

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

938



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
August 29, 2012

**SUBJECT:** Ratify the Agreement with the State of California, Department of Transportation (Caltrans) and the County of Riverside, Department of Public Health – Injury Prevention Services for Federal Aid Project #08-RIV-0-CR-SRTSLNI-5956 (206)

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

- 1) Ratify the Program Supplemental Agreement No. N101 with the State of California, Department of Transportation (Caltrans) and Riverside County, Department of Public Health—Injury Prevention Services for Federal-Aid Projects for the period of performance of July 1, 2012 to June 30, 2014 in the amount of five hundred thousand (\$500,000); and
- 2) Authorize the Director of Public Health to sign ministerial Amendments, not to exceed the authorized amount of five hundred thousand dollars (\$500,000) for the period of performance of July 1, 2012 to June 30, 2014; and
- 3) Authorize the Chairperson of the Board to sign eight (8) copies of the Program Supplement Agreement on behalf of the County.

JA/cg/ys

*Sarah L Mack*  
\_\_\_\_\_  
Sarah Mack, Deputy Director for  
Susan Harrington, Director, Department of Public

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 250,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

<b>SOURCE OF FUNDS:</b> 100% funded by the 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

BY: *Debra Cournoyer*  
\_\_\_\_\_  
Debra Cournoyer

**County Executive Office Signature**

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD  
 FORM APPROVED COUNTY COUNSEL  
 BY: *Neal R. Kipnis*  
 DATE: \_\_\_\_\_  
 Departmental Concurrence

Policy  
 Consent  
 Policy  
 Consent

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

**SUBJECT:** Ratify the Agreement with the State of California, Department of Transportation (Caltrans) and the County of Riverside, Department of Public Health – Injury Prevention Services for Federal Aid Project #08-RIV-0-CR-SRTSLNI-5956 (206)

**BACKGROUND:** The County of Riverside, Department of Public Health 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. Injury Prevention Services will develop a SRTS program and deliver a non-infrastructure, bicycle/pedestrian safety education and encouragement program in multiple schools in the cities of Mecca, Thermal, Thousand Palms, and Cathedral City.

**FINANCIAL INFORMATION:** The total awarded amount of \$500,000 is a two year project; \$250,000 has been included as part of the FY 12/13 budget process and the remaining \$250,000 will be included as part of the FY 13/14 budget process.





**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-O. 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 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. 1. This non-infrastructure PROJECT is funded by the Federal Safe Routes to School (SRTS) program. ADMINISTERING AGENCY agrees that any changes to the PROJECT that conflict with the approved Federal funded Safe Routes to School (SRTS) Application

**SPECIAL COVENANTS OR REMARKS**

and/or the SRTS Program requirements in the Local Assistance Program Guidelines (LAPG) may render the PROJECT ineligible for Federal reimbursement.

2. ADMINISTERING AGENCY agrees to administer PROJECT in accordance with the applicable SRTS Program Guidelines under which the project was selected. ADMINISTERING AGENCY agrees to the program delivery and reporting requirements established for the applicable SRTS Program funding cycle.

3. ADMINISTERING AGENCY agrees to submit a Student Tally and Parent Survey for each school to the National Center for Safe Routes to School (NCSRTS). The survey information (Student Tally and Parent Survey), collected during the regular school year, must be completed within two months of beginning the PROJECT and within two months after completing the PROJECT. ADMINISTERING AGENCY agrees to submit a copy of said surveys to the District Local Assistance Engineer (DLAE). For instructions on data submission requirements, go to the NCSRTS website at:

<http://www.saferoutesinfo.org/data/>

4. ADMINISTERING AGENCY shall submit a copy of the consultant contract award information to the DLAE within 30 days of execution of the contract and prior to submittal of the ADMINISTERING AGENCY's first invoice.

Award information shall consist of an executed consultant agreement and Exhibits, 10-C, "Consultant Reviewers Checklist", 10-O2, "Local Agency Proposer DBE Information (Consultant Contract)" and if applicable, 10-O1, "Local Agency Proposer UDBE Commitment (Consultant Contract)" of the Local Assistance Procedures Manual (LAPM).

If ADMINISTERING AGENCY is performing 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.

5. Support documentation (adequate to verify reasonableness of costs invoiced) shall accompany ADMINISTERING AGENCY invoices and shall also include the deliverables specified in the STATE approved SRTS Application.

3. 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.

## SPECIAL COVENANTS OR REMARKS

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 Assistance 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.

4. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are 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 for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future 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.

5. 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

**SPECIAL COVENANTS OR REMARKS**

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.).

6. As a condition for receiving federal-aid highway funds for the 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).