

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

322



FROM: Department of Public Health

SUBMITTAL DATE:
September 14, 2015

SUBJECT: Ratify the two-year grant Agreement #N85 between the State of California Department of Transportation and the County of Riverside Department of Public Health. Districts: 5. [\$350,000 - State Funds].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the Program Supplemental grant Agreement #N85 between the State of California Department of Transportation (Caltrans) and the County of Riverside Department of Public Health (DOPH) in the amount of \$350,000 for the period of July 1, 2015 through June 30, 2017;
2. Authorize the Chairperson to sign five (5) copies of said Agreement on behalf of the County; and
3. Authorize the Director of Public Health or designee to sign subsequent Amendments that make only ministerial changes to the Agreement not to exceed the amount of \$350,000 nor extend the period of performance of July 1, 2015 through June 30, 2017.

BACKGROUND:

Summary

(Continued on Page 2)

Sarah Mack

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

JAS:vml

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 175,000	\$ 175,000	\$ 350,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 100% State Funds Budget Adjustment: No
For Fiscal Year: 15/16 – 16/17

C.E.O. RECOMMENDATION:

APPROVE
Christopher M. Hans
BY: _____
Christopher M. Hans

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: _____ District: 5 Agenda Number: _____

3-35

FORM APPROVED COUNTY OF RIVERSIDE
BY: *Anita C. Willis*
DATE: _____
Departmental Concurrence

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Ratify the two-year grant Agreement #N85 between the State of California Department of Transportation and the County of Riverside Department of Public Health. Districts: 5. [\$350,000 - State Funds].
DATE: September 14, 2015
PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The County of Riverside, Department of Public Health (DOPH) received funding from the State of California, Department of Transportation (Caltrans) to implement a two (2) year Safe Routes to School (SRTS) Education and Encouragement program. DOPH will develop a SRTS program and deliver non-infrastructure, bicycle/pedestrian safety education and encouragement program in multiple schools within the City of Perris.

Impact on Citizens and Businesses

These funds will be used to enhance active transportation in the City of Perris in order to promote healthy living. Active transportation will help reduce the amount of emissions from vehicles and increase the amount of physical activity of the residents of Riverside County. By providing education on bike and pedestrian safety, more residents will be empowered to use public transportation and help the Healthy Riverside County Initiative as we move towards making Riverside County one of the healthiest counties in the country.

SUPPLEMENTAL:

Additional Fiscal Information

Total cost of the two year program is in the amount of \$350,000. The annual amount distribution from Caltrans to DOPH will be as follows

Year	Amount
2015-2016	\$175,000
2016-2017	\$175,000
Total	\$350,000

PROGRAM SUPPLEMENT NO. N85
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 00010S

Adv Project ID **Date:** July 14, 2015
 0815000092 **Location:** 08-RIV-0-CR
 Project Number: ATPLNI-5956(242)
 E.A. Number:
 Locode: 5956

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00010S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 02/06/07 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 encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION:

Ten Schools within the Perris Elementary and Perris Union High School Districts in the City of Perris

TYPE OF WORK: Increase student walking and bicycling to school through education and encouragement

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$350,000.00		\$350,000.00	\$0.00	\$0.00

COUNTY OF RIVERSIDE

STATE OF CALIFORNIA
Department of Transportation

By _____
 Title _____
 Date _____
 Attest _____

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

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

Accounting Officer Ronjane Jamelle Lynn

Date 7/17/2015 \$350,000.00

FORM APPROVED COUNTY COUNSEL
 BY: Neal R. Kipnis
 DATE 7/17/15

TO: STATE CONTROLLER'S OFFICE Claims Audits 3301 "C" Street, Rm 404 Sacramento, CA 95816	DATE PREPARED: 7/16/2015	PROJECT NUMBER: 0815000092
REQUISITION NUMBER / CONTRACT NUMBER: RQS 08160000021		

FROM: **Department of Transportation**

SUBJECT: **Encumbrance Document**

VENDOR / LOCAL AGENCY:
COUNTY OF RIVERSIDE

\$ 350,000.00

PROCUREMENT TYPE:
Local Assistance

CHAPTER	STATUTES	ITEM	YEAR	PEC / PECT	TASK / SUBTASK	AMOUNT
20	2013	2660-108-0042	13-14	2030720100	2620/0000	\$ 350,000.00

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof. Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and to complete and accept the construction within 36 months of award.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District

SPECIAL COVENANTS OR REMARKS

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. 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 LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY agrees to comply with Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Notwithstanding the foregoing, ADMINISTERING AGENCY will not be required to comply with 49 CFR, Part 18.36 (i), subsections (3), (4), (5), (6), (8), (9), (12), and (13).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

Checklist for STIP Projects

Advantage ID: 081500092

Federal / State Project No: ATPLN1-5956(242)

	Allocation Date	Award Date	Expiration Date	Extension Date
CTC Vote				
Environmental Study & Permit				
expenditure		N/A		
180 days for report & invoice		N/A		
PS&E				
expenditure		N/A		
180 days for report & invoice		N/A		
ROW				
expenditure		N/A		
180 days for report & invoice		N/A		
CONSTRUCTION				
6 or 12 mos. to award contract				
36 mos. to complete contract				
180 days contractor claims				

Phase	Date last updated
E & P	
PS & E	
ROW	
Construction	