

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



FROM: Community Health Agency / Department of Public Health

SUBMITTAL DATE:
June 23, 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. N091 with the State of California, Department of Transportation (Caltrans) and Riverside County, Community Health Agency/Department of Public Health – Injury Prevention Services for Federal-Aid Projects for the period of July 1, 2010 to June 30, 2012 in the amount of \$447,418.00.
- 2) Accept and file; Authorized to Proceed letter, Authorization/Agreement Summary and Finance letter File Notice and
- 3) Authorize the Chairperson of the Board to sign eight (8) 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) to implement a two-year Safe Routes To School (SRTS) Education and Encouragement program in the cities of Desert Hot Springs, Palm Springs and Coachella.

OB:rh

Sarah S Mack

Sarah Mack, Deputy Director for
Susan Harrington, Director Department of Public Health

FINANCIAL DATA

Current F.Y. Total Cost:	\$223,709	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

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

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Debra Cournoyer
BY: Debra Cournoyer

FORM APPROVED COUNTY COUNSEL
BY: NEAL R. KIPNIS
DATE: 6/23/10

Policy Policy
Consent Consent
Consent Consent

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

Prev. Agn. Ref.: 11/24/09 (Item3.48) District: All Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.21

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 develop a SRTS program and deliver a non-infrastructure, bicycle/pedestrian safety education and encouragement program to the following schools:

Corsini Elementary
Two Bunch Elementary
Wenzlaff Elementary
Desert Springs Middle School
Cahuilla Elementary
Cielo Vista Elementary
Katherine Finchy Elementary

Vista Del Mar Elementary
Cesar Chavez Elementary
Coral Mountain Academy
Palm View Elementary
Peter Pendelton Elementary
Valley View Elementary
Valle Del Sol Elementary
Bobby Duke Middle School

Parents, school principals and staff and community members will participate in an established SRTS Coalition coordinated by Injury Prevention Services.

FINANCIAL DATA:

FY 10/11:	\$223,709
FY 11/12:	<u>\$223,709</u>
	\$447,418

PROGRAM SUPPLEMENT NO. N091
 to
 ADMINISTERING AGENCY-STATE AGREEMENT
 FOR FEDERAL-AID PROJECTS NO. 08-5956R

Date: May 10, 2010
 Location: 08-RIV-0-CR
 Project Number: SRTSLNI-5956(185)
 E.A. Number: 08-925132

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:

Schools in Desert Hot Springs (all K-6), Palm Springs (all K-6), and Coachella (all K-8)

TYPE OF WORK: Bicycle/pedestrian safety education and encouragement program

LENGTH: 0 (MILES)

Estimated Cost	Federal Funds		Matching Funds		
	LU1E		LOCAL		OTHER
\$447,418.00		\$447,418.00	\$0.00	\$0.00	\$0.00

RIVERSIDE COUNTY

STATE OF CALIFORNIA
 Department of Transportation

By _____

By _____

Date _____

Chief, Office of Project Implementation
 Division of Local Assistance

Attest _____

Date _____

Title _____

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

Accounting Officer [Signature] Date 5-11-10 \$447,418.00

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	447,418.00

FORM APPROVED COUNTY COUNSEL

BY: [Signature] DATE 5/23/10
 NEAL R. KIPNIS

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

SRTSLNI-5956(185)

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

SRTSLNI-5956(185)

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(185)

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).

AUTHORIZATION

AUTHORIZATION TO PROCEED WITH REQUEST: CON

FOR: NON-INFRASTRUCTURE

DOCUMENT TYPE: AAGR

PREPARED BY: RASTOGI, HARISH
REVIEWED BY: ULAT, ALICIA
AUTHORIZED BY: SOARES, ALBERT
PROCESSED BY: HUEY, SHUN
EXECUTED BY: DUSTIN BAILEY

ON 03/23/2010 383-4941
ON 03/26/2010 653-4150
ON 04/21/2010 FOR CALTRANS
ON 04/21/2010 FOR FHWA
ON 04/26/2010

SIGNATURE HISTORY FOR PROJECT NUMBER 5956(185) AS OF 04/27/2010

FHWA FMIS 4.0 SIGNATURE HISTORY

MOD #	SIGNED BY	SIGNED ON
0	SHUN HUEY	04/23/2010
	JEAN G. MAZUR	04/23/2010
	DUSTIN BAILEY	04/26/2010

FHWA FMIS 3.0 SIGNATURE HISTORY

CALTRANS SIGNATURE HISTORY

DOCUMENT TYPE SIGNED BY	SIGNED ON
AUTH/AGREE SOARES, ALBERT	04/21/2010

AUTHORIZATION / AGREEMENT SUMMARY

FEDERAL AID PROGRAM
 DLA LOCATOR: 08-RIV-0-CR
 PREFIX: SRTSLN1
 PROJECT NO: 5956(185)
 SEQ NO: 1
 EA: 08925132L
 AGENCY: RIVERSIDE
 ROUTE:
 TIP DATA

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 NO'S:
 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 MF:

PREV AUTH / AGREE DATES:

PE:
 RAW:
 CON:
 SPR:
 MCS:
 OTH:

MFO: SCAG

FSTIP YR: 09/10

STIP REF:

DISASTER NO:

BRIDGE NO'S:

PROG CODE

LINE NO

30

IMPV TYPE

38

FUNC SYS

N

URBAN AREA

RIVERSIDE-SAN BERNARDINO

URB/RURAL

URBAN

DEMO ID

FUNDING SUMMARY

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
RAW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CON	\$447,418.00	\$447,418.00	\$447,418.00	\$447,418.00	\$447,418.00	\$0.00
TOTAL:				\$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 RTIP ID # SCAG016.

03/24/2010 03/24/10 AU: TOTAL COST FED P/C CONSTRUCTION \$447,418 \$447,418
 FED FUNDS(LU1E)

This is a non infrastructure project SRTS ID #S0208041(86)

04/01/2010 04/21/10: 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 Implement 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 (SY) 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 Coordinating this project to FFY 2010.

FEDERAL REMARKS

DEPARTMENT OF TRANSPORTATION
DIVISION OF ACCOUNTING
LOCAL PROGRAM ACCOUNTING BRANCH

FINANCE LETTER

Date: 05/17/2010
Agency: 08-RIV-0-CR
Project No: SRTSLNI-5956(185)
EA No: 08-925132

Attention: Riverside County Dept of Public Health

FINANCE ITEMS	TOTAL COST OF FEDERAL PART. WORK	FED. REIMB COST %	FEDERAL LU1E	LOCAL
Agency Preliminary Engineering	\$0.00	0.00%	\$0.00	\$0.00
RAW Acquisition	\$0.00	0.00%	\$0.00	\$0.00
Construction	\$447,418.00	100.00%	\$447,418.00	\$0.00
Totals:	\$447,418.00	0.00%	\$447,418.00	\$0.00

Fed. Partic:

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 Dept of Public Health's FL dated 8/3/09 except that the federal fund type was revised. This is a non-infrastructure SRTS project.

Fund	Program	Fed/State	Encumbrance Amount	Approp Year	Expenditure Amount	Reversion Date
10JK	L.A. SAFE ROUTE 100%	F	\$447,418.00	2009	\$0.00	06/30/15

ACCOUNTING INFORMATION - SRTSLNI-5956(185)