

**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 L Mack*

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

<b>FINANCIAL DATA</b>	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

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

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

APPROVE

**County Executive Office Signature**

*Debra Cournoyer*  
BY: Debra Cournoyer

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: July 13, 2010  
xc: CHA-Public Health

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: 11/24/09 (Item 3.48)      District: All      Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.21**

FORM APPROVED COUNTY COUNSEL  
BY: *Neal R. Kipnis* DATE: 6/23/10

Policy       Policy   
Consent       Consent   
Dept's Recomm.:      Per Exec. Ofc.:

**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		
	LUIE		LOCAL		OTHER
\$447,418.00		\$447,418.00	\$0.00	\$0.00	\$0.00

RIVERSIDE COUNTY

STATE OF CALIFORNIA  
 Department of Transportation

By Marion Ashley

Date JUL 13 2010

MARION ASHLEY

~~CHAIRMAN, BOARD OF SUPERVISORS~~

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 [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 Neal R. Kipnis DATE 5/23/10

ATTEST:

KECIA HARPER-HEM, Clerk

By [Signature]  
 DEPUTY

Program Supplement 08-5956R-N091- ISTE A

WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
 to Riverside County Clerk of the Board, Stop 1010  
 Post Office Box 1147, Riverside, Ca 92502-1147  
 Thank you

JUL 13 2010 3.21

SRTSLNI-5956(185)

## 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).**

**DEPARTMENT OF TRANSPORTATION**

Division of Local Assistance  
1120 N STREET  
P.O. BOX 942874, MS# 1  
Sacramento, CA 94274-0001  
TTY 7:11  
(916) 654-3151  
Fax (916) 653-7621



May 20, 2010

File : 08-RIV-0-CR

SRTSLNI-5956(185)

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

Mr. Michael Osur  
Deputy Director  
Riverside County  
4065 County Circle Drive  
Riverside, CA 92503

Dear Mr. Osur:

Enclosed are two originals of the Program Supplement Agreement No. 091-N to Administering Agency-State Agreement No. 08-5956R and an approved Finance Letter for the subject project. Please retain the signed Finance Letter for your records.

**Please note that federal funding will be lost if you proceed with future phase(s) of the project prior to getting the "Authorization to Proceed" with that phase.**

Please review the covenants and sign both copies of this Agreement and return both to this office, Office of Project Implementation - MS1 within 60 days from the date of this letter. If the signed Agreements are not received back in this office within 60 days, funds will be disencumbered and/or deobligated. Alterations should not be made to the agreement language or funding. Attach your local agency's certified authorizing resolution that clearly identifies the project and the official authorized to execute the agreement. A fully executed copy of the agreement will be returned to you upon ratification by Caltrans. No invoices for reimbursement can be processed until the agreement is fully executed.

In accordance to Government Code 16304, Federal funds appropriated by the State budget are available for liquidation only for seven years and the State funds are available only for five years. The attached Finance Letter shows these deadlines as the "Reversion Date". Please ensure that your invoices are submitted at least 60 days prior to the reversion date to avoid any lapse of funds. If your agency is unable to seek reimbursement by this date you may request an extension through a Cooperative Work Agreement (CWA). A CWA is subject to the final approval of the State Department of Finance. If approved, the CWA may extend the deadline for up to one year for federal funds and up to three years for State funds.

Please note that Government Code 16304 does not supersede any other more restrictive expenditure deadlines.

Your prompt action is requested. If you have questions, please contact your District Local Assistance Engineer.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Zhang".

RAY ZHANG, Chief  
Office of Project Implementation - South  
Division of Local Assistance

Enclosure

c: DLA AE Project Files

JUL 13 2010 3,21



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

LAST FHWA ELECTRONIC SIGNATURE 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

AUTH/AGREE	SOARES, ALBERT	SIGNED ON
		04/21/2010

**AUTHORIZATION / AGREEMENT SUMMARY**

**FEDERAL AID PROGRAM**  
 DLA LOCATOR: 08-RIV-0-CR  
 PREFIX: SRTSLNI  
 PROJECT NO: 5956(185)  
 SEQ NO: 1  
 EA: 08925132L  
 AGENCY: RIVERSIDE  
 ROUTE:  
 TIP DATA  
 MPO: SCAG  
 FSTIP YR: 09/10  
 STIP REF:  
 DISASTER NO:  
 BRIDGE NO'S:

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 MP:

PREV AUTH / AGREE DATES:  
 PE:  
 R/W:  
 CON:  
 SPR:  
 MCS:  
 OTH:

LINE NO 30  
 IMPV TYPE 38  
 FUNC SYS N  
 URBAN AREA RIVERSIDE-SAN BERNARDINO  
 URB/RURAL URBAN  
 DEMO ID

FUNDING SUMMARY		PROJECT COST	FEDERAL COST	AC COST
PHASE				
PE	PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	THIS REQUEST	\$0.00	\$0.00	\$0.00
	SUBTOTAL	\$0.00	\$0.00	\$0.00
R/W	PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	THIS REQUEST	\$0.00	\$0.00	\$0.00
	SUBTOTAL	\$0.00	\$0.00	\$0.00
CON	PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	THIS REQUEST	\$447,418.00	\$447,418.00	\$0.00
	SUBTOTAL	\$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.  
 03/24/10 AU: TOTAL COST FED P/C CONSTRUCTION \$447,418 \$447,418 FED FUNDS(LU1E)  
 04/01/2010 This is a non infrastructure project SRTS ID #S0208041(86)  
 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 Implementation 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 Coordinator is advancing this project to FFY 2010.

**FEDERAL REMARKS**

Attention: Riverside County Dept of Public Health

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

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.

ACCOUNTING INFORMATION - SRTSLNI-5956(185)						
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