






<b>1. GRANT TITLE</b> <b>Motorcyclist Safety Education and Training Program</b>	
<b>2. NAME OF AGENCY</b> <b>Hawthorne</b>	<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>Hawthorne Police Department</b>	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving motorcycles. The funded strategies may include hands-on motorcyclist safety courses, motorcyclist helmet usage training, classroom education, community outreach and public awareness campaigns, educational presentations, and workshops. These countermeasures should be conducted in communities with a high number of motorcycle related crashes.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$120,000.00</b>	
<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> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>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>.</p> <p>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.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b>  NAME: Shaun Kemp TITLE: Traffic Sergeant EMAIL: skemp@cityofhawthorne.org PHONE: (310) 349-2702 ADDRESS: 12501 S. Hawthorne Blvd. Hawthorne, CA 90250  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <small>Shaun Kemp (Sep 29, 2023 11:36 PDT)</small> </div> <div style="text-align: center;">         Sep 29, 2023          _____          (Date)       </div> </div> <div style="text-align: center; margin-top: 20px;">         _____          (Signature)       </div>	<b>B. AUTHORIZING OFFICIAL</b>  ADDRESS: Gary Tomatani Interim Chief of Police gtomatani@cityofhawthorne.org (310) 349-2810 12501 S. Hawthorne Blvd. Hawthorne, CA 90250  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <small>Gary Tomatani (Oct 2, 2023 17:28 PDT)</small> </div> <div style="text-align: center;">         Oct 2, 2023          _____          (Date)       </div> </div> <div style="text-align: center; margin-top: 20px;">         _____          (Signature)       </div>
<b>C. FISCAL OFFICIAL</b>  ADDRESS: Felice Lopez Director of Finance flopez@cityofhawthorne.org (310) 349-2923 4455 W. 126th Street Hawthorne, CA 90250  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <small>Felice Lopez (Oct 2, 2023 08:42 PDT)</small> </div> <div style="text-align: center;">         Oct 2, 2023          _____          (Date)       </div> </div> <div style="text-align: center; margin-top: 20px;">         _____          (Signature)       </div>	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b>  ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <small>Barbara L. Rooney</small> </div> <div style="text-align: center;">         Oct 3, 2023          _____          (Date)       </div> </div> <div style="text-align: center; margin-top: 20px;">         _____          (Signature)       </div>

<b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b>  NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	<b>9. SAM INFORMATION</b>  SAM #: QU9JK191Z2L3 REGISTERED ADDRESS: 4455 W. 126th Street CITY: Hawthorne ZIP+4: 90250-4421
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405f MC-	20.616	0521-0890-101	2022	43/22	BA/22	\$40,800.00
405f MC-24	20.616	0521-0890-101	2023	12/23	BA/23	\$79,200.00
				<b>AGREEMENT TOTAL</b>		<b>\$120,000.00</b>
				AMOUNT ENCUMBERED BY THIS DOCUMENT		
				<b>\$120,000.00</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>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		
				<b>\$ 0.00</b>		
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
 <small>Carolyn Vu (Oct 2, 2023 21:12 PDT)</small>			Oct 2, 2023		<b>\$120,000.00</b>	

## **1. PROBLEM STATEMENT**

The City of Hawthorne is located in Los Angeles County just southeast of the Los Angeles International Airport (LAX). The population is approximately 87,000 residents in an area of about six square miles. The city is surrounded by the 105 freeway on the north, the 405 freeway on the west, and just east of the city is the 110 freeway. Hawthorne is also home to SpaceX, Tesla Motors, Amazon, FedEx, and numerous other corporations.

Several factors cause daytime traffic in Hawthorne to be extremely heavy. Hawthorne Boulevard is a major north/south thoroughfare that extends from the Palos Verdes Peninsula all the way through the city of Inglewood where it becomes La Brea. Hawthorne Boulevard is three to four lanes in both directions for most of our city. In addition to Hawthorne Boulevard, we have several other main streets that serve as major arteries throughout the South Bay and the Los Angeles, which include: Crenshaw Boulevard, El Segundo Boulevard, Imperial Highway, and Rosecrans Avenue. All of these streets are heavily traveled during the day and into the evening hours. SpaceX, Tesla, FedEx, an Amazon distribution center, two Costco shopping centers, and several other businesses cause the traffic volume to swell during the day.

We have at least two, large scale, commercial motorcycle shops (Eagle Riders and Del Amo Motorsports) operating inside, or very close to, the city of Hawthorne. There are also three smaller motorcycle shops within the city jurisdiction. These shops bring a regular flow of motorcycle traffic through the city. In particular, Eagle Riders is responsible for a considerable amount of motorcycle traffic as they are a motorcycle touring/rental company with a large number of tours coming and/or going on a regular basis. Eagle Riders also stores a large number of motorcycles at a facility within Hawthorne and are regularly shuttling motorcycles back and forth between the facility and their business. At least two of their employees have been involved in serious motorcycle crashes in Hawthorne in recent years.

Our total motorcycle involved crashes over the past three years are as follows:

2020: 11 total crashes resulting in 10 persons injured and 0 fatalities.

2021: 14 total crashes resulting in 9 injured and 2 killed

2022: 24 total crashes resulting in 25 injured and 0 killed.

While our Community Affairs Unit, department website, Facebook, Instagram, Twitter accounts allow us to reach out to the community in many ways, we are constantly seeking to expand our interaction with the community in as many positive ways as we can. When it comes to motorcycle safety, it is fair to say that most (if not all) police departments use “enforcement” as their basic and primary tool. If they do stray outside the standard enforcement corridor, the attempts to reduce death and injury resulting from motorcycle crashes is generally confined to lectures and/or public service announcements (if that).

The Hawthorne Police Department has taken a more proactive approach to this topic by actually engaging the motorcycling community with a new and ground breaking training program called “Ride to Live.” Ride to Live is a free, hands on, riding course for the general public taught by Hawthorne Motor Officers. The curriculum is based on the detailed training and instruction officers receive at the law enforcement Motor Officers Training Course and Motor Officers Instructor Course.

The course begins with low speed handling and maneuvering of the motorcycle and gradually moves up to higher speed emergency braking, counter-steering, obstacle avoidance and curve negotiation. Motorcycle maneuvers and principals of motorcycle operations are demonstrated by Motor Officers; however, ninety-five percent of the class is dedicated to students performing exercises hands-on and in a controlled, supervised manner.

Our 73 classes to date have included all types of riders, men and women, as young as 16 and as old as their late 80's, from fairly novice riders to riders with 40 years of riding experience. The main bulk of the training encompasses the following topics:

- Proper manipulation of clutch and throttle in order to work the “friction zone”
- Emergency braking

- Proper use of head and eyes when turning and maneuvering a motorcycle
- Precision maneuvering
- Counter-steering
- Obstacle / Crash avoidance
- Negotiating curves

The principals of the training will provide motorcycle riders the necessary riding fundamentals to address the traffic national traffic data (Hurt Study), which showed that “In the single vehicle accidents, motorcycle rider error was present as the accident precipitating factor in about two-thirds of the cases, with the typical error being a slide-out and fall due to over-braking or running wide on a curve due to excess speed or under-cornering.” In simpler parlance, the rider failed to negotiate a curve and crashed. Our Ride to Live program was designed to specifically address these correctable errors.

Through a focused, real world, practical training program such as Ride to Live, the Hawthorne Police Department will be more successful in combating the death, injury, and, often times, avoidable emotional anguish associated with motorcycle crashes. This program has proven extremely popular, not to mention beneficial, in increasing the skill levels of the riding public and should be used as an example of a model program for OTS and other agencies looking to reduce motorcycle crashes.

As part of our continual effort to provide the best possible instruction possible, we have partnered with the Torrance Police Department throughout the previous 4 federal fiscal years. In addition, the Redondo Beach Police Department have been sending motor officers to assist in our classes on a more consistent basis. So much so, we have officially partnered with the Redondo Beach Police Department in our current 2021 OTS Ride to Live Grant. The participation of these two police departments has been integral in the continued success of Ride to Live. Their motor officers bring additional knowledge and experience to our teaching program as well as reduce the student-to-instructor ratio.

This allows us to spend more time with individual riders that may be struggling and need more one-on-one instruction. Our steadfast partnership with Torrance PD motor officers and Redondo Beach PD motor officers has been vital to the success of our program and has allowed us to provide more individual training during the class.

The Hawthorne Police Department is looking to continue this partnership into the 2023-2024 OTS Grant Year. This partnership will serve to continue to benefit the citizens of the City of Hawthorne, Torrance, and Redondo Beach; however, since we have student riders attending from as far as San Diego, the Inland Empire, and Ventura County, our Ride to Live program has proven to have a far reaching impact to address motorcycle safety issues throughout Southern California.

The City of Torrance is located within the South Bay region, which as a whole has a natural traffic congestion problem. The City of Torrance is the (8) eighth largest city in Los Angeles County and (39) thirty-ninth largest city in California. Torrance is situated along the coast with a small section of beach frontage property located between the Port of Los Angeles, Los Angeles International Airport, downtown Los Angeles, and the rest of the L.A. basin. Out of the 15+ cities that make up the South Bay, Torrance is the largest in both population and size (21.2 square miles in size). Although the city has a nighttime population of approximately 150,000 residents, this number increases to nearly a quarter million people during peak daytime hours. This is a result of the industrial makeup of Torrance which is home to a long list of macro businesses including the Del Amo Fashion Center (one of the largest malls in the United States), Honda National HQ, The Torrance Refinery (formally known as Exxon Mobil), Honeywell, Alcoa, and two large-scale hospital networks.

An inherent traffic issue exists due to the size and location of Torrance. First of all, there is very limited access to freeways which forces residents to drive for several miles on local roadways. Secondly, communities such as the Palos Verdes Peninsula (Est. population of 65,000), City of Redondo Beach (Est. population of 67,000), Palos Verdes Estates (Est. population of 13,444) Rolling Hills and Rolling Hills Estates (Est. population of 10,108), and the city of Rancho Palos Verdes (Est. population of 42,364) are situated “behind” Torrance. This requires the residents/visitors of those communities to traverse through the

City of Torrance on a daily basis to access the freeway and commute to work. The result is an overwhelming traffic congestion problem which continues to grow annually.

This traffic congestion does not come without consequences. Hundreds of citizens are injured in traffic crashes every year, with several resulting in deaths. Alcohol-impaired and drug-impaired driving remain consistent problems.

In 2022, the city of Torrance had 1,451 documented traffic crashes. Of those, 924 were non-injury crashes, and 522 were injury crashes, which resulted in 700 victims being injured. TPD experienced 5 fatal traffic crashes in 2022. All 5 involved pedestrians, 2 of which were felony hit and run.

It is the mission of the Redondo Beach Police Department to continually make every effort to reduce the number of all types of alcohol related crashes, distracted driver crashes and crashes involving speed and other identified primary crash factors in order to increase the safety of all drivers, passengers, bicyclists and pedestrians.

There are two target areas of traffic related issues that all the Redondo Beach Police Department officers would focus upon; commuter traffic and harbor area leisure traffic.

The City of Redondo Beach is 6.2 square miles with a population of approximately 71,576 (from the US Census Bureau April 2020). Redondo Beach has a large tourist industry centering on the harbor area which consists of the beach and pier areas of the city.

A small portion of State Route 1, Pacific Coast Highway, serves the City of Redondo Beach as well as thousands of commuters daily. In addition to State Route 1, a majority of crashes that the Redondo Beach Police Department responds to are on three additional major arterial roads within the city limits; Inglewood Avenue, Artesia Boulevard, and Manhattan Beach Boulevard.

These high capacity roads handle a majority of the commuter traffic feeding the 405 Freeway in both southern and northern directions. Traffic crashes along these major thoroughfares can severely impact residents and non-residents alike and redirection of vehicular traffic around an incident can send voluminous vehicular traffic through surrounding neighborhoods.

The Redondo Beach Police Department responded to 1508 calls for service regarding traffic crashes in the 2022 federal fiscal year. Of those 1508 calls, 851 generated reports. Of the 851 reports, 265 involved injury or complaint of pain, 4 involved fatalities, and 582 were property damage only crashes. Of the 4 fatal crashes, 1 involved a pedestrian. Of the injury crashes, 340 persons were injured. The Redondo Beach Police Department responded to 257 Hit and Run crashes, 27 of which were injury related.

A reduction in traffic crashes makes for a safer driving environment and enhances the quality of life for drivers and residents alike in the City of Redondo Beach as well as neighboring communities.

## 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. Reduce the number of motorcyclists killed in traffic crashes.
4. Reduce the number of motorcyclists injured in traffic crashes.

### B. Objectives:

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	Target Number 1
2. Conduct free to the public motorcycle safety and training courses throughout the grant year.	10
3. Participate in Motorcycle Safety Month in May.	1
4. Send law enforcement personnel to advanced motorcycle training.	1

5. Update and maintain the [www.ridetolive.com](http://www.ridetolive.com) website to further promote the "Ride to Live" program to the public and to promote educational goals of safe motorcycle riding.

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### 3. METHOD OF PROCEDURE

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

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.

##### Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

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

##### 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 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.
- 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 Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press 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 coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- 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 to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press 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 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 Coordinator with 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. Please send to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.

- 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 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 your OTS 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 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 press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS 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	
405f MC-24	20.616	Motorcyclist Safety Grants	\$120,000.00	
COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
Motorcycle Training Instruction	405f MC-24	\$7,086.00	10	\$70,860.00
Benefits for 405f OT Rate @ 1.45%	405f MC-24	\$70,860.00	1	\$1,027.00
Category Sub-Total				\$71,887.00
<b>B. TRAVEL EXPENSES</b>				
In State Travel	405f MC-24	\$2,500.00	1	\$2,500.00
				\$0.00
Category Sub-Total				\$2,500.00
<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>				
Site Use Fees	405f MC-24	\$500.00	1	\$500.00
Motorcycle Training Supplies	405f MC-24	\$1,793.00	1	\$1,793.00
Motor Officer Instructors	405f MC-24	\$43,320.00	1	\$43,320.00
Category Sub-Total				\$45,613.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$120,000.00</b>



**BUDGET NARRATIVE**

**PERSONNEL COSTS**

Motorcycle Training Instruction - Overtime for grant funded motorcycle safety education classes conducted by appropriate department personnel.

Benefits for 405f OT Rate @ 1.45% - Medicare 1.45%

**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**

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**EQUIPMENT**

-

**OTHER DIRECT COSTS**

Site Use Fees - Costs for trainings sites to disseminate traffic safety information. Costs may include rental of training facilities. Adequate records including a training flyer and/or agenda must be maintained.

Motorcycle Training Supplies - Costs to include cones, delineators, and barriers. Additional items may be purchased with OTS approval.

Motor Officer Instructors - To assist with conducting motorcycle safety training to accomplish the grant goals and objectives (instructors may include: Lieutenants, Sergeants, and Officers).

**INDIRECT COSTS**

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**STATEMENTS/DISCLAIMERS**

There will be no program income generated from this grant.

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

Certifications and Assurances for Fiscal Year 2024 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 all 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](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

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

#### GENERAL ASSURANCES

9/29/2023 7:40:37 AM

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 (c) 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) 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 all 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 all 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 all 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 all 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:	MC24005
Agency Name:	Hawthorne Police Department
Grant Title:	Motorcyclist Safety Education and Training Program
Agreement Total:	\$120,000.00
Authorizing Official:	Gary Tomatani
Fiscal Official:	Felice Lopez
Grant Director:	Shaun Kemp

### CURRENT GEMS USER(S)

#### 1. Anthony Barlin

Title: Motor Police Officer

Phone: (310) 349-2707

Email: abarlin@hawthorneca.gov

Media Contact: No

#### 2. Stephen Colquette

Title: Lieutenant - Traffic Bureau Commander

Phone: (310) 349-2703

Email: scolquette@cityofhawthorne.org

Media Contact: Yes

#### 3. Shaun Kemp

Title: Traffic Sergeant

Phone: (310) 349-2702

Email: skemp@cityofhawthorne.org

Media Contact: Yes

#### 4. Chris Komathy

Title: Police Sergeant

Phone: (310) 349-2702

Email: ckomathy@cityofhawthorne.org

Media Contact: No

#### 5. Joel Romero

Title: Traffic Bureau Commander

Phone: (310) 349-2703

Email: jromero@cityofhawthorne.org

Media Contact: Yes

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

<b>GEMS User 1</b> Add/Change <input type="checkbox"/> Remove Access <input checked="" type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Joel Romero		Traffic Bureau Commander	
Name		Job Title	
jromero@cityofhawthorne.org		310-349-2703	
Email address		Phone number	
<b>GEMS User 2</b> Add/Change <input type="checkbox"/> Remove Access <input checked="" type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Chris Komathy		Sergeant	
Name		Job Title	
ckomathy@cityofhawthorne.org		310-349-2702	
Email address		Phone number	
<b>GEMS User 3</b> Add/Change <input type="checkbox"/> Remove Access <input checked="" type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Stephen Colquette		Traffic Bureau Commander	
Name		Job Title	
scolquette@cityofhawthorne.org		310-349-2703	
Email address		Phone number	
<b>GEMS User 4</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Aimee Yoshida		Traffic Bureau Commander	
Name		Job Title	
ayoshida@cityofhawthorne.org		310-349-2703	
Email address		Phone number	
<b>GEMS User 5</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Kevin Keus		Traffic Sergeant	
Name		Job Title	
kkeus@cityofhawthorne.org		310-349-2702	
Email address		Phone number	
Form completed by: <u>Shaun Kemp</u> <small>Shaun Kemp (Sep 29, 2023 7:34 PDT)</small>		Date: Sep 29, 2023	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u>Shaun Kemp</u> <small>Shaun Kemp (Sep 29, 2023 7:34 PDT)</small>		Shaun Kemp	
Signature		Name	
Sep 29, 2023		Grant Director	
Date		Title	












# Grant Agreement - MC24005

Final Audit Report

2023-10-03

Created:	2023-09-29
By:	Stephanie Spaid (stephanie.spaid@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAocdxH6b04uWUxqdNGzpTyvoBtoEkRgST

## "Grant Agreement - MC24005" History

-  Document created by Stephanie Spaid (stephanie.spaid@ots.ca.gov)  
2023-09-29 - 2:40:55 PM GMT
-  Document emailed to skemp@cityofhawthorne.org for signature  
2023-09-29 - 2:41:03 PM GMT
-  Email viewed by skemp@cityofhawthorne.org  
2023-09-29 - 6:24:40 PM GMT
-  Signer skemp@cityofhawthorne.org entered name at signing as Shaun Kemp  
2023-09-29 - 6:34:34 PM GMT
-  Document e-signed by Shaun Kemp (skemp@cityofhawthorne.org)  
Signature Date: 2023-09-29 - 6:34:36 PM GMT - Time Source: server
-  Document emailed to skemp@cityofhawthorne.org for signature  
2023-09-29 - 6:34:38 PM GMT
-  Email viewed by skemp@cityofhawthorne.org  
2023-09-29 - 6:34:58 PM GMT
-  Signer skemp@cityofhawthorne.org entered name at signing as Shaun Kemp  
2023-09-29 - 6:36:00 PM GMT
-  Document e-signed by Shaun Kemp (skemp@cityofhawthorne.org)  
Signature Date: 2023-09-29 - 6:36:02 PM GMT - Time Source: server
-  Document emailed to flopez@cityofhawthorne.org for signature  
2023-09-29 - 6:36:03 PM GMT
-  Email viewed by flopez@cityofhawthorne.org  
2023-09-29 - 11:46:36 PM GMT



Signer flopez@cityofhawthorne.org entered name at signing as Felice Lopez

2023-10-02 - 3:42:15 PM GMT



Document e-signed by Felice Lopez (flopez@cityofhawthorne.org)

Signature Date: 2023-10-02 - 3:42:17 PM GMT - Time Source: server



Document emailed to gtomatani@cityofhawthorne.org for signature

2023-10-02 - 3:42:19 PM GMT



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