

1. GRANT TITLE FY26/27 CTFGP Law Enforcement – Burlingame Police Department	
2. NAME OF ORGANIZATION/AGENCY Burlingame Police Department	
3. ORGANIZATION/AGENCY SECTION TO ADMINISTER GRANT Burlingame Police Department	
4. PROJECT PERFORMANCE PERIOD From: 07/01/2026 To: 06/30/2027	5. PURCHASE ORDER NUMBER
6. GRANT OPPORTUNITY INFORMATION DESCRIPTION Law Enforcement grants provide financial assistance to allied agencies for the education, prevention, and the enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis and cannabis products. The intent of the program is to educate the public regarding the dangers of impaired driving, enforce impaired driving laws on the roadway, and improve the Organization/Agency's effectiveness through training and development of new strategies.	
7. FUNDS ALLOCATED UNDER THIS GRANT AGREEMENT SHALL NOT EXCEED \$48,764.00	
8. TERMS AND CONDITIONS The Grantee agrees to complete the Project, as described in the Project Description. The Grantee's Grant Application, and the California Code of Regulations, Title 13, Division 2, Chapter 13, Sections 1890.00-1890.27, are hereby incorporated into this Grant Agreement by reference. The parties hereto agree to comply with the Terms and Conditions of the following attachments: • Schedule A – Project Description, Problem Statement, Goals and Objectives, and Method of Procedure • Schedule B – Detailed Budget Estimate • Schedule B-1 – Budget Narrative 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 Grant Agreement is executed by the parties hereto.	
9. APPROVAL SIGNATURES	
A. AUTHORIZED OFFICIAL OF ORGANIZATION/AGENCY Name: Jason L Orloff Title: Sergeant Phone: (650) 777-4150 Address: 1111 Trousdale Drive Burlingame, CA 94010 E-Mail: jorloff@burlingamepolice.org Digitally signed by Jason Orloff Date: 2026.07.08 14:25:00 -07'00' _____ (Signature) _____ (Date)	B. AUTHORIZED OFFICIAL OF CHP Name: Elliotte Johnson Phone: (916) 843-4360 Title: Captain Fax: (916) 322-3169 Address: 601 North 7th Street Sacramento, CA 95811 E-Mail: ElJohnson@chp.ca.gov _____ (Signature) _____ (Date)
C. ACCOUNTING OFFICER OF CHP Name: M. V. Fojas Phone: (916) 843-3531 Title: Commander Fax: (916) 322-3159 Address: 601 North 7th Street Sacramento, CA 95811 E-Mail: Michelle.Fojas@chp.ca.gov _____ (Signature) _____ (Date)	10. AUTHORIZED FINANCIAL CONTACT TO RECEIVE REIMBURSEMENT PAYMENTS Name: Helen Yu-Scott Title: Finance Director Phone: (650) 777-4150 Address: 501 Primrose Road Burlingame, CA 94010

TERMS AND CONDITIONS

Grantee shall comply with the California Code of Regulations, Title 13, Division 2, Chapter 13 Section 1890, et seq. and all other Terms and Conditions noted in this Grant Agreement. Failure by the Grantee to comply may result in the termination of this Grant Agreement by the California Highway Patrol (hereafter referred to as State). The State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.

A. EXECUTION

1. The State (the California Highway Patrol) hereby awards, to the Grantee, the sum of money stated on page one of this Grant Agreement. This funding is awarded to the Grantee to carry out the Project set forth in the Project Description and the terms and conditions set forth in this Grant Agreement.
2. The funding for this Grant Agreement is allocated pursuant to California Revenue and Taxation Code Section 34019(f)(3)(B). The Grantee agrees that the State's obligation to pay any sum under this Grant Agreement is contingent upon availability of funds disbursed from the California Cannabis Tax Fund to the State. If there is insufficient funding, the State shall have the option to either: 1) terminate this Grant Agreement; whereby, no party shall have any further obligations or liabilities under this Grant Agreement, or 2) negotiate a Grant Agreement Amendment to reduce the grant award and scope of work to be provided under this Grant Agreement.
3. The Grantee is not to commence or proceed with any work in advance of receiving notice that the Grant Agreement is approved. Any work performed by the Grantee in advance of the date of approval by the State shall be deemed volunteer work and will not be reimbursed by the State.
4. The Grantee agrees to provide any additional funding, beyond what the State has agreed to provide, pursuant to this Grant Agreement, and necessary to complete or carry out the Project, as described in this Grant Agreement. Any modification or alteration of this Grant Agreement, as set forth in the Grant Application submitted by the Grantee and on file with the State, must be submitted in writing thirty (30) calendar days in advance to the State for approval.
5. The Grantee agrees to complete the Project within the timeframe indicated in the Project Performance Period, which is on page one of this Grant Agreement.

B. PROJECT ADMINISTRATION

1. The Grantee shall submit all reimbursements, progress, performance, and/or other required reports concerning the status of work performed in furtherance of this Grant Agreement on a quarterly basis, or as requested by the State.
2. The Grantee shall provide the State with a final report showing all Project expenditures, which includes all State and any other Project funding expended, within sixty (60) calendar days after completion of this Grant Agreement.
3. The Grantee shall ensure all equipment which is purchased, maintained, operated, and/or developed is available for inspection by the State.
4. Equipment purchased through this Grant Agreement shall be used for the education, prevention, and enforcement of impaired driving laws, unless the Grantee is funding a portion of the purchased price not dedicated to impaired driving and that portion is not part of the Project costs. Equipment purchased under this Grant Agreement must only be used for approved Project-related purposes, unless otherwise approved by the State in writing.
5. Prior to disposition of equipment acquired under this Grant Agreement, the Grantee shall notify the State via e-mail, and by telephone, by calling the California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit at (916) 843-4360.

TERMS AND CONDITIONS

C. PROJECT TERMINATION

1. Grantee or the State may terminate this Grant Agreement at any time prior to the commencement of the Project. Once the Project has commenced, this Grant Agreement may only be terminated if the party withdrawing provides thirty (30) calendar days written notice of their intent to withdraw.
 - a. If by reason of force majeure the performance hereunder is delayed or prevented, then the term end date may be extended by mutual consent for the same amount of time of such delay or prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond the Grantee's control which would excuse the Grantee's performance as a matter of law.
 - b. Grantee agrees to provide written notice of an event of force majeure under this Grant Agreement within ten (10) calendar days of the commencement of such event, and within ten (10) calendar days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.
2. Any violations of law committed by the Grantee, misrepresentations of Project information by the Grantee to the State, submission of falsified documents by the Grantee to the State, or failure to provide records by the Grantee to the State when requested for audit or site visit purposes may be cause for termination. If the Project is terminated for the reasons described in this paragraph, the State will have no obligation to reimburse the Grantee for any additional costs once the Grant Agreement has been terminated.
3. The State may terminate this Grant Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. Furthermore, the Grantee, upon termination, shall return grant funds not expended by the Grantee as of the date of termination.
4. If this Grant Agreement is terminated, the State may choose to exclude the Grantee from future Grant Opportunities.

D. FINANCIAL RECORDS

1. The Grantee agrees the State, or their designated representative, shall have the right to review and to copy all records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated or required by law. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Furthermore, the Grantee agrees to include a similar right for the State to audit all records and interview staff in any subcontract related to performance of this Grant Agreement.

E. HOLD HARMLESS

1. The Grantee agrees to indemnify, defend, and save harmless the State, its officials, agents and employees from any and all claims and losses accruing or resulting to any and all Grantee's staff, contractors, subcontractors, suppliers, and other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, agency, firm, corporation who may be injured or damaged by the Grantee in performance of this Grant Agreement.

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F. NONDISCRIMINATION

1. The Grantee agrees to comply with State and federal laws outlawing discrimination, including, but not limited to, those prohibiting discrimination because of sex, race, color, ancestry, religion, creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics), sexual orientation, political affiliation, position in a labor dispute, age, marital status, and denial of statutorily-required employment-related leave. (GC 12990 [a-f] and CCR, Title 2, Section 8103.)

G. AMERICANS WITH DISABILITIES ACT

1. The Grantee assures the State it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

H. DRUG-FREE WORKPLACE

1. The Grantee shall comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or Organization/Agency's policy of maintaining a drug-free workplace.
 - iii. Any available counseling, rehabilitation, and employee assistance programs.
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the Project will:
 - i. Receive a copy of the company's drug-free workplace policy statement.
 - ii. Agree to abide by the terms of the company's statement as a condition of employment on the Grant Agreement.
2. Failure to comply with these requirements may result in suspension of payments under this Grant Agreement, or termination of this Grant Agreement, or both, and Grantee may be ineligible for award of any future Grant Agreements if the department determines that any of the following has occurred:
 - a. The Grantee has made false certification or violated the certification by failing to carry out the requirements, as noted above. (GC 8350 et seq.)

I. LAW ENFORCEMENT AGENCIES

1. All law enforcement Organization/Agency Grantees shall comply with California law regarding racial profiling. Specifically, law enforcement Organization/Agency Grantees shall not engage in the act of racial profiling, as defined in California Penal Code Section 13519.4.

TERMS AND CONDITIONS

J. LABOR CODE/WORKERS' COMPENSATION

1. The Grantee is advised and made aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Grant Agreement, (refer to Labor Code Section 3700).

K. GRANT APPLICATION INCORPORATION

1. The Grantee agrees the Grant Application and any subsequent changes or additions approved or required by the State is hereby incorporated into this Grant Agreement.

L. STATE LOBBYING

1. The Grantee is advised that none of the funds provided under this Grant Agreement may 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 by this Grant Agreement, from engaging in direct communications with the state or local legislative officials, in accordance with customary state and/or local practice.

M. REPRESENTATION AND WARRANTIES

1. The Grantee represents and warrants that:
 - a. It is validly existing and in good standing under the laws of the State of California, has, or will have the requisite power, authority, licenses, permits, and the like necessary to carry on its business as it is now being conducted and as contemplated in this Grant Agreement, and will, at all times, lawfully conduct its business in compliance with all applicable federal, state, and local laws, regulations, and rules.
 - b. It is not a party to any Grant Agreement, written or oral, creating obligations that would prevent it from entering into this Grant Agreement or satisfying the terms herein.
 - c. If the Grantee is a Nonprofit Organization/Agency, it will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status. If the Grantee subcontracts with a Nonprofit as part of this Grant Agreement, the Grantee shall ensure the Nonprofit will maintain its "Active" status with the California Secretary of State, maintain its "Current" status with the California Attorney General's Registry of Charitable Trusts, and maintain its federal and State of California tax-exempt status.
 - d. All of the information in its Grant Application and all materials submitted are true and accurate.

N. AIR OR WATER POLLUTION VIOLATION

1. Under the state laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

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O. GRANTEE NAME CHANGE

1. Grantee agrees to immediately inform the State, in writing, of any changes to the name of the person within the Organization/Agency with delegated signing authority.
2. An Amendment is required to change the Grantee's name, as listed on this Grant Agreement. Upon receipt of legal documentation of the name change, the State will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

P. RESOLUTION

1. A county, city, district, or other local public body shall provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law, has authority to enter into a Grant Agreement, authorizing execution of the Grant Agreement.

Q. PAYEE DATA RECORD FORM STD. 204

1. This form shall be completed by all non-governmental Grantees.

R. FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA GOVERNMENT AGENCY TAXPAYER ID FORM

1. This form shall be completed by all Grantees.

S. CONFLICT OF INTEREST

1. This section serves to make the Grantee aware of specific provisions related to current or former state employees. If Grantee has any questions regarding the status of any person rendering services or involved with the Grant Agreement, the Grantee shall contact the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) immediately for clarification.
2. Current State Employees:
 - a. No officer or employee shall engage in any employment, activity, or enterprise, from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity, or enterprise is required, as a condition of regular state employment.
 - b. No officer or employee shall contract on their own behalf, as an independent Grantee, with any state agency to provide goods or services.
3. Former State Employees:
 - a. For the two-year period from the date they left state employment, no former state officer or employee may enter into a contract in which they engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to this Grant Agreement while employed in any capacity by any state agency.
 - b. For the 12-month period from the date they left state employment, no former state officer or employee may enter into a contract with any state agency if they were employed by that state agency in a policy-making position in the same general subject area as the proposed Grant Agreement within the 12-month period prior to their leaving state service.
4. The authorized representative of the Grantee Organization/Agency, named within this Grant Agreement, warrants their Organization/Agency and its employees have no personal or financial interest and no present or past employment or activity, which would be incompatible with

TERMS AND CONDITIONS

participating in any activity related to this Grant Agreement. For the duration of this Grant Agreement, the Organization/Agency and its employees will not accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is associated with this Grant Agreement.

5. The Grantee Organization/Agency and its employees shall not disclose any financial, statistical, personal, technical, media-related, and/or other information or data derived from this Grant Agreement, made available for use by the State, for the purposes of providing services to the State, in conjunction with this Grant Agreement, except as otherwise required by law or explicitly permitted by the State in writing. The Grantee shall immediately advise the State of any person(s) who has access to confidential Project information and intends to disclose that information in violation of this Grant Agreement.
6. The Grantee will not enter into any Grant Agreement or discussions with third parties concerning materials described in paragraph five (5) prior to receiving written confirmation from the State that such third party has a Grant Agreement with the State, similar in nature to this one.
7. The Grantee warrants that only those employees who are authorized and required to use the materials described in paragraph 5 will have access to them.
8. If the Grantee violates any provisions in the above paragraphs, such action by the Grantee shall render this Grant Agreement void.

T. EQUIPMENT-USE TERMS

1. The Grantee agrees any equipment purchased under this Grant Agreement shall be used for impaired driving efforts.
2. Law Enforcement Projects:
 - a. Oral Fluid Drug Screening Devices and Cannabis/Marijuana Breath Testing Equipment - The Grantee agrees to ensure all personnel using road-side drug testing equipment, including oral fluid drug testing devices and/or cannabis/marijuana breath testing devices, purchased with grant funds from this Grant Agreement, are trained to recognize alcohol and drug impairment. At a minimum, personnel using these devices should receive Standardized Field Sobriety Testing training. These personnel are also encouraged to attend Advanced Roadside Impaired Driving Enforcement and Drug Recognition Evaluator training. Prior to using these devices, the Grantee agrees to obtain permission from their local prosecutor's office, establish a policy ensuring appropriate use, and require the staff using these devices to receive appropriate training, which may include training from the manufacturer. This will help ensure the equipment is used appropriately. The Grantee shall advise the State (California Highway Patrol, Impaired Driving Section, Cannabis Grants Unit) of any legal challenges or other items of significance that may affect the use or legal acceptance of these devices. Additionally, the State may request additional information about the performance of these devices, including information about their use, accuracy, and feedback from personnel using the devices.
 - b. Law Enforcement Vehicles – The Grantee agrees any law enforcement vehicles purchased with Grant funds, from this Grant Agreement, will be primarily used for the enforcement of driving under the influence laws and/or providing public education, related to the dangers of driving under the influence. Additionally, any vehicle purchased using funds from this Grant Agreement shall comply with all California Vehicle Code and California Code of Regulation requirements. The State may require the Grantee to mark these vehicles with a decal and/or emblem, indicating the vehicle is used for driving under the influence enforcement.

Schedule A

Burlingame Police Department

The Grantor determined awards and adjustments based on the Project's merit, operational scale, compliance with the Request for Application (RFA), and program regulations. Certain activities or budget items proposed in Schedule A may have been deemed ineligible for funding. The final, binding list of authorized activities and expenses is set forth in Schedule B - Detailed Budget Estimate.

Project Description

The Burlingame Police Department proposes a multi-faceted impaired-driving project combining DUI saturation patrols, DUI checkpoints, and youth education presentations. Sixteen patrols and two checkpoints will target high-risk periods to identify and remove alcohol- and drug-impaired drivers from the roadway. Additionally, two high school presentations will raise awareness among youth about the dangers and legal consequences of impaired driving, reinforcing enforcement efforts and improving overall community safety.

Problem Statement

The City of Burlingame is located on the San Francisco Bay Peninsula and serves as a critical transportation corridor between San Francisco and Silicon Valley. While the city's residential population is approximately 31,000, weekday traffic volumes increase significantly as the daytime population nearly doubles due to the presence of approximately 6,550 businesses. These include hotels, restaurants, and office buildings concentrated along the San Francisco Bayfront and in close proximity to San Francisco International Airport.

Burlingame contains two active downtown districts that attract substantial evening and weekend activity through restaurants, bars, and entertainment venues. The opening of Topgolf in 2025 has further increased visitor traffic throughout the day and into late evening hours, contributing to higher volumes of vehicle, pedestrian, and rideshare activity during periods associated with increased risk for impaired driving.

Local streets are frequently used as alternatives to four major arterial roadways and parallel highways, resulting in elevated traffic volumes and increased exposure to speeding, impaired driving, and collision risk. This combination of commuter traffic, commercial activity, and a large transient population presents ongoing traffic safety challenges and underscores the need for proactive enforcement and education efforts focused on impaired driving and roadway safety.

Over the past three years, the City of Burlingame has added approximately 830 new residential units, primarily through higher-density, multi-family developments located along major transportation corridors such as Rollins Road and El Camino Real. This residential growth has increased pedestrian, bicycle, and vehicle activity in areas already experiencing heavy congestion. The resulting increase in multimodal travel heightens the likelihood of traffic conflicts, particularly near intersections, transit stops, school routes, and commercial areas where impaired driving poses heightened risk.

A major Caltrans-led reconstruction project on El Camino Real is scheduled to begin in 2026 and is anticipated to last approximately three to four years. This long-term construction effort will significantly disrupt traffic patterns, modify lane configurations, and increase congestion along one of Burlingame's primary arterial corridors. Construction-related impacts, combined with increased residential density, will further elevate safety risks for all roadway users, particularly during nighttime and weekend hours when impaired driving violations are more prevalent. Grant funding is essential to support enhanced traffic enforcement, public education, and impaired-driving prevention strategies throughout this extended construction period.

As work-from-home practices implemented during the COVID-19 pandemic have continued to decline, Burlingame has experienced increased vehicle traffic volumes and a corresponding rise in traffic collisions. Community concerns regarding speeding, impaired driving, and pedestrian and bicycle safety remain consistently high. Focused enforcement and education efforts are necessary to address these evolving conditions and reduce the risk of serious and fatal crashes.

Schedule A

In 2025, Burlingame experienced four fatal traffic collisions, double the number recorded in 2024. One of these tragic incidents resulted in the death of a four-year-old child, generating significant community concern and increased calls for stronger traffic safety and impaired-driving enforcement. During 2025, Burlingame police officers issued 2,162 traffic-related citations, including violations for speeding, stop signs, distracted driving, and driving on a suspended license. These enforcement efforts reflect ongoing challenges related to unsafe driving behaviors.

Of the 225 traffic collisions reported in 2025, 10 were DUI-related, and unsafe speed remained one of the top contributing crash factors. Sixteen collisions involved pedestrian injuries, and seven involved bicyclist injuries. While total injury crashes decreased slightly compared to the prior three-year average, the severity of collisions increased, as evidenced by four fatal crashes, two of which involved pedestrians. Nighttime injury crashes increased by 22 percent, highlighting elevated risk during hours commonly associated with alcohol- and cannabis-impaired driving.

This convergence of increased traffic volumes, pedestrian activity, nightlife-related travel, and impaired driving risks demonstrates a clear need for sustained and enhanced enforcement, public education, and prevention efforts focused on driving under the influence of alcohol and drugs, including cannabis. Without continued intervention, these conditions will continue to impose serious public safety, social, and economic impacts on the City of Burlingame.

This grant will serve residents, commuters, and visitors traveling through Burlingame, as well as individuals patronizing local businesses and entertainment venues. The city's high-volume, transient population—combined with commuter traffic and increased nighttime activity—creates elevated risk for impaired driving, traffic collisions, and pedestrian- and bicycle-related injuries.

The Burlingame Police Department prioritizes education and engagement with all community members, including at-risk populations such as pedestrians, bicyclists, and youth. The department participates in ongoing community meetings with residents and city transportation engineers to identify traffic safety concerns and develop targeted responses. Throughout the year, public education and outreach efforts are conducted to increase awareness of impaired driving laws, the dangers of cannabis-impaired driving, and safe roadway behaviors.

This grant will enhance the department's ability to reduce impaired-driving-related crashes, injuries, and fatalities through focused enforcement, education, and community engagement efforts aligned with the goals of the CHP Cannabis Grant Program, ultimately improving roadway safety for all who live in, work in, and travel through Burlingame.

Performance Measures/Scope of Work (Proposed Solution)

DUI Saturation Patrols

The Burlingame Police Department will conduct 16 DUI saturation patrols during the grant period, with four patrols each quarter (Q1–Q4). Patrols will be deployed during high-risk periods, including nights and weekends, and will focus on identifying alcohol- and drug-impaired drivers, including cannabis impairment. Locations will be selected using DUI arrest data, collision trends, and areas with increased nightlife activity. The objective is to achieve a 10 percent reduction in DUI/DUID-related fatalities and improve roadway safety. Effectiveness will be measured by the number of DUI arrests, DUI citations, field sobriety tests conducted, and DUI-related crashes. Grant funding will support officer overtime, allowing for dedicated DUI enforcement beyond regular staffing and increasing enforcement visibility during peak impaired-driving hours.

DUI Checkpoints

The department will conduct two DUI checkpoints, with one in Q2 and one in Q4, at locations identified through data analysis as having elevated impaired-driving activity. The goal of these checkpoints is to achieve a 15 percent reduction in DUI/DUID incidents by increasing deterrence, public awareness, and enforcement. Performance will be measured by the number of vehicles screened, DUI arrests, citations, and DUI-related collisions. Grant resources will support officer overtime, traffic control equipment, and public notification, ensuring checkpoints are conducted safely, legally, and in compliance with CHP guidelines.

Schedule A

Educational Presentations

The Burlingame Police Department will conduct two educational presentations at local high schools during the grant period, reaching at least 100 students per presentation. Presentations will address the risks and legal consequences of alcohol- and cannabis-impaired driving, with a focus on young and inexperienced drivers. Outcomes will be measured by the number of students reached and participant engagement. Grant funding will support educational materials and officer preparation time, reinforcing prevention efforts that complement enforcement activities.

Project Performance Evaluation

Method of Evaluation and Communication Plan

Quantitative Evaluation Measures

- Number of DUI saturation patrols and DUI checkpoints conducted
- Number of DUI/DUID arrests and citations
- Field sobriety tests administered
- Number of vehicles screened at DUI checkpoints
- DUI-related traffic collisions, injuries, and fatalities
- Nighttime and weekend DUI collision trends
- Number of students reached through educational presentations

Qualitative Evaluation Measures

- Officer debriefs and operational observations following DUI operations
- Community feedback received during outreach efforts and educational presentations
- Student engagement and participation during school presentations

Data Collection and Review

- Enforcement and collision data will be tracked monthly and quarterly
- Data will be compared to prior-year baseline trends to measure Project impact
- Findings will be used to adjust enforcement strategies as needed

Communication Plan

- Internal briefings to department leadership and staff to share results and trends
- Public communication through press releases, social media, and the city website
- Summary results shared with City management and community stakeholders to promote transparency and awareness of impaired driving risks

Schedule A

Program Sustainability

Plan for Reducing Reliance on Future Grant Funding

Integrate Enforcement into Routine Operations: DUI saturation patrols and checkpoints will be incorporated into regular traffic patrols, prioritizing nights, weekends, and high-risk locations.

Sustain Education Efforts: High school presentations and community outreach will continue using existing staff and partnerships, without additional funding.

Data-Driven Deployment: Ongoing monitoring of DUI and crash trends will guide resource allocation for enforcement and education, ensuring effectiveness with current staffing.

Timeframe for Continuation:

0–12 months post-grant: Maintain targeted DUI patrols, checkpoints, and educational presentations.

12–36 months post-grant: Incorporate successful grant-supported strategies into standard operations and staff training.

36+ months post-grant: Continue data-driven DUI enforcement and community education as standard traffic safety programs, sustaining reductions in impaired driving without external funding.

This approach ensures long-term impact and community safety, reducing dependency on future grant funds.

Administrative Support

Administrative Support

The Burlingame Police Department has the organizational capacity and experience to successfully manage and complete this Project within the grant performance period. The department has previously administered state and federal grants, including DUI, traffic safety, and community education programs, demonstrating proficiency in grant compliance, reporting, and fiscal management.

Personnel:

- The Traffic Division will oversee all grant-funded activities, including DUI saturation patrols, checkpoints, and educational presentations.
- Officers assigned to grant operations will have the necessary training in DUI enforcement, field sobriety testing, and data collection.
- Administrative staff will manage documentation, grant reporting, and budget tracking to ensure compliance with all grant requirements.

Physical Resources:

- Existing department vehicles, communication systems, and traffic safety equipment will support enforcement operations.
- Office space, data management systems, and community outreach materials are available to facilitate planning, coordination, and reporting.
- Resources procured through the grant, such as message boards for checkpoints and educational materials, will supplement existing capabilities and enhance public outreach.

The combination of experienced personnel, proven grant management, and existing physical resources ensures that all Project activities will be effectively implemented, monitored, and reported within the Project Performance Period, maximizing the impact on impaired-driving reduction and community safety.

Schedule B

Detailed Budget Estimate

Award Number	Organization/Agency	Total Amount
30883	Burlingame Police Department	\$48,764.00

Cost Category	Line Item Name	Total Cost to Grant
Personnel		
	Presentations	\$668.00
	DUI Checkpoint	\$26,720.00
	DUI Saturation Patrol	\$21,376.00
Category Sub-Total		\$48,764.00

Grant Total	\$48,764.00
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Schedule B-1 Budget Narrative

Burlingame Police Department

Prior to engaging in grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the grantee does not have primary traffic jurisdiction, the grantee should consult with the agency having primary traffic jurisdiction.

Personnel

DUI Saturation Patrol

\$21,376.00

16 DUI Saturation Patrols, 8 hours each operation.

128 total hours

Officer/Corporal/Sergeant

Officer OT rate \$83 - \$120

Corporal OT rate \$115 - \$130

Sergeant OT rate \$130 - \$167

DUI Checkpoint

\$26,720.00

2 DUI Checkpoints, 8 hours each operation.

10 total Officers/Corporals/Sergeants

Officer OT rate \$83 - \$120

Corporal OT rate \$115 - \$130

Sergeant OT rate \$130 - \$167

Presentations

\$668.00

2 Educational Presentations Q2- 1, Q4 - 1

2-hour total each / 4 hours total

4 total Officers/Corporals/Sergeants

Officer OT rate \$83 - \$120

Corporal OT rate \$115 - \$130

Sergeant OT rate \$130 - \$167