

## Application Information

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Application No: 26-006095

Application Type:	Vertical Prosecution	Agency (City or County):	<a href="#">San Francisco County</a>	Department (Police Dept, DA Office, etc):	<a href="#">San Francisco District Attorney's Office</a>
Authorized Representative:	<a href="#">Eugene Clendinen</a>	Additional Contact Email:	<a href="mailto:tara.agnese@sfgov.org">tara.agnese@sfgov.org</a>	DUNS/SAM Number:	JZ9BSV3GSJ54
DUNS/SAM Expiration Date:	1/6/2026	DUNS/SAM Registered Address:	350 Rhode Island Street North Building, Suite 400N	DUNS/SAM City:	San Francisco
DUNS/SAM ZIP+4:	94103-5182				

## 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.

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Application Title:

Alcohol and Drug Impaired Driver Vertical Prosecution Program

Application Description:

The County District Attorney's Office (or City Attorney's Office) will assign a specialized team to prosecute alcohol and drug impaired driving cases. The DUI prosecution team will handle cases throughout each step of the criminal process. Prosecution team members will work to increase the capabilities of the team and the office by obtaining and delivering specialized training. Team members will share information with peers and law enforcement personnel throughout the county and across the state. The office will accomplish these objectives as a means to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.

## Problem Statement

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Describe the problem(s) to be addressed utilizing current data, do not include state or national information.

1. Describe the city, county, or jurisdiction this grant will impact.

Problem Statement:

San Francisco is both a City and a County. The City and County of San Francisco (CCSF) covers 47 square miles and includes a population of over 800,000 residents (according to the 2024 US Census), making it the second most densely populated major city in the United States. San Francisco is a commercial, financial, and cultural center that includes 11 districts.

The San Francisco District Attorney’s (SFDA) Office serves all residents and visitors to CCSF. The District Attorney is mandated by the California Constitution and the Government Code to review, charge, and prosecute criminal violations of the laws of California that take place within the geographic boundaries of San Francisco. The SFDA brings actions on behalf of the People of the State of California.

2. Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats)

Problem Statement:

The San Francisco District Attorney’s (SFDA) is seeking funding for this Alcohol and Drug Impaired Driver Vertical Prosecution Program (VPP) to address needs related to case processing efficiency and case complexity. Felony DUIs in San Francisco have never been vertically prosecuted (i.e., handled by a single attorney through arraignment, preliminary hearing, and trial). Instead, these cases have historically been horizontally prosecuted, whereby a general felony team divides up case processing, with one team assigned to the case from arraignment through preliminary hearing, and a second team assigned to the case for trial. Attorneys handling DUI cases also handle a variety of other cases including attempted murder, kidnapping, and mayhem. This varied case composition means that assigned attorneys and the courts must prioritize cases with named victims, resulting in case continuances or other delays in DUI cases without named victims. Further, in DUI cases with named victims, the horizontal prosecutorial approach that’s currently utilized impacts attorneys’ communication with victims, the ability to accelerate the handling of these cases, and the sentencing outcomes of these cases.

Additionally, the complexity of felony DUI cases has increased in recent years due in part to advancements in technology which produce additional and vast amounts of digital evidence. These digital evidence changes have increased the need for additional case support to gather and organize discovery obligations. Further, there has been an increase in defense challenges on cases that lack toxicology results and a greater need for blood toxicology expert reports in order to charge cases given the significant time restraints and discovery obligations on post-charged cases.

The SFDA has consistently taken action on felony DUI cases presented to the office. From 2018 to 2024, the office has acted on an average of 93% of the felony DUI cases presented. However, during the last three consecutive years (i.e., 2022-2024), the office has seen a decrease in the filing rate for felony DUI cases and an increase in the rate of cases that require further investigation (e.g., locating and interviewing witnesses, including getting expert opinions prior to filing) (see Table 1 below). In other words, while the office has consistently taken action on these cases since 2018, it has seen a significant decrease in its ability to file these cases in a timely manner, which appears to be inversely correlated with an increased need to conduct further investigation in these cases.

Table 1: San Francisco Felony DUIs

Felony DUI Cases	2018-2021	2022-2024
Average Filing Rate	81%	45%
Average Further Investigation Rate	11%	37%

These cases, which are primarily presented to SFDA by the California Highway Patrol (CHP) and the San Francisco Police Department (SFPD), require extensive follow up investigation (aka, further investigation). These investigative tasks must be completed by District Attorney Investigators (DAIs), as they are not performed by local law enforcement agencies.

The SFDA currently has 47 pending felony DUI cases; however, more than half of these are procedurally in the pre-preliminary hearing stage. The median age of these open felony DUI cases is 371 days (almost one year). The average age of these cases is 592 days, which is more than one and a half years. Five of these cases are more than five years old.

The current horizontal prosecutorial approach impacts case efficiency and prolongs case resolutions, and these case processing issues are compounded by increased case complexity. This increased complexity means that more time is needed to prosecute felony and misdemeanor DUI cases, including more time associated with compiling and organizing case materials from multiple agencies and with the timely preparation of numerous types of digital evidentiary materials (i.e., police dispatch audio, preliminary alcohol screening records, toxicology records, certified court records, medical examiner reports, prior incident police report/related case files, interviews transcripts, medical records, certified DMV records, and criminal history records) for the defense. In addition, the production and review of footage from body-worn cameras, vehicle cameras, and surveillance videos, and the need to check for "Brady" information in each case, have increased case complexity. Further, misdemeanor DUI cases in San Francisco proceed on a 'no time waived' basis, meaning that these cases must be ready for trial within 30-45 days or risk case dismissal. Given increased case complexity, it is challenging to produce all of the mandated case materials on this timeline, which impacts the SFDA's ability to take a stronger stance in court regarding case resolution.

### 3. Define the target population the grant intends to serve and how they are affected by the problem(s).

#### Problem Statement:

The target population for this grant is those who live/work in or visit CCSF who are impacted by alcohol and drug-impaired driving and have cases that are presented to the SFDA. Alcohol and drug-impaired driving results in crashes and fatalities that impact the residents of and visitors to San Francisco. This grant intends to serve these individuals. This grant also intends to serve peers of the SFDA team members who would be funded by this grant, as well as law enforcement personnel throughout the city.

In 2014, in response to increased traffic fatalities, San Francisco adopted a Vision Zero (VZ) policy to focus on street safety, education, enforcement of traffic laws, and saving lives. VZ is a data-led approach that involves 13 city agencies, including the SFDA, and numerous community partners. However, while progress has been made through VZ, every year in San Francisco, about 30 people lose their lives and at least 500 more are severely injured on city streets. Data from VZ shows that from 2023 to 2024, San Francisco saw a 62% increase in total traffic fatalities. Alcohol-impaired driving continues to be the leading cause of accidents in San Francisco. In 2022, there were 394 crashes due to intoxicated driving, which was a 5.1% increase over the previous year. In 2022, there were 38 people involved in drug-impaired driving crashes. San Francisco remains in the top 10 cities with the highest number of drug-impaired driving cases.

## Traffic Data Summary:

Complete the table below using SWITRS data and update the 20XX years in the table.

	2018				2019				2020			
Crashes	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol-Involved	4	322	4	428	4	359	5	491	4	265	4	355

Using the DMV DUI Management Information System (MIS) report, complete the table below.

	2018		2019		2020	
	Felony	Misdemeanor	Felony	Misdemeanor	Felony	Misdemeanor
Countywide DUI Arrests	80	829	62	872	39	646

Using local data, complete the table below. If your data system cannot differentiate DUI cases by alcohol, drug, and combo, report all cases on the alcohol row and include an explanation below the table.

	FFY-2018						FFY-2019						FFY-2020					
Cases	Reviewed		Filed		Guilty		Reviewed		Filed		Guilty		Reviewed		Filed		Guilty	
DUI	Fel	Mis	Fel	Mis	Fel	Mis	Fel	Mis	Fel	Mis	Fel	Mis	Fel	Mis	Fel	Mis	Fel	Mis
Alcohol*	97	878	62	715	55	551	101	1047	55	923	49	581	56	943	37	763	24	284
Drug																		
Combo																		

\*Note. Case management system is unable to differentiate DUI cases by alcohol, drug, and combination. As such, all DUI cases are reported in the "Alcohol" row in the table.

"Cases Reviewed" includes all cases presented for rebooking during a federal fiscal year (FFY) that have a booked lead charge of felony or misdemeanor DUI.

"Cases Filed" includes all cases filed during a FFY with a filed lead charge of felony or misdemeanor DUI.

"Cases Reviewed" and "Cases Filed" are defined separately, meaning Cases Filed is not a direct subset of Cases Reviewed. Cases can be reviewed and filed in different years. Additionally, a case can be presented with DUI as a lead charge but filed with a different lead charge, or vice versa. In these instances, the case would be counted under "Cases Reviewed" but not under "Cases Filed". Cases may also be presented as felonies and filed as misdemeanors, or vice versa.

"Cases Guilty" are a direct subset of "Cases Filed". "Cases Guilty" counts the number of DUI cases that were filed in a given FFY that then pled guilty or had a guilty verdict at trial.

## Proposed Solution

Equity:

#### Addressing Equity in Traffic Safety Efforts:

The CCSF has prioritized the need to advance racial equity across all areas of local government. More specifically, in 2019, CCSF passed a local ordinance that established an Office of Racial Equity (ORE) and directed all departments to develop Racial Equity Action Plans focused on racial equity goals across a variety of areas including hiring and recruitment, retention and promotion, discipline and separation, diverse and equitable leadership, mobility and professional development, organizational culture of inclusion and belonging, and boards and commissions. The SFDA works to ensure that the office reflects the diversity of the community it serves. Staff participate in training, workshops, or events focused on equity, diversity, and inclusion such as implicit bias training, and prosecutorial /investigative training.

The SFDA is committed to integrating equity into all aspects of its operations, including traffic safety and DUI cases. For example, SFDA's Victim Services Division (VSD) leads with an inclusive, trauma-informed approach to the support it provides to victims and survivors of crimes, including those impacted by alcohol and drug impaired drivers. In addition, the SFDA is engaged in planning activities associated with Assembly Bill (AB) 2778, which is focused on race-blind charging, to ensure compliance with this newly passed legislation which requires that prosecuting agencies develop and execute a process to review and redact information based on general criteria (i.e., means of identifying the races of the suspect, victim, or witness) for all cases, including DUIs. Further, through on-going justice reform initiatives, the SFDA's Policy Team has utilized two strategies (i.e., Lead with Race, and Drive with Data) that ensure grounding to racial equity goals within the criminal justice system.

#### Addressing Equity in the Proposed Grant Activities:

Through the proposed grant activities for an Alcohol and Drug Impaired Driver Vertical Prosecution Program (VPP), the SFDA will address equity as follows. The aforementioned policy strategies (i.e., Lead with Race, and Drive with Data) have become a regular part of business practice across several areas in the office. These strategies will be used to inform the VPP. The SFDA will explore whether existing data on DUI case reviews, filings, and outcomes can be disaggregated based on neighborhoods or zip codes so the office can position itself to examine trends in DUI cases in neighborhoods that the San Francisco County Transportation Authority has defined as Equity Priority Communities – low-income communities, communities of color, seniors, and people who rely on walking and transit as their primary means of transportation.

#### Strategies:

The proposed Alcohol and Drug Impaired Driver Vertical Prosecution Program (VPP) would allow the SFDA to address the aforementioned case processing and case complexity issues. To address these issues, the SFDA proposes the creation of a dedicated vertical prosecution team comprised of three new staff (i.e., one FTE attorney, one FTE district attorney investigator-DAI, and one FTE legal assistant) for DUI cases. This team will oversee DUI cases from beginning to end. The DUI-dedicated team will maximize case coordination and efficiencies, which can lead to increased filings, an improved ability to manage case complexity and rising further investigation rates, and faster case resolutions. The VPP will create options for applicable cases to be presented to the Grand Jury. In addition, a dedicated vertical prosecutor with specialized DUI training and expertise would improve the SFDA's ability to successfully handle very serious felony DUI cases, including a current case that is a homicide. In sum, this dedicated vertical prosecutor will take a more comprehensive approach to DUI cases by:

- reviewing each case to determine whether collaborative court or diversion programs apply, such as treatment-focused approaches for first-time defendants with substance use disorders,
- ensuring that standardized guidelines are applied to these cases to minimize sentencing disparities, and
- regularly assesses DUI laws and penalties to ensure there isn't a disproportionate effect on marginalized communities.

In addition, the VPP team would also be a training resource for intake and case-carrying attorneys handling misdemeanor DUIs.

The DUI-dedicated team will be supported by a 0.15 FTE Grant Coordinator and a 0.15 FTE Data Analyst. The Grant Coordinator will support the quarterly regional roundtable law enforcement meetings, and community collaboration and engagement to help ensure that necessary personnel are aware of and positioned to engage in conversations to share information and receive input from the community members regarding traffic safety. The Data Analyst will assist in compiling and reporting data on all DUI case reviews, filings and outcomes throughout the grant, differentiating between 1) DUI Alcohol-only; 2) DUI Drug-only; and 3) DUI Combination Alcohol and Drug cases. In addition, the Data Analyst will explore whether existing data on DUI cases can be disaggregated based on neighborhoods or zip codes to allow for examination of trends in DUI cases in neighborhoods that the San Francisco County Transportation Authority has defined as Equity Priority Communities – low-income communities, communities of color, seniors, and people who rely on walking and transit as their primary means of transportation.

#### Agency Qualifications:

The San Francisco District Attorney's (SFDA) office is the chief law enforcement agency in CCSF. The mission of the San Francisco District Attorney's (SFDA) office is to promote public safety. The office is committed to public safety, responsible reform, and advancing racial equity. The SFDA capably works to hold individuals accountable for crimes, protect and support victims, and design and/or support innovative programs focused on reform and rehabilitation. The SFDA has extensive experience in collaborating with community and system partners to address criminal justice system issues.

The proposed Alcohol and Drug Impaired Driver Vertical Prosecution Program (VPP) seeks to add three new full-time employees to a DUI-dedicated VPP team (i.e., one FTE attorney, one FTE district attorney investigator-DAI, and one FTE legal assistant). This VPP team will be supported by a 0.15 FTE Grant Coordinator and a 0.15 FTE Data Analyst. This staffing level will ensure completion of grant activities including investigation and prosecution of DUIs; completion of required training; participation in meetings, educational programming for youth, and a DUI saturation ride-along; and attendance at a DUI checkpoint. The DUI-dedicated attorney will ensure that DUI cases are prosecuted efficiently; the DUI-dedicated investigator will assist in gathering crucial evidence and conducting thorough investigations; and the DUI-dedicated legal

assistant will help with case and trial preparation, documentation, and administrative tasks. The Grant Coordinator will support the quarterly regional roundtable law enforcement meetings, and community collaboration and engagement regarding traffic safety. The Data Analyst will assist with reporting on all DUI case reviews, filings and outcomes and explore whether existing data on DUI cases can be disaggregated based on neighborhoods or zip codes to allow for examination of trends in DUI cases in neighborhoods that the San Francisco County Transportation Authority has defined as Equity Priority Communities – low-income communities, communities of color, seniors, and people who rely on walking and transit as their primary means of transportation.

Program staff qualifications: Collectively, SFDA legal staff have significant experience in prosecuting complex cases, supporting victims, and navigating the criminal justice system. The office engages in public education and crime prevention efforts while maintaining the traditional role of investigating, charging, and prosecuting all criminal violations occurring within the CCSF. The unparalleled opportunities for challenging, meaningful, and sophisticated work have consistently drawn top candidates to the SFDA's office over the years.

The DUI-dedicated Attorney will be required to be licensed to practice law in the state. Additionally, this position will have comprehensive knowledge of state, federal, and municipal codes, laws, and ordinances, particularly as applied to criminal laws; legal processes and techniques of courtroom and jury trial work; administrative techniques and methods, particularly as they relate to the activities of the District Attorney's Office. The candidate will also have experience with serious and complex cases, and the ability to speak and write effectively in the preparation and presentation of assigned DUI cases; exercise considerable judgment and tact in dealing with court officials, juries, law enforcement agencies, and other governmental agencies in connection with legal assignments. The DUI-dedicated attorney will be supported by the SFDA's Chief Assistant District Attorney, who possesses over 27 years of prosecutorial and management experience.

The DUI-dedicated DAI will be required to be certified by the Peace Officers Standards (POST). Additionally, this position will have comprehensive knowledge of existing criminal codes and laws; modern investigative techniques and methods; presenting and preserving evidence; and techniques of drawing and photography relating to investigative work. The candidate will also possess the skills and ability to handle responsible investigative assignments with tact, resourcefulness and good judgment; prepare and maintain investigative data, records and reports; communicate verbally and in writing; operate modern equipment used in criminal investigative work; work with individual members of the legal staff and representatives of other groups and organizations relating to criminal justice system activities. The DUI-dedicated DAI will be supported by the SFDA's Chief Investigator, who possesses 23 years of investigative and management experience.

The DUI-dedicated Legal Assistant will be required to have an American Bar Association Certificate of Completion for the paralegal program. Additionally, this position will have knowledge of legal procedures, legal terminology, and legal research techniques; and the ability to manage large databases and information; write effectively and prepare legal documents and forms; analyze legal problems; perform legal research with accuracy; and deal tactfully with attorneys, office and court personnel, and representatives of other governmental entities and the general public.

The proposed Grant Coordinator tasks on this project will be completed by an existing staff with a master's in public administration and 17 years of criminal justice experience in the SFDA's office. She previously served as a Paralegal Division Supervisor, supervising a team of 18 direct reports across various units including Homicides, Domestic Violence, Collaborative Justice, Child Sex Assault, Investigations, Records, and Master Calendar. She has experience in project management, grant support, developing and implementing policies and procedures. This part-time Grant Coordinator will be supported by the SFDA's Director of Policy, Legislation, and Grants, who possesses over 23 years of experience in criminal justice-related policy and research.

The proposed Data Analyst tasks on this project will be completed by an existing staff with a master's in public policy and over three years of experience coding and analyzing SFDA data

and producing reports and data dashboards. This part-time Data Analyst will be supported by the SFDA's Director of Data, Research, and Analytics, who possesses over five years of experience in criminal justice data analysis and reporting.

Fiscal staff qualifications: The SFDA has a successful track record of managing federal, state, and private grants, including fiscal management, sub-awardee monitoring, program oversight, data collection and reporting. The SFDA's Fiscal team has over 25 years of experience in the fiscal management of grants, including experience with obtaining required City/Board of Supervisors approval to accept and expend grant funds; tracking expenditures, invoicing, charging personnel time, cost reimbursement, and monitoring grant budgets. The team supports the effective fiscal management of multiple grants and ensures SFDA compliance with regulations.

The SFDA is not seeking contractual services in the proposed Alcohol and Drug Impaired Driver Vertical Prosecution Program (VPP).

## Community Collaboration and Engagement

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Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department and addresses 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:

The SFDA's office has an existing structure that supports staff attendance and participation in community meetings and events. The DUI-dedicated VPP team will collaborate and engage with the community through existing District Station community meetings held by the San Francisco Police Department.

In addition, the VPP team will leverage efforts of the SFDA's Youth and Young Adult Services Unit (YYA) and the Victim Services Division (VSD) to share information and engage with community members on traffic safety. YYA is a non-prosecutorial unit that focuses on prevention and intervention services for youth and young adults. The VPP team will leverage the established relationships that this unit has developed to provide educational programming about the dangers and consequences of driving under the influence of alcohol and/or drugs. VSD supports victims and survivors of crime through a Community Advocacy Program and operational agreements with dozens of city agencies and community-based organizations (e.g., the Adult Probation Department, the Police Department's Special Victims Unit, the Department of Public Health - Crisis Response Team, Mothers Against Drunk Driving, the Tenderloin Housing Clinic, and Adult Protective Services). The VPP team will coordinate with VSD to leverage these connections and share information and engage with community members on traffic safety.

Further, SFDA will continue to participate in and support Vision Zero (VZ) in San Francisco. This road safety policy involves 13 city agencies, including the SFDA, and numerous community partners. VZ focuses on street safety, education, enforcement of traffic laws, and saving lives. The VPP team will leverage this effort to enhance collaboration with the community on alcohol and drug impaired driving and traffic safety.

The VPP team will use this robust structure of agency and community collaboration to coordinate and host four in-person regional roundtable law enforcement meetings. At these quarterly meetings, the VPP team will provide information on the DUI Vertical Prosecution Program, interact with law enforcement to identify ways to improve DUI investigation and prosecution, and assess technical assistance needs for training on DUI investigation and court testimony. OTS staff, local law enforcement, CHP, and probation staff will be invited to these roundtable meetings.

# Goals

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Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
Improve the prosecution knowledge and expertise of DUI Alcohol, DUI Drug and DUI Alcohol/Drug Combination cases.
Increase the number of DUI Alcohol, DUI Drug and DUI Alcohol/Drug Combination cases filed and prosecuted.
Custom Description

# Objectives

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Included	Target Number	Description
Yes	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.
Yes	1	Attend the TSRP informational webinar to identify how TSRP can assist with training needs.
Yes	1	Create or expand a Vertical Prosecution Program with the City Attorney or District Attorney's Office by November 30. The program will facilitate the prosecution of all DUI drug cases, all DUI alcohol and drug combination cases, and if applicable, all felony DUI alcohol cases with death or injury.
Yes	2	Designate prosecutor position(s) and investigator position(s) to the DUI caseload to prosecute DUI Alcohol, DUI Drug and DUI Alcohol/Drug Combo cases. The individual(s) will be dedicated solely to this assignment allowing them to gain expertise in the investigation and prosecution of DUI Alcohol, DUI Drug, and DUI Alcohol/Drug Combo cases. While employed by the City Attorney's or District Attorney's Office, the individual(s) in the grant-funded DUI Vertical Prosecutor position(s) should remain the same throughout the term of the grant.
Yes	1	Develop and implement a system for gathering, tracking, and reporting all DUI case reviews, filings, and outcomes in the county/city by December 31, differentiating between: 1) DUI Alcohol-only; 2) DUI Drug-only; and 3) DUI Combination
Yes	1	Report on all DUI case reviews, filings and outcomes in the county or city throughout the grant, differentiating between: 1) DUI Alcohol-only; 2) DUI Drug-only; and 3) DUI Combination Alcohol and Drug cases.
Yes	1	Partner with the California Traffic Safety Resource Prosecutor Training Network to provide comprehensive training in the prosecution of DUI Alcohol and DUI Drug cases with an effort to reach prosecutors and investigators.
Yes	2	Send the funded prosecutor(s) to trainings/meetings sponsored by OTS and/or the California Traffic Safety Resource Prosecutor Training Network.
Yes	4	Coordinate and host four in person regional roundtable law enforcement meetings (one each quarter, with telephone or internet conference capabilities for the CA OTS Staff) to provide information on the DUI Vertical Prosecution Program, interact with law enforcement to identify means to improve DUI investigation and prosecution, and assess technical assistance needs for training on DUI investigation and court testimony. OTS staff, local law enforcement, CHP and probation staff should be included in the roundtable. Agenda and minutes should be produced and distributed. All four meetings for the year should be scheduled in the first quarter of the grant.
No	0	Coordinate with local law enforcement agencies on the development of an on-call response protocol for the investigation of fatal and major injury DUI vehicle crashes, and to report on response activities
Yes	1	Participate in at least one DUI saturation ride-along. Note: The funded vertical prosecutor(s) and investigator should participate within the first quarter of the grant.
No	0	Respond to at least one fatal DUI crash investigation scene. Note: The funded vertical prosecutor(s) and investigator(s) should achieve this objective within the first quarter of the grant.
Yes	3	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.
Yes	1	District Attorney's Office / City Attorney's Office to partner with local school and/or youth organizations to provide educational programming about the dangers and consequences of driving under the influence of alcohol and/or drugs.
Yes	2	Send prosecutors/DA Investigators to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes	2	Send prosecutors/DA Investigators to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
Yes	2	Send prosecutors/DA Investigators to the Drug Recognition Expert (DRE) training.
Yes	2	Send prosecutors/DA Investigators to the DRE Recertification training.
Yes	1	Attend and observe at least one DUI checkpoint. Note: The funded vertical prosecutor(s) and investigator should participate within the first quarter of the grant.

Included	Target Number	Custom Description
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## Method of Procedure

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### Phase 1 - Program Preparation:

- Recruit and hire all staff for the grant.
- Procure all materials necessary to implement the grant.
- Identify dates and schedule the four in person Roundtable Meetings (one each quarter with telephone or video conference capabilities). Notify the OTS coordinator of the dates. Meetings are meant to provide information on the DUI Vertical Prosecution Program, interact with law enforcement to identify means to improve DUI investigation and prosecution, and assess technical assistance needs for training on DUI investigation and court testimony. OTS staff, TSRP staff, local law enforcement, CHP, and probation staff should be included in the roundtable. Agenda and minutes should be produced and distributed. All four meetings for the year should be scheduled in the first quarter of the grant.
- Develop protocols to be used to measure the success of the DUI Prosecution Program.
- Conduct training for all program staff outlining the goals and objectives of the grant.
- Refer cases for prosecution to the grant-funded Deputy District/City Attorney(s).
- Transfer all pending DUI cases which qualify under this program so that vertical prosecution may begin.
- Develop a training protocol for law enforcement agencies within the county, and start a process of coordinating all reporting, investigation, and referral of cases that qualify under the grant.

### 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 reasons to your OTS grant coordinator and OTS PIO.

### Phase 1 - Program Preparation Addendum:

### Phase 2 - Program Operations:

- Prosecution will be on-going. The Deputy District/City Attorney(s) will review DUI cases from all law enforcement agencies in the county/city.
- Training for law enforcement personnel, District Attorney Investigators, and other Deputy District/City Attorneys will begin and continue throughout the program.
- Prosecutor(s) will:

a) Work to secure convictions (as justice requires) and appropriate sentences that reflect the public safety risk posed by the offender.

b) Mentor trial attorneys on how to successfully try high-risk DUI offenders.

c) Host Quarterly Roundtable meetings with local law enforcement personnel, CHP, TSRP, and OTS staff.

d) Work with the TSRP to obtain and deliver high quality DUI prosecution training programs to non-grant-funded prosecutors.

e) Work with the TSRP to obtain and deliver high quality DUI investigation, report writing, and courtroom testimony training programs to law enforcement personnel (police officers, deputies, District Attorney Investigators, and crime lab scientists).

f) Attend training programs that cover evaluation and preparation of DUI drug cases, marijuana, prescription drugs, drug trends, people's experts, defense challenges, cross-examination of experts, SFST evidence, jury considerations and toxicology evidence, and incorporate this information into DUI trainings for attorneys and law enforcement personnel.

## 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 OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- 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 needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO 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

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**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.  $(\text{Unit Cost}) \times (\text{Benefits Rate}) = \text{Benefit Costs}$ . 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	Salary	Straight time		\$131.08	2,088	100.00%	\$273,695.04
100.1	A. Personnel Costs	Benefits	Straight time	29.38%	\$273,695.04	1	100.00%	\$80,411.60
101.0	A. Personnel Costs	Salary	Straight time		\$87.10	2,088	100.00%	\$181,864.80
101.1	A. Personnel Costs	Benefits	Straight time	30.38%	\$181,864.80	1	100.00%	\$55,250.53
102.0	A. Personnel Costs	Salary	Straight time		\$63.83	2,088	100.00%	\$133,277.04
102.1	A. Personnel Costs	Benefits	Straight time	39.94%	\$133,277.04	1	100.00%	\$53,230.85
103.0	A. Personnel Costs	Salary	Straight time		\$83.76	313	100.00%	\$26,216.88
103.1	A. Personnel Costs	Benefits	Straight time	34.69%	\$26,216.88	1	100.00%	\$9,094.64
104.0	A. Personnel Costs	Salary	Straight time		\$62.08	313	100.00%	\$19,431.04
104.1	A. Personnel Costs	Benefits	Straight time	38.74%	\$19,431.04	1	100.00%	\$7,527.58
Display Order	Cost Category	Enforcement Activity		Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant	

Personnel Costs: \$840,000.00

## 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	\$8,484.00	1	\$8,484.00

Travel Expenses: \$8,484.00

## 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
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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	Prosecution Costs	\$15,000.00	1	\$15,000.00
501.0	E. Other Direct Costs	Office Supplies	\$5,000.00	1	\$5,000.00
Other Direct Costs: \$20,000.00					

**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	10% of Salaries	1	\$63,448.48	\$63,448.48
Indirect Costs: \$63,448.48					

Total Requested Funding: \$931,932.48

# Narrative Review

## Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	Salary	Hours for prosecutor dedicated to vertically prosecute all felony cases involving driving under the influence of alcohol and/or drugs. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. The prosecutors will attend training provided by the Traffic Safety Resource Prosecutor Program and deliver training to law enforcement, investigators and other attorneys within the District Attorney's Office	Full-time Attorney position. The Attorney will be responsible for prosecuting felony DUIs at all stages of prosecution from arraignment through trial. This person would also be responsible for in-office training of attorneys and community engagement on traffic safety. Hours for prosecutor dedicated to vertically prosecute all felony cases involving driving under the influence of alcohol and/or drugs. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. The prosecutors will attend training provided by the Traffic Safety Resource Prosecutor Program and deliver training to law enforcement, investigators and other attorneys within the SF District Attorney's Office.
A. Personnel Costs	Benefits	Hours for prosecutor dedicated to vertically prosecute all felony cases involving driving under the influence of alcohol and/or drugs. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. The prosecutors will attend training provided by the Traffic Safety Resource Prosecutor Program and deliver training to law enforcement, investigators and other attorneys within the District Attorney's Office	Benefits for Full-time Attorney position: The Attorney will be responsible for prosecuting felony DU's at all stages of prosecution from arraignment through trial. This person would also be responsible for in-office training of attorneys and community engagement on traffic safety. Hours for prosecutor dedicated to vertically prosecute all felony cases involving driving under the influence of alcohol and/or drugs. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term. The prosecutors will attend training provided by the Traffic Safety Resource Prosecutor Program and deliver training to law enforcement, investigators and other attorneys within the SF District Attorney's Office.
A. Personnel Costs	Salary	Hours for investigator, who is a Drug Recognition Expert, dedicated to provide training, consultation, and courtroom testimony to prosecution and law enforcement communities throughout the state. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	Full-time District Attorney Investigator (DAI) position. Hours for investigator to conduct all necessary investigative follow-up work on felony cases involving driving under the influence of alcohol and/or drugs. Other tasks include assisting prosecutors with expert testimony as a Drug Recognition Expert, training to law enforcement communities and the public. Hours may also include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.
A. Personnel Costs	Benefits		Benefits for Full-time District Attorney Investigator (DAI) position. Hours for investigator to conduct all necessary investigative follow-up work on felony cases involving driving under the influence of alcohol and/or drugs. Other tasks include assisting prosecutors with expert testimony as a Drug Recognition Expert, training to law enforcement communities and the public. Hours may also include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.

A. Personnel Costs	Salary	Full-time Legal Assistant position. The Legal Assistant will be responsible for collecting and processing all legal documents and evidentiary materials related to felony DUI cases in order to prepare the criminal case for prosecution. Case materials include but are not limited to police incident reports, body worn camera footage, subpoenas, toxicology reports, 911 call dispatch recordings, witness statements, crime scene photographs, prior criminal history, court transcripts, motions filed, etc. The Legal Assistant is responsible for compiling all case materials, preparing for court hearings, and providing timely discovery to the defense.
A. Personnel Costs	Benefits	Benefits for Full-time Legal Assistant position. The Legal Assistant will be responsible for collecting and processing all legal documents and evidentiary materials related to felony DUI cases in order to prepare the criminal case for prosecution. Case materials include but are not limited to police incident reports, body worn camera footage, subpoenas, toxicology reports, 911 call dispatch recordings, witness statements, crime scene photographs, prior criminal history, court transcripts, motions filed, etc. The Legal Assistant is responsible for compiling all case materials, preparing for court hearings, and providing timely discovery to the defense.
A. Personnel Costs	Salary	Part-time Grant Coordinator position (0.15 FTE). The Grant Coordinator will support the quarterly regional roundtable law enforcement meetings. This person will support the DUI-dedicated vertical prosecution program (VPP) team with internal communications to the Youth and Young Adult Services Unit (YYA), the Victim Services Division (VSD), and the Fiscal team. The Grant Coordinator will also provide needed support the DUI-dedicated VPP team with community collaboration and engagement on alcohol and drug impaired driving and traffic safety. For the 10/01/2025-09/30/2026 grant term, there are 2,088 work hours for the total 26.1 biweekly pay periods (80 hours per pay period x 26.1 = 2,088 work hours); 0.15 FTE = 2088x15%=313.20 hours.
A. Personnel Costs	Benefits	Benefits for Part-time Grant Coordinator position (0.15 FTE). The Grant Coordinator will support the quarterly regional roundtable law enforcement meetings. This person will support the DUI-dedicated vertical prosecution program (VPP) team with internal communications to the Youth and Young Adult Services Unit (YYA), the Victim Services Division (VSD), and the Fiscal team. The Grant Coordinator will also provide needed support the DUI-dedicated VPP team with community collaboration and engagement on alcohol and drug impaired driving and traffic safety. For the 10/01/2025-09/30/2026 grant term, there are 2,088 work hours for the total 26.1 biweekly pay periods (80 hours per pay period x 26.1 = 2,088 work hours); 0.15 FTE = 2088x15%=313.20 hours.

A. Personnel Costs	Salary		Part-time Data Analyst position (0.15 FTE). The Data Analyst will assist in compiling and reporting data on all DUI case reviews, filings and outcomes throughout the grant, differentiating between DUI Alcohol-only, DUI Drug-only, and DUI Combination Alcohol and Drug cases. This person will explore whether existing data on DUI cases can be disaggregated based on neighborhoods or zip codes to allow for examination of trends in DUI cases in neighborhoods defined as Equity Priority Communities – low-income communities, communities of color, seniors, and people who rely on walking and transit as their primary means of transportation. For the 10/01/2025-09/30/2026 grant term, there are 2,088 work hours for the total 26.1 biweekly pay periods (80 hours per pay period x 26.1 = 2,088 work hours); 0.15 FTE = 2088x15%=313.20 hours.
A. Personnel Costs	Benefits		Benefits for Part-time Data Analyst position (0.15 FTE). The Data Analyst will assist in compiling and reporting data on all DUI case reviews, filings and outcomes throughout the grant, differentiating between DUI Alcohol-only, DUI Drug-only, and DUI Combination Alcohol and Drug cases. This person will explore whether existing data on DUI cases can be disaggregated based on neighborhoods or zip codes to allow for examination of trends in DUI cases in neighborhoods defined as Equity Priority Communities – low-income communities, communities of color, seniors, and people who rely on walking and transit as their primary means of transportation. For the 10/01/2025-09/30/2026 grant term, there are 2,088 work hours for the total 26.1 biweekly pay periods (80 hours per pay period x 26.1 = 2,088 work hours); 0.15 FTE = 2088x15%=313.20 hours.
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.	Grant required training for Attorney and DAI; 4 trainings in state at TBD locations; 8 days of training per person; costs include lodging (\$250/day), airfare (\$362/trip), ground transportation (\$50/trip). Training #1: NHTSA Standardized Field Sobriety Testing (SFST) (16 hours) POST-certified training Training #2: NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) (16 hours) POST-certified training Training #3: Drug Recognition Expert (DRE) training – 72 hours Training #4: DRE Recertification training – 8 hours

E. Other Direct Costs	Prosecution Costs	Expenses required for the proper prosecution of DUI cases. Costs may include witness fees, consultation and/or testimony from experts in fields such as crash reconstruction, crush analysis, evidence gathering, scene analysis, toxicology, oral fluid collection and alcohol and drug impairment and effects on driving. Other costs may include fees for toxicology reports, and the testing of suspect samples in a timely manner, the recording of traffic court proceedings, law enforcement transcriptions, copies of death certificates, and copies of television news clips.
E. Other Direct Costs	Office Supplies	OTS Standard Budget Item: Office Supplies: Used for standard office supplies to support grant related activities, grant monitoring and reporting. Costs may include paper, toner, ink cartridges, CDs/DVDs, flash drives, and desk top supplies such as pens, pencils, binders, folders, flip charts, easels, and clips. Excludes office furnishings and fixtures such as but not limited to the following: desk, chair, table, shelving, coat rack, credenza, book, filing cabinet, floor covering, office planter, storage cabinet, portable partition, picture, wall clock, draperies and hardware, and fixed lighting/lamp. Additional items may be purchased if approved by OTS.
F. Indirect Costs	10% of Salaries	SFDA does not have a federal rate. OTS instructed using a 10% de minimis rate. Indirect calculated based on salary * 10%.

## 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
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# Evaluation, Support, and Submittal

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## Evaluation, Support, and Submittal

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### 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:

\$931,932.48