OTS-38b)
 - Proposed Beginning and Ending Dates
 - Problem Statement
 - Performance Measures
 - Method of Procedure
 - Method of Evaluation
 - Administrative Support
- Schedule B-Detailed Budget Estimate (OTS-38d&e)
- Schedule B-1 Budget Narrative (OTS-38f)

Proposed Beginning and Ending Federal Fiscal Year (FFY) Calendar Dates:

OTS grant funding is based on the federal fiscal year calendar, which begins on October 1 and ends on September 30. Grants for the 2010 federal fiscal year begin October 1, 2009. Most OTS grants are for a one year period.

To establish the dates, take into consideration elements of the objectives. For example, will personnel need to be trained prior to undertaking the objective? Do you need to hire personnel prior to starting grant activities? Answers to these questions determine the total time necessary for accomplishing the grant.

If selected, OTS staff will help your agency finalize the grant agreement. Development of the agreement will begin in May 2009; however, grants are not considered approved until an official signed agreement is in place. Therefore, it is incumbent upon the agency to meet the grant development timelines to ensure an October 1 start date.

Upon notification from OTS that your proposed grant agreement has been selected, it is imperative to research your agencies procurement process for obtaining grant funded items (i.e. recruitment of personnel, acquire equipment bids, etc.) in order to establish the grant timeline. However, **do not incur costs prior to October 1.**

Problem Statement:

Identify the traffic safety related problem or deficiency that the proposed grant is intended to correct. Identify and gather appropriate data relevant to the problem. In addition to some data gathered by OTS, the data provided in the proposal will be used to evaluate and rank your submission against those submitted from other agencies. If selected, updated 2008 data will be required as the baseline measurement for the program goals and objectives.

Collision data appropriate to the identified problem and a brief analysis of the data is required. When available, three years of data should be presented and analyzed. When identifying the problem, take into consideration changes in population, traffic patterns, and other demographic dynamics that may affect traffic safety.

If appropriate, data collection may include conducting surveys to establish pre-grant baseline information. For example, you may need to conduct local surveys and contrast local seat belt and child safety seat use rates to statewide rates; or conduct and report the findings from a local bicycle helmet use survey for riders between 5 to 18 years old. If accepted for funding, surveys will be required in the grant agreement. Seat belt, child safety seat, and bicycle helmet survey guidelines are available on the OTS website.

For regional EMS proposals, the problem statement must include the number of traffic collision responses, extrications, age of equipment, response times, and size of response areas for each jurisdiction/station that will receive equipment.

Performance Measures:

Grant goals and objectives should be stated in measurable terms, be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a "by" date). Establishing the "by date" assists in developing the full grant agreement upon acceptance of the proposal. These dates establish the full grant timeline.

Goals serve as the foundation upon which the grant is built. Goal(s) are what you hope to accomplish by implementing a traffic safety grant and represent an end result. Goal statements begin with the word "to" followed by an action verb, and must include a completion date, for example:

1. To reduce the number of persons killed in alcohol-involved collisions 10% from the 2008 base year total of 250 to 225 by September 30, 2010.
2. To reduce the number of persons injured in alcohol-involved collisions 10% from the 2008 base year total of 250 to 225 by September 30, 2010.

Objectives are tasks or activities conducted in order to accomplish the grant goal(s). All Objectives also begin with the word "to" follow by an action verb, and must include a by date. Two year grants must include objective attainment for both years, for example:

1. To conduct 4 DUI/DL checkpoints by September 30, 2010.
2. To conduct 8 DUI saturation patrols by September 30, 2010.
3. To increase total department-wide DUI arrests by 10% from the calendar FFY 2008 base year total (October 1, 2007 through September 30, 2008) of 549 to 604 by September 30, 2010.
4. To conduct "Real DUI Trials" in 2 high schools by September 30, 2010.

Schedule B Proposed Budget Estimate:

When preparing the Schedule B - Detailed Budget Estimate, care should be taken in estimating costs. Grant costs must be reasonable and proportional to the stated problem.

Obtain appropriate estimates from vendors, and include tax, delivery, shipping, and set-up costs. Attempt to anticipate increases in costs that may occur between the time the grant is proposed and the grant start date. It is strongly recommended that you request assistance from your financial office to estimate accurate program costs. An inaccurate budget estimate could result in insufficient grant funds.

Allowable costs are discussed in the Grant Program Manual, Chapter 2. This publication is available on the OTS website. ***Grant costs must be divided between federal fiscal years as appropriate considering the grant starting and ending dates.*** Proposal Schedule B Detailed Budget Estimate federal fiscal year end dates must be September 30 or prior within that calendar year.

Personnel Costs Category – For fulltime personnel include the position title, monthly salary and percentage applicable to grant. If the employee is paid on an hourly basis include the hourly rate and the number of hours to be paid. For law enforcement overtime personnel, include total cost per enforcement operation. All other overtime include position title, overtime rate and number of hours. Reasonable cost of living increases or merit increases should be estimated and included. Extend computations to fiscal year columns. Benefits must be listed as a separate line. List the benefit percentage in the "Personnel Cost Category" column and the amounts in the fiscal year columns. Itemize each benefit rate on the Schedule B-1.

Travel Expense Costs Category - Enter estimated cost of travel related to the grant. Cost items include transportation and per diem and must be segregated into "in-state" and "out-of-state" travel. Include travel costs associated with attending OTS sponsored conferences and seminars, e.g., the OTS 2010 Police Traffic Services Seminar and the Traffic Safety Summit 2011. (*Other traffic safety conferences and trainings will require approval from OTS upon grant inception*).

Contractual Services Costs Category - Enter estimated cost of work that will be performed by each consultant firm or person secured on contract from another agency to work on the grant. Do not list firm, agency, or individual's names. Use descriptive titles such as "Child Passenger Safety Training," "Data Consulting," "Evaluation Services," "Program Manager," "Allied Agency Participation," "Law Enforcement Medical Services" (blood draws), etc.

Note: For police departments that contract law enforcement from their county Sheriff's office; complete the entire Schedule B Detailed Budget Estimate with requested costs in all appropriate cost categories (i.e. do not list all costs in Contractual Services).

Equipment Costs Category - Estimate the cost of each equipment item valued greater than \$5,000 including taxes, shipping, modifications, attachments, accessories or auxiliary apparatus's necessary to make it useful for the grant's purpose. Obtain appropriate estimates from vendors for equipment costs. Enter the quantity of the each equipment item desired and a generic title (e.g., **(1) Fully Equipped Motorcycle, (1) DUI Trailer**). Do not use brand names.

OTS annually establishes a maximum cost for common items that support the goals and objectives of GME grants. Please contact your OTS Coordinator for information.

Other Direct Costs Category - The unit cost of each item in this category is valued less than \$5,000.00 including tax, shipping, etc. Obtain appropriate estimates from vendors for equipment costs. They may include, but are not limited to, line items such as office supplies, printing/duplicating, radar units, PAS devices, computers, child safety seats, safety helmets and educational items.

Indirect Costs Category - Costs which, by their nature, cannot be charged directly to a grant. Indirect costs are allowable but are not encouraged. An agency must have a federally approved cost allocation plan and/or an OTS approved indirect cost rate proposal to be reimbursed for indirect costs. In addition, documentation must be available to support the rate and any periodic adjustment. All indirect cost allocation plans or indirect cost proposals must be available to OTS during a Grantee Performance Review. In accordance with permissible limits of federal funding guidelines (Title 2 Code of Federal Regulations 225), OTS has adopted the indirect cost reimbursement policy contained in Grant Program Manual, Chapter 2. Consult this publication, available on the OTS website, to determine the appropriate indirect cost rate for the grant you are proposing.

Schedule B-1 Budget Narrative:

This schedule is a narrative explanation and justification of individual expenditures outlined in the Schedule B Detailed Budget Estimate. The Budget Narrative should be complete, covering all cost categories and individual line-items reflected in the Schedule B Detailed Budget Estimate.

Personnel Costs – Enter the # of positions acquired for each classification, the title and an explanation of the duties for all personnel identified in the Schedule B Detailed Budget Estimate. Itemize each benefit in the benefit rate chart provided, only if benefits will be reimbursed through the grant. Benefits listed as "other" are not acceptable. If benefits will not be reimbursed through the grant, type

the disclaimer "Personnel Benefits and/or Overtime Benefits will not be charged through this grant agreement".

Travel Expenses - Identify proposed major "traffic safety related" trips, conferences, seminars or trainings to be funded under this grant. All travel must directly support the grant goals and objectives. Designate if they are "In-State" or "Out-Of-State" and include the event title, location, month and year (if known).

Contractual Services - Provide a brief description of the work each consultant firm, agency, or person will provide. Use the descriptive name(s) used in the Schedule B Detailed Budget Estimate.

Equipment - Enter the generic name, the quantity desired and provide a brief description of each item identified in the Schedule B Detailed Budget Estimate and its intended use. Do not list equipment brand names. Only include equipment items with a unit cost valued **greater** than \$5,000.

Other Direct Costs - Enter the generic name, the quantity desired and provide a brief description of each item identified in the Schedule B (Excel Budget Spreadsheet) Detailed Budget Estimate and its intended purpose. Only include ODC items with a unit cost valued **less** than \$5,000. Please refer to the OTS Blueprint for standard language for commonly purchased items that support the goals and objectives of GME grants.

Indirect Costs - Indicate the rate used and how it's applied in this proposal.

Program Income - Include a program income statement if the program will generate income (i.e. Fees acquired from vehicle impounds) The statement should include at a minimum, that a separate fund is established and collected program funds will be used on allowable costs to further the program goals and objectives. Reference the OTS Grant Program Manual, Chapter 1.6.2.

LETTERS OF SUPPORT

Local Benefit Proposals

A *state department* that submits a proposal paper for a grant that is not a statewide effort and focuses on specific locations in the state is considered "for local benefit." Evidence of consent and acceptance of the work, goods, or services provided by the state on behalf of a local government must be submitted to OTS. Examples of documents that constitute "consent and acceptance" are:

- A signed letter from the city or county, on city or county letterhead, which specifically identifies the grant and affirms either that the city or county has had an active voice in the initiation, development, and implementation of the particular grant; that the city or county has requested the benefits of the program as part of the local government's highway safety program; or the city or county consents to the grant and accepts the work, goods, or services provided through the grant. A Sample Letter has been provided in this package under the "Proposal Samples" folder.
- A grant that has subgrants to local entities through the *Request for Proposal (RFP)* process, a copy of the local agency response to the RFP, signed by a representative of the city or county, including their planned activities and Schedule B Detailed Budget Estimate. The RFP should include language that states a response to the RFP constitutes consent to the grant and acceptance of the work, goods, or services provided through the grant.

- A signed copy of the agreement/contract between your agency and the subgrantee which includes, as an element of the contract, a statement affirming either that the city or county has had an active voice in the initiation, development, and implementation of the particular grant; that the city or county requested the benefits of the program as part of the local government's highway safety program; or the city or county consents to the grant and accepts the work, goods, or services provided through the grant.
- A resolution from the city council or county board of supervisors which expresses support for the grant.

If the "local consent and acceptance" documentation cannot be provided at the time of submission of a proposal, **acknowledgement of the requirement to provide such documentation must be included.** This acknowledgement may be provided in the cover letter or in the body of the proposal if space allows.

Multi Agency Proposals

A *local agency* that submits a proposal paper for a grant that includes the involvement of other agencies within their community will be required to submit letters of support from those agencies. Program examples are: An "Avoid" proposal that includes the cooperation of multiple enforcement agencies; or a grant from a Health Department that wants to conduct educational efforts within the school system. Some of these grants may require contractual agreements to implement once the agreement is signed, while others will require simply a support letter.

Letters of support must be submitted with the proposal package.