

Application Information

Application No: 21-002701

Application Type:	Traffic Records	Agency (City or County):	San Pablo	Department (Police Dept, DA Office, etc):	San Pablo Police Department
Authorized Representative:	Celeste Taylor	DUNS Number:	603393071	DUNS Expiration Date:	10/28/2020
DUNS Registered Address:	13880 San Pablo Avenue	DUNS City:	San Pablo	DUNS ZIP+4:	94806-3704

Application Summary

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

Application Title:

Traffic Records Improvement Project

Application Description:

State and local agencies need timely, accurate, complete, accessible, and uniform traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to plan and initiate traffic records improvement projects such as the purchase and implementation of traffic crash reporting systems as well as electronic citation equipment and software.

Problem Statement:

Our department currently hand writes all citations and provides a carbon copy to the citizen and returns the original to the Records Unit. This formatted system has proven to be vulnerable to error in data entry and accountability of submissions. Officers are required to submit these citations for supervisor approval before being submitted to Records. During this process, there is no record of the citation other than the physical copy which exists outside the records management system. There are numerous instances of misplaced, damaged, or illegible citations. This compounds the time needed to submit to the Court, and provides insufficient accountability in tracking citations.

Traffic Data Summary:

City Applicants: Complete the table below using the most current local data and update the 20XX years in the table (do not use the OTS Rankings or SWITRS).

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

Crash Type	2017		2018		2019	
	Crashes	Victims	Crashes	Victims	Crashes	Victims
Fatal	1	1	2	2	0	0
Injury	103	146	112	171	115	160

Proposed Solution

Strategies:

Our department would like to implement an electronic citation issuance system. This system would allow officers to issue citations in the field electronically, and these citations would then be ingested into our RMS system via an interface. These electronic citations would also allow our agency to submit to our court system electronically.

The entry of the citations in the field into an electronic system would mitigates the loss, and the redundant review and approval process before the data is entered into the RMS system. This electronic system would also reduce the amount of corrections by interfacing with the courts to ensure accurate citation codes.

Agency Qualifications:

Our department currently has 2 dedicated motor units who have both attended all required training. Our City has assigned a dedicated Information Technology Administrator to the Police Department to support the implementation and deployment of eCitations. The Police Department has a Support Services Manager who oversees grant activities, IT initiatives, and the Records Unit.

Program Sustainability:

Our Department has not received this funding from OTS in several years, and this request will support the one time costs associated with implementation.

Goals

Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
Custom Description

Objectives

Included	Target Number	Description
Yes	1	Collaborate with the California Highway Patrol's Information Management Division in order to comply with crash data electronic submission requirements for the Allied Agency Crash Reporting System program.
Yes	1	Collaborate with the county court system in order to comply with electronic submission of traffic citations.
Yes	1	Purchase and implement a complete electronic crash reporting system with the capability of exporting complete crash report records to a departmental records management system and the California Highway Patrol's Statewide Integrated Traffic Records System.
No	0	Upgrade existing electronic crash reporting program to the latest version available that includes the capability of exporting complete crash report records to a departmental records management system and the California Highway Patrol's Statewide Integrated Traffic Records System.
Yes	1	Purchase and implement a complete electronic citation solution that includes the capability of exporting data to both a departmental records management system (RMS) as well as the local court records system.
Yes	100	Implement an electronic solution to export all traffic crash reports to a departmental records management system and the California Highway Patrol's Statewide Integrated Traffic Records System.
Yes	1	Implement an electronic traffic citation solution system to improve the accuracy and efficiency of traffic citations.
Included	Target Number	Custom Description

Method of Procedure

Phase 1 - Program Preparation:

- Determine specific system requirements.
- Determine specific equipment requirements.
- Request vendor price quotation per host agency requirements.
- Procure an electronic crash reporting system with the following functionalities:
 - System licensing with installation and training.
 - GIS based mapping.
 - Segment crash diagramming tool.
 - Ability to create or import crash reports.
 - Ability to import and export agency RMS files.
 - Ability to perform complete analysis of crash reports.
 - Secure database accessible by appropriate agency personnel.
 - Ability to export complete crash report to the California Highway Patrol's Statewide Integrated Traffic Records System.
- Procure an electronic citation system with the following functionalities:
 - System licensing with installation and training.
 - Ability to import and export to agency RMS files.
 - Ability to perform complete analysis of citation reports.
 - Secure database accessible by appropriate agency personnel.
 - Ability to export complete citation reports to the local county court.

Phase 2 - Program Operations:

- Select vendor for system development, implementation, and installation.
- Monitor and oversee progress of system/software development.

Phase 3 - Data Collection:

- Prepare and submit invoice claims (due January 30, April 30, July 30, and October 30).
 - Successful project completion and confirmation of successful transmission by the California Highway Patrol is required before submission of invoice claims seeking reimbursement from OTS.
- Prepare and submit quarterly performance reports (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 summary of quarterly accomplishments and explanations for objectives not completed.
 - Collect, analyze, and report statistical data relating to the grant goals and objectives.

Budget

Personnel Costs

Positions - If requesting hours for positions, 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: One position 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 positions, enter all benefits as a separate line item for each position. Start the Item Name with the word 'Benefits', enter the corresponding salary 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 position use the Display Order, for example use 100.0 for the position Display Order and 100.1 for Benefits Display Order.

Display Order	Cost Category	Item Name	Position Type	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
1.0	A. Personnel Costs	Officer			\$0.00	1	100.00%	\$0.00

Display Order	Cost Category	Enforcement Activity	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
2.0	A. Personnel Costs	Other	Overtime Costs	\$0.00	1	\$0.00

Personnel Costs: \$0.00

Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
3.0	B. Travel Expenses	Travel Expenses	\$0.00	0	\$0.00

Travel Expenses: \$0.00

Contractual Services

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
1.0	C. Contractual Services	Traffic Crash Database System Interface	\$16,800.00	1	\$16,800.00

Contractual Services: \$16,800.00

Equipment (must have Unit Cost of at least \$5000)

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
2.0	D. Equipment	Electronic Citation Data Collection System	\$9,381.00	1	\$9,381.00

Equipment: \$9,381.00

Other Direct Costs

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs	Citation Printers	\$2,217.00	1	\$2,217.00

Other Direct Costs: \$2,217.00

Indirect Costs

Item Name should indicate the % and the Cost Category for Indirect Costs e.g. 15% of Salaries and Benefits. Use the Percent Paid by Grant for the Indirect Rate and the Unit Cost or Rate field to indicate the total amount for which Indirect Costs will be claimed. The system will calculate the Cost to Grant.

Display Order	Cost Category	Item Name	Indirect Rate	Amount Subject to Indirect	Calculated Cost to Grant
600.0	F. Indirect Costs	Indirect Costs		\$0.00	\$0.00

Indirect Costs: \$0.00

Total Requested Funding: \$28,398.00

Narrative Review

Review and update Narrative for Budget Items

Cost Category	Item	Narrative
A. Personnel Costs	Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. Example: \$65.00 x 50 = \$3,250
C. Contractual Services	Traffic Crash Database System Interface	Computer programming required to interface crash database or citation data collection systems with other existing agency or court databases or Records Management Systems, allowing the systems to be electronically integrated for transfer of data.
A. Personnel Costs	Overtime Costs	N/A
D. Equipment	Electronic Citation Data Collection System	A traffic citation database system, using a hand-held device, to collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency RMS system and the courts for prosecution. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs include the purchase of electronic citation devices, with mag-strip readers, fingerprint readers, audio recorder, camera, docking/charging station, software, licenses, accessories, training, and associated shipping and taxes.
B. Travel Expenses	Travel Expenses	N/A
E. Other Direct Costs	Citation Printers	Printers for Motor Units and Traffic Enforcement Units to print citations in the field.
F. Indirect Costs	Indirect Costs	N/A

Upload Documents (Optional)

Please try to include all information in the application itself, but if necessary, upload additional documents here

Document Name	Update Date/Time
eCitation Lexis Nexus.pdf	1/29/2020 5:19 PM
San Pablo PD Quote #2-Printers.pdf	1/29/2020 5:18 PM
San Pablo Police Dept. CA - Lexis Nexis citation import._1.28.2020.pdf	1/29/2020 8:41 AM
E Citations Quote.pdf	1/28/2020 12:03 PM

Evaluation, Support, and Submittal

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:

\$28,398.00