



PAPD DUI Training, Check point Equipment, and Drug ID

Prepared by City of Palo Alto
for California Highway Patrol (CHP) Law Enforcement: Small and Mid-Size Organizations/Agencies FY 2024/2025

Primary Contact: Eric Jensen



Opportunity Details

Opportunity Information

Title

Law Enforcement: Small and Mid-Size Organizations/Agencies FY 2024/2025

Description

Law Enforcement grants provide financial assistance to allied agencies for the education, prevention, and the enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis and cannabis products.

The intent of the program is to educate the public regarding the dangers of impaired driving, enforce impaired driving laws on the roadway, and improve the Organization/Agency's effectiveness through training and development of new strategies.

Awarding Agency Name

California Highway Patrol

Agency Contact Name

Cannabis Grants Unit (CGU)

Agency Contact Phone

916-843-4360

Agency Contact Email

CGUGrants@chp.ca.gov

Fund Activity Categories

Education, Law, Justice and Legal Services

Opportunity Manager

Cannabis Grants Unit (CGU)

Opportunity Posted Date

1/9/2024

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/468aa0b8-b253-4f24-b655-b0bf6cf72569>

Is Published

Yes

Funding Information

Funding Sources

State

Funding Source Description

With the passage of Proposition 64 in 2016, The Control, Regulate, and Tax Adult Use Marijuana Act (AUMA), California voters mandated the state to set aside funding for the CHP to provide grants to local governments and Qualified Nonprofit Organizations for the education, prevention, and enforcement of impaired driving laws pursuant to Section 34019 (f)(3)(B) Revenue and Taxation Code (RTC).

Funding Restrictions

State Agencies/Departments, please refer to Section 34019 (f)(3)(B) RTC and California Code of Regulations, Title 13, Division 2, Chapter 13, for additional information.



Award Information

Award Range

\$500,000.00 Ceiling

Award Period

07/01/2024 - 06/30/2025

Award Type

Competitive

Indirect Costs Allowed

No

Matching Requirement

No

Submission Information

Submission Timeline Type

One Time

Submission Timeline Additional Information

GRANT APPLICATIONS ARE DUE FEBRUARY 23, 2024, BY 5:00 PM PST

Grant Applicants are advised to ask submittal questions well before the deadline. The Cannabis Grants Unit (CGU) cannot guarantee an immediate response and the Grant Management System (GMS) will automatically close at 5:00 PM PST. Once a Grant Application is submitted through the GMS, Grant Applicants may not add, edit, or delete any Grant Application information.

Question Submission Information

Question Submission Email Address

CGUGrants@chp.ca.gov

Eligibility Information

Eligibility Type

Public

Additional Eligibility Information

Small and Mid-Size Law Enforcement Organizations/Agencies, with the primary function of enforcing traffic laws, which includes responding to calls, making arrests, and issuing citations, pursuant to the California Penal Code, California Vehicle Code, and California Health and Safety Code

Small-Size Law Enforcement Organizations/Agencies: 100 employees or less

Mid-Size Law Enforcement Organizations/Agencies: 500 employees or less

Additional Information

Additional Information URL

<https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program>

Award Administration Information

State Award Notices

Awards will be announced in May and June 2024.

Administrative and National Policy Requirements

The California Highway Patrol (CHP) adopted regulations within Title 13 of the California Code of Regulations (CCR), Division 2, by adding Chapter 13, which govern the CHP, Cannabis Tax Fund Grant Program.

These regulations outline:

- * Grant Provisions
- * Grant Project Types
- * Specific Grant Application Requirements
- * Grant Evaluation Criteria
- * Necessary Administrative Procedures for the Program

Regulations can be found at:

<https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program/program-regulations>

Reporting

Quarterly Reporting is required and due within 14 calendar days after the close of each quarter.

Quarter One (Q1): July 1 - September 30

Quarter Two (Q2): October 1 - December 31

Quarter Three (Q3): January 1 - March 31

Quarter Four (Q4): April 1 - June 30

Other Information

Please ensure your Organization/Agency has the capability to electronically sign required documents (ex: Grant Agreement).



Project Information

Application Information

Application Name

PAPD DUI Training, Check point Equipment, and Drug ID

Award Requested

\$307,284.00

Total Award Budget

\$307,284.00

Primary Contact Information

Name

Eric Jensen

Email Address

eric.jensen@cityofpaloalto.org

Address

275 Forest Ave, 275 Forest Ave
Palo Alto, CA 94301

Phone Number

(650) 329-2346

Project Description

1. Organization/Agency Representatives

Organization/Agency Section/Unit (subdivision) to administer the Grant Agreement

Palo Alto Police Department

Organization/Agency Representative

Please complete the following fields with appropriate Organization/Agency representatives, as applicable.

- The Authorized Official is authorized to enter into a Grant Agreement with signing authority.
- The Authorized Financial Contact maintains financial records, documentation, and recipient of warrant.
- The Administrative Contact is responsible for day-to-day administration.

Authorized Official Name (first and last)

Ed Shikada

Authorized Official Title

City Manager

Authorized Official Address (street, city, state, zip code)

250 Hamilton Ave, Palo Alto, CA 94301

Official Address to Receive Reimbursement Payment - MUST MATCH FISCAL FORM (street, city, state, zip code)

250 Hamilton Ave, Palo Alto, CA 94301

Authorized Official Phone Number (with area code)

650-329-2280

Authorized Official Email Address

ed.shikada@cityofpaloalto.org

Authorized Financial Contact Name (first and last)

Eric Jensen

Authorized Financial Contact Title

Management Analyst

Authorized Financial Contact Phone Number (with area code)

650-329-2346

Authorized Financial Contact Email Address

eric.jensen@cityofpaloalto.org

Administrative Contact Name (first and last)

James Reifschneider

Administrative Contact Title

Captain

Administrative Contact Phone Number (with area code)

650-329-2406

Administrative Contact Email Address

james.reifschneider@cityofpaloalto.org



2. Senate/Assembly/Congressional/County Information

To determine the State Senate District(s), State Assembly District(s), and California Congressional District(s), copy and paste the below URL in your browser and search:

<https://gis.data.ca.gov/maps/CDEGIS::legislative-districts-in-california-2/about>

Select one or more State Senate District(s) where the proposed Project activities will occur. To make multiple selections, hold down the Ctrl key and click each one.

State Senate 13

Select one or more State Assembly District(s) where the proposed Project activities will occur. To make multiple selections, hold down the Ctrl key and click each one.

State Assembly 23

Select one or more California Congressional District(s) where the proposed Project activities will occur. To make multiple selections, hold down the Ctrl key and click each one.

California Congressional District 06, California Congressional District 07, California Congressional District 08, California Congressional District 09, California Congressional District 10, California Congressional District 11, California Congressional District 12, California Congressional District 13, California Congressional District 14, California Congressional District 15, California Congressional District 16

Select one or more California counties where the proposed Project activities will occur. To make multiple selections, hold down the Ctrl key and click each one.

Santa Clara

Number of residents (population) that your Organization/Agency serves.

67000

3. Statistical Data

Ensure the responses below are accurate and align with the statistical data provided within the Grant Application. If a question is not applicable, please input "0" or "N/A".

How many schools are in your jurisdiction?

	Elementary Schools	Middle Schools	High Schools	Colleges/Universities
Number of Schools	25	17	6	3

How many law enforcement personnel are within your Organization/Agency?

84

Does your Organization/Agency have specifically designated traffic enforcement personnel who conduct driving under the influence (DUI) enforcement operations?

- Yes
 No

How often does your Organization/Agency conduct DUI enforcement activities (ex: DUI Saturation Patrols, DUI Checkpoints)?

	Weekly Average	Monthly Average	Yearly Average
Enforcement Activities	0	0	0

How many law enforcement personnel have attended Standard Field Sobriety Test (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE), and/or Drug Recognition Evaluator (DRE) training?

	SFST	ARIDE	DRE
Number of Trained Law Enforcement Personnel	48	0	3

How many certified DREs does your Organization/Agency currently have?

1

How many law enforcement personnel are certified SFST and/or DRE Instructors?

	SFST	DRE
Number of Certified Instructors	0	0

What in-service training does your Organization/Agency offer related to DUI/DUID?

The agency provides in-field training during the field training program. When funding and staffing allow, officers are sent to SFST, ARIDE, and DRE schools hosted by neighboring agencies.

Is training conducted at your Organization/Agency or at an alternate facility?

- Within Organization/Agency
 Alternate Facility

Do law enforcement personnel participate in training with local city attorneys and/or district attorneys?

- Yes
 No

Grant Funded Equipment

Have Cannabis Tax Fund Grant Program Grant Funds been utilized to purchase equipment (an acquisition cost of at least \$5,000)?



- Yes
- No

If yes, list EACH equipment item and fiscal year of the Grant Agreement.

N/A

EXAMPLE ONLY

FY21-22 = Two Message Boards
FY22-23 = One DUI Vehicle

4. Project Description

Project Types: Please select project type(s) applicable to your Project.

- Law Enforcement Training
- Public Education and/or Prevention
- Enforcement Efforts

Provide a brief overview/synopsis (a paragraph) of the proposed Project. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

This project is to source and acquire devices that use technology to identify suspected narcotics without having to physically remove the substance. Thus making it safer for the officer and maintaining the integrity of the evidence. The Palo Alto Police Department has no devices allowing this safe drug identification method. The Palo Alto Police Department is also looking to source an equipment trailer to purchase and store DUI checkpoint equipment like cones, barricades, tables, signage, and chairs. The trailer will be utilized to provide logistical support at DUI checkpoints. In addition, this project will source the funding for sending three (3) officers to SFST instructor courses. As well as the training of the entire department on overtime in DUI/DUID investigations. There are ZERO SFST instructors, and only a small percentage of officers have had formal training in DUI/DUID investigations. Funding for this entire project will cost approximately \$307,284

5. Problem Statement & Proposed Solution

Clearly identify the problem/need (Problem Statement) in your local community that will be addressed by the Project. Then, clearly identify the Proposed Solution to address the problem/need. If applicable, provide recent and high-level statistical data that directly supports the problem/need in your local community. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - EITHER TYPE INFORMATION IN FIELD OR ATTACH DOCUMENT.

Problem Statement:

1. The Palo Alto Police Department currently has zero SFST Instructors. This has hindered the department's ability to train officers on how to conduct effective DUI/DUID investigations. This lack of training has manifested in lowered prosecutions and increased possibilities that drivers under the influence be allowed to drive on the road. Due to the cost of staffing and class registrations, the department has not been able to create a cadre of instructors in the field of SFST. There are also conferences that have quality training in DUI/DUID and illegal cannabis investigations. Staffing and training costs have prevented these officers from attending.
2. The Palo Alto Police Department currently does not own any equipment or have trained personnel to conduct DUI checkpoints.
3. The dangers of fentanyl have prevented officers the ability to test unknown substances/possible drugs. If unknown substances are located during a DUI/DUID investigation, there is no device available to test these substances, which hinders effective DUI/DUID investigations.

Proposed Solution:

1. With grant funding, it will allow the police department to send officers to SFST Instructor courses so the department can conduct internal training on overtime. This training will allow officers to increase DUI/DUID investigations and have more successful prosecutions. To prevent the interruption of day-to-day operations, these trainings will done on overtime.
2. Purchase a towable trailer and all necessary equipment to run DUI checkpoints, including but not limited to a towable trailer that can store and transport solar message boards, cones, tables, chairs, and signage.
3. Technology has developed over the years, allowing for drug testing using spectrometer technology. This technology gives accurate readings on the type of drugs without physically touching the substance. This provides officers safer handling of the drugs and allows for fewer flaws in the the chain of custody for prosecution.

Statistical Data/Report(s)

6. Performance Measures/Scope of Work

Detail EACH Project activity/item below, which will serve as your goals and objectives for the Project. For EACH goal/objective, include estimated timelines (ex: monthly, quarterly), quantitative measurements (ex: reduction of DUI/DUID by %), and justification detailing how it will enhance/support the Project. NOTE: These goals and objectives must be consistent with the Budget. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

Project Activity: Train a small group of SFST instructors and DUI checkpoint experts and train the entire department on DUI/DUID investigations.

Goals/Objectives: In YEAR 1, Quarter 1, identify and select a cadre of officers that will be department SFST instructors. Quarter 2: train and certify instructors. Develop department training plans for DUI/DUID investigations. In quarter 3, train 20% of officers in DUI/DUID investigations. In quarter 4, train 40% of DUI/DUID investigations. YEAR 2, Quarter 1, 60% of officers trained in DUI/DUID investigations. In quarter 2, train 80% of officers in DUI/DUID investigations. Quarter 3, train 100% of officers in DUI/DUID investigations. Quarter 4, data collection and new officers training on DUI/DUID investigations.

Project Activity: Purchase of towable trailer that can store and contain DUI checkpoint equipment.

Goals / Objectives: In YEAR 1, Quarter 1: research towable trailers and equipment needed to support a DUI checkpoint. Quarter 2: Purchase and receive all equipment. Quarter 3: identify and select a cadre of officers to become experts in conducting DUI checkpoints. Quarter 4: conduct at least 1 DUI checkpoint.

Project Activity: Purchase of contactless drug identification devices

Goals/Objectives: YEAR 1, Quarter 1, research the purchase of devices. Quarter 2, purchase of devices and creation of department policy. Quarter 3, training and certifications of use. Quarter 4, department training on devices. YEAR 2, Quarter 1, 50% of all suspected narcotics will have a presumptive identification. In quarter 2, 75% of all suspected narcotics will have a presumptive identification. In quarter 3, 100% of all suspected narcotics will have a presumptive identification. Quarter 4, data collection.

EXAMPLE ONLY

16 DUI Saturation Patrols (Q1 = 4, Q2 = 4, Q3 = 4, Q4 = 4): Aim to reduce DUI/DUID deaths by 10%, which will improve roadway safety in the community.

2 DUI Checkpoints (Q2 = 1, Q4 = 1): Aim to reduce DUI/DUID by 15%, which will reduce the number of impaired drivers in the community.

4 Message Boards for DUI Checkpoints and Educational Messaging (Q1 = Purchase, Q2 = Receive, Q2-Q4 = Use to complete DUI Checkpoints and education): We will utilize the Message Boards to notify the public of an approaching DUI Checkpoint. In between DUI Checkpoints, we will display educational messaging against driving under the influence.

4 Educational Presentations at local high schools (Q1 = 1, Q2 = 1, Q3 = 1, Q4 = 1): Aim to contact at least 100 students each quarter to increase awareness of driving under the influence. The presentations will educate students on the implications of driving impaired.

7. Project Performance Evaluation

Provide the method of evaluation to show Project effectiveness and positive impact(s) on the community. These strategies shall include captured quantitative/qualitative data and a communication plan to share Project results with both internal and external stakeholders. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

SFST Instructor:

Evaluation - This project will be evaluated based on quantitative data collection. A successful outcome of this project should reflect an increase in officers trained in DUI/DUID investigations. A roster will be completed at each training session, and officers must demonstrate proficiency at the conclusion of the training. Palo Alto PD will be the custodian of the training records and rosters. Palo Alto PD will be the custodian of these records and will conduct performance evaluations throughout the grant period and beyond.

DUI Checkpoint Equipment and DUI Checkpoint trained expert:

Evaluation- The project will be evaluated based on acquiring all necessary equipment to store, transport, successfully implement a DUI checkpoint, and identify and arrest impaired drivers.

Drug ID devices:

Evaluation - This project will be evaluated based on quantitative data. A successful outcome of this project should reflect (after purchase and training) that all suspected drugs will have been identified using this device. The information will be collected directly from the internal report management system. All items submitted into evidence that are identified as narcotics will be reviewed and ensured that the suspected drug was presumptively identified. This will be annotated when the evidence information is inputted into the report writing system. Palo Alto PD will be the custodian of these records and will conduct performance evaluations throughout the grant period and beyond.

8. Program Sustainability

Describe the plan for reducing reliance on future grant funding. Include a summary and timeframe to continue efforts when grant funds are either not available or significantly reduced. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

The items purchased will not need additional grant funding to sustain their use. If awarded the technology and equipment, the department will seek funding through a regular City budget cycle for consumable goods related to the testing equipment beyond the grant period.

Training will be ongoing, and with the training internal, no additional funding will be needed to sustain other SFST instructors.

9. Administrative Support

Describe the administrative support, including the Organization/Agency's grant experience, personnel, and physical resources needed to successfully implement the Project. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

This grant will be managed by a dedicated Lieutenant who will oversee the project. That position will ensure that the agreement uses all funds. The grant manager will ensure all items are purchased promptly, including the proper training and certifications. The police department has successfully received and implemented wellness grants and organized retail theft and traffic safety. The resources needed to implement this project are creating a location to store these devices. Additional resources include a selection process for officers to be SFST instructors. Policies must be developed to ensure the training and equipment are used per department policy and current law. This grant will be subject to audit according to City policy.

10. Other Grant Programs

Impaired Driving Enforcement Funding

Has your Organization/Agency previously received grant funding for impaired driving enforcement?

- Yes
 No

If yes, detail the outcome. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

Other Grant Programs

Has or will your Organization/Agency submit a proposal to another grant program for this Project (ex: funds for the same components as this Project, or for similar/related components that will be completed during the same time period as this Project)?

- Yes
 No

If yes, detail the granting Organization/Agency. In addition, clearly distinguish which tasks would be funded by the CTFGP and which tasks would be funded by another Organization/Agency. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.

Are any personnel dedicated to this Project funded by other sources/grants?

- Yes
 No

If yes, detail which source/grant. PLEASE DO NOT COPY AND PASTE TABLES IN FIELD - TYPE INFORMATION IN FIELD.



11. Terms and Conditions

By submitting your Grant Application, you agree to the following Terms and Conditions:

I certify, under penalty of perjury, that the information I entered in this Grant Application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the grant process or dismissal from receiving grants funded by the California Highway Patrol (CHP), Cannabis Tax Fund Grant Program. I authorize the California Highway Patrol, Cannabis Grants Unit (CGU), to investigate referenced documents or other documents submitted to the program to check the accuracy of the information provided.

I agree with the Request for Application, the above Terms and Conditions, and the California Code of Regulations, Title 13, Division 2, Chapter 13, Sections 1890.00 through 1890.27.

I Agree

When using the GMS (AmpliFund), I authorize the state to take my requested action by an electronic means and authorize the state to accept the combination of my User ID and password in lieu of my written signature.

I Agree

My password is unique to me and is to remain confidential. I will not allow other individuals to use my User ID and password to access the GMS (AmpliFund).

I Agree

It is my responsibility to maintain the confidentiality of GMS (AmpliFund) information.

I Agree

Once I submit the Grant Application, I am unable to add, edit, or delete any Grant Application information.

I Agree

Confidentiality Notice: All documents submitted as a part of the Cannabis Tax Fund Grant Program Grant Application are public documents and may be subject to a request pursuant to the California Public Records Act. The CHP, CGU, cannot ensure the confidentiality of any information submitted in or with this Grant Application (Gov. Code, § 6250 et seq.).

I Agree

Generated Income Disclaimer: There will be no program income generated from this grant. Nothing in this Grant Application shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations, in pursuance of the goals and objectives. Although special emphasis will be placed upon violations specific to this Grant Application, appropriate enforcement action will be taken for all observed violations.

I Agree

Financial Information System for California Government Agency Taxpayer ID (FI\$Cal Form)

A FI\$Cal Form is required for reimbursement. If the Grant Applicant does not have a completed FI\$Cal Form at final Grant Application submission time, the Grant Applicant may submit the completed FI\$Cal Form via email to CGU prior to execution of the Grant Agreement. NOTE: The "Remit-To Address" on the FI\$Cal Form MUST match the "Official Address to Receive Reimbursement Payment" you entered in Form #1. Organization/Agency Representative. This address shall be the official address on file with FI\$Cal and the State Controller's Office (SCO) to receive warrants (Reimbursement Request Payments). Forms are located on the Cannabis Tax Fund Grant Program's website at <https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program>.

I Agree

FI\$Cal Form

City Council or County Resolution

A county, city, district, or other public body shall provide a copy of a resolution, order, motion, or ordinance of local governing body, which by law has the authority to enter into an agreement authorizing execution of a Grant Agreement. If the Grant Applicant does not have a signed resolution at final Grant Application submission time, the Grant Applicant may submit a signed resolution via email to CGU prior to execution of the Grant Agreement. NOTE: The resolution MUST explicitly state the Organization/Agency has delegated authority to enter into a Grant Agreement for the requested amount.

I Agree



Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Personnel		
3 ea Officer attendee	\$66,000.00	\$66,000.00
3 ea Officer Backfill patrol	\$66,000.00	\$66,000.00
Subtotal	\$132,000.00	\$132,000.00
Travel		
Daily per diem	\$952.00	\$952.00
Lodging	\$4,200.00	\$4,200.00
POV milage rate	\$1,632.00	\$1,632.00
Subtotal	\$6,784.00	\$6,784.00
Equipment		
DUI Checkpoint Logistical Equipment	\$5,000.00	\$5,000.00
Handheld Narcotics Analyzer	\$121,000.00	\$121,000.00
Solar Traffic Message Board	\$36,000.00	\$36,000.00
Towable Trailer	\$6,500.00	\$6,500.00
Subtotal	\$168,500.00	\$168,500.00
Total Proposed Cost	\$307,284.00	\$307,284.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$307,284.00	\$307,284.00
Subtotal	\$307,284.00	\$307,284.00
Total Proposed Revenue	\$307,284.00	\$307,284.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Personnel

Costs may include compensation for wages, such as overtime, and benefits (annual leave and sick leave) for work directly related to, and consistent with, the Project. Personnel hours will be awarded based on the number of grant-funded Project activities approved by CGU. To be eligible for reimbursement, personnel services must occur within the Project Performance Period. Please note, full salary positions are not allowed. Itemize separate Budget line items by Project activity (ex: one Budget line item for DUI Saturation Patrol; one Budget line item for DUI Checkpoint). Combine wages and benefits in the same Budget line item for each Project activity. For EACH Budget line item, the narrative shall include the below: * Number of times Project activity will occur * Classification(s) working Project activity * Rate of pay for each classification working Project activity (notate regular or overtime pay) * Number of hours for each classification working Project activity EXAMPLE 16 DUI Saturation Patrols = \$9,600 2 Officers per patrol / Officer = OT \$60 per hour 5 hours per patrol / 80 hours per Officer / 160 hours

3 ea Officer attendee

3 X 112 hours @\$95/hr

3 ea Officer Backfill patrol

3 officers X 112 hours @ \$95/hr

Travel

Costs may include travel associated with approved in-state and out-of-state Project-related conferences, seminars, workshops, and trainings. The most economical mode of travel, in terms of direct expenses to the Project, must be used. Out-of-state travel is only allowed in exceptional situations. Trainings must be pre-approved by CGU prior to travel. To be eligible for reimbursement, travel must occur within the Project Performance Period. Travel expenses for all Grant Applicants shall follow the policy established by the State of California for its employees regarding travel reimbursement and shall not exceed the rates paid to exempted, excluded, and represented State of California employees. For maximum allowed per diem rates, including meals and lodging, please visit the California Department of Human Resources (CalHR) website: <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. Itemize separate Budget line items for each trip. For EACH trip (if applicable), the narrative shall include the below: * Trip name/location * Classification of individual(s) traveling * Project-related transportation costs (ex: mileage) * Per diem (meals) * Lodging EXAMPLE SFST Training = \$616 Sacramento, CA 2 Officers Mileage = \$30 each way / 2 ways = \$60 Per diem = \$59 per day / 5 days = \$236 Lodging = \$145 per night + taxes / 1 night = \$320

POV milage rate

3 officers X 400 miles (twice round trip) @ \$0.68 to class in POV

Lodging

3 officers X 14 nights each @ \$100/nite

Daily per diem

3 officers X 14 days x \$68

Equipment

Costs may include non-expendable, tangible, personal property having a normal useful life of more than one year, and an acquisition cost of at least \$5,000 (ex: four identical assets, which cost \$1,250 each, for a total of \$5,000, are not considered an equipment purchase). Equipment shall be directly related and necessary to complete grant-funded activities included in the Project. Equipment should be purchased at the beginning of the Project Performance Period to ensure it is utilized when completing corresponding Project activities. If requesting equipment, the Project shall contain a correlating grant-funded Project activity (ex: Message Board for DUI Checkpoints). DUI Saturation Patrol equipment approved by CGU may utilize eligible outfitting expenses, which only include emergency lights, sirens, radio, and transport partition (cage). To be eligible for reimbursement, equipment must be purchased and received within the Project Performance Period. Itemize separate Budget line items for



each Equipment item. For EACH Budget line item, the narrative shall include the below: * Description of equipment item * Quantity * Unit cost and total cost

Towable Trailer

Enclosed towable trailer to store and transport DUI checkpoint equipment.

Handheld Narcotics Analyzer

Purchase three handheld devices that can quickly identify narcotics and controlled substances, including key drugs of abuse and emerging threats like synthetic cathinones (bath salts) and cannabinoids.

Solar Traffic Message Board

Purchase two solar powered message boards to notify motorists of DUI checkpoints and the perils of impaired driving.

DUI Checkpoint Logistical Equipment

Field office equipment to conduct DUI checkpoints.