

# Application Information

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Application No: 27-007338

Application Type: STEP	Agency (City or County): <a href="#">Lathrop</a>	Department (Police Dept, DA Office, etc): <a href="#">Lathrop Police Department</a>
Authorized Representative: <a href="#">Stephen Sealy</a>	Additional Contact Email: <a href="mailto:ssealy@ci.lathrop.ca.us">ssealy@ci.lathrop.ca.us</a>	DUNS/SAM Number: KFKVB7ZSMDV6
DUNS/SAM Expiration Date:	DUNS/SAM Registered Address: 390 Towne Centre Dr	DUNS/SAM City: Lathrop
DUNS/SAM ZIP+4: 95330-9358		

# Application Summary

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

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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

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Describe the problem(s) to be addressed utilizing current data-driven evidence. Be specific and focus on the issue that is relevant and significant within your community.

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

Problem Statement:

The City of Lathrop was incorporated in 1989 and, as of 2024, has a population of approximately 43,444 residents. The city encompasses 23 square miles and is located approximately 70 miles from the San Francisco Bay Area, with immediate access to major transportation corridors including Interstate 5, Interstate 205, State Route 12, and State Route 99. This regional connectivity contributes to significant commuter and commercial traffic volumes, increasing the risk of traffic crashes and roadway safety concerns.

The Lathrop Police Department is currently staffed with forty-seven (48) sworn officers, including one (1) Chief, two (2) Captains, two (2) Lieutenants, six (6) Sergeants, five (5) Corporals, two (2) Detectives, four (4) School Resource Officers, three (3) motorcycle traffic officers, one (1) Community Resource Officer, and fourteen (14) Patrol Officers.

Traffic crash data from January 1, 2025, through December 31, 2025, identified the most common Primary Crash Factors (PCFs) within the City of Lathrop as speeding, driving under the influence (DUI), and unsafe lane changes. During this period, there were 340 total reported traffic crashes, including 121 attributed to speeding, 26 to DUI, and 25 to unsafe lane changes. Of the total crashes, 118 resulted in injury and one (1) fatality. Additionally, there were 105 reported hit-and-run crashes in 2025, further demonstrating ongoing traffic safety challenges within the community.

In July 2025, the Lathrop Police Department formally launched a dedicated Traffic Unit consisting of one (1) Lieutenant, one (1) Sergeant, and three (3) Officers. The department will utilize this newly established Traffic Unit, comprised of one Sergeant and three Officers, with one Officer currently on long-term leave, to conduct targeted traffic enforcement operations focused on addressing the identified PCFs. Enforcement efforts will be strategically deployed based on crash data, high-risk locations, and peak violation periods.

In addition to enforcement, the department will continue to address community concerns related to pedestrian and bicycle safety, particularly for school-aged children traveling to and from school, through education and safety outreach efforts. The Lathrop Police Department will also collaborate with surrounding law enforcement agencies on focused traffic enforcement operations, including participation in monthly Selective Traffic Enforcement Program (STEP) operations and coordinated efforts with the countywide sideshow task force, as operational needs require.

Community feedback and crash data underscore the need to further strengthen traffic enforcement capabilities through continued training and the procurement of critical equipment. The Lathrop Police Department currently operates five (5) functioning police motorcycles, two of which are 2018 and 2020 BMW models nearing the end of their projected service life. In 2024, the City Council authorized four (4) dedicated Traffic Motor Unit positions—one (1) Sergeant and three (3) Officers—which were filled through a combination of internal selections and the hiring of one (1) lateral Traffic Officer. As a result, the department assigned one Sergeant to lead the Traffic Unit, selected two Officers internally for the Traffic Team, and hired one lateral Officer with traffic enforcement experience. Additionally, a motor-trained Lieutenant routinely assists with traffic enforcement and traffic-related operations.

To replace aging motorcycles, ensure each motor officer is assigned a reliable motorcycle, and maintain an operational spare for mechanical failures or maintenance downtime, the Lathrop Police Department is requesting funding for the purchase of two (2) additional police motorcycles. This equipment is essential to sustaining high-visibility

traffic enforcement, maximizing operational readiness, and reducing traffic-related injuries and fatalities within the City of Lathrop.

In addition to ongoing enforcement needs, the Lathrop Police Department has identified a critical equipment and training gap impacting serious traffic crash investigations. During calendar year 2025, the department investigated two (2) traffic crashes that required the recovery of Event Data Recorder (EDR) information to assist with determining vehicle speed, braking, throttle application, and other pre-crash data. The Lathrop Police Department does not currently possess the equipment necessary to download EDR data from involved vehicles.

Although the department was able to rely on an outside agency to assist with EDR recovery, the completion of the associated traffic crash reports was significantly delayed due to the need to identify an available external officer to complete the data download and provide a written supplemental report. Additionally, nearby surrounding agencies do not consistently have the equipment or software required to recover EDR data from all vehicle makes and models, further limiting the department's ability to obtain critical crash data in a timely manner.

Without the ability to recover and interpret EDR data, it becomes more difficult to accurately determine fault and, in major traffic crashes, identify the Primary Crash Factor. This can delay investigative conclusions, enforcement follow-up, and case resolution. To improve investigative efficiency and enhance traffic safety outcomes, the Lathrop Police Department is requesting grant funding to purchase an EDR recovery device and provide training for four (4) members of the Traffic Unit to download, interpret, and document EDR findings. This investment will strengthen the department's ability to complete thorough and timely serious injury and fatal crash investigations,

improve accuracy in crash causation determinations, and reduce delays caused by reliance on external resources.

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

Problem Statement:

The most common Primary Crash Factors (PCFs) within the City of Lathrop were identified as speeding, driving under the influence (DUI), and unsafe lane changes. From January 1, 2025, through December 31, 2025, there were 340 total reported traffic crashes within the city. Of those crashes, 109 were attributed to speeding, 22 to DUI, and 13 to unsafe lane changes. Of the 340 total crashes, 118 resulted in injury and one (1) resulted in a fatality. Additionally, there were 105 reported hit-and-run crashes in 2025.

The Lathrop Police Department will utilize traffic crash and enforcement data from the past year to strategically allocate grant-funded resources for targeted traffic enforcement operations focused on the identified PCFs. Enforcement efforts will be data-driven and directed toward high-crash locations and time periods associated with elevated risk.

In addition to enforcement, the department will continue to address community concerns related to pedestrian and bicycle safety, particularly for school-aged children traveling to and from school, through education and safety outreach efforts. The Lathrop Police Department will also collaborate with surrounding law enforcement agencies on focused traffic enforcement operations, including participation in monthly Selective Traffic Enforcement Program (STEP) operations and coordinated efforts with the countywide sideshow task force, as needed. Based on ongoing community feedback and traffic safety trends, the department will continue to prioritize personnel training and the procurement of equipment to support effective traffic enforcement operations.

3. Define the target population the grant intends to serve and how they are affected by the problem(s). If the target population includes any at-risk populations, please include how this traffic safety grant will serve them.

Problem Statement:

The primary target population of this traffic safety grant is motorists, pedestrians, bicyclists, and commercial vehicle operators traveling within the City of Lathrop. As one of the fastest-growing communities in the region, Lathrop continues to experience rapid residential development, including the construction of new housing developments and additional schools. This growth has increased traffic volume, congestion, and the number of roadway users, which in turn elevates the risk of traffic crashes, particularly along arterial roadways and near school zones.

At-risk populations within the City of Lathrop include school-aged children, pedestrians, bicyclists, and commuters who travel during peak traffic hours. The development of new schools and surrounding infrastructure has resulted in increased pedestrian and bicycle activity, particularly during school arrival and dismissal times, creating heightened exposure to traffic-related hazards. Additionally, Lathrop experiences a high volume of commercial truck traffic associated with nearby industrial and logistics centers, which increases the risk of severe injury crashes involving passenger vehicles, pedestrians, and bicyclists.

Traffic safety concerns remain the most frequent complaint reported by community members, with residents expressing concerns related to speeding, impaired driving, and unsafe driving behaviors in residential neighborhoods and near schools. In response, the Lathrop Police Department established a full-time Traffic Unit in 2025 to focus on data-driven traffic enforcement and community traffic safety concerns.

This traffic safety grant will directly serve the target and at-risk populations by supporting targeted traffic enforcement operations focused on primary crash factors, including speeding, DUI, and unsafe lane changes. Grant funding will also support DUI checkpoints, high-visibility enforcement efforts, and participation in countywide collaborative traffic safety operations. In addition, grant funds will assist in equipping the Traffic Unit with motorcycles, which enhance officer visibility, mobility, and enforcement effectiveness. Motorcycle officers are better able to maneuver through congested roadways, access high-crash corridors, and observe traffic violations that contribute to serious and fatal crashes.

Through a combination of targeted enforcement, education, and regional collaboration, this grant will support the Lathrop Police Department's efforts to reduce traffic crashes, improve roadway safety, and protect vulnerable roadway users throughout the City of Lathrop.

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).

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

Crash Type	2023				2024				2025			
	Crashes		Victims		Crashes		Victims		Crashes		Victims	
Fatal	1		1		2		3		1		1	
Injury	107		148		105		143		95		118	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol - Involved	1	14	1	20	0	12	0	26	0	8	0	10
Hit & Run	0	12	0	12	0	16	0	9	0	10	0	10
Nighttime (2100-0259 hours)	0	19	0	25	0	14	0	23	0	9	0	9
<b>Top 3 Primary Crash Factors</b>									Fatal	Injury	Killed	Injured
<b>#1 - 121</b>	22350 VC (Speed)								0	32	0	38
<b>#2 - 26</b>	23152(a) VC (DUI)								0	6	0	7
<b>#3 - 25</b>	22107 VC (Unsafe Lane Change)								0	6	0	6

## Proposed Solution

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Strategies:

The Lathrop Police Department will employ a data-driven, collaborative approach to address traffic safety issues within the City of Lathrop. Community feedback collected through social media, community meetings, and direct engagement with residents continues to identify traffic safety (particularly speeding, DUI, pedestrian safety, and unsafe driving behaviors) as a primary concern. These concerns are supported by traffic crash and enforcement data collected throughout the most recent calendar year.

To address these issues, the department will utilize its dedicated Traffic Unit to conduct targeted traffic enforcement operations focused on identified Primary Crash Factors, including speeding, driving under the influence, unsafe lane changes, and violations impacting pedestrian and bicycle safety. Enforcement operations will be scheduled on a monthly and quarterly basis and will be deployed during high-risk time periods and at high-crash locations identified through ongoing data analysis.

To strengthen the Lathrop Police Department’s ability to complete timely and accurate serious injury and fatal traffic crash investigations, grant funds will be used to purchase

an Event Data Recorder (EDR) retrieval system and provide associated training for Traffic Unit personnel. Based on consultation with a representative from Crash Data Group, the department intends to procure the EDR Retrieval Hardware Kit with DLC for Tesla Vehicles, along with the required Annual Bosch CDR Software License (Single User) and the Bosch CDR900 DLC Tool Kit with power supply. The Bosch CDR900 DLC Tool Kit provides the capability to download EDR information from common vehicle manufacturers frequently encountered in traffic crashes, including Honda, Toyota, and Chevrolet models.

Additionally, the department is requesting the HKDLC-2 kit package, which requires the GIT ACU Cable Set to download EDR data from Hyundai, Genesis, and Kia vehicles, as well as the Tesla EDR (TEDR) Kit to support data recovery from Tesla vehicles. This equipment and software package will allow trained department personnel to obtain and interpret EDR data from a broad range of vehicle makes and models, including newer vehicle platforms. The purchase will include training for four (4) members of the Traffic Unit to ensure proper download procedures, accurate interpretation of results, and appropriate documentation within traffic crash reports. This strategy will reduce reliance on outside agencies, improve investigative efficiency, and enhance the department's ability to determine fault and identify Primary Crash Factors in major traffic crashes.

In addition to enforcement, the Lathrop Police Department will incorporate education and public awareness as key components of its traffic safety strategy. Traffic safety education will be delivered through established community engagement forums, social media platforms, and direct coordination with school district stakeholders to address pedestrian and bicycle safety concerns affecting school-aged children. The department will continue to enhance its public information efforts by disseminating timely traffic safety messaging related to enforcement campaigns, DUI deterrence, and seasonal traffic safety trends.

The department will strengthen and maintain collaborative partnerships with local and regional agencies to maximize resources and improve traffic safety outcomes. Law enforcement partners include neighboring municipal police departments within San Joaquin County, the San Joaquin County Sheriff's Office, and the California Highway Patrol, particularly for Selective Traffic Enforcement Program (STEP) operations, DUI enforcement, and countywide sideshow suppression efforts. The department will also collaborate with city departments, including Public Works and City Administration, to address roadway safety concerns and support enforcement planning.

The Lathrop Police Department will continue to work with community-based organizations and educational partners, including local school districts, to support pedestrian and bicycle safety education initiatives. When applicable, the department will coordinate with emergency medical and health care providers to review crash injury trends and support strategies aimed at reducing serious and fatal injuries resulting from traffic crashes.

Through a combination of targeted enforcement, education, public outreach, and interagency collaboration, the Lathrop Police Department will work to reduce traffic

crashes, improve compliance with traffic laws, and enhance overall roadway safety for all users within the City of Lathrop.

Agency Qualifications:

The Lathrop Police Department has the staffing, experience, and administrative capacity necessary to successfully manage and implement the proposed traffic safety grant. Over the past year, staffing levels have remained stable, and the department has been able to hire officers to offset attrition resulting from lateral transfers and medical retirements. The establishment of a dedicated Traffic Unit ensures sufficient staffing to plan, execute, and evaluate grant-funded enforcement and education activities.

Staffing levels are adequate to complete the requested grant activities. The Traffic Unit provides a consistent number of trained personnel to conduct targeted enforcement operations focused on primary crash factors, including speeding, DUI, and unsafe driving behaviors. In addition, there has been increased interest from Patrol Officers in participating in DUI and CDL checkpoints, saturation patrols, and primary crash factor enforcement operations, further expanding the department's operational capacity. By the first quarter of the upcoming year our goal is to certify a majority of sworn officers in Standardized Field Sobriety Testing (SFST), with a sufficient number of officers holding Advanced Roadside Impaired Driving Enforcement (ARIDE) and Drug Recognition Expert (DRE) certifications to support impaired driving enforcement and investigations.

The department also has specialized personnel to support traffic safety education and outreach efforts. Four (4) School Resource Officers are assigned to local schools and routinely engage with students, parents, and school administrators to address traffic, pedestrian, and bicycle safety concerns. Additionally, one Community Resource Officer is responsible for developing and coordinating community events, trainings, and educational outreach, many of which focus on traffic safety awareness and community-identified concerns.

From an administrative and fiscal perspective, the Police Department is supported by a dedicated Management Analyst who assists with grant administration, reporting, and compliance requirements. The department has also recently hired a Crime Analyst who provides timely and accurate traffic crash and enforcement data to support data-driven deployment of Traffic Unit resources and grant-funded activities. These positions ensure effective program oversight, fiscal accountability, and performance tracking throughout the grant period.

To receive an approved purchase order or contract, our process can normally be as quick as one week to three/four weeks depending on the documents required and the ability of the vender to provide the documents in a timely manner.

## Community Collaboration and Engagement

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Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department to address 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:

Our media relations team will handle all campaigns related to the grant and provide a social media presence for the community to share and receive information in regard to traffic safety. There will be a designated member of the media relations team that will be responsible for ensuring information is disseminated in a timely fashion. In-person events such as Meet with the Chief and Coffee with a Cop will include a traffic representative on a quarterly basis to provide education, answer questions, and address concerns. Issues identified during these events will be evaluated and included in future enforcement strategies as appropriate.

## Goals

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### 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

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Target Number	Description	
1	Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <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.	
12	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	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. Report on the outcomes of the "DUI BOLO" program.	
2	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.	
0	Conduct Illegal Street Racing and Modified Vehicle training classes for law enforcement personnel.	
Included	Target Number	Description

Yes	2	Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes	2	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).
Yes	1	Send law enforcement personnel to the DRE Recertification training.
Yes	1	Send law enforcement personnel to SFST Instructor training.
No	0	Send law enforcement personnel to DRE Instructor training.
Yes	2	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	3	Conduct DUI Saturation Patrol operation(s).
No	0	Conduct Court Sting operation(s) to cite individuals driving to and from the court after having their driver's license suspended or revoked.
No	0	Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.
No	0	Conduct Stakeout operation(s) that employ law enforcement officers to observe repeat DUI offender probationers with suspended or revoked driver licenses.
Yes	3	Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.
Yes	2	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	2	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.
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	5	Participate in highly visible collaborative Traffic Enforcement operations.
Yes	1	Send law enforcement personnel to DUI Checkpoint Planning and Management training.
No	0	Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.
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.
Yes	4	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.
Yes	2	Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias.

Included	Target Number	Custom Description
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## Method of Procedure

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### Phase 1 - Program Preparation:

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 more (including tax and shipping) must comply with the Buy America Act.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

### Media Requirements

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

### Phase 1 - Program Preparation Addendum:

### Phase 2 - Program Operations:

### 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, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at [pio@ots.ca.gov](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 the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at [pio@ots.ca.gov](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 the OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of the event within 7 days following significant grant-related event or program. The OTS PIO and your OTS grant coordinator should still be notified in advance when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year must be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines and FAQs](#).
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

Phase 2 - Program Operations Addendum:

### Phase 3 - Data Collection:

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

### Phase 3 - Data Collection Addendum:

## Budget

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### Personnel Costs

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**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.  $(\text{Unit Cost}) \times (\text{Benefits Rate}) = \text{Benefit Costs}$ . 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
1.0	A. Personnel Costs	DUI Saturation - Officer	Overtime		\$108.79	18	100.00%	\$1,958.22
1.0	A. Personnel Costs	DUI Saturation - Sergeant	Overtime		\$128.36	18	100.00%	\$2,310.48
2.0	A. Personnel Costs	DUI Checkpoint - CSO	Overtime		\$82.15	36	100.00%	\$2,957.40
2.0	A. Personnel Costs	DUI Checkpoint - Officer	Overtime		\$108.79	126	100.00%	\$13,707.54
2.0	A. Personnel Costs	DUI Checkpoint - Sergeant	Overtime		\$128.36	18	100.00%	\$2,310.48
3.0	A. Personnel Costs	Bike / Ped Operation - Officer	Overtime		\$108.79	24	100.00%	\$2,610.96
3.0	A. Personnel Costs	Bike / Ped Operation - Sergeant	Overtime		\$128.36	12	100.00%	\$1,540.32
4.0	A. Personnel Costs	Traffic Enforcement OP Cell Phone - Officer	Overtime		\$108.79	12	100.00%	\$1,305.48
4.0	A. Personnel Costs	Traffic Enforcement OP Cell Phone Sergeant	Overtime		\$128.36	12	100.00%	\$1,540.32
5.0	A. Personnel Costs	Traffic Enforcement OP PCF - Officer	Overtime		\$108.79	18	100.00%	\$1,958.22
5.0	A. Personnel Costs	Traffic Enforcement OP PCF - Sergeant	Overtime		\$128.36	18	100.00%	\$2,310.48
6.0	A. Personnel Costs	STEP Operation - Officer	Overtime		\$108.79	100	100.00%	\$10,879.00
6.0	A. Personnel Costs	STEP Operation - Sergeant	Overtime		\$128.36	50	100.00%	\$6,418.00
Display Order	Cost Category	Enforcement Activity	Item Name		Unit Cost or Rate	Units	Calculated Cost to Grant	
0.0	A. Personnel Costs	Traffic Safety Educational Presentations	Traffic Safety Educational Presentations		\$108.79	4	\$435.16	

Personnel Costs: \$52,242.06

## Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
200.0	B. Travel Expenses	In State Travel	\$1,800.00	1	\$1,800.00

Travel Expenses: \$1,800.00

## Contractual Services

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**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
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Contractual Services: \$0.00

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

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**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
4.0	D. Equipment	EDR (Event Data Recorder) and accessories	\$30,871.79	1	\$30,871.79
400.0	D. Equipment	Police Motorcycle	\$44,541.92	2	\$89,083.84

Equipment: \$119,955.63

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

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**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
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Other Direct Costs: \$0.00

## Indirect Costs

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NOTE - Entry for Indirect Cost is different than prior years. Please read instructions carefully.

Item Name should indicate the % and the types of costs subject to the Indirect Cost Rate e.g. 15% of Salaries and Benefits. Enter one Unit Cost equal to the estimated Indirect Costs.

**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	Units	Unit Cost or Rate	Calculated Cost to Grant
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Indirect Costs: \$0.00

Total Requested Funding: \$173,997.69

## Narrative Review

### Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	Traffic Safety Educational Presentations	Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.	
A. Personnel Costs	DUI Saturation - Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	Sergeant 3 operations, 6 hours each
A. Personnel Costs	DUI Saturation - Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	Officer - 3 operations, 6 hours each
A. Personnel Costs	DUI Checkpoint - Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	Sergeant - 2 operations, 9 hours each
A. Personnel Costs	DUI Checkpoint - Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	7 Officers, 2 operations, 9 hours each

A. Personnel Costs	DUI Checkpoint - CSO	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	2 CSO's, 2 operations, 9 hours each
A. Personnel Costs	Bike / Ped Operation - Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 Sergeant, 2 Operations, 6 hours each
A. Personnel Costs	Bike / Ped Operation - Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	2 Officers - 2 Operations, 6 hours each
A. Personnel Costs	Traffic Enforcement OP Cell Phone - Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 Officer, 2 operations, 6 hours each
A. Personnel Costs	Traffic Enforcement OP Cell Phone Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 Sergeant, 2 operations, 6 hours each
D. Equipment	EDR (Event Data Recorder) and accessories		Total of equipment with approximate tax of 8.5%. Training included.
A. Personnel Costs	Traffic Enforcement OP PCF - Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 Sergeant - 3 operations, 6 hours each
A. Personnel Costs	Traffic Enforcement OP PCF - Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 Officer - 3 operations, 6 hours each
A. Personnel Costs	STEP Operation - Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	2 Officers, 5 Operations, 10 hours each
A. Personnel Costs	STEP Operation - Sergeant	Non-overtime hours for law enforcement operations conducted by sergeant. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 Sergeant, 5 Operations, 10 hours each

B. Travel Expenses	In State Travel	<p>Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>	<p>Grant funds are requested to support the training of two (2) Officers in Standardized Field Sobriety Testing (SFST) and Advanced Roadside Impaired Driving Enforcement (ARIDE). Funding will cover course registration, travel, lodging, and per diem expenses. SFST and ARIDE certification is essential for effective DUI enforcement, impaired driving detection, and participation in DUI checkpoints and saturation patrols. Training Patrol Officers in SFST and ARIDE will increase the department's capacity to support grant-funded DUI enforcement operations, including checkpoints and high-visibility enforcement activities. Additionally, this training supports officer development by preparing Patrol Officers to assist with traffic operations and to be eligible for assignment to the Traffic Unit should positions become available in the future, ensuring continuity and sustainability of traffic safety efforts.</p>
D. Equipment	Police Motorcycle	<p>Fully equipped motorcycle to be used for grant purposes. Costs may include communication equipment, emergency equipment package, safety bars and modifications and accessories.</p>	<p>BMW Motorcycle with PVP Communication Kit compatible with existing Lathrop Police motor helmets</p>

## Upload Documents (Optional)

Document Name	Update Date/Time
Application Report 2026-01-30 01:58:23.pdf	1/29/2026 5:58 PM
EDR Equipment and Training Quote.pdf	1/24/2026 9:04 AM
PVP Quote.pdf	1/10/2026 1:11 PM
BMW Quote.pdf	1/10/2026 1:11 PM

# Evaluation, Support, and Submittal

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## Evaluation, Support, and Submittal

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### 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:

\$173,997.69