

<b>1. GRANT TITLE</b> FY24/25 CTFGP Law Enforcement - City of Palo Alto	
<b>2. NAME OF ORGANIZATION/AGENCY</b> City of Palo Alto	
<b>3. ORGANIZATION/AGENCY SECTION TO ADMINISTER GRANT</b> Palo Alto Police Department	
<b>4. PROJECT PERFORMANCE PERIOD</b> From: 07/01/2024 To: 06/30/2025	<b>5. PURCHASE ORDER NUMBER</b>
<b>6. GRANT OPPORTUNITY INFORMATION DESCRIPTION</b> 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.	
<b>7. FUNDS ALLOCATED UNDER THIS GRANT AGREEMENT SHALL NOT EXCEED \$307,284.00</b>	
<b>8. TERMS AND CONDITIONS</b> The Grantee agrees to complete the Project, as described in the Project Description. The Grantee's Grant Application, and the California Code of Regulations, Title 13, Division 2, Chapter 13, Sections 1890.00-1890.27, are hereby incorporated into this Grant Agreement by reference.  The parties hereto agree to comply with the Terms and Conditions of the following attachments: <ul style="list-style-type: none"><li>• Schedule A – Project Description, Problem Statement, Goals and Objectives, and Method of Procedure</li><li>• Schedule B – Detailed Budget Estimate</li><li>• Schedule B-1 – Budget Narrative</li></ul> We, the officials named below, hereby swear, under penalty of perjury under the laws of the State of California, that we are duly authorized to legally bind the Grant recipient to the above-described Grant Terms and Conditions. IN WITNESS WHEREOF, this Grant Agreement is executed by the parties hereto.	
<b>9. APPROVAL SIGNATURES</b> <b>A. AUTHORIZED OFFICIAL OF ORGANIZATION/AGENCY</b> Name: Ed Shikada Title: City Manager Phone: (650) 329-2280  Address: 250 Hamilton Avenue Palo Alto, CA 94301  E-Mail: <a href="mailto:ed.shikada@cityofpaloalto.org">ed.shikada@cityofpaloalto.org</a>  _____ (Signature) _____ (Date)	<b>B. AUTHORIZED OFFICIAL OF CHP</b> Name: Andrew Beasley Phone: (916) 843-4360 Title: Captain Fax: (916) 322-3169  Address: 601 North 7th Street Sacramento, CA 95811  E-Mail: <a href="mailto:ABeasley@chp.ca.gov">ABeasley@chp.ca.gov</a>  _____ (Signature) _____ (Date)
<b>C. ACCOUNTING OFFICER OF CHP</b> Name: C. M. Jones Phone: (916) 843-3531 Title: Commander Fax: (916) 322-3159  Address: 601 North 7th Street Sacramento, CA 95811  E-Mail: <a href="mailto:Catrina.Jones@chp.ca.gov">Catrina.Jones@chp.ca.gov</a>  _____ (Signature) _____ (Date)	<b>10. AUTHORIZED FINANCIAL CONTACT TO RECEIVE REIMBURSEMENT PAYMENTS</b>  Name: Eric Jensen Title: Management Analyst Phone: (650) 329-2280  Address: 250 Hamilton Avenue Palo Alto, CA 94301

## TERMS AND CONDITIONS

Grantee shall comply with the California Code of Regulations, Title 13, Division 2, Chapter 13 Section 1890, et seq. and all other Terms and Conditions noted in this Grant Agreement. Failure by the Grantee to comply may result in the termination of this Grant Agreement by the California Highway Patrol (hereafter referred to as State). The State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.

### A. EXECUTION

1. The State (the California Highway Patrol) hereby awards, to the Grantee, the sum of money stated on page one of this Grant Agreement. This funding is awarded to the Grantee to carry out the Project set forth in the Project Description and the terms and conditions set forth in this Grant Agreement.
2. The funding for this Grant Agreement is allocated pursuant to California Revenue and Taxation Code Section 34019(f)(3)(B). The Grantee agrees that the State's obligation to pay any sum under this Grant Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to the State. If there is insufficient funding, the State shall have the option to either: 1) terminate this Grant Agreement; whereby, no party shall have any further obligations or liabilities under this Grant Agreement, or 2) negotiate a Grant Agreement Amendment to reduce the grant award and scope of work to be provided under this Grant Agreement.
3. The Grantee is not to commence or proceed with any work in advance of receiving notice that the Grant Agreement is approved. Any work performed by the Grantee in advance of the date of approval by the State shall be deemed volunteer work and will not be reimbursed by the State.
4. The Grantee agrees to provide any additional funding, beyond what the State has agreed to provide, pursuant to this Grant Agreement, and necessary to complete or carry out the Project, as described in this Grant Agreement. Any modification or alteration of this Grant Agreement, as set forth in the Grant Application submitted by the Grantee and on file with the State, must be submitted in writing thirty (30) calendar days in advance to the State for approval.
5. The Grantee agrees to complete the Project within the timeframe indicated in the Project Performance Period, which is on page one of this Grant Agreement.

### B. PROJECT ADMINISTRATION

1. The Grantee shall submit all reimbursements, progress, performance, and/or other required reports concerning the status of work performed in furtherance of this Grant Agreement on a quarterly basis, or as requested by the State.
2. The Grantee shall provide the State with a final report showing all Project expenditures, which includes all State and any other Project funding expended, within sixty (60) calendar days after completion of this Grant Agreement.
3. The Grantee shall ensure all equipment which is purchased, maintained, operated, and/or developed is available for inspection by the State.
4. Equipment purchased through this Grant Agreement shall be used for the education, prevention, and enforcement of impaired driving laws, unless the Grantee is funding a portion of the purchased price not dedicated to impaired driving and that portion is not part of the Project costs. Equipment purchased under this Grant Agreement must only be used for approved Project-related purposes, unless otherwise approved by the State in writing.
5. Prior to disposition of equipment acquired under this Grant Agreement, the Grantee shall notify the State via e-mail, and by telephone, by calling the California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit at (916) 843-4360.

## **TERMS AND CONDITIONS**

### **C. PROJECT TERMINATION**

1. Grantee or the State may terminate this Grant Agreement at any time prior to the commencement of the Project. Once the Project has commenced, this Grant Agreement may only be terminated if the party withdrawing provides thirty (30) calendar days written notice of their intent to withdraw.
  - a. If by reason of force majeure the performance hereunder is delayed or prevented, then the term end date may be extended by mutual consent for the same amount of time of such delay or prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond the Grantee's control which would excuse the Grantee's performance as a matter of law.
  - b. Grantee agrees to provide written notice of an event of force majeure under this Grant Agreement within ten (10) calendar days of the commencement of such event, and within ten (10) calendar days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.
2. Any violations of law committed by the Grantee, misrepresentations of Project information by the Grantee to the State, submission of falsified documents by the Grantee to the State, or failure to provide records by the Grantee to the State when requested for audit or site visit purposes may be cause for termination. If the Project is terminated for the reasons described in this paragraph, the State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.
3. The State may terminate this Grant Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. Furthermore, the Grantee, upon termination, shall return grant funds not expended by the Grantee as of the date of termination.
4. If this Grant Agreement is terminated, the State may choose to exclude the Grantee from future Grant Opportunities.

### **D. FINANCIAL RECORDS**

1. The Grantee agrees the State, or their designated representative, shall have the right to review and to copy all records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated or required by law. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Furthermore, the Grantee agrees to include a similar right for the State to audit all records and interview staff in any subcontract related to performance of this Grant Agreement.

### **E. HOLD HARMLESS**

1. The Grantee agrees to indemnify, defend, and save harmless the State, its officials, agents and employees from any and all claims and losses accruing or resulting to any and all Grantee's staff, contractors, subcontractors, suppliers, and other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, agency, firm, corporation who may be injured or damaged by the Grantee in performance of this Grant Agreement.

## **TERMS AND CONDITIONS**

### **F. NONDISCRIMINATION**

1. The Grantee agrees to comply with State and federal laws outlawing discrimination, including, but not limited to, those prohibiting discrimination because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status, and denial of statutorily-required employment-related leave. (GC 12990 [a-f] and CCR, Title 2, Section 8103.)

### **G. AMERICANS WITH DISABILITIES ACT**

1. The Grantee assures the State it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

### **H. DRUG-FREE WORKPLACE**

1. The Grantee shall comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:
    - i. The dangers of drug abuse in the workplace.
    - ii. The person's or Organization/Agency's policy of maintaining a drug-free workplace.
    - iii. Any available counseling, rehabilitation, and employee assistance programs.
    - iv. Penalties that may be imposed upon employees for drug abuse violations.
  - c. Every employee who works on the Project will:
    - i. Receive a copy of the company's drug-free workplace policy statement.
    - ii. Agree to abide by the terms of the company's statement as a condition of employment on the Grant Agreement.
2. Failure to comply with these requirements may result in suspension of payments under this Grant Agreement, or termination of this Grant Agreement, or both, and Grantee may be ineligible for award of any future Grant Agreements if the department determines that any of the following has occurred:
  - a. The Grantee has made false certification or violated the certification by failing to carry out the requirements, as noted above. (GC 8350 et seq.)

### **I. LAW ENFORCEMENT AGENCIES**

1. All law enforcement Organization/Agency/Agency Grantees shall comply with California law regarding racial profiling. Specifically, law enforcement Organization/Agency/Agency Grantees shall not engage in the act of racial profiling, as defined in California Penal Code Section 13519.4.

## **TERMS AND CONDITIONS**

### **J. LABOR CODE/WORKERS' COMPENSATION**

1. The Grantee is advised and made aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Grant Agreement, (refer to Labor Code Section 3700).

### **K. GRANT APPLICATION INCORPORATION**

1. The Grantee agrees the Grant Application and any subsequent changes or additions approved or required by the State is hereby incorporated into this Grant Agreement.

### **L. STATE LOBBYING**

1. The Grantee is advised that none of the funds provided under this Grant Agreement may be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official, whose salary is supported by this Grant Agreement, from engaging in direct communications with the state or local legislative officials, in accordance with customary state and/or local practice.

### **M. REPRESENTATION AND WARRANTIES**

1. The Grantee represents and warrants that:
  - a. It is validly existing and in good standing under the laws of the State of California, has, or will have the requisite power, authority, licenses, permits, and the like necessary to carry on its business as it is now being conducted and as contemplated in this Grant Agreement, and will, at all times, lawfully conduct its business in compliance with all applicable federal, state, and local laws, regulations, and rules.
  - b. It is not a party to any Grant Agreement, written or oral, creating obligations that would prevent it from entering into this Grant Agreement or satisfying the terms herein.
  - c. If the Grantee is a Nonprofit Organization/Agency, it will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status. If the Grantee subcontracts with a Nonprofit as part of this Grant Agreement, the Grantee shall ensure the Nonprofit will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status.
  - d. All of the information in its Grant Application and all materials submitted are true and accurate.

### **N. AIR OR WATER POLLUTION VIOLATION**

1. Under the state laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

## TERMS AND CONDITIONS

### O. GRANTEE NAME CHANGE

1. Grantee agrees to immediately inform the State, in writing, of any changes to the name of the person within the Organization/Agency/Agency with delegated signing authority.
2. An Amendment is required to change the Grantee's name, as listed on this Grant Agreement. Upon receipt of legal documentation of the name change, the State will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

### P. RESOLUTION

1. A county, city, district, or other local public body shall provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law, has authority to enter into a Grant Agreement, authorizing execution of the Grant Agreement.

### Q. PAYEE DATA RECORD FORM STD. 204

1. This form shall be completed by all non-governmental Grantees.

### R. FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA GOVERNMENT AGENCY TAXPAYER ID FORM

1. This form shall be completed by all Grantees.

### S. CONFLICT OF INTEREST

1. This section serves to make the Grantee aware of specific provisions related to current or former state employees. If Grantee has any questions regarding the status of any person rendering services or involved with the Grant Agreement, the Grantee shall contact the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) immediately for clarification.
2. Current State Employees:
  - a. No officer or employee shall engage in any employment, activity, or enterprise, from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity, or enterprise is required, as a condition of regular state employment.
  - b. No officer or employee shall contract on their own behalf, as an independent Grantee, with any state agency to provide goods or services.
3. Former State Employees:
  - a. For the two-year period from the date they left state employment, no former state officer or employee may enter into a contract in which they engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to this Grant Agreement while employed in any capacity by any state agency.
  - b. For the 12-month period from the date they left state employment, no former state officer or employee may enter into a contract with any state agency if they were employed by that state agency in a policy-making position in the same general subject area as the proposed Grant Agreement within the 12-month period prior to their leaving state service.
4. The authorized representative of the Grantee Organization/Agency, named within this Grant Agreement, warrants their Organization/Agency and its employees have no personal or financial interest and no present or past employment or activity, which would be incompatible with

## TERMS AND CONDITIONS

participating in any activity related to this Grant Agreement. For the duration of this Grant Agreement, the Organization/Agency and its employees will not accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is associated with this Grant Agreement.

5. The Grantee Organization/Agency and its employees shall not disclose any financial, statistical, personal, technical, media-related, and/or other information or data derived from this Grant Agreement, made available for use by the State, for the purposes of providing services to the State, in conjunction with this Grant Agreement, except as otherwise required by law or explicitly permitted by the State in writing. The Grantee shall immediately advise the State of any person(s) who has access to confidential Project information and intends to disclose that information in violation of this Grant Agreement.
6. The Grantee will not enter into any Grant Agreement or discussions with third parties concerning materials described in paragraph five (5) prior to receiving written confirmation from the State that such third party has a Grant Agreement with the State, similar in nature to this one.
7. The Grantee warrants that only those employees who are authorized and required to use the materials described in paragraph 5 will have access to them.
8. If the Grantee violates any provisions in the above paragraphs, such action by the Grantee shall render this Grant Agreement void.

### T. EQUIPMENT-USE TERMS

1. The Grantee agrees any equipment purchased under this Grant Agreement shall be used for impaired driving efforts.
2. Law Enforcement Projects:
  - a. Oral Fluid Drug Screening Devices and Cannabis/Marijuana Breath Testing Equipment - The Grantee agrees to ensure all personnel using road-side drug testing equipment, including oral fluid drug testing devices and/or cannabis/marijuana breath testing devices, purchased with grant funds from this Grant Agreement, are trained to recognize alcohol and drug impairment. At a minimum, personnel using these devices should receive Standardized Field Sobriety Testing training. These personnel are also encouraged to attend Advanced Roadside Impaired Driving Enforcement and Drug Recognition Evaluator training. Prior to using these devices, the Grantee agrees to obtain permission from their local prosecutor's office, establish a policy ensuring appropriate use, and require the staff using these devices to receive appropriate training, which may include training from the manufacturer. This will help ensure the equipment is used appropriately. The Grantee shall advise the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) of any legal challenges or other items of significance that may affect the use or legal acceptance of these devices. Additionally, the State may request additional information about the performance of these devices, including information about their use, accuracy, and feedback from personnel using the devices.
  - b. Law Enforcement Vehicles – The Grantee agrees any law enforcement vehicles purchased with Grant funds, from this Grant Agreement, will be primarily used for the enforcement of driving under the influence laws and/or providing public education, related to the dangers of driving under the influence. Additionally, any vehicle purchased using funds from this Grant Agreement shall comply with all California Vehicle Code and California Code of Regulation requirements. The State may require the Grantee to mark these vehicles with a decal and/or emblem, indicating the vehicle is used for driving under the influence enforcement.

## **Schedule A**

### **City of Palo Alto**

**All grant awards, including any adjustments to requested funding, were made by the Cannabis Grants Unit based on the merits of the Grant Application, scale of operation, and in accordance with the Request for Application (RFA) requirements and associated regulations. As a result, not all Project activities and items detailed in Schedule A are applicable. Refer to Schedule B - Detailed Budget Estimate for approved Budget line items and Project activities. Project activities and items that are not clearly identified/specified in the Grant Agreement must be submitted to and approved by CGU prior to purchase.**

#### **Project Description**

The Palo Alto Police Department will purchase equipment to support DUI/DUID investigations, train police officers to teach skills related to those efforts, and conduct training for general patrol and traffic enforcement officers. 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 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/ARIDE/ DUI Checkpoint Planning - Management 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

#### **Problem Statement & Proposed Solution**

Problem Statement:

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.

The Palo Alto Police Department currently does not own any equipment or have trained personnel to conduct DUI checkpoints.

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:

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 be done on overtime.

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. 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 chain of custody for prosecution.

#### **Performance Measures/Scope of Work**

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



## **Schedule A**

and DUI Checkpoint instructors. Quarter 2: Train and certify instructors on SFST, ARIDE, DUI Checkpoints. Develop department training plans for DUI/DUID investigations. Quarter 3: Train 50% of officers in DUI/DUID investigations. Deploy 1 DUI Checkpoint. Quarter 4: Train the remaining 50% of the department on DUI/DUID investigations. Deploy 1 DUI Checkpoint. In addition to Data Collection on arrests and training. Aim to boost DUI/DUID arrests by 15% compared to the previous year.

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

Goals / Objectives: 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. Aim to REDUCE DUI/DUID by 25% by campaigning and implementing DUI Checkpoints.

Project Activity: Purchase of contactless drug identification devices

Goals/Objectives: YEAR 1, Quarter 1: Research the purchase of devices. Quarter 2: Purchase of devices, creation of department policy, and department training on device. Quarter 3: Deployment of devices in the field and station. Quarter 4: Data collection. Aim to have 100% of all suspected drugs, tested with the device. Aim to increase DA prosecutions of drug offenses by 10% of previous year.

### **Project Performance Evaluation**

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.

### **Program Sustainability**

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.

### **Administrative Support**

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.

## Schedule B

### Detailed Budget Estimate

Award Number	Organization/Agency	Total Amount
17876	City of Palo Alto	\$307,284.00

Cost Category	Line Item Name	Total Cost to Grant
Personnel	DUI Checkpoints	\$74,443.00
	ARIDE Training - Attend	\$6,321.00
	Backfill	\$25,283.00
	SFST Training - Instruct	\$15,802.00
	DUI Checkpoints - Planning and Managment	\$3,160.00
Category Sub-Total		<b>\$125,009.00</b>
Travel	Training - Attend Travel	\$2,926.00
	Category Sub-Total	<b>\$2,926.00</b>
Equipment	Solar Traffic Message Board	\$41,468.00
	Handheld Narcotics Analyzer	\$131,931.00
	Towable Trailer	\$5,950.00
Category Sub-Total		<b>\$179,349.00</b>

<b>Grant Total</b>	<b>\$307,284.00</b>
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## **Schedule B-1 Budget Narrative**

### **City of Palo Alto**

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

#### **Personnel**

##### **ARIDE Training - Attend**

\$6,321.00

1 training event to take place in Q1

Working Classifications: Officer/Agent; Pay rate: Officer top-step OT \$125.40, Agent top-step OT \$134.82; # of hours: 16 hrs each class; # of staff per event: 1 officer, 2 Agents

3 ea Officer attendee ARIDE Class

##### **DUI Checkpoints**

\$74,443.00

2 enforcement events each year of the grant (total 6 events).

Working Classifications: Officer/Agent/Sergeant; Pay rate: Officer top-step OT w night diff \$131.67, Agent top-step OT w night diff \$141.56, Sergeant top-step OT w night diff \$147.77; # of hours: 9 hrs each per event; # of staff per event: 5 officers, 3 Agents, 2 Sergeants

DUI Checkpoint staffing

##### **DUI Checkpoints - Planning and Managment**

\$3,160.00

1 training event to take place in Q1

Working Classifications: Officer/Agent; Pay rate: Officer top-step OT \$125.40, Agent top-step OT \$134.82; # of hours: 8 hrs each class; # of staff per event: 1 officer, 2 Agents

##### **SFST Training - Instruct**

\$15,802.00

1 training event to take place in Q2

Working Classifications: Officer/Agent; Pay rate: Officer top-step OT \$125.40, Agent top-step OT \$134.82; # of hours: 40 hrs each class; # of staff per event: 1 officer, 2 Agents

3 ea Officer attendee DWI SFST Instr Class

##### **Backfill**

\$25,283.00

3 training event to take place over the life of the grant

Working Classifications: Officer/Agent; Pay rate: Officer top-step OT \$125.40, Agent top-step OT \$134.82; # of hours: 64 hrs per classification; # of staff per event: 1 officer, 2 Agents

Backfill Class attendees

#### **Travel**

##### **Training - Attend Travel**

\$2,926.00

Travel (POV) \$1,632; Per diem \$952; Lodging \$342

#### **Equipment**

**Schedule B-1**  
**Budget Narrative**

**City of Palo Alto**

**Towable Trailer**

\$5,950.00

Interstate brand Model: 6 X 12 Carry-On Enclosed Cargo Trailer; 1 each; \$5000 net/\$5950 gross

**Handheld Narcotics Analyzer**

\$131,931.00

Manufacturer: Thermo Scientific Model: TruNar TruNarc w 5 yr warranty; 3 units; \$40,300 net each/\$43,977 gross each

**Solar Traffic Message Board**

\$41,468.00

Manufacturer: SMC Model: 1000ST; 2 each; \$19,000 net each/\$20,7334 gross each