

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



253

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

**SUBMITTAL DATE:**  
September 13, 2010

**SUBJECT:** Approve the Agreement between the State of California, Office of Traffic Safety and Riverside County Department of Public Health for the Traffic Safety Education Program (AL1161).

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Approve the Agreement with the State of California, Office of Traffic Safety and Riverside County, Community Health Agency/Department of Public Health – Injury Prevention Services for the period of October 1, 2010 through September 30, 2011 in the amount of 200,000; and
2. Direct the Auditor Controller to adjust the budget as detailed in Schedule A; and
3. Authorize the Chairperson of the Board to sign five (5) originals of the Agreement on behalf of the County.

**BACKGROUND:** The Riverside County, Community Health Agency /Department of Public Health has received funding from the State of California, Office of Traffic Safety to develop a traffic safety education program for high school youth in Riverside County.

JAS:rh

*Susan D. Harrington*  
\_\_\_\_\_  
Susan Harrington, Director

**FINANCIAL DATA**

Current F.Y. Total Cost:	\$ 150,000	In Current Year Budget:	No
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

**SOURCE OF FUNDS:** 100% funded by the State of California, Office of Traffic Safety through the National Highway Traffic Safety Administration under catalog number 20.600.

Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE  
BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, AUDITOR-CONTROLLER  
BY: *Samuel Wong*  
SAMUEL WONG

FORM APPROVED BY COUNTY COUNSEL  
BY: *Neal R. Kipnis*  
NEAL R. KIPNIS  
DATE: 9/14/10  
Departmental Concurrence

Dept's Recomm.:  Consent  Policy

Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.18**

Form 11

Page 2 of 3

From: Community Health Agency

**SUBJECT:** Approve the Agreement between the State of California Office of Traffic Safety and Riverside County Department of Public Health for the Traffic Safety Education Program (AL1161).

**BACKGROUND Continued:**

Injury Prevention Services (IPS) will coordinate five (5) teen Driving Under the Influence (DUI) Sentencing assemblies for youth to experience the legal and financial consequences associated with DUI. IPS will provide high schools with the opportunity to host assemblies by Motivational Media Assemblies (MMA), which provides the perspective of victims affected by DUI collisions. In addition, IPS will work with the Safety Center Inc., Alive at 25, program to educate high school youth on safe driving practices. IPS will collaborate with the City of Riverside Police Department to coordinate a teen traffic safety program at one (1) high school in the city of Riverside.

**FINANCIAL INFORMATION:**

The entire award amount for the Department of Public Health – IPS is \$200,000. Of that amount, \$150,000 (75%) will be budgeted according to the attached Schedule A; the remaining \$50,000 (25%) will be budgeted during FY 11/12.

Form 11

Page 3 of 3

From: Community Health Agency

**SUBJECT:** Approve the Agreement between the State of California Office of Traffic Safety and Riverside County Department of Public Health for the Traffic Safety Education Program (AL1161).

SCHEDULE A  
COMMUNITY HEALTH AGENCY  
DEPARTMENT OF PUBLIC HEALTH  
INJURY PREVENTION SERVICES  
TEEN TRAFFIC SAFETY PROGRAM  
BUDGET ADJUSTMENT  
FISCAL YEAR 2010/2011

INCREASE IN APPROPRIATIONS

10000-4200100000-510040	REGULAR SALARIES	\$66,300
10000-4200100000-518100	BUDGETED BENEFITS	\$30,498
10000-4200100000-529040	PRIVATE MILEAGE	\$ 627
10000-4200100000-528960	LODGING	\$ 1,000
10000-4200100000-525440	PROFESSIONAL SERVICES	\$36,750
10000-4200100000-523700	OFFICE SUPPLIES	\$ 2,145
10000-4200100000-523800	PRINTING/BINDING	\$ 1,125
10000-4200100000-523760	POSTAGE-MAILING	\$ 375
10000-4200100000-520330	COMMUNICATIONS SERVICES	\$ 1,500
10000-4200100000-524500	ADMIN SUPPORT – DIRECT	<u>\$ 9,680</u>

TOTAL INCREASING IN APPROPRIATIONS: \$150,000

INCREASE IN ESTIMATED REVENUE

10000-4200100000-767280	FED-Federal Revenues	<u>\$150,000</u>
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SCHEDULE A - INTERNAL  
COMMUNITY HEALTH AGENCY  
DEPARTMENT OF PUBLIC HEALTH  
BUDGET ADJUSTMENT  
FISCAL YEAR 2010/2011

INCREASE IN APPROPRIATIONS

10000-4200102200- HS200069- 6610-510040	REGULAR SALARIES	\$ 66,300
10000-4200102200- HS200069- 6610-518100	BUDGETED BENEFITS	\$ 30,498
10000-4200102200- HS200069 -6610-529040	PRIVATE MILEAGE	\$ 627
10000-4200102200- HS200069 -6610-528960	LODGING	\$ 1,000
10000-4200102200- HS200069 -6610-525440	PROFESSIONAL SERVICES	\$ 36,750
10000-4200102200- HS200069 -6610-523700	OFFICE SUPPLIES	\$ 2,145
10000-4200102200- HS200069 -6610-523800	PRINTING/BINDING	\$ 1,125
10000-4200102200- HS200069 -6610-523760	POSTAGE-MAILING	\$ 375
10000-4200102200- HS200069 -6610-520320	COMMUNICATIONS	\$ 1,500
10000-4200102200- HS200069 -6610-524500	ADMIN SUPPORT - DIRECT	\$ 9,680

TOTAL INCREASE IN APPROPRIATIONS: \$150,000

INCREASE IN ESTIMATED REVENUE

10000-4200102200-HS200069-6610-767280-FED-Federal Revenues \$150,000



State of California

OFFICE OF TRAFFIC SAFETY  
GRANT AGREEMENT

GRANT NUMBER  
AL1161

PAGE 1 (To be completed by applicant Agency)

1. GRANT TITLE

**STUDENTS TAKING ACTION FOR TRAFFIC SAFETY (STATS)**

2. NAME OF APPLICANT AGENCY

**RIVERSIDE COUNTY**

4. GRANT PERIOD

Month - Day - Year

From: **10/01/2010**

To: **09/30/2011**

3. AGENCY UNIT TO HANDLE GRANT

**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH**

5. GRANT DESCRIPTION (Provide an overview of the grant activities that will address the problem statement, in approximately 100 words. Space is limited to six lines.)

The Riverside County Department of Public Health - Injury Prevention Services will develop a traffic education program for high school youth in Riverside County. Injury Prevention Services (IPS) will co-lead a teen DUI Trail assembly for youth to experience the legal and financial consequences associated with driving under the influence. IPS will provide high schools with the opportunity to host Multi-Media Production, which provides the perspective of victims affected by DUI collisions. IPS will collaborate with the City of Riverside Police Department to coordinate a teen traffic safety program at a high school in the city of Riverside.

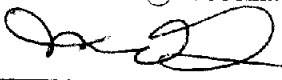
6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: **\$ 200,000.00**

7. APPROVAL SIGNATURES

A. GRANT DIRECTOR

NAME: Michael Osur                      PHONE: 951-358-5074  
TITLE: Deputy Director              FAX: 951-358-5120  
ADDRESS: P.O. Box 7600  
                 Riverside CA 92513-7600

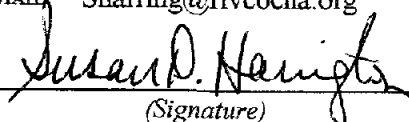
E-MAIL: MOsur@rivcocha.org

  
\_\_\_\_\_  
(Signature)                      7/8/10  
(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: Susan Harrington              PHONE: 951-358-7036  
TITLE: Director, Public Health      FAX: 951-358-4529  
ADDRESS: P.O. Box 7600  
                 Riverside CA 92513-7600

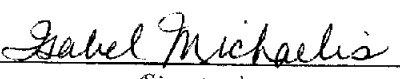
E-MAIL: Sharring@rivcocha.org

  
\_\_\_\_\_  
(Signature)                      9/13/10  
(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: for Carley Linn                      PHONE: 951-358-6182  
TITLE: CHA Fiscal Officer              FAX: 951-358-4529  
ADDRESS: P.O. Box 7600  
                 Riverside CA 92513-7600

E-MAIL: Clinn@rivcocha.org

  
\_\_\_\_\_  
(Signature)                      09/13/10  
(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: Riverside County  
  
ADDRESS: Department of Public Health  
                 P.O. Box 7600  
                 Riverside CA 92513-7849

For scanning

<b>Coversheet for Traffic Safety Proposals Federal Fiscal Year 2011</b>		<b>OTS USE ONLY</b>
<b>Agency Name:</b> Riverside County (3300)		<b>Proposal #:</b> _____
<b>Department:</b> (Police Dept., Dept. of Health, Engineering Dept., etc.) Department of Public Health		<b>Coordinator:</b> _____
<b>Proposal Title:</b> Riverside County Students Taking Action for Traffic Safety (STATS) Program		<b>Program Area:</b> _____
<b>Proposal Summary:</b> (Summarize grant goals and objectives. Maximum 750 characters--about 100 words)		
<p>RC Injury Prevention Services (IPS) has 15 years of experience in the development and coordination of traffic safety programs for youth. Our proactive approach has included partnerships with law enforcement, community based organizations, schools and hospitals county-wide. We propose to continue these efforts by developing a DUI education based traffic safety program that provides resources and learning opportunities to decrease teen traffic collisions in RC. In addition, IPS intends to forge a new relationship with Alive at 25 driver education program, as well as maintain our successful partnership with Motivational Media Assemblies (MMA), to engage youth on the issues of traffic safety.</p>		
<b>Equipment: (if applicable)</b>	<b>Requested Funding by Budget Category:</b>	
0	<b>Personnel:</b> \$129,064.00	
0	<b>Travel:</b> \$2,170.00	
0	<b>Contractual Services:</b> \$49,000.00	
0	<b>Equipment:</b> \$0.00	
0	<b>Other Direct Costs:</b> \$6,860.00	
0	<b>Indirect Costs:</b> \$12,906.00	
I verify the costs requested for personnel and benefits are accurate.		
<b>Agency Contact</b>		Fiscal Representative
<b>First Name:</b> Julisa	<b>Requested Funding</b>	
<b>Last Name:</b> Alvizo-Silva	<b>Fiscal Year 1</b>	<b>2011</b> \$200,000.00
<b>Title:</b> Program Director	(10/1/10 - 9/30/11)	
<b>Address 1:</b> Riverside County Injury Prevention Svcs.	_____	
<b>Address 2:</b> 4065 County Circle Dr.	_____	
<b>Address 3:</b> _____	_____	
<b>City:</b> Riverside	_____	
<b>State:</b> CA <b>Zip Code:</b> 92503	_____	
<b>Phone #:</b> 951-358-7171 <b>Ext.:</b> _____	_____	
<b>FAX #:</b> 951-358-7175	_____	
<b>E-mail:</b> jalvizo@rivcocha.org	_____	
<b>Total</b>		<b>\$200,000.00</b>

SCHEDULE A

GRANT NO: AL1161

GRANT DESCRIPTION

PAGE 1

October 1, 2010 – September 30, 2011

**Riverside County Students Taking Action for Traffic Safety (STATS) program**

**PROBLEM STATEMENT**

Riverside County (RC) is one of the fastest growing counties in the U.S, with a 44% increase in population during the past decade. Currently, RC is the fourth most populated county in California with 2.1 million residents. It is also the fourth largest geographical county in California, stretching nearly 200 miles across and over 7,200 square miles with twenty-six incorporated cities and 25 school districts. First incorporated in 1832, RC is a diverse area of urban, suburban and rural communities. RC is currently divided by two main highways (I-15 and I -10), and two main freeways (R – 91 and R – 60). As a result of this population surge and the diversity of terrain, RC faces numerous traffic issues.

In California, the Statewide Integrated Traffic Records System (SWITRS) for 2007 shows that 15-20 year old drivers were at fault in 62% of the 437 fatal crashes and 37,151 injury collisions involving this age group. In 2007, SWITRS ranked RC as the third highest county in California for traffic fatalities and fourth for injuries in motor vehicle collisions. Alcohol related collisions are up 84% since 2003. In 2008, SWITRS reported 1,191 DUI collisions occurred in RC, resulting in a total of 1,665 injuries. Preventing half of these injuries could save over 36 million dollars in insurance costs, property damage, medical expenses, court fees, fines and victim compensation.

The US Census indicates that 43% of the RC population is Latino and a study by the UC Berkeley Traffic Safety Center found that traffic fatalities are 10% higher than average for Latinos. NHTSA statistics show that 57% of the fatal crashes involving young drivers were on country roads and, unlike the rest of Southern California, 34% of the roadways in RC are not in urban areas.

Driver's training covers basic vehicle control skills; however, it has not reduced the crash rate for novice drivers. According to the Insurance Institute for Highway Safety (IIHS) the risk is highest at age 16 due to immaturity and inexperience. IIHS reported that 63% of teen passenger deaths in 2008 were in crashes with a teen driver, which indicates that distractions and peer pressure are also factors. Dangers for teen drivers include risky behaviors such as speeding and tailgating, underestimating the danger of driver distractions and failing to recognize and respond to hazardous situations. Without the opportunity to learn about traffic safety in drivers education courses offered in the public school setting, education has fallen to private driving schools. These private schools operate with little state regulation and charge high monetary fees that pose a financial strain on families in need of driver/traffic safety education.

Current media campaigns that target teen drivers largely focus on the adverse affects of reckless and impaired driving. While these messages effectively outline the financial, social and emotional burden of traffic collisions, youth are not responding to these campaigns. Positive messaging offers the opportunity to engage youth to change behavior, while showcasing alternative choices in traffic safety. According to a survey conducted by the Pew Internet and American Life project, 93% of teens are using the internet, and text messaging outlets. Media campaigns targeting youth should be a multimedia approach, challenging teens and highlighting the autonomy that comes with making positive choices.

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Using local data (not OTS Rankings or SWITRS), complete the table below.

Insert in the blank rows data that is relative to your request (i.e. Pedestrian fatalities/injuries).

Collision Type	2006				2007				2008			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal	39		46		22		29		30		253	
Injury	2021		3260		1922		3104		8751		12565	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol Involved	16	182	20	303	10	178	14	299	18	219	31	661
Hit & Run	1	115	1	168	0	110	0	159	2	518	1	252
Nighttime (2100-0259 hours)	12	373	16	640	5	353	6	573	15	477	10	489

RC Injury Prevention Services (IPS) has 15 years of experience in the development and coordination of traffic safety programs for youth. Our proactive approach has included partnerships with law enforcement, community based organizations, schools and hospitals county-wide. We propose to continue these efforts by developing a DUI education based traffic safety program that provides resources and learning opportunities to decrease teen traffic collisions in RC. IPS has acquired the support of the Riverside County Friday Night Live program for this project. In addition, IPS intends to forge a new relationship with Alive at 25 driver education program, as well as maintain our successful partnership with Motivational Media Assemblies (MMA), which provides a high tech dynamic approach to engaging youth on the issues of traffic safety. Through these collaborations, Injury Prevention Services will implement:

**Motivational Media Assemblies**

The Motivational Media Assembly is a dynamic media production brought into high schools to generate concern and discussion regarding safe driving practices. The production, showcased on a 43-foot screen uses video clips and interviews from today’s most popular movies and actors to drive home the message that unsafe driving will lead to devastating consequences.

**Alive at 25:**

Many teen traffic safety programs focus on what needs to change. *Alive at 25* focuses on attitudes and behavior that contribute to the high rate of teen fatalities and shows young people how to make safe, responsible driving decisions. The Colorado State Patrol started offering *Alive at 25* in 1996 and in 2005 it was approved in Colorado as a driver awareness course that teens take in order to get a driver’s permit at the age of 15 ½. *Alive at 25* has a proven track record with 850,000 participants having completed classes offered by safety organizations, schools and the law enforcement community in 22 states.

Safety Center, which operates in Sacramento with offices in Modesto and Claremont, began offering National Safety Council’s 4-hour *Alive at 25* in 2005. To date 900 teens have participated in the class. *Alive at 25* does not use shocking videos that could obscure the message of the program. Instead, it uses real life video clips where teens can see how their behavior creates potentially dangerous driving situations. The group discusses reasons for young people failing to recognize driving hazards and underestimating the dangers of speeding, alcohol/drug use, distractions, peer pressure, teen passengers and other situations that take their focus and eyes off the road. Group activities identify situations that could put them at risk as a driver or as a passenger; develop “what if” strategies and resistance techniques; and role-play responsible teen driving behavior. *Alive at 25* uses



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GRANT DESCRIPTION

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a facilitated format to help teens think through the consequences of their actions, to understand the defensive driving approach and to develop attitudes and skills to help them make safer driving decisions in the future.

**Real DUI Sentencing**

The real trial provides a clear lesson in justice and about the serious consequences associated with drinking and driving. Convening an actual DUI trial on a high school campus allows students to witness a criminal court proceeding and take part in an innovative participatory program. There is no make believe, as real DUI defendants have agreed beforehand to enter pleas and possibly be found guilty and sentenced before students, teachers, and the media. The court is physically relocated from the courthouse to the school auditorium or theatre.

**Teen 2 Teen Program**

The Teen 2 Teen program is a youth based program that was founded in partnership with North High School's Law and Protective Services Academy. The students involved with the program will interact with police personnel, gain an increased ability to speak in public, learn leadership skills and explore various areas of traffic safety. In addition all members will make presentations to students at their school and or other schools. The overall purpose of this program is to educate youth on the importance of traffic safety by developing student advocates.

**PERFORMANCE MEASURES**

**GRANT GOALS**

1. To reduce the number of persons killed in alcohol involved collisions 3 % from the 2008 federal fiscal year base year total of 109 to 105 by September 30, 2011.
2. To reduce the number of persons injured in alcohol involved collisions 3 % from the 2008 federal fiscal year base year total of 1462 to 1418 by September 30, 2011.
3. To reduce hit-and-run fatal collisions 3 % from the 2008 federal fiscal year base year total of 18 to 17 by September 30, 2011.
4. To reduce hit-and-run injury collisions 3 % from the 2008 federal fiscal year base year total of 851 to 825 by September 30, 2011.
5. To reduce nighttime (2100 - 0259 hours) fatal collisions 3 % from the 2008 federal fiscal year base year total of 90 to 87 by September 30, 2011.
6. To reduce nighttime (2100 - 0259 hours) injury collisions 3 % from the 2008 federal fiscal year base year total of 1618 to 1569 by September 30, 2011.
7. To reduce the Had Been Drinking (HBD) drivers under age 21 in fatal and injury collisions 3 % from the 2008 federal fiscal year base year total of 195 to 189 by September 30, 2011.

**GRANT OBJECTIVES**

1. Contact high schools in (7) school districts about *Alive at 25* classes, focusing on lower to middle class income populations in both rural and urban areas, by February 26, 2011.

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2. Schedule and deliver (14) *Alive at 25* classes to high school students in Riverside County by September 30, 2011.
3. Promote *Alive at 25* at (20) school safety events where classes are scheduled and/or in conjunction with Motivational Media Assemblies (MMA) or Slow for the Cone Zone programs.
4. To provide traffic safety material to 1,000 high school youth county-wide at DUI events by September 30, 2011.
5. Contract with Multi Media Assemblies (MMA) by November 30, 2010.
6. Coordinate (17) MMA multi media assemblies in high schools throughout Riverside County by September 30, 2011 impacting 6,000 high school students.
7. To contract with the city of Riverside Police Department by October 31, 2010.
8. To conduct three (3) Teen 2 Teen DUI presentations at schools sites in the city of Riverside by September 30, 2011.
9. To participate in three (3) traffic safety fairs in the city of Riverside with the Teen 2 Teen program by September 30, 2011.
10. Obtain Commitment from Riverside County Courts, District Attorney's Office, Public Defenders Office, and County Council to conduct a DUI trial in a high school assembly By November 2010.
11. Obtain Commitment from five (5) high school sites to host a DUI trial by November 2010.
12. Establish a DUI advisory committee to assist in the implementation of the five (5) DUI trial assemblies by January 31, 2011.
13. Finalize outline for the DUI Trial assemblies by February 28, 2011.
14. Develop post evaluation tool on the effectiveness of the DUI trial assembly by September 30, 2011.
15. Coordinate five (5) DUI Trial assemblies by September 30, 2011 impacting a minimum of 500 high school students.
16. Assess post evaluation results of the DUI trial assembly by September 30, 2011.

**Description:** *The real DUI trial provides a clear lesson in the justice system about the serious consequences associated with drinking and driving. Convening an actual DUI trial on a high school campus allows students to witness a criminal court proceeding and take part in an innovative participatory program. There is no make believe, as real DUI defendants have agreed beforehand to enter pleas and possibly be found guilty and sentenced before students, teachers, and the media. The court is physically relocated from the courthouse to the school auditorium or theatre and will include the services of a judge, bailiff, court reporter, stenographer, district attorney and the defense attorney. Guest speakers from local law enforcement, public service groups, victim impact panels and other educational resources may be invited to speak.*

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GRANT DESCRIPTION

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*Note: In general, the trial can take 2 – 4 hours to complete and may have cost associated with the production (.....). Please discuss with your regional coordinator and request prior approval of any additional costs associated with the program.*

17. Establish a DUI advisory committee to assist in the implementation of the two (5) DUI trial assemblies by January 31, 2011.
18. Finalize outline for the DUI Trial assemblies by February 28, 2011.
19. Develop post evaluation tool on the effectiveness of the DUI trial assembly by September 30, 2011.
20. Coordinate five (5) DUI Trial assemblies by September 30, 2011 impacting a minimum of 300 high school students.
21. Assess post evaluation results of the DUI trials assembly by September 30, 2011.

**Media Objectives**

1. To issue a press release announcing the kick-off of the grant by November 15, 2010. The press releases and media advisories, alerts, and materials must be forwarded to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and the OTS Coordinator for approval 14 days prior to the issuance date of the release. If there are circumstances which would make the issuance of a kick-off press release more appropriate at a different time, consult with your OTS Coordinator.
2. To use the following standard language in all press, media, and printed materials: “Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.” If use of the standard funding language presents a problem or interferes with the readability or easy comprehension of the traffic safety message, consult with your OTS Coordinator.
3. To email a draft of all grant-related media releases, media advisories, alerts and materials to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copied to your OTS Coordinator for approval 14-days prior to the issuance date of the release (media communications reporting the results of grant activities such as checkpoints and saturation patrols are exempt from this requirement).

**Optional Media Objectives**

4. To e-mail the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant related traffic safety event or program so that OTS has enough notice to arrange for attendance and/or participation in the event.

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5. To submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc) to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and to your OTS Coordinator for approval 14 days prior to the production or duplication.
6. To include the OTS logo, space permitting, on grant funded print materials; consult your OTS Coordinator for specifics relating to this grant.

**METHOD OF PROCEDURE**

A program coordinator will be assigned to over see all planning and implementation activities for the grant. The program coordinator will also act as liaison between program administrators and OTS personnel.

**Phase 1 – Program Preparation** (10/01/2010-12/31/2010)

A program coordinator will be assigned to over see all planning and implementation activities for the grant. The program coordinator will also act as liaison between program administrators and OTS personnel.

- a. Complete and route all necessary forms to the Riverside County Public Health administration and Board of Supervisors for prior approval of grant activities.
- b. Update all teen DUI /traffic safety materials distributed through the Injury Prevention Department
- c. Obtain or develop educational materials needed for grant activities. Such activities include the MMA assemblies, Alive @ 25 program and the DUI Trial assemblies.
- d. Send announcements to school sites to schedule MMA assemblies.
- e. Schedule dates for the MMA assemblies.
- f. Schedule dates for the Teen 2 Teen presentations.
- g. Utilize planning committee to create an outline for the DUI trial assemblies.
- h. Schedule dates for the Alive @ 25 program and the DUI trial assemblies.
- i. Contact website contractor for the development of a DUI events webpage.
- j. Research available vendors for quotes on materials and supplies needed for grant activities.
- k. Develop advertising materials for the Alive @ 25 program and DUI Trial assemblies.
- l. Generate a list of possible sites for the MMA assemblies.
- m. Schedule meetings to promote the new traffic safety programs offered by Injury Prevention Services
- n. Develop an evaluation tool for the Alive @ 25 classes and the DUI trial assemblies.
- o. Set up a filing system to track all grant activities. This will help ensure adequate reporting to our funding source.

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**GRANT DESCRIPTION**

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- p. Develop a database to track all statistical information relevant to grant activities.

**Phase 2 – Program Operations** (01/01/2011 – 09/30/2011)

- a. Coordinate (17) MMA assemblies at high schools county-wide.
- b. Coordinate three (3) Teen 2 Teen traffic safety presentations
- c. Develop the DUI event webpage, to be included on the current Injury Prevention website.
- d. To announce through print media the DUI education events sponsored by Injury Prevention Services.
- e. To coordinate five (5) DUI assemblies within the county of Riverside.
- f. To hold (14) Alive @ 25 classes county-wide.
- g. Tally Alive @ 25 and DUI trial evaluations and include in OTS quarterly performance report.
- h. Distribute traffic safety information to 1,000 Riverside County youth.
- i. To maintain all files on grant activities.
- j. Assist sub-contractors with production implementation.

**Phase 3 – Data Gathering & Reporting** – (Throughout Grant Period)

Agencies are required to collect and report quarterly, appropriate data that support each of the goals and objectives progress.

Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year to date comparisons of goals and objectives. If required the Quarterly Evaluation Data Form, Schedule C, will be completed each quarter and submitted as part of the QPR.

These reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the grant Director in planning and guiding the grant efforts.

Reports shall be completed in accordance with OTS requirements specified in the Grant Program Manual, Chapter 7, and submitted in compliance with the signed Acceptance of Conditions and Certifications (OTS-33) included within this agreement.

**METHOD OF EVALUATION**

Using the data compiled in Phase 3, the grant manager will evaluate: (1) how well the stated grant goals and objectives were accomplished, (2) if all the activities outlined in the "Method of Procedure" were performed in accordance with the grant agreement; and (3) was the grant cost effective?

**ADMINISTRATIVE SUPPORT**

SCHEDULE A

GRANT NO: AL1161

GRANT DESCRIPTION

PAGE 8

This program has full support of the Riverside County Department of Public Health, and every effort will be made to continue the activities after the grant conclusion. The Riverside County Board of Supervisors has endorsed this grant by resolution.

**SCHEDULE B  
PAGE 1  
DETAILED BUDGET ESTIMATE**

**GRANT NO. AL1161**

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	FY-1 10/1/2010 thru 9/30/2011			
<b>A. PERSONNEL COSTS</b>				
<u>Positions and Salaries</u>				
1 FTE Program Director 42.00 @ 15%	\$13,104.00			\$13,104.00
1 FTE Program Coordinator II 28.00@ 75%	43,680.00			43,680.00
1 FTE Supervising Office Assistant I 19.00@ 25%	9,880.00			9,880.00
1 FTE Office Assistant II 16.50 @ 50%	17,160.00			17,160.00
1 FTE Accounting Technician 22.00 @ 10%	4,576.00			4,576.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
Employee Benefits @ 46%	40,664.00			40,664.00
<b>Category Sub-Total</b>	<b>\$129,064.00</b>			<b>\$129,064.00</b>
<b>B. TRAVEL EXPENSE</b>				
In State	\$2,170.00			\$2,170.00
<b>Category Sub-Total</b>	<b>\$2,170.00</b>			<b>\$2,170.00</b>
<b>C. CONTRACTUAL SERVICES</b>				
Motivational Media Assemblies	\$17,000.00			\$17,000.00
Safety Center Inc. Alive @ 25 program	22,000.00			22,000.00
Riverside Police Department	10,000.00			10,000.00
<b>Category Sub-Total</b>	<b>\$49,000.00</b>			<b>\$49,000.00</b>

**SCHEDULE B  
PAGE 2  
DETAILED BUDGET ESTIMATE**

**GRANT NO. AL1161**

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	FY-1 10/1/2010 thru 9/30/2011			
<b>D. EQUIPMENT</b>				\$0.00
				0.00
				0.00
				0.00
				0.00
<b>Category Sub-Total</b>	<b>\$0.00</b>			<b>\$0.00</b>
<b>E. OTHER DIRECT COSTS</b>				
Office Supplies	2,860.00			2,860.00
Communication	2,000.00			2,000.00
Printing/Duplication	1,500.00			1,500.00
Postage	500.00			500.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
<b>Category Sub-Total</b>	<b>\$6,860.00</b>			<b>\$6,860.00</b>
<b>F. INDIRECT COSTS</b>				
Indirect Costs @ 10%	12,906.00			\$12,906.00
<b>Category Sub-Total</b>	<b>\$12,906.00</b>			<b>\$12,906.00</b>
<b>GRANT TOTAL</b>	<b>\$200,000.00</b>			<b>\$200,000.00</b>



SCHEDULE B-1

GRANT NO. AL1161

BUDGET NARRATIVE

Page 1

PERSONNEL COSTS

**Salaries** – May include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

**Position Descriptions:**

**Program Director (PD)** – The PD will oversee the Program Coordinator in completing all grant activities for the duration of the project period. The PD will provide guidance and support as needed.

**Program Coordinator (PC)** – Under the direction of the Program Director, the PC will act as a liaison between the Riverside County Health Department, the sub-contracted organizations, and OTS. The PC will oversee all grant objectives, procuring items under the grant, track fiscal expenses and prepare all performance reports.

**Supervising Office Assistant I (SOA)** - Will supervise clerical working directly on grant funded activities. This includes filing, ordering office supplies, education/promotional materials, and answering phone calls for grant staff.

**Office Assistant II (OA)** - Will provide clerical support to all staff working directly on grant funded activities, including, filing, ordering office supplies, education/promotional materials, and answering phone calls for grant staff.

**Accounting Technician (AT)** – Will be responsible for fiscal activities, such as tracking grant expenses, preparing budget spreadsheets, and preparing fiscal claims on a quarterly basis.

**Benefits Chart**

**Full Time Benefits**

Unemployment Insurance	0%
Social Security/FICA (OASDI)	6.2%
Workers Compensation	.02%
Medicare	1.45%
State Disability/SDI	0.9%
Health Insurance	13.31%
Life Insurance	.18%
Retirement	25.0%
Total Benefit Rate	47.06%

SCHEDULE B-1

GRANT NO. AL1161

BUDGET NARRATIVE

Page 2

**Non Enforcement Supplanting Statement**

Personnel assigned to the grant are conducting a new traffic safety program not previously funded with the city, county or State funding or were previously in a grant funded position.

TRAVEL EXPENSE

In-State

Costs are included for appropriate staff to attend conferences and training events supporting the grants goals and objectives and/or traffic safety. Funds may be used to attend OTS approved training. Anticipated travel and events include local mileage for grant activities and meetings, OTS Training Summit, Vehicular Homicide Conference, CA Injury Control Conference, CA Friday Night Live Conference, and CA Coalition for Youth Conference. **Note:** To be eligible to attend the Vehicular Homicide Conference the grantee must have successfully completed the POST DWI Detection and SFST course along with completion of the Accident Scene Investigation course. The officer/detective selected to attend the Vehicle Homicide Conference should be currently assigned to work on DUI fatal collisions for their agency. *All conferences, seminars or training not specifically identified in the Schedule B-1 must be approved by OTS. All travel claimed would be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

CONTRACTUAL SERVICES

**Motivational Media Assemblies (MMA)** – Will provide seventeen (17) all school assemblies on traffic safety. They will also coordinate sites with the Alive @ 25 program.

**Safety Center – Alive @ 25 Program** - Will provide fourteen (14) defensive driving courses to school sites county-wide.

**Riverside Police Department (RPD)** – Will provide technical support and coordination efforts for two (2) DUI Sentencing programs and three (3) Teen 2 Teen Traffic Safety presentations. In addition, they will coordinate the Teen 2 Teen participation at three (3) safety fairs in the city of Riverside.

EQUIPMENT (Items valued in excess of \$5K each):

None

OTHER DIRECT COSTS (Items valued less than \$5K each):

**Instructions:** List items using a generic name (i.e. PAS Devices, Radars, etc.), quantity desired followed by a brief narrative description, explanation of how it will be used and your justification.

**Note:** *Each item must support grant objective activities.*

SCHEDULE B-1

GRANT NO. AL1161

**BUDGET NARRATIVE**

Page 3

**Office Supplies-** Costs incurred to purchase miscellaneous office supplies such as but not limited to pens, pencils, paper clips, computer supplies, file folders, notepads, paper, etc.

**Printing-** Costs associated with printing and reproduction services including, but not limited to forms, reports, manuals, and informational literature developed for grant related programs.

**Postage-** Costs associated with mailing out letters, postcards, announcements, correspondence with grant contractors, etc.

**Communication-** Costs associated with telephone calls, (mobile and office) fax exchanges, etc.

**INDIRECT COSTS**

10% of total personnel will be used to offset the administrative costs associated with implementing this project. This includes processing project agreements, contracts, and ordering supplies.

**PROGRAM INCOME**

NONE

APPLICANT AGENCY <b>Riverside County</b>	OTS GRANT NUMBER <b>AL1161</b>
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The following attachments are included herein and constitute a part of this Grant Agreement:

1. OTS-38 – Page 1	5. Schedule C – Quarterly Evaluation Data (when required)
2. Schedule A – Grant Description	6. OTS-33 – Acceptance of Conditions and Certifications
3. Schedule B – Detailed Budget Estimate for Grant Costs	7. General Terms, Conditions, and Certifications (OTS Grant Program Manual (GPM), Exhibit 6A. GPM available on-line at <a href="http://www.ots.ca.gov">www.ots.ca.gov</a> )
4. Schedule B-1 – Budget Narrative	

**TERMS AND CONDITIONS**

It is understood and agreed by the Grantee that grant funds received as a result of this Agreement are subject to all applicable federal and state regulations governing grants and to the following applicable controls, terms and consideration expressed in the OTS Grant Program Manual which includes but is not limited to:

**REPORTS/ CLAIMS FOR REIMBURSEMENT**

1. Quarterly Performance Reports and Reimbursement Claims must be submitted by the Grantee to the Office of Traffic Safety (OTS) by January 30, April 30, July 30, and October 30, during each year of grant operation. The failure to timely submit complete and correct claims within sixty (60) days of their due dates may constitute Grantees irrevocable waiver of any right to thereafter recover from Grantor any part of those waived grant sums which may thereafter be reallocated or reverted by Grantor.
2. OTS will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a Grantee fails to comply with any applicable term or condition of this Grant Agreement or program guidelines (**GPM, Chapter 3.11**). This may include, but is not limited to, the following:
  - Failure to submit acceptable and timely reimbursements claims;
  - Failure to submit acceptable and timely quarterly performance reports;
  - Failure to submit an acceptable and timely Schedule C, Quarterly Evaluation Data (OTS-38g, applies only when a Schedule C has been required);
  - Failure to comply with requirement of the Single Audit Act (**GPM, Chapter 4.11**); and
3. By October 30, “continuing” grants must submit a September 30 claim and a written justification to support carrying forward the remaining grant year unexpended funds. September 30 claims and written justifications, supporting the carrying forward of these prior year unexpended funds submitted after November 30 may not be processed and the prior claim (i.e., June 30) will be considered the year-end claim in order to close out the federal fiscal year ending September 30. In addition, these unexpended funds will be de-obligated and allocated to new grants.

## **SUB-CONTRACTS**

Grantee may enter into subcontract(s) to perform applicable provisions of this Grant Agreement. The Grantee is responsible for ensuring that all activities delegated to subcontractors are in support of this Grant Agreement.

- A. Grantee is the responsible party and shall remain liable for the performance of the terms, conditions, assurances, and certifications of this Grant Agreement, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Grant Agreement, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct of the subcontractor(s).
  - B. Nothing contained in this Grant Agreement shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
4. Consultants and/or sub-contractors shall be selected in accordance with the grantee agency procurement policies and procedures in order to comply with the terms of this agreement and in accordance with OTS GPM Chapter 6 Procurement & Contract Administration and Exhibit 6-A General Terms, Conditions, and Certifications.

The Grantee, consultant, contractor and/or sub-contractor are subject to all applicable terms and conditions and are bound by the applicable certifications of the Grant Agreement and 49 CFR Part 18, and/or CFR Part 19 whichever is applicable.

Grantor is not obligated to make any payment under any agreement prior to final execution or outside the terms of the sub-contract period. Contractor/Grantee Agency expenditures incurred prior to final sub-contract execution are taken at the risk of that Contractor/Grantee Agency and will be considered unallowable if that agreement/sub-contract is not executed.

## **AVAILABILITY OF FUNDS**

5. If, during the term of the Grant award, federal funds become reduced or eliminated, OTS may immediately terminate or reduce the Grant award sum for allowable and uncancelable grant costs incurred following receipt of Grantor's written notice to the Grantee.
6. Funds Awarded under Catalog of Federal Domestic Assistance (CFDA) Number 20.600.

## **REVISIONS**

7. Grant Agreement revisions are allowed in accordance with the guidelines detailed in the OTS GPM,

Chapter 3.9 and conforming to the revision examples provided in Chapter 3.8. All appropriate documentation required to request a grant revision requiring Grantor's approval (i.e. budget category increases, etc.) must be timely submitted to Grantor.

- 8. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
- 9. Those additional applicable terms and conditions identified in the **OTS GPM, Chapter 6, General Terms, Conditions, and Certifications (Exhibit 6-A)**, are incorporated herein by reference and made a part of this Agreement.

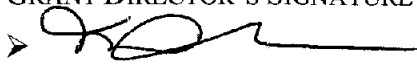
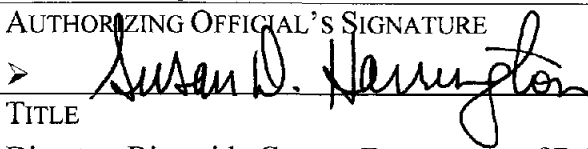
**TRAFFIC ENFORCEMENT AGENCIES ONLY:**

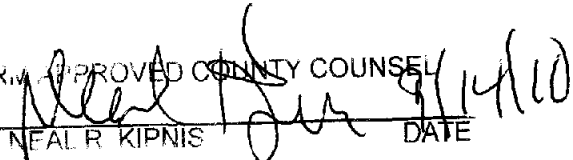
- 10. Full time Grantee traffic enforcement personnel and any equipment funded under this Grant shall be dedicated solely to Grant supported enforcement tasks unless a criminal offense is committed in the officer's presence and response to an officer in distress is initiated, and a riot requires that all available enforcement personnel be committed in response.
- 11. By signing this document the Grantee certifies that it is not suspended or debarred from doing business with the Federal Government.

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We, the officials named below, hereby swear that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. Executed on the date and in the county named below and made under penalty of perjury under the laws of the State of California.

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GRANT DIRECTOR'S NAME	EXECUTED IN THE COUNTY OF
Michael Osur	Riverside
GRANT DIRECTOR'S SIGNATURE	DATE EXECUTED
	9-8-10
TITLE	
Deputy Director, Riverside County Department of Public Health	
AUTHORIZING OFFICIAL'S NAME	EXECUTED IN THE COUNTY OF
Susan Harrington	Riverside
AUTHORIZING OFFICIAL'S SIGNATURE	DATE EXECUTED
	9/13/10
TITLE	
Director, Riverside County Department of Public Health	

FORM APPROVED COUNTY COUNSEL  
BY  DATE

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	
CONTRACTOR'S NAME	
County of Riverside	
BY ( <i>Authorized Signature</i> )	DATE SIGNED (Do not type -signor must date)
PRINTED NAME AND TITLE OF PERSON SIGNING	
Marion Ashley, Chairman	
ADDRESS	
AGENCY NAME	
State of California, Office of Traffic Safety	
BY ( <i>Authorized Signature</i> )	DATE SIGNED
ADDRESS	

Form 11

Page 3 of 3

From: Community Health Agency

**SUBJECT:** Approve the Agreement between the State of California Office of Traffic Safety and Riverside County Department of Public Health for the Traffic Safety Education Program (AL1161).

SCHEDULE A  
COMMUNITY HEALTH AGENCY  
DEPARTMENT OF PUBLIC HEALTH  
INJURY PREVENTION SERVICES  
TEEN TRAFFIC SAFETY PROGRAM  
BUDGET ADJUSTMENT  
FISCAL YEAR 2010/2011

INCREASE IN APPROPRIATIONS

10000-4200100000-510040	REGULAR SALARIES	\$66,300
10000-4200100000-518100	BUDGETED BENEFITS	\$30,498
10000-4200100000-529040	PRIVATE MILEAGE	\$ 627
10000-4200100000-528960	LODGING	\$ 1,000
10000-4200100000-525440	PROFESSIONAL SERVICES	\$36,750
10000-4200100000-523700	OFFICE SUPPLIES	\$ 2,145
10000-4200100000-523800	PRINTING/BINDING	\$ 1,125
10000-4200100000-523760	POSTAGE-MAILING	\$ 375
10000-4200100000-520330	COMMUNICATIONS SERVICES	\$ 1,500
10000-4200100000-524500	ADMIN SUPPORT – DIRECT	<u>\$ 9,680</u>

TOTAL INCREASING IN APPROPRIATIONS: \$150,000

INCREASE IN ESTIMATED REVENUE

10000-4200100000-767280	FED-Federal Revenues	<u>\$150,000</u>
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SCHEDULE A - INTERNAL  
COMMUNITY HEALTH AGENCY  
DEPARTMENT OF PUBLIC HEALTH  
BUDGET ADJUSTMENT  
FISCAL YEAR 2010/2011

INCREASE IN APPROPRIATIONS

10000-4200102200- HS200069- 6610-510040	REGULAR SALARIES	\$ 66,300
10000-4200102200- HS200069- 6610-518100	BUDGETED BENEFITS	\$ 30,498
10000-4200102200- HS200069 -6610-529040	PRIVATE MILEAGE	\$ 627
10000-4200102200- HS200069 -6610-528960	LODGING	\$ 1,000
10000-4200102200- HS200069 -6610-525440	PROFESSIONAL SERVICES	\$ 36,750
10000-4200102200- HS200069 -6610-523700	OFFICE SUPPLIES	\$ 2,145
10000-4200102200- HS200069 -6610-523800	PRINTING/BINDING	\$ 1,125
10000-4200102200- HS200069 -6610-523760	POSTAGE-MAILING	\$ 375
10000-4200102200- HS200069 -6610-520320	COMMUNICATIONS	\$ 1,500
10000-4200102200- HS200069 -6610-524500	ADMIN SUPPORT - DIRECT	\$ 9,680

TOTAL INCREASE IN APPROPRIATIONS: \$150,000

INCREASE IN ESTIMATED REVENUE

10000-4200102200-HS200069-6610-767280-FED-Federal Revenues \$150,000