

# Application Information

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Application No: 27-007042

Application Type: Probation	Agency (City or County): <a href="#">Santa Barbara County</a>	Department (Police Dept, DA Office, etc): <a href="#">Santa Barbara County Probation Department</a>
Authorized Representative: <a href="#">Holly L. Benton</a>	Additional Contact Email: <a href="mailto:hbenton@countysfb.org">hbenton@countysfb.org</a>	DUNS/SAM Number: YRVRFW4T7PJ6
DUNS/SAM Expiration Date: 7/14/2026	DUNS/SAM Registered Address: 117 E. Carrillo Street	DUNS/SAM City: Santa Barbara
DUNS/SAM ZIP+4: 93101-2110		

# 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.

Application Title:

Intensive Probation Supervision for High-Risk Felony and Repeat DUI Offenders

Application Description:

The County Probation Department will work to reduce DUI related fatalities, injuries, and DUI recidivism. The high-risk, felony, and repeat DUI offenders will be held accountable through intensive supervision to ensure compliance with court ordered conditions of probation and to prevent re-arrest on new DUI charges. Supervision activities include: monitoring of treatment and DUI program participation, conducting office visits, unannounced fourth waiver searches, field visits, random alcohol/drug testing, distribution of DUI BOLOs, and participation with local law enforcement on anti-DUI efforts.

## 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 County of Santa Barbara consists of three main regions designated as Santa Maria, Santa Barbara, and Lompoc, with Probation Offices in each respective region. The city of Santa Maria was targeted for this grant opportunity due to the high driving under the influence (DUI) rate compared to other areas of the County. Santa Maria ranked 14 out of 62 similarly sized cities in alcohol-involved crashes that resulted in injury or death based on the most recent statistics available from 2023 on the California Office of Traffic Safety (OTS) website. The County of Santa Barbara ranked 27 out of 58 for alcohol-involved crashes that resulted in injury or death. An analysis of the data revealed that a higher number of alcohol-involved crashes within Santa Barbara County occurred in Santa Maria than in the other regions.

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 Santa Barbara Probation Department has significant concerns regarding the high number of alcohol-related collisions resulting in deaths and injuries in Santa Barbara County, specifically the city of Santa Maria. According to statistics provided by the California Highway Patrol, from October 1, 2024, through September 30, 2025, in Santa Barbara County, there were 278 alcohol involved crashes resulting in a fatality or injury, with 76 of those crashes occurring in Santa Maria.

To address this issue, OTS grant funds will be allocated to provide resources for monitoring and supervising individuals convicted of driving under the influence of alcohol and other controlled substances, particularly those at high risk of reoffending.

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:

If the grant is awarded, the OTS grant funds will be used to provide resources for monitoring and community supervision of individuals convicted of DUI of alcohol and other controlled substances who are at high risk of reoffending, and who present the highest risk to the community. The County of Santa Barbara Probation Department's grant objectives will emphasize intensive supervision to ensure that targeted individuals comply with court-ordered terms and conditions of probation and to prevent re-arrest for new DUI charges. Individuals will receive treatment referrals to address their individual needs. Evidence-based assessments will be used to identify individuals who pose the most significant risk to the community. The Santa Barbara Probation Department will dedicate a Deputy Probation Officer (DPO) who will use monitoring methods and best practices to provide intensive case management and supervision to individuals assigned to the DUI caseload. These objectives will be achieved in collaboration with justice partners and community-based resources.

Traffic Data Summary:

Complete the table below using TIMS and update the 20XX years in the table for fatal/injury and crash/victims data.

Crash Type	2023		2024		2025							
	Crashes	Victims	Crashes	Victims	Crashes	Victims						
Fatal	27	32	41	44	24	28						
Injury	1,811	2,418	1,985	2,672	1,832	2,469						
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured				
Alcohol- Involved	11	270	13	357	14	293	16	429	6	272	7	367

Complete the table below using the Annual Report of the California DMV DUI Management Information Systems (MIS) report and/or dashboard ([www.dmv.ca.gov](http://www.dmv.ca.gov)), Appendix B, Table B1 and B3 for countywide arrest and conviction numbers.

	FFY 2019	FFY 2020	FFY 2021
Countywide Total DUI Arrests	1,811	1,618	2122
Countywide Misdemeanor DUI Convictions	1,468	1,084	N/A
Countywide Felony DUI Convictions	93	83	N/A

Complete the table below using the three most current years of internal data from your agency and update the 20XX years in the table to reflect those years.

	FFY 2022	FFY 2023	FFY 2024
Average Number of DUI Probationers Under Intensive Supervision	50	54	52
Warrant Sweeps Conducted	4	4	4
Field Contacts (Without Search) Conducted	645	619	607
Field Contacts (With Search) Conducted	559	431	399
Office Contacts Conducted	421	554	561
Alcohol and Other Drug Tests Conducted	854	812	770
DUI BOLOs Distributed	12	12	12
Alcohol Monitoring Probationer-Days	437	49	0
Positive Reports from Alcohol Monitoring	1	0	0
Violations Resulting from Alcohol Monitoring	0	0	0
Known Violatable Acts	26	43	26
Responses to Known Violatable Acts	21	30	12
Court Actions Initiated for Violatable Acts	18	24	12
Grant-Funded Full-Time DUI Probation Officers	1	1	1
Non-Grant Full-Time DUI Probation Officers	0	0	0

## Proposed Solution

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### Strategies:

Grant funds will be used to employ a dedicated DUI Deputy Probation Officer (DPO) to manage a caseload of 50 high-risk DUI clients in the Santa Maria region who will provide community supervision and monitoring of individuals convicted of DUI of alcohol and other controlled substances who are at high risk of reoffending, and who present the highest risk to the community. The Probation Department will implement intensive supervision activities as outlined in the grant objectives to ensure compliance with all court-ordered probation conditions. These activities include risk assessments and assignments, initial home evaluations, office visits, field contacts, warrant operations, alcohol and drug testing, home searches, monitoring treatment and program participation, monitoring SCRAM alerts, and ensuring compliance with Ignition Interlock requirements, when applicable.

The County of Santa Barbara Probation Department's grant objectives will emphasize intensive supervision to ensure that targeted individuals comply with court-ordered terms and conditions of probation and to prevent re-arrest for new DUI charges. Individuals will receive treatment referrals to address their individual needs. Evidence-based assessments will be used to identify individuals who pose the most significant risk to the community.

Staff will work collaboratively with the Court and the District Attorney's Office to establish appropriate probation terms. The probation department will maintain a DUI BOLO (Be On the Lookout) program to alert local law enforcement about repeat DUI clients and will handle essential record-keeping and reporting. Any known probation violations will be addressed using an intervention matrix to determine appropriate interventions, which may include court action if necessary. Additionally, evidence-based practices, such as Motivational Interviewing, will be emphasized.

#### Agency Qualifications:

The County of Santa Barbara Probation Department would prioritize filling the OTS DPO position, and staffing levels remain adequate to ensure the grant activities can be completed.

Santa Barbara County Probation Department is well-equipped to manage the proposed grant, as both program and fiscal staff possess extensive experience in executing previous OTS grant-funded programs. The DPO is trained in the use and calibration of portable alcohol screening (PAS) devices and relevant statutes applicable to individuals convicted of DUIs. The DPO has received training and orientation related to the Department's SCRAM program and has worked closely with the SCRAM vendor to respond timely to any alcohol or tamper-related violations. The DPO is also trained in the use of risk and assessment tools and the policies and procedures for identifying risk levels and making caseload assignments. In the previous grant year, the DPO completed both Implicit Bias training and impaired-driving training.

Program and fiscal staff will review and remain cognizant of the grant goals, objectives, and methods. A timeline or schedule will be developed to ensure the timely completion of grant objectives. A written operational plan will be developed and submitted, outlining the Probation Department's plans related to the DUI probation client intensive supervision program, including participant criteria, how individuals are identified and selected for inclusion on the caseload, policies, and procedures for office visits, drug/alcohol testing, field contacts, and home searches. Grant-related expenditures are retained in records that adequately identify and separate OTS resources from all other transactions. Source documentation is preserved, and accounting records (such as general or expenditure ledgers or payroll journals) are supported by source documentation, including payroll, timesheets, attendance records, activity reports, contracts, invoices, and/or purchase orders.

If awarded, a Deputy Chief Probation Officer will serve as the Grant Director, and an Adult Probation Manager will oversee the OTS grant. A Supervising Probation Officer (SPO) will serve as the lead supervisor and coordinate OTS activities with the assigned grant-funded DPO. All of the positions mentioned above have previously been involved in successfully monitoring the OTS grant awarded to the Santa Barbara County Probation Department.

#### Community Collaboration and Engagement

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:

Santa Barbara County Probation is dedicated to engaging with the community by collaborating with local law enforcement agencies. The DPO will work collaboratively with other law enforcement agencies to provide traffic enforcement in the community for events such as DUI Checkpoints, warrant operations, or other operations specifically designed for DUI enforcement. The Probation Department will participate in public awareness campaigns sponsored by OTS that emphasize the importance of safe driving practices. This will be accomplished by distributing or posting materials through social media to inform community members about various aspects of traffic safety and promote responsible driving behaviors.

## 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 DUI probationers arrested/cited for driving with suspended or revoked license.

Reduce the number of new DUI offenses by DUI probationers.

### 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.
1	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.
1	Establish all grant-funded positions and train staff on defined roles and duties, including data collection and reporting requirements by October 31.
1	Develop a written (and submit by October 31) "Operational Plan" to establish the method of operation and the policies applicable to carry out the activities of the DUI Probationer Supervision grant program.
1	Utilize a risk or needs assessment tool to identify high-risk DUI offenders for placement on formal probation. Identify the specific risk or needs assessment tool utilized by the agency.
1	Establish caseload(s) of high-risk DUI probationers each, for intensive supervision by October 31.
1	Work with court officials and the prosecutor's office throughout the grant period to ensure the court establishes probation orders necessary to conduct and sustain intensive supervision of DUI probationers.
1	Track and report alcohol monitoring days, and resulting violations of high-risk DUI probationers.
1	Track and report probation violations and probation revocation proceedings for program participants who fail to abide by the terms and conditions of probation throughout the grant period.
500	Make office contacts with DUI probationers.
500	Conduct alcohol/drug tests of DUI probationers.
1	Track and report the number of probationers referred to community resources, such as county mental health, in-patient and out-patient treatment, alcohol awareness classes, rehabilitation and recovery, vocational training, and job search and placement agencies.

Included	Target Number	Description
No	0	Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
No	0	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).
No	0	Send law enforcement personnel to the DRE Recertification training.
Yes	4	Conduct Warrant Service operation(s) targeting informal and/or formal DUI probationers who fail to comply with the terms and conditions of probation and/or other DUI suspects 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.
No	0	Make announced field contacts (anywhere other than in the office), without search with DUI probationers. Note: Announced contacts (field, home, worksite) are not recommended and should be used only in rare situations such as initial home contacts. Report number of activities completed on straight time hours only.
No	0	Make unannounced field contacts (anywhere other than in the office), without search, with DUI probationers. Note: Surprise contacts (field, home, work-site) with search are preferable to contacts without search. Field contacts without search should be reserved for situations when the individual does not have the search order as a condition of their probation or when other circumstances preclude conducting a search. Report number of activities completed on straight time hours only.
Yes	350	Make unannounced field contacts (anywhere other than in the office) with search of DUI probationers body/property. Note: Surprise home contacts with search are the preferred method for ensuring compliance with court-ordered terms of probation. Report number of activities completed on straight time hours only.
Yes	1	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.
No	0	Conduct Probation Compliance Check(s) to ensure current DUI probationers comply with the terms and conditions of probation. Note: Report number of activities completed on grant funded overtime only.
No	0	Make announced field contacts (anywhere other than in the office), with search with DUI probationers. Note: Announced contacts (field, home, worksite) are not recommended and should be used only in rare situations such as initial home contacts. Report number of activities completed on straight time hours only.
Yes	1	Send law enforcement personnel to STC or POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, Beyond Bias, or Cultural Competency.
Yes	1	Send law enforcement personnel to impaired driving related trainings, such as Psychology of Alcohol, Ignition Interlock Device training, and vendor specific Alcohol Monitoring Program training.
Included	Target Number	Custom Description

## Method of Procedure

Phase 1 - Program Preparation:

- The Probation Department will hire grant-funded staff positions responsible for conducting supervision and other related duties.
- 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.
- The Risk Assessment tool will be purchased or developed, and staff will be trained on the use of the tool and the policies and procedures for identifying risk-levels and making caseload assignments.
- Staff will receive training and orientation related to the Department's Alcohol Monitoring Program (if applicable) and will begin working closely with the Alcohol Monitoring vendor to ensure a timely response to any violations by DUI offenders.
- A written operational plan will be developed and submitted. The plan will outline the Department's policies and procedures related to the DUI Probationer Intensive Supervision Program including participant criteria, how individuals are identified and selected for inclusion on the caseload, how risk assessment is conducted, how and why offenders are moved on and off the caseload, policies and procedures for office visits, drug/alcohol testing, field contacts, home searches, and court monitoring. The operational plan should include contact information for referrals to resources such as county mental health, treatment, rehabilitation and recovery, vocational training, job search and placement agencies. The operational plan should be written in a manner that allows it to serve as a manual for new or additional program staff working with the DUI supervision program.

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:

- Staff should work with the court and District or City Attorney's office to ensure appropriate terms of probation are ordered.
- Probation should maintain and distribute a "DUI BOLO" to local law enforcement and will perform necessary record keeping and reporting.
- Probation should respond to all known probation violations and initiate appropriate interventions up to and including court action.

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

**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. (Unit Cost) X (Benefits Rate) = 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
100.0	A. Personnel Costs	Probation Officer	Straight time		\$55.90	2,080	100.00%	\$116,272.00
100.1	A. Personnel Costs	Benefits	Straight time	81.36%	\$116,272.00	1	100.00%	\$94,598.90
Display Order	Cost Category	Enforcement Activity		Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant	

Personnel Costs: \$210,870.90

## 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	\$5,000.00	1	\$5,000.00

Travel Expenses: \$5,000.00

## Contractual Services

**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
300.0	C. Contractual Services	N/A	\$0.00	1	\$0.00

Contractual Services: \$0.00

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

**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
		Equipment:	\$0.00		

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

**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
500.0	E. Other Direct Costs	PAS Device/Calibration Supplies	\$3,000.00	1	\$3,000.00
500.1	E. Other Direct Costs	Alcohol Testing/Drug Testing	\$1,886.00	1	\$1,886.00

Other Direct Costs: \$4,886.00

## Indirect Costs

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
600.0	F. Indirect Costs	N/A	1	\$0.00	\$0.00

Indirect Costs: \$0.00

Total Requested Funding: \$220,756.90

# Narrative Review

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## Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	Probation Officer	Position responsible for achieving the goals and objective described in the grant through proactive field supervision, substance abuse testing, and enforcement of court orders for targeted DUI offenders including conducting or participating in unannounced home visits and searches of the offenders' homes, work, vehicles and/or person.	
A. Personnel Costs	Benefits	Position responsible for achieving the goals and objective described in the grant through proactive field supervision, substance abuse testing, and enforcement of court orders for targeted DUI offenders including conducting or participating in unannounced home visits and searches of the offenders' homes, work, vehicles and/or person.	
B. Travel Expenses	In State Travel	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.	
C. Contractual Services	N/A		
E. Other Direct Costs	PAS Device/Calibration Supplies	Preliminary alcohol screening device to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.	
E. Other Direct Costs	Alcohol Testing/Drug Testing	Testing conducted to determine DUI probationer compliance with terms and conditions of probation. Costs may include lab testing fees and testing supplies such as mouth pieces, cups and test kits.	
F. Indirect Costs	N/A		

## Upload Documents (Optional)

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Document Name

Update Date/Time

# Evaluation, Support, and Submittal

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## Evaluation, Support, and Submittal

### 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:

\$220,756.90