

## Ono, Ingrid

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**From:** Baldwin, Kathy  
**Sent:** Thursday, August 09, 2018 8:16 AM  
**To:** Ono, Ingrid  
**Subject:** FW: Office of Traffic Safety Grant – Signature Required  
**Attachments:** Grant Agreement - PT19050.pdf

FYI

-----Original Message-----

From: Nichole Aston <nichole.aston@ots.ca.gov>  
Sent: Wednesday, August 08, 2018 4:36 PM  
To: Handy, Robert <Robert.Handy@hbpd.org>; Baldwin, Kathy <KBaldwin@hbpd.org>; Mendez, Julio <JMendez@hbpd.org>  
Subject: Office of Traffic Safety Grant – Signature Required

Dear Grantee,

The attached final grant agreement document is ready for your agency's signatures.

Instructions:

1. Print one copy of the attached final grant agreement PDF. Please be sure the attached document is the only version that is routed for signatures.
2. Obtain signatures of the Grant Director, Authorizing Official, and Fiscal or Accounting Official (Page 1, Box 8A-C).
  - a. Ensure the individuals listed are authorized to sign on behalf of your agency and can bind the agency into a contract.
  - b. Only the person whose name appears can sign.
  - c. No one can sign for another individual.
  - d. White-out is not permitted.
3. Mail the signed grant agreement (original hard copy) to OTS at 2208 Kausen Drive, Suite 300, Elk Grove, CA, 95758.
4. If you cannot return the signed grant agreement by September 14, 2018, please contact your Program Coordinator.

If you have any questions, please contact your Program Coordinator, Nichole Aston at (916) 509-3019 or email [nichole.aston@ots.ca.gov](mailto:nichole.aston@ots.ca.gov).