

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

311



**FROM:** Community Health Agency/Department of Public Health

**SUBMITTAL DATE:**  
June 10, 2010

**SUBJECT:** Approval of the Agreement with the State of California, Department of Transportation (Caltrans) and Riverside County, Community Health Agency – Injury Prevention Services.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Approve the Program Supplement Agreement No. 090-N to Administering Agency State Agreement for Federal-Aid Projects No. 08-5956R with the State of California, Department of Transportation (Caltrans) and Riverside County, Community Health Agency/Department of Public Health – Injury Prevention Services (IPS) for the period of July 1, 2010 to June 30, 2012 in the amount of \$349,517; and
- 2) Accept and file; Authorization to Proceed letter, Authorization/Agreement Summary and Finance letter and
- 3) Authorize the Chairperson of the Board to sign one (1) original and three (3) copies of the Program Supplement Agreement on behalf of the County.

**BACKGROUND (Continued on Page 2):** The Riverside County, Community Health Agency received funding from the State of California, Department of Transportation (Caltrans) for a two year comprehensive Safe Routes to Schools (SRTS) Education and Encouragement program in the City of Riverside.

OB:gc/ys

*Susan D. Harrington*  
\_\_\_\_\_  
Susan Harrington, Director  
Department of Public Health

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$174,759	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost: FY11/12	\$ 0	For Fiscal Year:	10/11

<b>SOURCE OF FUNDS:</b> 100% funded by State of California, Department of Transportation (Caltrans)	<b>Positions To Be Deleted Per A-30</b>	<input checked="" type="checkbox"/>
	<b>Requires 4/5 Vote</b>	

**C.E.O. RECOMMENDATION:**  
APPROVE  
BY: *Debra Cournoyer*  
Debra Cournoyer  
County Executive Office Signature

FORM APPROVED COUNTY COUNSEL  
BY: NEAL R. KIPNIS  
DATE: 6/10/10  
Departmental Concurrence

Dep't Recomm.:  Consent  Policy  
Per Exec. Ofc.:  Consent  Policy

**Form 11**

**Page 2**

**SUBJECT:** Approval of the Agreement with the State of California, Department of Transportation (Caltrans) and Riverside County, Community Health Agency – Injury Prevention Services.

**BACKGROUND (Continued):**

Injury Prevention Services will work with five elementary school sites in the City of Riverside (Alcott, Madison, Magnolia, Emerson, and Jefferson) to conduct educational walking and bicycling safety activities and coordinate walking and biking to school encouragement events. Parents, school staff, community volunteers, and agency representatives associated with Alvord and Riverside Unified School District and the city of Riverside will participate in an existing SRTS community coalition. IPS will offer SRTS Workshops, training, resources, and networking opportunities to schools and the community to promote safe walking and biking to school. The Board of Supervisors previously approved the first cycle of SRTS funds on July 29, 2008, Agenda Item 3.23.

**FINANCIAL:**

FY 10/11:	\$174,759
FY 11/12:	<u>\$174,758</u>
	\$349,517

**DEPARTMENT OF TRANSPORTATION**

Division of Local Assistance  
1120 N STREET  
P.O. BOX 942874, MS# 1  
Sacramento, CA 94274-0001  
TTY 711  
(916) 654-3151  
Fax (916) 653-7621

April 28, 2010

Mr. Michael Osur  
Deputy Director  
Riverside County  
4065 County Circle Drive  
Riverside, CA 92503

Dear Mr. Osur:

Enclosed are two originals of the Program Supplement Agreement No. 090-N to Administering Agency-State Agreement No. 08-5956R and an approved Finance Letter for the subject project. Please retain the signed Finance Letter for your records.

**Please note that federal funding will be lost if you proceed with future phase(s) of the project prior to getting the "Authorization to Proceed" with that phase.**

Please review the covenants and sign both copies of this Agreement and return both to this office, Office of Project Implementation - MS1 within 60 days from the date of this letter. If the signed Agreements are not received back in this office within 60 days, funds will be disencumbered and/or deobligated. Alterations should not be made to the agreement language or funding. Attach your local agency's certified authorizing resolution that clearly identifies the project and the official authorized to execute the agreement. A fully executed copy of the agreement will be returned to you upon ratification by Caltrans. No invoices for reimbursement can be processed until the agreement is fully executed.

In accordance to Government Code 16304, Federal funds appropriated by the State budget are available for liquidation only for seven years and the State funds are available only for five years. The attached Finance Letter shows these deadlines as the "Reversion Date". Please ensure that your invoices are submitted at least 60 days prior to the reversion date to avoid any lapse of funds. If your agency is unable to seek reimbursement by this date you may request an extension through a Cooperative Work Agreement (CWA). A CWA is subject to the final approval of the State Department of Finance. If approved, the CWA may extend the deadline for up to one year for federal funds and up to three years for State funds.

Please note that Government Code 16304 does not supersede any other more restrictive expenditure deadlines.

Your prompt action is requested. If you have questions, please contact your District Local Assistance Engineer.

Sincerely,



RAY ZHANG, Chief  
Office of Project Implementation - South  
Division of Local Assistance

Enclosure

c: DLA AE Project Files



File : 08-RIV-0-CR

SRTSLNI-5956(184)

Alcott ES, Magnolia ES, Madison  
ES, Emerson ES, & Jefferson ES all  
in the City of Riverside

PROGRAM SUPPLEMENT NO. N090  
 to  
 ADMINISTERING AGENCY-STATE AGREEMENT  
 FOR FEDERAL-AID PROJECTS NO. 08-5956R

Date: April 22, 2010  
 Location: 08-RIV-0-CR  
 Project Number: SRTSLNI-5956(184)  
 E.A. Number: 08-925131

This Program Supplement hereby incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 02/01/07 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_, approved by the Administering Agency on \_\_\_\_\_ (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by State of any funds derived from sources noted below obligated to this project, the Administering Agency accepts and will comply with the Special covenants or Remarks set forth on the following pages.

**PROJECT LOCATION:**

Alcott ES, Magnolia ES, Madison ES, Emerson ES, & Jefferson ES all in the City of Riverside

**TYPE OF WORK:** Bicycle-pedestrian safety education and encouragement program

**LENGTH:** 0 (MILES)

Estimated Cost	Federal Funds		Matching Funds		
	LU30	\$349,517.00	LOCAL		OTHER
\$349,517.00			\$0.00	\$0.00	\$0.00

RIVERSIDE COUNTY

STATE OF CALIFORNIA  
 Department of Transportation

By \_\_\_\_\_  
 Date \_\_\_\_\_  
 Attest \_\_\_\_\_  
 Title \_\_\_\_\_

By \_\_\_\_\_  
 Chief, Office of Project Implementation  
 Division of Local Assistance  
 Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer *[Signature]* Date 4/23/10 \$349,517.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT
1	2009	2660-102-890	2009-2010	20.30.010.535	C	262042	892-F	349,517.00

FORM APPROVED COUNTY COUNSEL  
 BY: *[Signature]* DATE \_\_\_\_\_  
 NEAL R. KIPNIS

SRTSLNI-5956(184)

## SPECIAL COVENANTS OR REMARKS

1. 1) This non-infrastructure PROJECT is programmed to receive Federal Safe Routes to School (SRTS) funds. ADMINISTERING AGENCY agrees that any changes to the PROJECT that conflict with the approved Federal funded Safe Routes to School (SRTS) Application and/or the SRTS Program requirements in the Local Assistance Program Guidelines (LAPG) may render the PROJECT ineligible for Federal reimbursement and the Administering Agency may be required to return any federal funds reimbursed for the PROJECT.

2) If a consultant firm will perform the PROJECT work, ADMINISTERING AGENCY shall submit the draft consultant agreement to the State SRTS Coordinator for review 30 calendar days prior to beginning reimbursable work. Reimbursable work cannot begin prior to having an executed consultant agreement. The State SRTS Coordinator's address is:

Department of Transportation  
Division of Local Assistance, MS 1  
Attn: SRTS Coordinator  
Office of Project Delivery & Safety  
P. O. Box 942874  
Sacramento, CA 94274-0001

The State SRTS Coordinator will, within 21 calendar days, inform ADMINISTERING AGENCY that the review has been completed or that changes to the draft consultant agreement need to be made.

3) Award information shall consist of an executed consultant agreement and Exhibit 10-0. ADMINISTERING AGENCY shall submit a copy of the award information to the DLAE within 60 days of execution or with the submittal of the ADMINISTERING AGENCY's first invoice, whichever is earlier. If ADMINISTERING AGENCY will be doing the PROJECT work, then ADMINISTERING AGENCY shall submit a letter indicating the beginning of reimbursable work on the PROJECT.

Failure to do so will cause delay in the State processing invoices.

4) ADMINISTERING AGENCY shall submit a copy of each deliverable specified in the approved application to the State SRTS

## SPECIAL COVENANTS OR REMARKS

Coordinator and to the DLAE.

- 5) With regard to Student Tally and Parent Survey, ADMINISTERING AGENCY shall, at a minimum, submit a Student Tally and Parent Survey for each K-8 school to the State SRTS Coordinator within two months of beginning the PROJECT and within two months of completing the PROJECT, and prior to submittal of the Report of Expenditures to the DLAE.
2. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

3. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are

## SPECIAL COVENANTS OR REMARKS

encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations, and invoice payments for any on-going or future federal-aid project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

4. The Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
5. As a condition for receiving federal-aid highway funds for the

SRTSLNI-5956(184)

SPECIAL COVENANTS OR REMARKS

PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Excluded Parties List System (EPLS).



FEDERAL AID PROGRAM

AUTHORIZATION / AGREEMENT SUMMARY

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DLA LOCATOR: 08-RIV-0-CR  
 PREFIX: SRTSLNI  
 PROJECT NO: 5956/185  
 SEQ NO: 1  
 EA: 08925132L  
 AGENCY: RIVERSIDE  
 ROUTE:  
 TIP DATA  
 MPO: SCAG  
 FSTIP YR: 09/10  
 STIP REF:  
 DISASTER NO:  
 BRIDGE NOS:  
 PROJECT LOCATION:  
 ALL SCHOOLS IN DESERT HOT SPRINGS (K-6), PALM SPRINGS (K-6) AND COACHELLA (K-8)  
 TYPE OF WORK:  
 BIKE/PEDESTRIAN SAFETY EDUC & ENCOURAGEMENT PROG  
 FED RR NOS:  
 PUC CODES:  
 PROJ OVERSIGHT: EXEMPT FROM FHWA REVIEW  
 ENV STATUS / DT: DELEG TO STATE SEC 6004 05/07/2009  
 RW STATUS / DT: 0 09/14/2009  
 INV RTE:  
 BIG MP:  
 END MP:  
 PREV AUTH / AGREE DATES:  
 PE:  
 RW:  
 CON:  
 SPR:  
 MCS:  
 OTH:

PROG CODE	LINE NO	IMPV TYPE	FUNC SYS	URBAN AREA	URB/RURAL	DEMO ID
LU1E	30	38	N	RIVERSIDE-SAN BERNARDINO	URBAN	

PHASE	PREV. OBLIGATION	THIS REQUEST	SUBTOTAL	PROJECT COST	FEDERAL COST	AC COST
PE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CON	\$0.00	\$447,418.00	\$447,418.00	\$447,418.00	\$447,418.00	\$0.00
TOTAL:			\$447,418.00	\$447,418.00	\$447,418.00	\$0.00

STATE REMARKS

03/23/2010 This is a request for construction only funding to conduct safe route to schools education and encouragement programs at schools within the cities of Desert Hot Springs, Palm Springs and Coachella county using safe route to schools (SRTS) funds approved on 3/24/09 as SRTS cycle 2 SCAG RTP ID # SCAG016.  
 03/24/2010 TOTAL COST FED P/C FED FUNDS(LU1E)  
 CONSTRUCTION \$447,418 \$447,418  
 This is a non infrastructure project SRTS ID #S0208041(86)  
 04/01/2010 04/01/10: Seq 1 - SOLELY based on an exception request approved by the DLA-Office of Bridge & Safety Programs, authorized \$447,418 of LU1E funds for CON. This non-infrastructure project is implemented by a non-traditional agency, the Riverside County Department of Public Health. Ch 24 in the DLA LAPG requires a non-traditional agency to partner with a traditional agency and that the agency submit the RFA documents - this is done since non-traditional applicants are not familiar with federal-aid transportation requirements and procedures. On 1/4/10, the DLA-Office of Implementation requested the District to have the Public Health Dept find a traditional agency such as the Riverside County Transportation Dept to partner with and submit the RFA documents. In late February 2010 (S.Y) requested and on 3/18/10 the DLA-Office of Bridge & Safety Programs approved the District's exception request that the Department of Public Health not be required to have a traditional agency with on this project & submit the RFA documents. Please note that the Department of Public Health is NOT partnering with the Riverside County Transportation Department. The HQ SRTS Coordinate advancing this project to FFY 2010.

FEDERAL REMARKS

AUTHORIZATION

AUTHORIZATION TO PROCEED WITH REQUEST: CON  
FOR: NON-INFRASTRUCTURE  
DOCUMENT TYPE: AAGR

PREPARED BY: RASTOGI, HARRISH  
REVIEWED BY: ULAT, ALICIA  
AUTHORIZED BY: SOARES, ALBERT  
PROCESSED BY: HUEY, SHUN

ON 03/23/2010 383-4941  
ON 03/26/2010 653-4150  
ON 04/01/2010 FOR CALTRANS  
ON 04/02/2010 FOR FHWA  
ON

LAST FHWA ELECTRONIC SIGNATURE EXECUTED BY:

SIGNATURE HISTORY FOR PROJECT NUMBER 5956(185) AS OF 04/19/2010  
FHWA FMIS 4.0 SIGNATURE HISTORY

FHWA FMIS 3.0 SIGNATURE HISTORY

CALTRANS SIGNATURE HISTORY  
DOCUMENT TYPE SIGNED BY SIGNED ON  
AUTH/AGREE SOARES, ALBERT 04/01/2010

FORWARDED BY COUNTY COUNSEL (1815)  
BY: NEAL R. KPNIS DATE 5/1/10

# Federal Aid Data System

HELP

Monday, April 19, 2010  
 You are logged in as:  
 S134506 HARISH RASTOGI

Project Request    DAF    Reports    User Profile    Administration    Log Off    Home

Fund Sum    TIP/ENV    RW    Fund Detail    Comment    DAF    Related    Approve    Stat Log    Email    Proj Docs

Prefix: SRTSLNI    Fed Project No: 5956 (185)    Seq No: 1    Related Flag: N  
 Primary EA: 08925132L    Admin By: L    Info Only:    Doc Type: AAGR    Status: FMIS PENDING

### Request Preparation

	User Name	Date
Prepared By:	RASTOGI, HARISH	03/23/2010
Submitted for HQ Review By:	RASTOGI, HARISH	03/23/2010

### HQ Review

	User Name	Date
Reviewer Assigned:	ULAT, ALICIA	03/24/2010
Review Completed By:	ULAT, ALICIA	03/26/2010

### HQ Approval

The State of California agrees that as a condition to payment of the Federal funds obligated, it accepts and will comply with the agreement provisions set forth in 23 CFR 630.112; and its signature constitutes the making of the certification.

Prefix: SRTSLNI	Fed Project No: 5956185-1	Primary EA: 08925132L	Doc Type: AAGR
Project Cost - This Request: 447,418.00		Federal Funds - This Request: 447,418.00	
Authorized By: SOARES, ALBERT		Date: 04/01/2010	Last Rejected Date:

### FHWA Review and Approval

	User Name	Date
Project Information Reviewed:	HUEY, SHUN	04/02/2010
Approval Recommended:	HUEY, SHUN	04/02/2010
Approved and Authorized:	HUEY, SHUN	04/02/2010
Submitted to FMIS:	HUEY, SHUN	04/02/2010

### FMIS Status

Accepted by FMIS Date: 04/05/2010  
 FMIS Authorization Date:

Version 10.04.15.1

Attention: Riverside County Department of Public Health

Date: 04/27/2010  
 Agency: 08-RV-0-CR  
 Project No: SRTSLNI-5956(184)  
 EA No: 08-925131

FINANCE ITEMS	TOTAL COST OF WORK	FEDERAL PART COST	FED. REIMB %	FEDERAL LU30	LOCAL
Agency Preliminary Engineering	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
R/W Acquisition	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Construction	\$349,517.00	\$349,517.00	100.00%	\$349,517.00	\$0.00
Totals:	\$349,517.00	\$349,517.00	0.00%	\$349,517.00	\$0.00

100.00% This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature:   
 Title: HQ Area Engineer

For questions regarding finance letter, contact:  
 Printed Name : Albert Soares  
 Telephone No: (916) 653-7140

Remarks: This LP2000 FL is based on the Department of Public Health's FL dated 8/3/09, except for the change in federal fund type.

Fund	Program	Fed/State	Encumbrance Amount	Approp Year	Expenditure Amount	Reversion Date
10JK	L.A. SAFE ROUTE 100%	F	\$349,517.00	2009	\$0.00	06/30/15

ACCOUNTING INFORMATION - SRTSLNI-5956(184)

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS  
 DATE: 04/28/10