

File No. 251267

**Committee Item No. 6**  
**Board Item No. \_\_\_\_\_**

## **COMMITTEE/BOARD OF SUPERVISORS**

## AGENDA PACKET CONTENTS LIST

**Committee:** Budget and Finance Committee      **Date** January 14, 2026  
**Board of Supervisors Meeting**      **Date** \_\_\_\_\_

## Cmte Board

<input type="checkbox"/>	<b>Motion</b>
<input type="checkbox"/>	<b>Resolution</b>
<input type="checkbox"/>	<b>Ordinance</b>
<input type="checkbox"/>	<b>Legislative Digest</b>
<input type="checkbox"/>	<b>Budget and Legislative Analyst Report</b>
<input type="checkbox"/>	<b>Youth Commission Report</b>
<input type="checkbox"/>	<b>Introduction Form</b>
<input type="checkbox"/>	<b>Department/Agency Cover Letter and/or Report</b>

- DAT Memo 11/24/2025
- MYR Memo 12/16/2025

- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Grant Agreement and Award
- Form 126 – Ethics Commission
- Application
- Public Correspondence

**OTHER** (Use back side if additional space is needed)

Completed by: Brent Jalipa Date January 8, 2026  
Completed by: Brent Jalipa Date

1 [Accept and Expend Grant - Retroactive - California Office of Traffic Safety - Alcohol and  
2 Drug Impaired Driver Vertical Prosecution Program - \$420,000]

3 **Resolution retroactively authorizing the Office of the District Attorney to accept and  
4 expend a grant in the amount of \$420,000 from the California Office of Traffic Safety,  
5 for the grant period of October 1, 2025, through September 30, 2026, to support the  
6 Alcohol and Drug Impaired Driver Vertical Prosecution Program activities and  
7 services.**

8  
9 WHEREAS, The Administrative Code requires City departments to obtain Board of  
10 Supervisors' approval to accept and expend grant funds in the amount of \$100,000 or more  
11 (Section 10.170 et seq.); and

12 WHEREAS, Through the Office of the District Attorney's Alcohol and Drug Impaired  
13 Driver Vertical Prosecution Program, there will be a specialized prosecutor assigned to  
14 address needs related to processing efficiency and complexity of alcohol and drug impaired  
15 cases; and

16 WHEREAS, The Driving Under the Influence (DUI) prosecution team will handle  
17 cases throughout each step of the criminal process. Prosecution team members will work  
18 to increase the capabilities of the team and the office by obtaining and delivering  
19 specialized training. Team members will share information with peers and law enforcement  
20 personnel throughout the county and across the state. The office will accomplish these  
21 objectives to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities  
22 and injuries; and

23 WHEREAS, The grant does not require an amendment to the Annual Salary  
24 Ordinance (ASO) Amendment; and

1           WHEREAS, The grant includes indirect costs of \$35,410; now, therefore, be it  
2           RESOLVED, That the Board of Supervisors hereby retroactively authorizes the  
3           Office of the District Attorney to accept and expend, on behalf of the City and County of  
4           San Francisco, a grant from the California Office of Traffic Safety to carry out the activities  
5           and services to support the Alcohol and Drug Impaired Driver Vertical Prosecution  
6           Program; and, be it

7           FURTHER RESOLVED, That should the Office of the District Attorney receive less  
8           money than the awarded amount of \$420,000 that the Board of Supervisors hereby  
9           approves the acceptance and expenditure by the Office of the District Attorney of the  
10          reduced money.

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**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

**1. Grant Title: DUI Vertical Prosecution Program**

**2. Department: Office of the District Attorney**

**3. Contact Person: Lorna Garrido** Telephone: **(628) 652-4035**

**4. Grant Approval Status (check one):**

Approved by funding agency  Not yet approved

**5. Amount of Grant Funding Approved or Applied for: \$420,000**

**6. a. Matching Funds Required: \$0**

b. Source(s) of matching funds (if applicable): **n/a**

**7. a. Grant Source Agency: US Department of Transportation, National Highway Traffic Safety Administration**

b. Grant Pass-Through Agency (if applicable): **California Office of Traffic Safety**

**8. Proposed Grant Project Summary: To assign a specialized team to address needs related to processing efficiency and complexity of alcohol and drug impaired 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 to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.**

**9. Grant Project Schedule, as allowed in approval documents, or as proposed:**

Start-Date: **October 1, 2025** End-Date: **September 30, 2026**

**10. a. Amount budgeted for contractual services: \$0**

b. Will contractual services be put out to bid? **n/a**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **n/a**

d. Is this likely to be a one-time or ongoing request for contracting out? **n/a**

**11. a. Does the budget include indirect costs?**

Yes  No

b. 1. If yes, how much? **\$35,410**

b. 2. How was the amount calculated? **10% of \$354,107 total personnel costs = \$35,410**

c. 1. If no, why are indirect costs not included? **n/a**

Not allowed by granting agency  To maximize use of grant funds on direct services

Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? **n/a**

**12. Any other significant grant requirements or comments: **none****

**\*\*Disability Access Checklist\*\*\***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)****

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)       Existing Structure(s)       Existing Program(s) or Service(s)  
 Rehabilitated Site(s)       Rehabilitated Structure(s)       New Program(s) or Service(s)  
 New Site(s)       New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Jessica Geiger

(Name)

Facilities Manager

(Title)

Date Reviewed: Nov 24, 2025

*jessica geiger*

(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Eugene Clendinen

(Name)

Chief, Administration and Finance

(Title)

Date Reviewed: Nov 24, 2025

*Eugene Clendinen*

(Signature Required)

# DAT - DUI Vertical Prosecution Program Grant Information Form

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Lorna Garrido (lorna.garrido@sfgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtsbAYeFPtuL_L3nS8wLur9q8bMk7pG4f

## "DAT - DUI Vertical Prosecution Program Grant Information Form" History

-  Document created by Lorna Garrido (lorna.garrido@sfgov.org)  
2025-11-24 - 7:52:07 PM GMT
-  Document emailed to jessica geiger (jessica.geiger@sfgov.org) for signature  
2025-11-24 - 7:53:39 PM GMT
-  Email viewed by jessica geiger (jessica.geiger@sfgov.org)  
2025-11-24 - 7:58:35 PM GMT
-  Document e-signed by jessica geiger (jessica.geiger@sfgov.org)  
Signature Date: 2025-11-24 - 8:00:57 PM GMT - Time Source: server
-  Document emailed to Eugene Clendinen (eugene.clendinen@sfgov.org) for signature  
2025-11-24 - 8:00:59 PM GMT
-  Email viewed by Eugene Clendinen (eugene.clendinen@sfgov.org)  
2025-11-24 - 8:09:15 PM GMT
-  Document e-signed by Eugene Clendinen (eugene.clendinen@sfgov.org)  
Signature Date: 2025-11-24 - 8:09:41 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 8:09:41 PM GMT



Adobe Acrobat Sign

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION		TOTAL AMOUNT	
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>					
<b><u>Straight Time</u></b>		405d AL-26	\$131.08	2,088	\$273,695.00
Prosecutor					
Benefits - Prosecutor		405d AL-26	\$273,695.04	1	\$80,412.00
<b><u>Overtime</u></b>					\$0.00
Category Sub-Total					\$354,107.00
<b>B. TRAVEL EXPENSES</b>					
In State Travel		405d AL-26	\$1,060.00	1	\$1,060.00
					\$0.00
Category Sub-Total					\$1,060.00
<b>C. CONTRACTUAL SERVICES</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>D. EQUIPMENT</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>E. OTHER DIRECT COSTS</b>					
Court Transcript Fees		405d AL-26	\$12,500.00	1	\$12,500.00
Medical Expert Testimony		405d AL-26	\$16,923.00	1	\$16,923.00
Category Sub-Total					\$29,423.00
<b>F. INDIRECT COSTS</b>					
Indirect Costs		405d AL-26	\$35,410.00	1	\$35,410.00
Category Sub-Total					\$35,410.00
<b>GRANT TOTAL</b>					<b>\$420,000.00</b>

**BUDGET NARRATIVE****PERSONNEL COSTS**

Prosecutor - 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 - Prosecutor - Claimed amounts must reflect actual benefit costs for straight time hours charged to the grant.

Dental – 0.45%

Long Term Disability – 0.41%

Health City Match – 1.59%

Health Dependent Match – 6.42%

Medicare – 1.45%

Social Security – 4.11%

RetCityMisc Tier3 – 14.03%

Retiree Health City Match – Prop B – 0.76%

Retiree Health City Match – Prop 3C – 0.24%

**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.

**CONTRACTUAL SERVICES**

-

**EQUIPMENT**

-

**OTHER DIRECT COSTS**

Court Transcript Fees -

Funds for the purchase of court transcripts that include testimony from law enforcement and expert witnesses. May also include costs associated with recordings of traffic court proceedings and law enforcement transcriptions. Additional items may be purchased with OTS approval.

Medical Expert Testimony -

Funding for a medical professional to provide medical expertise on cases.

**INDIRECT COSTS**

Indirect Costs - Indirect calculated at 10% personnel cost.

**STATEMENTS/DISCLAIMERS**

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant- funded position must be filled at the expense of the grantee agency.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

<b>1. GRANT TITLE</b> <b>Alcohol and Drug Impaired Driver Vertical Prosecution Program</b>			
<b>2. NAME OF AGENCY</b> <b>San Francisco County</b>		<b>3. Grant Period</b> From: 10/01/2025 To: 09/30/2026	
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>San Francisco District Attorney's Office</b>			
<b>5. GRANT DESCRIPTION</b> 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.			
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$420,000.00</b> Allocation is contingent upon availability of federal funds.			
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"><li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li><li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li><li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li><li>• Exhibit A – Certifications and Assurances</li><li>• Exhibit B* – OTS Grant Program Manual</li><li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li></ul>			
*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a> .			
We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.			
<b>8. Approval Signatures</b>			
<b>A. GRANT DIRECTOR</b> NAME: Tara Agnese TITLE: Director of Policy EMAIL: tara.agnese@sfgov.org PHONE: (628) 652-4017 ADDRESS: 350 Rhode Island St, North Building, Suite 400 San Francisco, CA 94103		<b>B. AUTHORIZING OFFICIAL</b> ADDRESS: Brooke Jenkins District Attorney brooke.jenkins@sfgov.org (628) 652-4048 350 Rhode Island Street North Building, Suite 400N San Francisco, CA 94103	
<i>Tara Agnese</i> <small>Tara Agnese [Oct 27, 2025 11:42:55 PDT]</small>	Oct 27, 2025	<i>Brooke Jenkins</i>	Oct 29, 2025
(Signature)	(Date)	(Signature)	(Date)
<b>C. FISCAL OFFICIAL</b> ADDRESS: Eugene Clendinen Chief, Finance and Administration eugene.clendinen@sfgov.org (628) 652-4030 350 Rhode Island St., North Building, Suite 400N San Francisco, CA 94103			
<i>Eugene Clendinen</i>	Oct 27, 2025	<i>Stephanie Dougherty</i>	Oct 29, 2025
(Signature)	(Date)	(Signature)	(Date)
<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> ADDRESS: Stephanie Dougherty Director stephanie.dougherty@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758			

**E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY**

NAME: Carolyn Vu  
ADDRESS: 2208 Kausen Drive, Suite 300  
Elk Grove, CA 95758

**9. SAM INFORMATION**

SAM #: JZ9BSV3GSJ54  
REGISTERED  
ADDRESS: 350 Rhode Island Street  
CITY: North Building, Suite 400N  
ZIP+4: San Francisco  
94103-4600

**10. PROJECTED EXPENDITURES**

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES		
405d AL-26	20.616	0521-0890-101	2025	04/25	BA/25	\$420,000.00		
				<b>AGREEMENT TOTAL</b>	<b>\$420,000.00</b>			
				<b>AMOUNT ENCUMBERED BY THIS DOCUMENT</b> <b>\$420,000.00</b>				
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>			<b>PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT</b> <b>\$ 0.00</b>					
OTS ACCOUNTING OFFICER'S SIGNATURE  <small>Carolyn Vu, Oct 29, 2025 14:47:18 PDT</small>		DATE SIGNED Oct 29, 2025		<b>TOTAL AMOUNT ENCUMBERED TO DATE</b> <b>\$420,000.00</b>				

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

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.

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

The San Francisco District Attorney's (SFDA) Alcohol and Drug Impaired Driver Vertical Prosecution Program (VPP) will address needs related to case processing efficiency and case complexity. Previously, 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 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**

<b>Felony DUI Cases</b>	<b>2018-2021</b>	<b>2022-2024</b>
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 has 47 pending felony DUI cases as of January 2025; 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 (over 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.

**Define the target population the grant intends to serve and how they are affected by the problem(s).**  
The VPP targets those who live/work in or visit CCSF who are impacted by alcohol and drug-impaired driving and have felony 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 program also serves peers of the SFDA team members 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 crashes 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.

Through the VPP, the SFDA's Office will assign a specialized prosecutor to prosecute felony alcohol and drug impaired driving cases. The DUI prosecutor will handle the felony DUI cases throughout each step of the criminal process and work to increase the capabilities of the office by obtaining and delivering specialized training. The DUI prosecutor will complete the 16 hours of National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Testing (SFST) POST-certified training and will share information with peers and law enforcement personnel throughout the county and across the state. The office will accomplish these objectives in an effort to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.

## **2. PERFORMANCE MEASURES**

### **A. Goals:**

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

### **B. Objectives:**

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 [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to

	<b>Target Number</b>
	1

your OTS Coordinator, for approval 7 days prior to the issuance date of the release.

2. Attend the TSRP informational webinar to identify how TSRP can assist with training needs.	1
3. 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.	1
4. 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.	1
5. 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	1
6. 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.	4
7. 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.	1
8. Send the funded prosecutor(s) to trainings/meetings sponsored by OTS and/or the California Traffic Safety Resource Prosecutor Training Network.	1
9. 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.	4
10. 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.	1
11. 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.	4
12. Send prosecutors/DA Investigators to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	1
13. 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.	1

### 3. METHOD OF PROCEDURE

#### A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)

- 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.

### **B. Phase 2 – Program Operations (Throughout Grant Year)**

- 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.

### **C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

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.

**4. 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.

**5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION		TOTAL AMOUNT	
405d AL-26	20.616	Impaired Driving Countermeasures		\$420,000.00	
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>					
<b><u>Straight Time</u></b>					
Prosecutor		405d AL-26	\$131.08	2,088	\$273,695.00
Benefits - Prosecutor		405d AL-26	\$273,695.04	1	\$80,412.00
<b><u>Overtime</u></b>					\$0.00
Category Sub-Total					\$354,107.00
<b>B. TRAVEL EXPENSES</b>					
In State Travel		405d AL-26	\$1,060.00	1	\$1,060.00
					\$0.00
Category Sub-Total					\$1,060.00
<b>C. CONTRACTUAL SERVICES</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>D. EQUIPMENT</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>E. OTHER DIRECT COSTS</b>					
Court Transcript Fees		405d AL-26	\$12,500.00	1	\$12,500.00
Medical Expert Testimony		405d AL-26	\$16,923.00	1	\$16,923.00
Category Sub-Total					\$29,423.00
<b>F. INDIRECT COSTS</b>					
Indirect Costs		405d AL-26	\$35,410.00	1	\$35,410.00
Category Sub-Total					\$35,410.00
<b>GRANT TOTAL</b>					<b>\$420,000.00</b>

**BUDGET NARRATIVE****PERSONNEL COSTS**

Prosecutor - 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 - Prosecutor - Claimed amounts must reflect actual benefit costs for straight time hours charged to the grant.

Dental – 0.45%

Long Term Disability – 0.41%

Health City Match – 1.59%

Health Dependent Match – 6.42%

Medicare – 1.45%

Social Security – 4.11%

RetCityMisc Tier3 – 14.03%

Retiree Health City Match – Prop B – 0.76%

Retiree Health City Match – Prop 3C – 0.24%

**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.

**CONTRACTUAL SERVICES**

-

**EQUIPMENT**

-

**OTHER DIRECT COSTS**

Court Transcript Fees -

Funds for the purchase of court transcripts that include testimony from law enforcement and expert witnesses. May also include costs associated with recordings of traffic court proceedings and law enforcement transcriptions. Additional items may be purchased with OTS approval.

Medical Expert Testimony -

Funding for a medical professional to provide medical expertise on cases.

**INDIRECT COSTS**

Indirect Costs - Indirect calculated at 10% personnel cost.

**STATEMENTS/DISCLAIMERS**

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant- funded position must be filled at the expense of the grantee agency.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

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**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants  
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

*The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:*

**GENERAL REQUIREMENTS**

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**NONDISCRIMINATION**

**(applies to subrecipients as well as States)**

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

## **GENERAL ASSURANCES**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## **SPECIFIC ASSURANCES**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) <sup>1</sup> in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub- grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs;
  4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
  5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  1. Abide by the terms of the statement;
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
  1. Taking appropriate personnel action against such an employee, up to and including termination;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

**(applies to subrecipients as well as States)**

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

#### **CERTIFICATION REGARDING FEDERAL LOBBYING**

**(applies to subrecipients as well as States)**

#### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **RESTRICTION ON STATE LOBBYING**

**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

**(applies to subrecipients as well as States)**

#### **INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **BUY AMERICA**

**(applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

#### **CERTIFICATION ON CONFLICT OF INTEREST**

**(applies to subrecipients as well as States)**

#### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

#### **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

### **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE** (applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

### **POLICY ON SEAT BELT USE**

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

### **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

## INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	DI26008
Agency Name:	San Francisco District Attorney's Office
Grant Title:	Alcohol and Drug Impaired Driver Vertical Prosecution Program
Agreement Total:	\$420,000.00
Authorizing Official:	Brooke Jenkins
Fiscal Official:	Eugene Clendinen
Grant Director:	Tara Agnese

CURRENT GEMS USER(S)	
<b>1. Tara Agnese</b>	
Title: Director of Policy	Media Contact: No
Phone: (628) 652-4017	
Email: tara.agnese@sfgov.org	

Complete the below information if adding, removing or editing a GEMS user(s)

<b>GEMS User 1</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Lorna Garrido Grants and Contracts Manager		
Name	Job Title	
lorna.garrido@sfgov.org	628-652-4035	
Email address	Phone number	
<b>GEMS User 2</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sally Xie Financial Systems Supervisor		
Name	Job Title	
sally.xie@sfgov.org	628-652-4032	
Email address	Phone number	
<b>GEMS User 3</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name Job Title		
Email address	Phone number	
<b>GEMS User 4</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name Job Title		
Email address	Phone number	
<b>GEMS User 5</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name Job Title		
Email address	Phone number	
Form completed by: <i>Tara Agnese</i>	Date: Oct 27, 2025	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.		
<i>Tara Agnese</i> <small>Tara Agnese (Oct 27, 2025 11:42:55 PDT)</small>		
Signature	Name	
Oct 27, 2025	Grant Director	
Date	Title	

# Grant Agreement - DI26008

Final Audit Report

2025-10-30

Created:	2025-10-23
By:	Dallas Saputra (dallas.saputra@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfy5cjP4M3OLxm8QTmjNlyYIfjFcDnWyw

## "Grant Agreement - DI26008" History

-  Document created by Dallas Saputra (dallas.saputra@ots.ca.gov)  
2025-10-23 - 11:32:07 PM GMT
-  Document emailed to Tara Agnese (tara.agnese@sfgov.org) for signature  
2025-10-23 - 11:32:14 PM GMT
-  Email viewed by Tara Agnese (tara.agnese@sfgov.org)  
2025-10-24 - 1:07:10 AM GMT
-  Email viewed by Tara Agnese (tara.agnese@sfgov.org)  
2025-10-27 - 3:15:46 PM GMT
-  Document e-signed by Tara Agnese (tara.agnese@sfgov.org)  
Signature Date: 2025-10-27 - 6:37:24 PM GMT - Time Source: server
-  Document emailed to tara.agnese@sfgov.org for signature  
2025-10-27 - 6:37:27 PM GMT
-  Email viewed by tara.agnese@sfgov.org  
2025-10-27 - 6:37:50 PM GMT
-  Signer tara.agnese@sfgov.org entered name at signing as Tara Agnese  
2025-10-27 - 6:42:53 PM GMT
-  Document e-signed by Tara Agnese (tara.agnese@sfgov.org)  
Signature Date: 2025-10-27 - 6:42:55 PM GMT - Time Source: server
-  Document emailed to Eugene Clendinen (eugene.clendinen@sfgov.org) for signature  
2025-10-27 - 6:42:57 PM GMT
-  Email viewed by Eugene Clendinen (eugene.clendinen@sfgov.org)  
2025-10-27 - 6:47:24 PM GMT

 Document e-signed by Eugene Clendinen (eugene.clendinen@sfgov.org)

Signature Date: 2025-10-27 - 8:22:43 PM GMT - Time Source: server

 Document emailed to Brooke Jenkins (brooke.jenkins@sfgov.org) for signature

2025-10-27 - 8:22:45 PM GMT

 Email viewed by Brooke Jenkins (brooke.jenkins@sfgov.org)

2025-10-29 - 6:26:35 PM GMT

 Document e-signed by Brooke Jenkins (brooke.jenkins@sfgov.org)

Signature Date: 2025-10-29 - 9:40:07 PM GMT - Time Source: server

 Document emailed to Carolyn Vu (Carolyn.Vu@ots.ca.gov) for signature

2025-10-29 - 9:40:09 PM GMT

 Email viewed by Carolyn Vu (Carolyn.Vu@ots.ca.gov)

2025-10-29 - 9:47:05 PM GMT

 Document e-signed by Carolyn Vu (Carolyn.Vu@ots.ca.gov)

Signature Date: 2025-10-29 - 9:47:18 PM GMT - Time Source: server

 Document emailed to Stephanie Dougherty (stephanie.dougherty@ots.ca.gov) for signature

2025-10-29 - 9:47:20 PM GMT

 Email viewed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)

2025-10-30 - 0:27:40 AM GMT

 Document e-signed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)

Signature Date: 2025-10-30 - 0:30:14 AM GMT - Time Source: server

 Agreement completed.

2025-10-30 - 0:30:14 AM GMT

# 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.

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

<b>Felony DUI Cases</b>	<b>2018-2021</b>	<b>2022-2024</b>
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.

Cases	FFY-2018				FFY-2019				FFY-2020				
	Reviewed	Filed	Guilty		Reviewed	Filed	Guilty		Reviewed	Filed	Guilty		
DUI	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
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

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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.

## 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. (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	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
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

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## Review and update Narrative for Budget Items

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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.

<p>A. Personnel Salary Costs</p>	<p>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.</p>
<p>A. Personnel Benefits Costs</p>	<p>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.</p>
<p>A. Personnel Salary Costs</p>	<p>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 = <math>2088 \times 15\% = 313.20</math> hours.</p>
<p>A. Personnel Benefits Costs</p>	<p>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 = <math>2088 \times 15\% = 313.20</math> hours.</p>

<p>A.</p> <p>Personnel Salary Costs</p>	<p>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 = <math>2088 \times 15\% = 313.20</math> hours.</p>
<p>A.</p> <p>Personnel Benefits Costs</p>	<p>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 = <math>2088 \times 15\% = 313.20</math> hours.</p>
<p>B. Travel In State Expenses</p> <p>Travel</p>	<p>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.</p> <p>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</p>

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

### 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

CITY AND COUNTY OF SAN FRANCISCO



Brooke Jenkins  
District Attorney

OFFICE OF THE DISTRICT ATTORNEY

November 24, 2025

Connie Chan  
Chair, Budget and Finance Committee  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

Dear Chair Chan:

Attached please find a copy of the proposed resolution for the Board of Supervisors approval, which retroactively authorizes the Office of the District Attorney to accept and expend a grant in the amount of \$420,000 from the California Office of Traffic Safety for the Alcohol and Drug Impaired Driver Vertical Prosecution Program to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries for the period October 1, 2025, through September 30, 2026.

This "retroactive" request is administrative in nature. This grant is being submitted currently as it is the earliest the Department could submit due to the Board meeting availability. The Department received the award letter on October 29, 2025, and started the accept & expend process soon thereafter.

The following is a list of accompanying documents:

- Grant Information Form
- Grant Budget
- Grant Application
- Grant Award Letter

We respectfully request review and approval of this resolution. If you have any questions, please contact Monifa Willis at [monifa.willis@sfgov.org](mailto:monifa.willis@sfgov.org).

Brooke Jenkins  
District Attorney

Eugene Clendinen  
Chief, Administration &  
Finance

**TO:** **Angela Calvillo, Clerk of the Board of Supervisors**

**FROM:** **Lorna Garrido, Grants and Contracts Manager**

**DATE:** **November 24, 2025**

**SUBJECT:** **Accept and Expend Resolution for Subject Grant**

**GRANT TITLE:** **DUI Vertical Prosecution Program**

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Attached please find the following documents:

- X Proposed grant resolution; original\* signed by Department, Mayor, Controller
- X Grant information form, including disability checklist
- X Grant budget
- X Grant application
- X Grant award letter from funding agency
- n/a Ethics Form 126 (if applicable)
- n/a Contracts, Leases/Agreements (if applicable)
- X Other (Explain): statement on retroactivity

**Special Timeline Requirements:**

Please schedule for the earliest available date.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Lorna Garrido

Phone: (628) 652-4035

Interoffice Mail Address: DAT, 350 Rhode Island Street, North Building, Suite 400N

**Certified copy required** Yes

No

**(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).**

OFFICE OF THE MAYOR  
SAN FRANCISCO



DANIEL LURIE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Adam Thongsavat, Liaison to the Board of Supervisors  
RE: Accept and Expend Grant - Retroactive - California Office of Traffic Safety – Alcohol and Drug Impaired Driver Vertical Prosecution Program - FY2025-2026 - \$420,000  
DATE: December 16, 2025

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Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$420,000 from the California Office of Traffic Safety, for the grant period of October 1, 2025, through September 30, 2026, to support the Alcohol and Drug Impaired Driver Vertical Prosecution Program activities and services.

Should you have any questions, please contact Adam Thongsavat at [adam.thongsavat@sfgov.org](mailto:adam.thongsavat@sfgov.org)