

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

556



FROM: Department of Public Health

SUBMITTAL DATE:
November 5, 2012

SUBJECT: Ratify the Agreement between the State of California, Office of Traffic Safety and the County of Riverside, Department of Public Health – Injury Prevention Services (IPS) for Car Seat Education and Encouragement Program. Grant No: OP1301

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Agreement with the State of California, Office of Traffic Safety and the County of Riverside, Department of Public Health- Injury Prevention Services for the period of November 15, 2012 through September 30, 2013 in the amount of \$191,038; and
- 2) Approve and Direct the Auditor Controller to make the budget adjustments detailed on the attached Schedule A; and

BACKGROUND (On page 2)

JA:cg/ys

Susan D. Harrington

Susan Harrington, Director
Department of Public Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 143,279	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

SOURCE OF FUNDS: 100% Federal Funds	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE
Debra Courmoyer

Debra Courmoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: November 20, 2012
xc: Public Health, Auditor

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

Deputy

Prev. Agn. Ref.: 3-18-9/28/10 District: All Agenda Number:

3.36

FISCAL PROCEDURES APPROVED
 PAUL ANGLUO, CPA, AUDITOR-CONTROLLER
 BY: *Samuel Wong* 11/7/12
 DATE: Departmental Controller
 SAMUEL WONG
 REAL R. KIPNIS

Policy Policy
 Consent Consent
 Dept't Recomm.:
 Per Exec. Ofc.:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

SUBJECT: Ratify the Agreement between the State of California, Office of Traffic Safety and the County of Riverside, Department of Public Health – Injury Prevention Services (IPS) for Car Seat Education and Encouragement Program.
Grant No: OP1301

BACKGROUND: The County of Riverside, Department of Public Health-Injury Prevention Services received funding from the Office of Traffic Safety (OTS) in collaboration with law enforcement agencies county-wide, to develop a bilingual Car Seat Education and Distribution Program. Through this program IPS will conduct bilingual Child Passenger Safety education classes and will coordinate with participating law enforcement agencies to provide bilingual fitting stations and distribute car seats to Riverside County families in need.

FINANCIAL INFORMATION: The total awarded amount of \$191,038 is a one year project with a performance period of November 15, 2012 to September 30, 2013; Attached Schedule A adjusts budget by \$143,279 for FY 12/13 and the remaining \$47,759 will be included as part of the FY 13/14 budget process.

ACO

SCHEDULE A

**Department of Public Health
Injury Prevention Services**

**OTS
HS200069**

**Budget Adjustment
Fiscal Year 2012/13**

INCREASE IN APPROPRIATIONS:

10000 4200100000- 510040	Regular Salaries	76,761
10000 4200100000- 518100	Budgeted Benefits	35,310
10000 4200100000- 520230	Cellular Phone	755
10000 4200100000- 520320	Telephone Service	820
10000 4200100000- 523700	Office Supplies	2,097
10000 4200100000- 523800	Printing/Binding	1,872
10000 4200100000- 526700	Rent-Lease Bldgs	6,750
10000 4200100000- 526960	Small Tools and Instruments	14,094
10000 4200100000- 528920	Car Pool Expense	1,967
10000 4200100000- 529040	Private Mileage Reimbursement	603
10000 4200100000- 529540	Utilities	2,250

TOTAL INCREASE IN APPROPRIATION \$143,279

INCREASE IN ESTIMATED REVENUE:

10000 4200100000- 767280	Fed.-Federal Revenue	<u>\$143,279</u>
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EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

The officials named on the Grant Agreement, certify by way of signature on the Grant Agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended
- 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Chapter II - (§§1200, 1205, 1206, 1250, 1251, & 1252) Regulations governing highway safety programs
- NHTSA Order 462-6C - Matching Rates for State and Community Highway Safety Programs
- Highway Safety Grant Funding Policy for Field-Administered Grants

Certifications and Assurances

The Grantee Agency will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including:

- National law enforcement mobilizations,
- Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits,
- An annual statewide safety belt use survey in accordance with criteria established by the Secretary for the measurement of State safety belt use rates to ensure that the measurements are accurate and representative,
- Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources.

The Grantee Agency shall actively encourage all relevant law enforcement personnel in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 USC 402 (b) (1) (E))

Other Federal Requirements

Cash disbursements and balances will be reported in a timely manner as required by NHTSA. (49 CFR 18.21)

The same standards of timing and amount, including the reporting of cash disbursement and balances, apply to grantees as they do the State. (49 CFR 18.41)

Failure to adhere to these provisions may result in the termination of State drawdown privileges.

Equipment acquired under this Grant Agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the Grantee Agency; or the State, by formal agreement with appropriate

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officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CFR 1200.21);

The Grantee Agency will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20;

Federal Funding Accountability and Transparency Act

The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010,

(https://www.fsr.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSR.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; , and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if-- of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity;

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; and(II) \$25,000,000 or more in annual gross revenues from Federal awards; and(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

- Other relevant information specified by OMB guidance.

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq. PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse and alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights

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Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

The Drug-free Workplace Act of 1988 (41 U.S.C. 702):

The Grantee Agency will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace.
 2. The grantee's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement.
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination.
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

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Buy America Act

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Political Activity (Hatch Act)

The Grantee Agency will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The Grantee Agency official certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Grantee Agency official shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment And Suspension

Instructions for Primary Certification

1. By signing and submitting this Grant Agreement, the Grantee Agency official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The Grantee Agency official shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Grantee Agency official to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the Grantee Agency official knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The Grantee Agency official shall provide immediate written notice to the department or agency to which this Grant Agreement is submitted if at any time the Grantee Agency official learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this Grant Agreement is being submitted for assistance in obtaining a copy of those regulations.
6. The Grantee Agency official agrees by submitting this Grant Agreement that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The Grantee Agency official further agrees by submitting this Grant Agreement that it will include the clause

EXHIBIT A
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titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters –
Primary Covered Transactions:**

1. The Grantee Agency official certifies to the best of its knowledge and belief, that its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the Grantee Agency official is unable to certify to any of the Statements in this certification, such Grantee Agency official shall attach an explanation to this Grant Agreement.

Instructions for Lower Tier Certification

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1. By signing and submitting this Grant Agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this Grant Agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this Grant Agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this Grant Agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency

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with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –
Lower Tier Covered Transactions:**

1. The prospective lower tier participant certifies, by submission of this Grant Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Grant Agreement.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, Grantee Agencies are encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving-
 - a. Company-owned or –rented vehicles, or Government-owned, leased or rented vehicles; or
 - b. Privately-owned when on official Government business or when performing any work on or on behalf of the Government.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as-
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Environmental Impact

The Grantee Agency official has reviewed the Grant Agreement and hereby declares that no significant environmental impact will result from implementing this traffic safety program. If, under a future revision, this program will be modified in such a manner that a program would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

**GENERAL OCCUPANT PROTECTION
SCHEDULE A**

GRANT NO: OP1301

GRANT DESCRIPTION

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PROBLEM STATEMENT

Age Patterns:

Statewide Integrated Traffic Records System (SWITRS) data for 2008 - 2010 indicate that 341 children under age 19 died, and another 14,996 were injured due to motor vehicle collisions (MVC) on Riverside County's roadways.

Persons Killed and Injured by Age 2008 – 2010

Age Groups	Fatal Victims	Percentage of Fatalities	Injury Victims	Percentage of Injury	Total Victims Fatal & Injury
0-3 years	61	3.0%	1,984	97.0%	2,045
4-9 years	69	2.1%	3,206	97.9%	3,275
10-13 years	43	1.8%	2,360	98.2%	2,403
14-19 years	168	2.2%	7,446	97.8%	7,614
TOTAL	341	2.2%	14,996	97.8%	15,337

PERFORMANCE MEASURES

GRANT GOALS

1. To reduce the number of persons killed in traffic collisions.
2. To reduce the number of persons injured in traffic collisions.
3. To reduce the number of vehicle occupants killed under the age of nine.
4. To reduce the number of vehicle occupants injured under the age of nine.
5. To reduce the number of children 0-8 years riding as front seat passengers.
6. To increase child safety seat usage

GRANT OBJECTIVES

1. To develop an hour long child passenger / traffic safety curriculum to be used for educational presentations by November 30, 2012.
2. To conduct **20** educational traffic safety presentations impacting **120** people by September 30, 2013. The presentations include seat belts, air bags, and child safety seats.

**GENERAL OCCUPANT PROTECTION
SCHEDULE A**

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GRANT DESCRIPTION

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3. To work closely with law enforcement agencies to promote traffic safety programs at both the neighborhood and community level.
4. To recognize people "saved by the child safety seat or seat belt." OTS will be notified of all cases that involve an OTS funded child safety seat.
5. To participate in a minimum of four (4) Community Safety Fairs county-wide advertising the revised CA Car Seat Law by September 30, 2012.
6. To host 1 NHTSA Child Passenger Safety Technician certification training(s) and successfully train 10 individuals.
7. To conduct 20 highly publicized child safety seat checkups to promote correct usage at community events such as parks, shopping centers, car dealers, preschools, or open houses at police or fire departments impacting 120 parents or caregivers. (for a twelve month period at least 6)

Note: Car seat checkers must be NHTSA-certified Child Passenger Safety Technicians (CPST); use proper forms for documentation; have complete car seat instructions and resource materials available; and have on-site supervision by a NHTSA CPST as a lead checker.

8. To distribute at least 240 no cost child safety seats to people in need.

Note: Car seat recipients must receive proper training from a NHTSA certified Child Passenger Safety Technician or Instructor as a mandatory component of this program.

Media Objectives

1. To issue a press release announcing the kick-off of the grant by November 15 of the first grant year. The press releases and media advisories, alerts, and materials should be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
2. To send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator. If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed a draft press release should first be sent to the OTS PIO for approval. Drafts should be sent for approval as early as possible to ensure adequate turn-around time. Optimum lead time would be 10-20 days prior to the operation. Media communications reporting the results of grant activities such as ENFORCEMENT OPERATIONS are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press. Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.

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3. 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.
4. To email the OTS Public Information Officer at 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.
5. To submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.), which is meant for general public use, to the OTS Public Information Officer at pio@ots.ca.gov, and copied 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 oversee 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 (11/15/2012 – 12/31/2012)

- Complete and route all necessary forms to the Riverside County Public Health administration and Board of Supervisors for approval of grant activities.
- Update all CPS materials (in English & Spanish) distributed through Injury Prevention Services (IPS).
- Create a master calendar that schedules four (4) B2B activities per month for the entire grant cycle.
- Identify (5) law enforcement agencies to participate in the B2B program.
- Identify a liaison from each participating agency that will communicate with IPS on all B2B activities.
- Obtain commitment from law enforcement agencies to conduct Fitting Station activities every 3 months utilizing their own NHTSA certified car seat technicians.
- Research available vendors for quotes on materials needed for the grant activities.
- Develop MOU's with all subcontracting agencies for the duration of the grant period.
- Update Injury Prevention website listing new traffic safety programs available to county residents.

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GRANT DESCRIPTION

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- Identify media outlets in Riverside County.
- Develop a filing system to monitor all grant activities. This will help to ensure adequate reporting to the funding source.
- Develop a database to track all demographic/statistical information relevant to grant activities.
- Purchase all necessary equipment (car seats, related supplies, educational materials) to conduct grant related activities.

Phase 2 – Program Operations (01/01/13 – 09/30/13)

- Establish a B2B program conducted by law enforcement agencies and IPS county-wide.
- Establish and conduct (20) fitting stations at various law enforcement agencies county-wide.
- Conduct (20) B2B community education presentations county-wide.
- Provide car seat education to (160) families county-wide.
- Distribute minimum of 240 car seats through B2B activities county-wide.
- Participate in a minimum of four (4) community events promoting the B2B program county-wide.
- Compile all post evaluation forms of B2B program activities.
- To maintain all demographic/ statistical data related to grant activities.

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

Agencies are required to collect and report quarterly, appropriate data that supports the progress of each goal and objective.

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, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.

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.

**GENERAL OCCUPANT PROTECTION
SCHEDULE A**

GRANT NO: OP1301

GRANT DESCRIPTION

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The final QPR, Data Form, Claim and Executive Summary are due to OTS 30 days following the end of the grant period.

Reports shall be completed and submitted in accordance with OTS requirements specified in the Grant Program Manual.

METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will prepare an Executive Summary to accompany the final cumulative QPR. It will: (1) briefly state the original problem, (2) specify the most significant goals and objectives, (3) highlight the most significant activities that contributed to the success of the program and the strategies used to accomplish the goals, and (4) describe the program's accomplishments as they related to the goals and objectives.

ADMINISTRATIVE SUPPORT

This program has full support of the County of Riverside. Every effort will be made to continue the activities after the grant conclusion.

SCHEDULE B
 DETAILED BUDGET ESTIMATE
 GRANT NO. OP1301

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION		
2011	20.613	CHILD SAFETY AND CHILD BOOSTER SEATS INCENTIVE		
COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	CFDA	FY-1 11/15/12 - 9/30/13		
A. PERSONNEL COSTS				
Positions and Salaries				
Full-Time				
Program Director 1 X 12 mos. X \$5,746 X 15%	20.602	\$ 10,343.00	\$ -	\$ 10,343.00
Program Coordinator 1 X 12 mos. X \$4,586 X 25%	20.602	\$ 13,758.00	\$ -	\$ 13,758.00
Office Assistant 1 X 12 mos. X \$2,859 X 50%	20.602	\$ 17,154.00	\$ -	\$ 17,154.00
Health Services Assistant 2 X 12 mos. X \$3,121 X 75%	20.602	\$ 56,178.00	\$ -	\$ 56,178.00
Accounting Technician 1 X 12 mos. X \$4,103 X 10%	20.602	\$ 4,923.00	\$ -	\$ 4,923.00
Benefits @ 46.00%	20.602	\$ 47,084.00	\$ -	\$ 47,084.00
Category Sub-Total		\$ 149,440.00	\$ -	\$ 149,440.00
B. TRAVEL EXPENSE				
In-State	20.602	\$ 800.00	\$ -	\$ 800.00
Category Sub-Total		\$ 800.00	\$ -	\$ 800.00
C. CONTRACTUAL SERVICES				
None			\$ -	\$ -
Category Sub-Total		\$ -	\$ -	\$ -
D. EQUIPMENT				
None			\$ -	\$ -
Category Sub-Total		\$ -	\$ -	\$ -
E. OTHER DIRECT COSTS				
Office Supplies	20.602	\$ 2,800.00	\$ -	\$ 2,800.00
Child Safety Seats	20.602	\$ 16,498.00	\$ -	\$ 16,498.00
CPS Check-up Supplies	20.602	\$ 2,300.00	\$ -	\$ 2,300.00
Printing/Duplication	20.602	\$ 2,500.00	\$ -	\$ 2,500.00
Office Space	20.602	\$ 12,000.00	\$ -	\$ 12,000.00
Communications	20.602	\$ 2,100.00	\$ -	\$ 2,100.00
Fleet and Van Services	20.602	\$ 2,600.00	\$ -	\$ 2,600.00
Category Sub-Total		\$ 40,798.00	\$ -	\$ 40,798.00
F. INDIRECT COSTS				
None			\$ -	\$ -
Category Sub-Total		\$ -	\$ -	\$ -
GRANT TOTAL		\$ 191,038.00	\$ -	\$ 191,038.00

SCHEDULE B-1
GRANT NO. OP1301

BUDGET NARRATIVE

Page 1

PERSONNEL COSTS

Regular

The Program Director 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.

The Program Coordinator will act as a liaison between the Riverside County Health Department, sub-contractors, participating organizations, and OTS. The PC will be a NHTSA-certified car seat technician and will assist in all activities.

The Office Assistant II will work directly on grant funded activities. This includes filing, ordering supplies (office, car seat materials and car seats), education materials, and answering phone calls for grant staff.

The two Health Services Assistants will provide clerical support to program coordinator directly on grant funded activities. This includes, but is not limited to developing educational materials, setting up meetings, and preparing informational materials.

The Accounting Technician will provide assistance with reconciling all expenses and preparing fiscal claims. This position will assist the program coordinator with budget projections and running expense queries on a monthly basis.

Benefit Rates

Social Security/FICA/OASDI	5.00%
Worker's Compensation	0.02%
Medicare	1.45%
State Disability/SDI	0.90%
Health Insurance	13.51%
Life Insurance	0.12%
Retirement	25.00%
Total Benefit Rate	46.00%

TRAVEL EXPENSE

Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include private car use mileage. All conferences, seminars or training not specifically identified in the Schedule B-1(Budget Narrative, must be approved by OTS.

All travel claimed must 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.

SCHEDULE B-1
GRANT NO. OP1301

BUDGET NARRATIVE

Page 2

CONTRACTUAL SERVICES

None

EQUIPMENT

None

OTHER DIRECT COSTS

Office Supplies- Used for standard office supplies to support grant related activities, grant monitoring and reporting. Costs may include paper and desk top supplies such as pens, pencils, binders, folders, flip charts, easels and clips. *Additional items may be purchased if approved by OTS.*

240 Child Safety Seat(s)- Child safety seats (including booster seats and special needs seats) to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations.

CPS Check-Up Supplies- On-scene supplies to conduct child passenger safety seat check-up events. Costs may include cones, pop-up tents, pool noodles, shelf grip liner, child safety seat clips, tot carriers and check-up signage.

Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

Office Space- Costs include rent, utilities and storage associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: \$1,000 x 12 months)). Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Communications- Costs of telephone, cell phone, mail/messenger service (excluding overnight priority mail) and communications services.

Fleet and Van Services- Costs include van rental from the county motor pool for transportation of child safety seats to grant-related events. Costs also include mileage charges.

INDIRECT COSTS

None

PROGRAM INCOME

There will be no program income generated from this grant.

Schedule C

GRANT #OPI301 (38g) Riverside County Department of Public Health GME DUI-STEP-FT-OT-MC-NON GME	2011 FED/FISCAL BASE YEAR								2013 FED/FISCAL OPERATIONAL YEAR								
	10-01-10	01-01-11	04-01-11	07-01-11	TOTAL	10-01-12	01-01-13	04-01-13	07-01-13	YEAR TO							
	QTR 1	QTR 2	QTR 3	QTR 4		QTR 1	QTR 2	QTR 3	QTR 4	DATE							
	12-31-10	03-31-11	06-30-11	09-30-11		12-31-12	03-31-13	06-30-13	09-30-13								
GOAL DATA POINTS																	
ENTER FEDERAL FISCAL BASE YEAR DATA																	
ENTER STATS AND SEPARATE BY QUARTERS																	
Vehicle Occupants Under Age 4 Killed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Vehicle Occupants Under Age 4 Injured	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Vehicle Occupants Under Age 6 Killed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Vehicle Occupants Under Age 6 Injured	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Child Safety Seat Compliance Survey Rate (from Observational Surveys) Grantee must complete a Pre-survey before operations commence and a Post-survey after operations conclude.	ENTER PRE-OPERATIONAL SURVEY RESULTS>								ENTER POST-OPERATIONAL SURVEY RESULTS>								0%
Total Traffic Fatalities - Victims	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Traffic Injuries - Victims	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Seat Belt Use Survey Rate (from Observational Surveys) Grantee must complete a Pre-survey before operations commence and a Post-survey after operations conclude.	ENTER PRE-OPERATIONAL SURVEY RESULTS>								ENTER POST-OPERATIONAL SURVEY RESULTS>								0%
CANNOT USE CIOT SURVEYS																	
OBJECTIVE DATA POINTS																	
Child Passenger Safety Trainings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
NHTSA Certified Technicians Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
NHTSA Certified Instructors Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Child Safety Checkups	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Child Safety/Booster Seats Distributed and Properly Fit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Additional Seats Properly Fit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Needs Seats Distributed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
New Fitting Stations Established	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Public Education Presentations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
People Impacted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
School Assemblies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
People/Students Impacted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		