

GENERAL INSTRUCTIONS

Political subdivisions of the State are eligible to apply for and receive OTS grant funding. In addition to State governmental agencies, colleges, and universities, subdivisions of the State include: local city and county government agencies; school districts; fire departments; and public emergency services providers.

Non-profit Community-Based Organizations (CBOs) are eligible to apply for funding through a political subdivision of the State. For example, a city department may submit an application that includes funding for CBO participation. CBO funding would be included under contractual services in the application budget.

If you have a question as to whether or not you are eligible to apply, contact your Regional OTS Coordinator.

OTS has identified the following priority areas of concentration for grant funding:

- Alcohol-Impaired Driving
- Distracted Driving
- Drug-Impaired Driving
- Emergency Medical Services
- Occupant Protection
- Motorcycle Safety
- Police Traffic Services
- Pedestrian and Bicycle Safety
- Traffic Records and Roadway Safety

There are two types of grants available, General grants and Grants Made Easy (GME). You will determine which type to use based on the traffic safety problem(s) identified.

- Determine your problem areas by analyzing your local collision data, CHP SWITRS data, and the OTS rankings, available on each agency's website.
- Funding types may not be combined; therefore, Goals and Objectives cannot be added to GME grants. If you would like to conduct activities other than what are listed, you would submit a General grant application.

Funding amounts and items requested need to be reasonable and necessary to support the grant's goals and objectives. The amount requested must be proportional to the identified traffic safety problem(s).

OTS grant applications are evaluated against all other applications received through a competitive process. OTS evaluates applications based on the following: potential traffic safety impact of proposed activities; local collision statistics and OTS rankings; seriousness of identified problems; performance on previous grants; proportionality of funding requested with identified traffic safety problem(s); and the value of the funding requested for the proposed activities.

APPLICATION INSTRUCTIONS

OTS-136 Grant Application Cover Sheet and Budget

Cover Sheet

- ✓ Cut and paste (using the excel insert function) the Application Title and Application Summary from the OTS-136a Grant Application.
- ✓ Shaded areas will automatically populate from the Budget page if applicable.
- ✓ The authorized representative should be duly authorized to submit the application on behalf of the agency; is knowledgeable of program and financial contents of the application and will be the initial contact during the application process.

Budget

- ✓ Build the Budget based on the activities you will be conducting.
- ✓ Each activity should be its own line item (i.e. Saturation Patrol, DUI/DL Checkpoint, Court Stings, etc.).
- ✓ Benefits (if applicable) should be its own line item and show the total percentage used (i.e. 13%).
- ✓ Each line item will require a description and justification in the OTS-136a Grant Application Budget Narrative (see below).

OTS-136a Grant Application

Application

- ✓ Complete the application as indicated.
- ✓ Statistical tables should be as complete as possible.

Budget Narrative

- ✓ Insert a description and justification in each category for line items listed on the OTS-136 Budget.
- ✓ Personnel costs should include planned activities and the calculation for each.
 - i.e. Saturation Patrol = 4 officers x 4 hrs each @ \$80 = \$1,280 x 10 operations = \$12,800
 - i.e. Probation Officer = 2 POs @ \$60,000 yr x 100% = \$120,000
 - Benefits (if applicable) will be detailed in the final Grant Agreement.

Completed applications should be submitted as directed in the Submission Instructions.

Questions should be directed to your Regional OTS Coordinator.

SUBMISSION INSTRUCTIONS

- ✓ **Application packet to be received on or postmarked by the posted deadline (refer to OTS homepage www.ots.ca.gov).**
- ✓ **Completed application packet includes:**
 - OTS-136 Grant Application Cover Sheet and Budget.
 - OTS-136a Grant Application
 - Letters of Support (optional)
- ✓ **Submit three signed hardcopies (one original, two photocopies) of your application packet to:**

California Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758
- ✓ **OTS may contact the authorized representative to request an electronic copy of the application.**