

Ventura County Service Authority for Freeway Emergencies (SAFE) Incident Responder Grant Program

Introduction

The California Legislature established Service Authorities for Freeway Emergencies (SAFE) in order to encourage the development of a motorist aid system comprised of multiple service elements and infrastructure along the California Freeway System to enable motorists in need of assistance to obtain aid.

Entities responding to freeway and highway incidents play a significant role in providing assistance to motorists involved as well as those simply caught in the resultant congestion until the incident is cleared. Entities responding to freeway and highway incidents use a variety of tools to assist motorists from life saving devices to photographic equipment for incident analysis. These tools heighten the efficiency of incident responders allowing them to save lives as well as reduce congestion.

The Ventura County SAFE finds it is beneficial to Ventura County motorists for incident responders to have the best tools available for their use. To that end, Ventura County SAFE establishes the Incident Responder Grant Program to provide funds to incident responders in Ventura County. Funding is provided through the Ventura County SAFE, which receives a \$1 vehicle registration fee on all vehicles registered in Ventura County.

1. Grant Participant Eligibility

Eligible participants in this grant program consist of government agencies, either singularly or in collaboration, that provide roadway incident response on the segments of Ventura County's roadway network shown in Figure 1 below and that meet the following criteria:

"....money's received by [the Service Authority] pursuant to subdivision (b) of Section 9250.10 of the Vehicle Code shall be used for the implementation, maintenance, and operation of a motorist aid system on the portions of the California Freeway and Expressway System and, the unincorporated county roads that county, and on state highway routes that connect segments of these systems, which are located within the county in which the authority is established."
Prior grant recipients must be in good standing with prior IRGP award requirements.

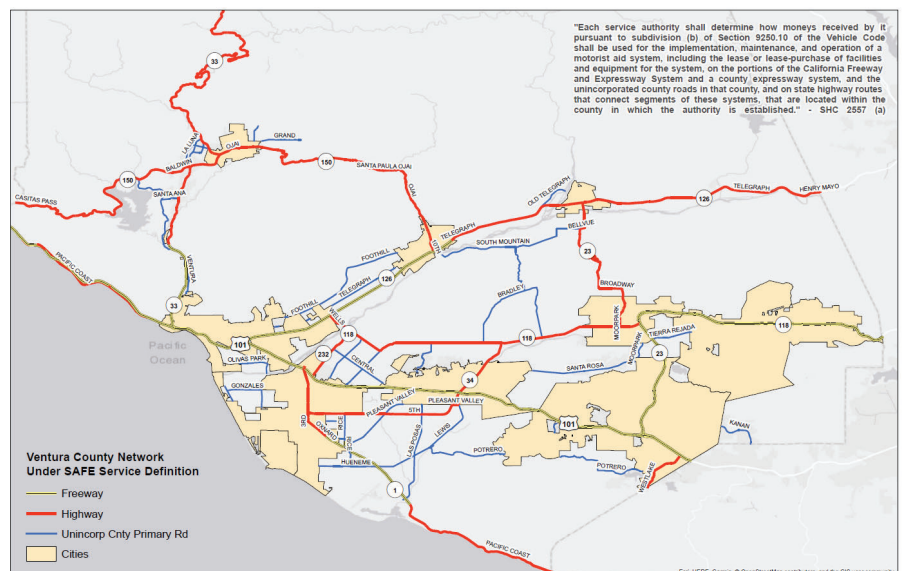


Figure 1

2. Eligible Grant Expenditures

Eligible grant expenditure categories include capital assets including computer hardware and software, equipment used to clear, manage, analyze, and prevent roadway incidents on the roadways that conform with Section 1 above. Grant funds may not be used for personnel costs or ongoing operational costs. Capital assets must remain with the grant recipient for the reasonable life cycle of the asset; they may not be sold, transferred, or assigned to other agencies or entities.

3. Grant Amount and Frequency

The SAFE Board shall determine the total amount of and frequency of grant allocations based a review of the SAFE Fund Balance every two years. The review of the SAFE Fund Balance shall occur with the development of the draft SAFE budget with grant application process beginning July 1 of the fiscal year for which the budget is appropriated. Subject to available funding the SAFE Board will consider setting the minimum total grant allocation at not less than \$500,000 to ensure the greatest value to incident responders.

4. Grant Expenditure Lifecycle

Government agencies receiving Incident Responder Grant funds shall expend funds in accordance with the following criteria:

- a. Agencies must expend funds within two (2) years of receipt of funds, with a one (1) year extension possible upon submission of a request from the agency that received the grant showing the necessity of the extension and upon approval by SAFE Executive Director. If funds are not expended by the government agency that received the funds within the approved time period, the agency that received the funds shall return the funds to Ventura County SAFE.
- b. Any unused or excess grant funds related to the capital project funded by the grant shall be returned to Ventura County SAFE within sixty days of the determination that there are unused or excess grant funds.
- c. Grant funds may not be transferred or assigned to another government agency or sub recipient or to another project without prior approval by Ventura County SAFE.
- d. Recipients of grant funds must provide an annual accounting of grant funds by June 30th for the previous fiscal year to Ventura County SAFE providing the status of grant funds and when grant closeout is anticipated. Grant recipients must complete the annual report template provided by Ventura County SAFE and include itemized receipts for all purchases.
- e. If assets purchased through this grant program are damaged within their reasonable lifespan and the agency receives reimbursement funds through property insurance or other mechanisms, the reimbursed funds may be; 1) used to purchase replacement assets with the agency responsible for any balance above the reimbursement; 2) if the amount of reimbursement funds are \$5,000 or greater, the reimbursement funds shall be returned to Ventura County SAFE; 3) if the reimbursement funds are less than \$5,000 they may be retained by the agency that received the grant and the funds applied to the agency's ongoing efforts in roadway incident responses.
- f. When all or needed grant funds have been expended or at the end of three (3) years, the grant fund recipient shall submit a grant close out report to Ventura County SAFE. The close out report shall include copies of receipts and point of delivery for capital purchases.

5. Ownership

Grant recipients will hold ownership, title, maintenance responsibilities and all liability associated with the purchases made through this grant program. Ventura County SAFE is not responsible for the proper use or training associated with equipment purchased through this grant program.

6. Application Process

Qualifying government agencies shall follow the application process as detailed in Attachment 1 to this document. The Grant Application process may be amended by the Ventura County SAFE Board at any time and in the Board's sole discretion.

Grant applicants may receive partial grant funding if grant requests are in excess of total grant funds available or the Ventura County SAFE Board may choose to appropriate additional SAFE funds into the grant program to fully fund any one partially funded application.

7. Application Scoring

A Grant Scoring Committee comprised of one (1) Ventura County SAFE staff member and two (2) experts in incident response, and one (1) local jurisdiction representative selected by the SAFE Executive Director shall be convened and grant applications shall be scored and ranked according to the criteria below. Final grant allocations are subject to approval by the SAFE Board.

Incident Responder Grant Program Scoring Rubric				
Rating Factor	Point Range	Percent of Total Value	Maximum Points	Total
1 Qualifications	1-5	20%	20	
2 Project description, goals and objectives	1-5	25%	25	
3 Collaboration	1-5	20%	20	
4 Capability and Qualifications to provide services	1-5	15%	15	
5 Proposal Budget: Cost effectiveness and budget review.	1-5	20%	20	
Total		100%	100	

Attachment 1 Grant Application

Grant Submittals

Applicants shall submit four (4) hard copies, including one (1) original with wet signatures and three copies, plus one electronic copy of the application package below. All grant submittals must conform to the schedule detailed below and must be delivered no later than **4:00 PM** of the grant submittal deadline to:

Ventura County SAFE Grant Program
751 E. Daily Drive, Suite 420
Camarillo, CA 93010

Grant submittals received after the application deadline **will not be considered**.

Grant Submittal Schedule

February 5 – 9, 2024 – Grant Informational packages distributed.

February 15, 2024 at 10:00 AM - Informational meeting at VCTC offices at the address above. Remote option available via Zoom.

March 29, 2024 – Proposals due to Ventura County SAFE no later than **4:00 PM**.

April 15, 2024 – Proposals scored.

May 10, 2024 – Ventura County SAFE Board Grant consideration and approval.*

*Authorization to proceed and grant funds for approved grants will be distributed to grant recipients no later than thirty (30) after Board approval.



**Ventura County Service Authority for Freeway Emergencies (SAFE)
Incident Responder Grant Program
Application Form**

Minimum Grant Amount: \$5,000 - Maximum Grant Amount: \$500,000

Date:	Amount of Request:
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Willing to accept partial grant: Yes No

Multi Agency Application (please fill out Page 1 for each partner agency):

Agency Name:

Agency Contact:

Contact Title:

Agency Street Address:

City:	Zip Code:
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Telephone:	Email:
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Agency Type:

Law Enforcement <input type="checkbox"/>	Fire <input type="checkbox"/>	Municipal <input type="checkbox"/>	Other <input type="checkbox"/>
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Explain:

Jurisdictional Boundaries (mark all that apply):

Camarillo <input type="checkbox"/>	Fillmore <input type="checkbox"/>	Moorpark <input type="checkbox"/>	Ojai <input type="checkbox"/>
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Oxnard <input type="checkbox"/>	Port Hueneme <input type="checkbox"/>	Santa Paula <input type="checkbox"/>	Simi Valley <input type="checkbox"/>
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Thousand Oaks <input type="checkbox"/>	Ventura <input type="checkbox"/>	County of Ventura <input type="checkbox"/>	Ventura County <input type="checkbox"/> (countywide)
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Other <input type="checkbox"/>	Explain:
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**Ventura County Service Authority for Freeway Emergencies (SAFE)
Incident Responder Grant Program
Application Questionnaire**

Please answer the questions below with as much specificity as needed to fully answer the questions. If additional space is required, it is allowable to attached additional sheets to this application.

1. What is your agency's role in responding to roadway incidents?

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2. Please describe the problem that your agency has identified concerning roadway incident response within your jurisdiction that would be improved by grant funding for capital assets.

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3. Please describe how grant funding would provide the solution that your agency is proposing to the problem identified above. Please include specific tasks, timelines, processes and possible collaboration with other agencies.

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4. Please describe your agency's capability to carry out the proposed solution described above.

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Please answer the questions below with as much specificity as needed to fully answer the questions. If additional space is required it is allowable to attached additional sheets to this application.

5. Please describe how other agencies might benefit from your agency’s proposal.

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6. Please describe in detail how grant funds are proposed to be expended. Include a draft budget and timeline for expenditures.

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7. How will your agency measure the outcomes and impacts of that result from the capital asset funded with the Ventura County SAFE grant funds? If available, please share any evidence or research that supports your agency’s proposal and expected outcomes.

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The representative below has read and agrees to the Ventura County SAFE guidelines and is authorized to submit grant applications and accept funds for the agency named above.

Agency Director (please Print)

Agency Director Signature and Date

Agency Contact (if different)

Agency Contact Signature and Date