

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



144

**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
October 7, 2014

**SUBJECT:** Ratify the Agreement #OP1510 between the State of California Office of Traffic Safety and the County of Riverside Department of Public Health, Injury Prevention Services for car seat education and encouragement expansion grant for the performance period of October 1, 2014 through September 30, 2015. All Districts. [\$232,780] 100% funded by the Office of Traffic Safety.

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

1. Ratify the Agreement #OP1510 between the County of Riverside Department of Public Health (DOPH) Injury Prevention Services and the State of California Office of Traffic Safety (OTS) for the performance period of October 1, 2014 through September 30, 2015 in the amount of \$232,780;
2. Authorize the Chairperson of the Board to sign five (5) originals of said Agreement on behalf of the County;

**RECOMMENDED MOTION:**  
(continued on Page 2)

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Esteban Hernandez 10/23/14

JAS/mv

Susan D. Harrington  
Susan D. Harrington, Director  
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 174,585	\$ 58,195	\$ 232,780	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$	
<b>SOURCE OF FUNDS:</b> 100% Federal Funds				<b>Budget Adjustment:</b> Yes	
				For Fiscal Year: 14/15	

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

BY: Jennifer L. Sargent  
Jennifer L. Sargent

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Stone and Ashley  
Nays: None  
Absent: Benoit  
Date: November 4, 2014  
xc: Public Health, Purchasing, Auditor

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3-24

FORM APPROVED COUNTY COUNSEL  
BY: GREGORY P. PRIAMOS  
DATE: 10/16/14

Purchasing: Mark Seiler, Assistant Director

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

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

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**DATE:** October 7, 2014

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**RECOMMENDED MOTION: (CONTINUED)**

3. Approve and direct the Auditor-Controller to adjust the budget as specified on Schedule A attached; and
  
4. Authorize the Purchasing Agent to sign subsequent amendments that do not change the substantive terms of the agreement.

**BACKGROUND:**

**Summary**

The County of Riverside Department of Public Health (DOPH) Injury Prevention Services (IPS) has received funding from the State of California Office of Traffic Safety (OTS) to develop a bilingual car seat education and distribution program in collaboration with law enforcement agencies county-wide. 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.

The DOPH received the Office of Traffic Safety agreement on September 10, 2014.

**Impact on Citizens and Businesses**

This program will benefit County residents by insuring children are fitted and appropriately using car seats through education and disbursement of no-cost car seats.

**SUPPLEMENTAL**

**Additional Fiscal Information**

This Federal funding overlaps County Fiscal Year 14/15 – 15/16. DOPH budgeted \$98,140 for Fiscal Year 14/15. When the grant agreement was received, the amount was \$76,445 more than budgeted for FY 14/15. Therefore, a partial adjustment is needed in the amount of \$76,445 for Fiscal Year 14/15.

**ATTACHMENTS:**

**A. BUDGET ADJUSTMENT:**

Budget adjustment is required as per Schedule A attached.

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

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**DATE:** October 7, 2014

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**SCHEDULE A  
BUDGET ADJUSTMENT**

**DEPARTMENT OF PUBLIC HEALTH  
FISCAL YEAR 2014/2015**

**INCREASE IN APPROPRIATIONS:**

10000-4200100000-510040 - Regular Salaries	\$	20,082
10000-4200100000-518100 - Budget Benefits	\$	9,238
10000-4200100000-525440 - Professional Services	\$	18,000
10000-4200100000-526960 - Small Tools and Instruments	\$	19,925
10000-4200100000-528140 - Conference/Registration Fees	\$	3,000
10000-4200100000-528900 - Air Transportation	\$	4,000
10000-4200100000-528960 - Lodging	\$	2,200
<b>TOTAL INCREASE IN APPROPRIATION</b>	<b>\$</b>	<b>76,445</b>
<b>TOTAL INCREASE IN ESTIMATED REVENUE</b>		
10000-4200100000-767280 Fed-Federal Revenue	\$	76,445
<b>TOTAL INCREASE IN REVENUE</b>	<b>\$</b>	<b>76,445</b>

1. GRANT TITLE  
 CHILD PASSENGER SAFETY TECHNICAL SUPPORT PROGRAM

2. NAME OF APPLICANT AGENCY  
 RIVERSIDE COUNTY PUBLIC HEALTH

4. GRANT PERIOD

3. AGENCY UNIT TO HANDLE GRANT  
 INJURY PREVENTION SERVICES

From: 10/1/14  
 To: 9/30/15

5. GRANT DESCRIPTION  
 County of Riverside Department of Public Health - Injury Prevention Services (IPS) seeks to support local law enforcement agencies with child passenger safety resources. Acting as technical support, IPS will provide guidance in establishing community fitting stations, developing bilingual curriculum for community car seat presentations, conducting nationally recognized car seat technician trainings, and helping to promote these newly established car seat services countywide.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: \$ 232,780.00

7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B (OTS-38d) – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 (OTS-38f) – Budget Narrative and Sub-Budget Narrative (if applicable)
- Exhibit A –Certifications and Assurances
- Exhibit B\* - OTS Grant Program Manual

\*Items shown with an asterisk (\*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.

These documents can be viewed at the OTS home web page under Grants: [www.ots.ca.gov](http://www.ots.ca.gov).

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

8. APPROVAL SIGNATURES

A. GRANT DIRECTOR

NAME: Michael Osur PHONE: 951-358-5074  
 TITLE: Deputy Director FAX: 951-358-5120

ADDRESS 4065 County Circle Dr.  
 : Riverside, CA 92503

E-MAIL: [mosur@rivcocha.org](mailto:mosur@rivcocha.org)

(Signature)

(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: Susan Harrington PHONE: 951-358-7036  
 TITLE: Director FAX: 951-358-4529

ADDRESS 4065 County Circle Dr.  
 : Riverside, CA 92503

E-MAIL: [sharring@rivcocha.org](mailto:sharring@rivcocha.org)

(Signature)

(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: Isabel Michaelis PHONE: 951-358-5054  
 TITLE: Fiscal Manager FAX: 951-358-5292

ADDRESS 4065 County Circle Dr.  
 : Riverside, CA 92503

E-MAIL: [Imichael@rivcocha.org](mailto:Imichael@rivcocha.org)

(Signature)

(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: Department of Public Health  
 ADDRESS P.O. Box 7849  
 : Riverside, CA 92503

9. DUNS NUMBER

DUNS #: 072514789

REGISTERED 4080 Lemon St. 11<sup>th</sup> Floor  
 ADDRESS & Riverside CA 92501  
 ZIP:

NOV 04 2014 3-24

GRANT NUMBER  
OP1510



**COUNTY OF RIVERSIDE**

Jeff Stone  
Jeff Stone, Chairman  
Board of Supervisors

Date: NOV 04 2014

**ATTEST:**

Kecia Harper-Ihem  
Kecia Harper-Ihem  
Clerk of the Board

Date: NOV 04 2014

FORM APPROVED COUNTY COUNSEL - GRANT  
No. OP1510  
BY: PATRICIA MUNROE 10/25/14 - OP1510  
DATE

**SCHEDULE A**  
**GRANT DESCRIPTION**  
**GRANT NO. OP1510**

PAGE 1

**1. PROBLEM STATEMENT**

In 2011, 1,055 children ages 0-8 were injured and 3 were killed within the County of Riverside as a result of a motor vehicle collision (MVC). While these statistics help us to identify areas of concern, it does not allow us to recognize the human factor that accompanies MVCs. Collision data for 2012 indicates that children 0 - 8 years of age are 50% more likely to be killed in a collision when unrestrained. While we have strategies to assess the economic cost that these types of incidences generate, we cannot assess the emotional impact of these tragedies. The combination of education and enforcement are necessary in decreasing these needless fatalities and injuries from occurring.

Traffic-related incidents are the second leading cause of traumatic brain injuries (TBI) among all age groups (17.3%). TBI's from MVCs result in the largest percentage of TBI-related deaths (31.8%) in the nation. According to the Centers for Disease Control and Prevention, Children are most likely to sustain a TBI, with approximately half a million (473,947) TBI related Emergency Department visits made annually by children ages 0 to 14 years.

Much discussion has been given to the social and economic impact that MVCs have on communities, and justifiably so, as this is the leading cause of unintentional injuries in the United States. Unfortunately, while looking at the bigger picture, it is easy to forget that MVCs can leave emotional and physical scars on the individuals involved, especially children.

The County of Riverside is the fourth most populated county in California, and home to 2.2 million residents. It stretches 200 miles across and is over 7,200 square miles, with twenty-six incorporated cities and 25 school districts. It is a diverse area of urban, suburban and rural communities, divided by two main highways (I-15 and I-10), and two main freeways (SR 91 and SR 60). As a result of this population surge and the diversity of terrain, the County of Riverside faces numerous traffic issues.

Known for its affordable housing compared to other neighboring counties, attracting families with young children. Approximately 15% of the total population (329,503) are children ages 9 years or younger. Many residents commute to employment outside the county borders to neighboring Orange, San Diego and Los Angeles counties or have prolonged commute times due to the large geographical area or traffic congestion. According to the 2012 American Community Survey, the County of Riverside ranked 8 among all Metro areas in U.S. for longest average commute (31.8 minutes).

The 2012 American Community Survey estimates that 15.6% of County of Riverside residents are below the poverty level. While, research shows that correctly used child safety and booster seats are extremely effective and reduce the risk of injury and death in crashes, with such a large number of residents facing immediate concerns such as food, security, and homelessness, car seat usage unfortunately is not a high priority.

**SCHEDULE A**  
**GRANT DESCRIPTION**  
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Unique to the county is the higher than average Latino population. The 2010 Census data indicates that almost one half (45.5%) of the population in RC is of Latino origin, which is 8% higher than the state average. 33.2% of this population reports that Spanish is the primary language spoken in the home. This indicates that language barriers may prohibit a large number of residents from having proper knowledge on current child passenger laws.

In the state of California, traffic related fatalities increased by 2.6% in 2011. Of primary concern is the rate of injury to children in MVCs. In 2011, 10,197 children 8 years and under were injured in a MVC, a slight 0.3% increase from 2010. Subsequently, in 2012, the California Highway Patrol issued 14,524 citations statewide for non use or improper use of a child restraint system. Unfortunately, this indicates that families and caregivers are largely unaware of the potential legal and physical consequences of not utilizing a child safety seat or seat belt. This issue is problematic at local levels as well.

Although California now follows the federal recommendation by the National Highway Safety Administration (NHTSA), as indicated by our updated child passenger safety law (8 yrs. or 4'9"), we still have many parents and caregivers misusing or not using a child restraint system. The most recent car seat usage survey conducted revealed that 97% of all children restrained in car seats had some form of misuse. Misuse can vary from incorrect installation of car seat into the vehicle, incorrect fit of child into car seat, or even non-use of a car seat. In addition, the California Highway Patrol issued approximately 1,044 car seat citations in Riverside County in 2012 for non-use or misuse of a car seat. Unfortunately, parents and caregivers continue to misunderstand when a child is ready to graduate to a booster seat and eventually to vehicle seat belt.

**2. PERFORMANCE MEASURES**

**A. 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 increase child safety seat usage.

**SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. OP1510**

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**B. Objectives:**

1. To establish MOUs with 6 local partner agencies.
2. To provide 6 child passenger safety trainings to partner agencies.
3. To establish 6 county-wide Fitting Stations.
4. To distribute 200 child passenger safety seats through Fitting Stations activities, providing proper fit and installation education.
5. To host NHTSA Child Passenger Safety Technician certification training(s) classes, certifying a minimum of 24 students.

**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.

6. To participate in community health and safety fairs promoting the car seat program to Riverside County residents.
7. To conduct a survey evaluating the value of hands-on child passenger safety/car seat training.

**3. METHOD OF PROCEDURE**

**A. Phase 1 - Program Preparation, Training and Implementation (1<sup>st</sup> Quarter of Grant Year)**

- Complete and route all necessary forms to the County of Riverside Department of 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 all CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE activities per month for the entire grant cycle.
- Identify partner agencies to participate in the CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM.
- Identify a liaison from each participating agency that will communicate with IPS on all CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM activities.



**SCHEDULE A**  
**GRANT DESCRIPTION**  
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- Obtain commitment from each partner agency to conduct a minimum of one (1) Fitting Station event by end of the grant period.
- Compile a list of agencies that provide services to children with special needs.
- Contact agencies that provide assistance to children with special needs and offer CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM services.
- Review and revise program forms and materials used to service children with special needs.
- Create a monthly log to document special needs children serviced through the CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM.
- Research available vendors for quotes on materials needed for the grant activities.
- Develop Agreement's with all partner agencies for the duration of the grant period.
- Update Injury Prevention website listing new traffic safety programs available to county residents.
- Identify media outlets in County of Riverside.
- 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.

**Media Requirements**

- Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

**B. Phase 2 - Program Operations (Throughout Grant Year)**

- Establish a CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM conducted by IPS county-wide.

**SCHEDULE A**  
**GRANT DESCRIPTION**  
**GRANT NO. OP1510**

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- To provide child passenger safety trainings to partner agencies.
- Establish on-going Fitting Stations at various partner agencies county-wide.
- Provide car seat education to families through Fitting Station activities county-wide.
- Distribute car seats through Fitting Station activities county-wide providing proper fit and installation education.
- To provide Car Seat Technician trainings.
- Participate in community events promoting the CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM county-wide.
- Compile all post evaluation forms of CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM activities.
- To maintain all demographic/ statistical data related to grant activities.

**Media Requirements**

- 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](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - a) 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. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
  - b) Press releases 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.
  - c) 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.
- 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.

**SCHEDULE A**  
**GRANT DESCRIPTION**  
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- Email the OTS PIO at [pio@ots.ca.gov](mailto: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 OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- 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.
- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation why objectives were not completed.

**5. 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. OP1510

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION		TOTAL AMOUNT
405b OP	20.616	National Priority Safety Programs		232,780.00
<b>COST CATEGORY</b>				
		<b>FISCAL YEAR ESTIMATES</b>		<b>TOTAL COST TO GRANT</b>
		<b>CFDA</b>	<b>FY-1 10/1/14 - 9/30/15</b>	
<b>A. PERSONNEL COSTS</b>				
Positions and Salaries				
<b>Full-Time</b>				
Program Coordinator				
1 X 12 MO X \$6,538 X 65%	20.616	\$	50,997.00	\$ 50,997.00
Benefits @ 46.00%	20.616	\$	23,459.00	\$ 23,459.00
Health Services Assistant				
2 X 12 MO X \$3,444 X 50%	20.616	\$	41,328.00	\$ 41,328.00
Benefits @ 46.00%	20.616	\$	19,011.00	\$ 19,011.00
Office Assistant				
1 X 12 MO X \$3,347 X 50%	20.616	\$	20,082.00	\$ 20,082.00
Benefits @ 46.00%	20.616	\$	9,238.00	\$ 9,238.00
Category Sub-Total		\$	164,115.00	\$ 164,115.00
<b>B. TRAVEL EXPENSE</b>				
In-State	20.616	\$	3,928.00	\$ 3,928.00
Out-of-State	20.616	\$	4,000.00	\$ 4,000.00
Category Sub-Total		\$	7,928.00	\$ 7,928.00
<b>C. CONTRACTUAL SERVICES</b>				
None		\$	-	\$ -
Category Sub-Total		\$	-	\$ -
<b>D. EQUIPMENT</b>				
None		\$	-	\$ -
Category Sub-Total		\$	-	\$ -
<b>E. OTHER DIRECT COSTS</b>				
Office Supplies	20.616	\$	2,000.00	\$ 2,000.00
CPS Check-Up Supplies	20.616	\$	3,095.00	\$ 3,095.00
Training Materials	20.616	\$	2,500.00	\$ 2,500.00
Child Safety Seats	20.616	\$	27,000.00	\$ 27,000.00
Printing / Duplication	20.616	\$	4,000.00	\$ 4,000.00
Office Space 2.15 FTE x \$352 SF x 12 mos	20.616	\$	9,082.00	\$ 9,082.00
Communications 2.15 FTE x \$138 x 12 mos	20.616	\$	3,560.00	\$ 3,560.00
Fleet and Van Services	20.616	\$	4,500.00	\$ 4,500.00
Training Meetings	20.616	\$	5,000.00	\$ 5,000.00
Category Sub-Total		\$	60,737.00	\$ 60,737.00
<b>F. INDIRECT COSTS</b>				
None		\$	-	\$ -
Category Sub-Total		\$	-	\$ -
<b>GRANT TOTAL</b>		<b>\$</b>	<b>232,780.00</b>	<b>\$ 232,780.00</b>

SCHEDULE B-1

GRANT No. AL1549

BUDGET NARRATIVE

Page 1

**PERSONNEL COSTS**

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 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 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.

**Benefit Rates**

Social Security/FICA/OASDI	6.20%
Worker's Compensation	1.90%
Medicare	1.45%
State Disability/SDI	1.44%
Health Insurance	15.61%
Life Insurance	0.10%
Retirement	19.30%
Total Benefit Rate	46.00%

**Salaries:**

Salaries may include wages, special compensations, or authorized absences such as annual leave and sick leave, provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

**Supplanting Statement**

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

**Travel Expense**

**In-State** - 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 the Drug Impaired Driving Seminar for Law Enforcement & Prosecution Professionals.

**SCHEDULE B-1**  
**GRANT No. AL1549**

**BUDGET NARRATIVE**

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*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.*

**Out-of-State** - Costs are included for appropriate staff may attend the annual Lifesavers National Conference on Highway Safety Priorities in Chicago, Illinois, and the annual Kidz in Motion National Child Passenger Safety Conference in Orlando, Florida in support of the grant goals and objectives.

*All out-of-state travel not specifically identified in the Schedule B-1 (Budget Narrative) must receive written approval from the OTS Director. 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.*

**Contractual Services**

None

**Equipment**

None

**Other Direct Costs**

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

**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 to advertise fitting station activities

**Training Materials** - Car Seat supply kits will be provided to attendees of each class which will include supplies such as forms, gripper liner, scissors, clip boards, Latch manuals, and signage. Plastic bins will be used to package the items. Adequate records including an agenda must be maintained to document that the primary purpose of the meeting was for dissemination of traffic safety technical information.

**216 Child Safety Seat(s)** - Child safety seats (including booster and special needs seats) to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations. Special Needs seats – maximum 36 @ \$400 each. *Higher priced seats may be purchased if approved by OTS.*

**SCHEDULE B-1**  
**GRANT NO. AL1549**

**BUDGET NARRATIVE**

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**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: 215 FTE \$352 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.

**Training Meetings** - Meetings in which the primary purpose is the dissemination of traffic safety-related technical information. Costs may include meals, transportation, rental of meeting facilities, audio/visual equipment rental, printing and awards such as pins and plaques.

**Indirect Costs**

None

**Program Income**

There will be no program income generated from this grant.

## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

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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

#### NONDISCRIMINATION

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 (88), 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 (101), as amended (42 U.S.C. 12101, et seq.), 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 Civil Rights Restoration Act of 1987 (100), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (92), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (91), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.



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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 with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits 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 undersigned 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 undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients 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 prospective participant 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 prospective primary participant 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*, *Grant Agreement*, 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 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 entering into this transaction.

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7. The Grantee Agency official further agrees by submitting this Grant Agreement that it will include the clause 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/Grant Agreement 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 prospective participant shall attach an explanation to this Grant Agreement.

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#### Instructions for Lower Tier Certification

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*, *Grant Agreement*, 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 Grant Agreement 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

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participation in this transaction, 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.

**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.