

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

202



FROM: Department of Public Health

SUBMITTAL DATE:
December 19, 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 (208)

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Program Supplemental Agreement No. 105-N with the State of California, Department of Transportation (Caltrans) and the County of Riverside, Department of Public Health—Injury Prevention Services for Federal-Aid Projects for the period of July 1, 2012 to June 30, 2014; and
- 2) Accept and file: Program Supplement Agreement and Authorization/Agreement Summary; and
- 3) 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
- 4) Authorize the Chairperson of the Board to sign two (2) originals and (2) copies of the Program Supplement Agreement on behalf of the County.

JA:cg/ys

Susan D. Harrington

Susan Harrington, Director
Department of Public Health

FINANCIAL DATA	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
SOURCE OF FUNDS: 100% State Funded				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

Consent Policy
 Consent Policy

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

FORM APPROVED COUNTY COUNSEL
 BY: *Neal R. Kibnis*
 DATE: *12/17/12*
 ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
 Departmental Concurrence

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 (208)

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 within the cities of Lake Elsinore, Wildomar, and Menifee.

FINANCIAL INFORMATION: The total awarded amount of \$500,000 is a two year project; \$250,000 was 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.

PROGRAM SUPPLEMENT NO. N105
 to
 ADMINISTERING AGENCY-STATE AGREEMENT
 FOR FEDERAL-AID PROJECTS NO 08-5956R

Adv Project ID Date: October 3, 2012
 0812000196 Location: 08-RIV-0-CR
 Project Number: SRTSLNI-5956(208)
 E.A. Number:
 Locode: 5956

This Program Supplement hereby adopts and 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 the 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:

Various schools in the Cities of Lake Elsinore, Wildomar, and Menifee

TYPE OF WORK: Conduct SRTS workshops, provide pedestrian and bicycle safety, community outreach events **LENGTH:** 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	LU3E	\$500,000.00	LOCAL	OTHER
\$500,000.00			\$0.00	\$0.00

RIVERSIDE COUNTY

STATE OF CALIFORNIA
 Department of Transportation

By _____

By _____
 Chief, Office of Project Implementation
 Division of Local Assistance

Title _____

Date _____

Date _____

Attest _____

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

Accounting Officer *[Signature]* Date 10.03.12 \$500,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* DATE: 12/20/12
 NEAL R. KIPNIS Program Supplement 08-5956R-N105-ISTEA

SPECIAL COVENANTS OR REMARKS

1. 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 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.

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

SPECIAL COVENANTS OR REMARKS

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 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.

- 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.

- 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

SPECIAL COVENANTS OR REMARKS

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 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).
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CALIFORNIA DEPARTMENT OF TRANSPORTATION

AUTHORIZATION / AGREEMENT SUMMARY - (E-76)

FEDERAL AID PROGRAM

DLA LOCATOR: 08-RIV-0-CR
 PREFIX: SRTSLNI
 PROJECT NO: 5956(208)
 SEQ NO: 1
 STATE PROJ NO: 0812000196L-N
 AGENCY: RIVERSIDE
 ROUTE:
 TIP DATA

PROJECT LOCATION:
 VARIOUS SCHOOLS IN THE CITIES OF LAKE ELSINORE, WILDOMAR, AND MENIFEE
 TYPE OF WORK:
 SAFETY EDUCATION AND OUTREACH ACTIVITIES (NI)
 FED RR NO'S:
 PUC CODES:
 PROJ OVERSIGHT: FHWA OVERSIGHT REQ
 ENV STATUS / DT: DELEG TO STATE SEC 6004 05/24/2012
 RW STATUS / DT:
 INV RTE:
 BEG MP: 0
 END MP: 0

PREV AUTH / AGREE DATES:
 PE:
 RW:
 CON:
 SPR:
 MCS:
 OTH:

MPO: SCAG
 FSTIP YR: 11/12
 STIP REF: 209-7000-1050
 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
RW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CON	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00
TOTAL:				\$500,000.00	\$500,000.00	\$0.00

STATE REMARKS

06/29/2012 Use Advantage Id.: 0812000196
 Federal Safe Routes to School, Cycle 3. Non-Infrastructure project \$500,000
 ++++++
 Use Standard Place Code of 62000 for City of Riverside. FY 11-12 SRTS Cycle 3 non-Infrastructure project #105 awarded on 10/17/11 to Riverside County Department of Public Health. Project ID SRTS-NI-03-08 -Riverside County-02. Programmed for FY 11-12 in Amendment #18 under SCAG016 lump sum approved on 01/18/12 to SCAG's 2010 FTIP. Use LU30 SRTS funds at a maximum reimbursement ratio of 100% up to \$500,000 for all phases of work. CRS Map 15V32 - local streets.
 Cycle 3 SRTS ID: SRTS-NI-03-08-Riverside County-02
 This Sequence #1 is a request for CON Non Infrastructure project \$ 500,000 with fund code LU30. But since, at the time the RFA was transmitted, LU30 is exhausted, used LU3E. Riverside County (in Database) versus Riverside County Dept of Public Health (in Application) is the same and one agency.
 Copy of Application is submitted with the RFA
 FEDERAL FUNDS (LU3E) LOCAL
 TOTAL P/C \$ 500,000 0
 TOTAL \$ 500,000 0

06/29/2012
 TOTAL COST \$ 500,000
 TOTAL P/C \$ 500,000
 TOTAL \$ 500,000

07/31/2012 Exhibit 3-R: Non-Infrastructure Project Work Plan or Cost Estimate uploaded in the "Proj Docs" tab.
 07/31/2012 For Non-Infrastructure Project (e.g. Rideshare, SRTSN), to name a few). All work performed by Local Agency Staff, and, Non-Federal Funds Projects.
 Do not require the Request for Conditional Federal Authorization to Proceed and Commitment to Comply with the New Race Conscious DBE Requirement Letter.
 But nonetheless a Certification Letter from Agency on [Conditional "Old DBE"] is attached states so. - evita

08/07/2012 08/07/12 NON INFRASTRUCTURE PROJECT
 FEDERAL FUNDS (LU3E) LOCAL
 TOTAL COST \$500,000 0
 FEDERAL P/C \$500,000 0
 CONNSTN NI \$500,000

TOTAL \$500,000 \$500,000 \$500,000 0
 This sequence #1 is request for CON non infrastructure \$500,000 LU3E.

Cycle 3 ID: SRTS3-08-014
 IMPORTANT: Federally funded projects AUTHORIZED (approved by FHWA) on July 1 through September 30, 2012 may be authorized under the Pre-July 1, 2012 RC DBE procedures (i.e., contract goals limited to four UDBE groups), however, prior to advertising; contract language and bid proposal documents MUST be revised to comply with the Post June 30, 2012 RC DBE requirements (i.e. contract goals apply to all DBEs).

Federally funded projects AUTHORIZED on July 1 through September 30, 2012 and AWARDED that DO NOT COMPLY with the New Race Conscious DBE requirements will NOT be eligible for federal funds. Sequence #1 is a request for funding for all phases of work to conduct various Safe Routes to Schools pedestrian safety measures workshops and outreach events at various schools in the cities of Lake Elsinore, Wildomar, and Menifee in the southwestern portion of Riverside County under the administration of the Riverside County Department of Public Health using Cycle 3 Safe Routes to Schools (SRTS) using non-infrastructure funds awarded on 10/17/11 and programmed for FY 11-12 in Amendment #28 approved 7/30/12 to SCAG's 2010 FTIP. This is a continuation of the program started under SRZSF-5956(176). Federal funding is capped at \$500,000 with a maximum reimbursement ratio of 100%. IMPORTANT: Federally funded projects AUTHORIZED (approved by FHWA) from July 1 through September 30, 2012, may be authorized under the Pre-July 1, 2012 Race-Conscious (RC) DBE procedures (i.e., contract goals limited to four UDBE groups); however, prior to advertising, contract language and bid proposal documents MUST be revised to comply with the post-June 30, 2012, RC DBE requirements (i.e., contract goals apply to all DBEs). Federally-funded projects AUTHORIZED from July 1 to September 30, 2012, and AWARDED that DO NOT COMPLY with the new Race-Conscious DBE requirements will NOT be eligible for federal funds. Reimburse with LU3E SRTS funds at 100% up to the federal amount shown for construction for all phases of work. Cycle 3 Proj. No. 105, SRTS ID SRTS3-08-014.

FEDERAL REMARKS

AUTHORIZATION

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

ON 07/31/2012 383-6414
 ON 08/07/2012 653-4150
 ON 08/15/2012 FOR CALTRANS
 ON 08/16/2012 FOR FHWA
 ON 08/17/2012

PREPARED IN FADS BY: PREMDAS, EVITA
 REVIEWED IN FADS BY: ULAT, ALICIA
 SUBMITTED IN FADS BY: LOUIE, PATRICK
 PROCESSED IN FADS BY: FOGLE, JERILYNN
 APPROVED IN FMIS BY: MARY CUNNINGHAM

SIGNATURE HISTORY FOR PROJECT NUMBER 5956(208) AS OF 08/20/2012

MOD #	SIGNED BY	SIGNED ON
0	JERILYNN FOGLE	08/16/2012
	PETER M. PANGILINAN	08/17/2012
	MARY CUNNINGHAM	08/17/2012

FHWA FMIS 3.0 SIGNATURE HISTORY

CALTRANS SIGNATURE HISTORY	SIGNED ON
DOCUMENT TYPE SIGNED BY	08/15/2012
AUTH/AGREE	LOUIE, PATRICK

