

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

938



FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS DATE 11/14/15

Departmental Concurrence

FROM: Department of Public Health

SUBMITTAL DATE:
November 13, 2015

SUBJECT: Ratify the Agreement #OP1609 between the State of California Office of Traffic Safety and the County of Riverside Department of Public Health. All Districts. [\$250,000 - Federal Funds].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the Agreement # OP1609 between the State of California Office of Traffic Safety (OTS) and the County of Riverside Department of Public Health (DOPH) in the amount of \$250,000 for the period of October 1, 2015 through September 30, 2016;
2. Authorize the Chairperson to sign five (5) copies of said Agreement on behalf of the County; and
3. Authorize the Director of Public Health or designee to sign subsequent Amendments that make only ministerial changes to the Agreement not to exceed the amount of \$250,000 nor extend the period of performance of October 1, 2015 through September 30, 2016.

BACKGROUND:

Summary

(Continued on Page 2)

Susan D. Harrington, Director
Department of Public Health

JAS:vmf

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 187,500	\$ 62,500	\$ 250,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 100% Federal Funds

Budget Adjustment: No

For Fiscal Year: 15/16 – 16/17

C.E.O. RECOMMENDATION:

APPROVE

BY: Christopher M. Hans

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: December 8, 2015
xc: Public Health

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

3-36

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

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

FORM 11: Ratify the Agreement #OP1609 between the State of California Office of Traffic Safety and the County of Riverside Department of Public Health. All Districts. [\$250,000 - Federal Funds].

DATE: November 13, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The County of Riverside, Department of Public Health (DOPH) Injury Prevention Services (IPS) 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.

The OTS agreement was received on September 23, 2015.

Impact on Citizens and Businesses


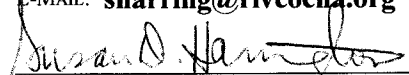

This program will benefit County residents by ensuring children are fitted and appropriately using car seats through education and disbursement of no-cost car seat.

SUPPLEMENTAL:

Additional Fiscal Information

Total cost of the program is in the amount of \$250,000. The annual amount distribution from OTS to DOPH will be as follows

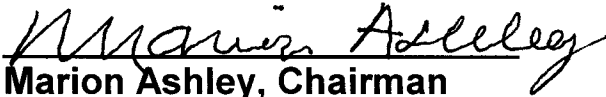
Year	Amount
2015-2016	\$187,500
2016-2017	\$62,500
Total	\$250,000

1. GRANT TITLE CHILD PASSENGER SAFETY EXPANSION PROGRAM	
2. NAME OF AGENCY RIVERSIDE COUNTY DEPARTMENT OF PUBLIC HEALTH	4. GRANT PERIOD From: 10/1/15 To: 9/30/16
3. AGENCY UNIT TO ADMINISTER GRANT INJURY PREVENTION SERVICES	
5. GRANT DESCRIPTION Riverside County Department of Public Health - Injury Prevention Services (IPS) will work to reduce traffic deaths and injuries by supporting local law enforcement agencies with child passenger safety resources. Acting as technical support, IPS will provide guidance in establishing community fitting stations, develop bilingual curriculum for community car seat presentations, conduct nationally recognized car seat technician trainings, and help to promote these newly established car seat services countywide.	
6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: \$ 250,000.00	
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: <ul style="list-style-type: none">Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of ProcedureSchedule 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 AssurancesExhibit 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 . 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  (Signature) <u>10/6/15</u> (Date)	B. AUTHORIZING OFFICIAL OF AGENCY NAME: Susan Harrington PHONE: 951-358-7026 TITLE: Director FAX: 951-358-4329 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503 E-MAIL: sharring@rivcocha.org  (Signature) <u>10/8/15</u> (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:  (Signature) <u>10/07/15</u> (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 ADDRESS & ZIP: 4080 Lemon Street 11th Floor Riverside, CA 92501-3634	

DEC 08 2015 3-36

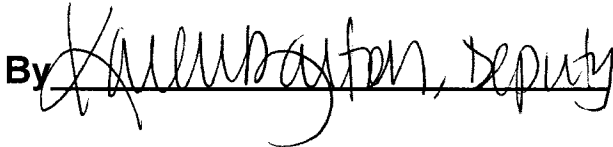
8. E. Approval Signature continued for Grant Number OP1609 Authorizing
Official

COUNTY OF RIVERSIDE


Marion Ashley, Chairman
Board of Supervisors

Date: DEC 08 2015

ATTEST: Kecia Harper-Ihem, Clerk of the Board

By  **Deputy**

Date: DEC 08 2015

FORM APPROVED COUNTY COUNSEL
BY:  12/17/15
NEAL R. KIPNIS DATE

SCHEDULE A
GRANT DESCRIPTION
GRANT No. OP1609

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1. PROBLEM STATEMENT

Between the years 2001-2013, 186 children ages 0-9 were injured and two (2) were killed in Riverside County (RC) as a result of a motor vehicle collision (MVC). Furthermore, collision data for 2012 indicates that children 0 - 9 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.

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.

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

RC is known for its affordable housing compared to other neighboring counties, attracting families with young children. Approximately 15% of the total population (329,503) is children ages 9 years or younger. Many RC 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, 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 Riverside County (RC) 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 RC residents facing immediate concerns such as food security, and homelessness, car seat usage unfortunately is not a high priority.

Unique to RC 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 RC residents from having proper knowledge on current child passenger laws.

In 2013, the CA Highway Patrol issued 12,315 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.

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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 in RC revealed that 98% 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 (CHP) issued approximately 934 car seat citations across RC in 2013 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.

A. Traffic Data Summary:

Collision Type	2011		2012		2013	
	Collisions	Victims	Collisions	Victims	Collisions	Victims
Fatal	191	208	203	216	215	221
Injury	7,298	10,774	7,482	10,985	7,711	10,910
Riverside County	Injured	Killed	Injured	Killed	Injured	Killed
Ages 0-9	51	1	74	1	61	0

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 proper child safety seat usage

B. Objectives:

- 1) To establish eight (8) MOU's with law enforcement agencies by January 30, 2016.
- 2) To provide eight (8) child passenger safety roll call trainings to law enforcement agencies by February 28, 2016.
- 3) To establish eight (8) county-wide fitting stations by September 30, 2016 with an effort to reach 180 families.

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- 4) To provide twelve (12) bilingual community presentations held county-wide with an effort to reach 120 families or care givers by September 30, 2016.
- 5) To distribute child safety seats through fitting stations or community presentations, with an effort to provide 300 seats by September 30, 2016.
- 6) To provide three (3) Car Seat Technician trainings with an effort to reach 24 law enforcement or injury prevention professionals by September 30, 2016.
- 7) To participate in four (4) community health and safety fairs promoting the law enforcement car seat programs with an effort to reach 1,500 Riverside County residents.
- 8) To conduct a pre/post evaluation assessing the participants knowledge of the importance of **PROPER** child safety seat usage, with an effort to reach 120 families by September 30, 2016
- 9) To conduct a survey evaluating the value of hands-on safety seat training, with an effort to reach 180 families by September 30, 2016.

3. METHOD OF PROCEDURE

A. Phase 1 - Program Preparation, Training and Implementation (1st Quarter of Grant Year)

- Training if County personnel needed to implement the program should be conducted this quarter.
- 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 eight (8) law enforcement 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.
- Obtain commitment from law enforcement agencies to conduct eight (8) Fitting Stations throughout the grant period.
- 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.
- 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.

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

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Officer at 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 countywide.
- To provide eight (8) child passenger safety roll call trainings to law enforcement agencies
- Establish and conduct (8) fitting stations at various law enforcement agencies countywide.
- Conduct (12) CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM community education presentations countywide.
- Provide car seat education to (300) families countywide.
- Distribute minimum of (300) car seats through CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM activities countywide.
- To provide three (3) Car Seat Technician trainings with an effort to reach twenty-four (24) law enforcement or injury prevention professionals.
- Participate in minimum of (4) community events promoting the CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE PROGRAM countywide.
- 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, 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 shall 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 service operations 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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- 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.
- Email the OTS PIO 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 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 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 of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

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

SCHEDULE B
DETAILED BUDGET ESTIMATE
GRANT NO. OP1609

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405(b) OP	20.616	National Priority Safety Programs	\$250,000

COST CATEGORY	FISCAL YEAR ESTIMATES 10/1/15 thru 9/30/16			TOTAL COST TO GRANT
	CFDA	FY-1		
A. PERSONNEL COSTS				
Positions and Salaries				
Program Coordinator 1 x 12 mo x \$6,126 x 65%	20.616	\$ 47,783.00		\$ 47,783.00
Health Services Assistant 2 x 12 mo x \$3,539 x 60%	20.616	\$ 50,962.00		\$ 50,962.00
Administrative Services Assistant 1 x 12 mo x \$3,252 x 35%	20.616	\$ 13,659.00		\$ 13,659.00
Office Assistant 1 x 12 mo x \$3,356 x 50%	20.616	\$ 20,136.00		\$ 20,136.00
Epidemiology Analyst 208 hours@ \$37.24/hour	20.616	\$ 7,746.00		\$ 7,746.00
Benefits @ 46.00%	20.616	\$ 64,532.00		\$ 64,532.00
Category Sub-Total		\$ 204,818.00		\$ 204,818.00
B. TRAVEL EXPENSE				
In-State	20.616	\$ 5,605.00		\$ 5,605.00
Out-of-State				\$ -
Category Sub-Total		\$ 5,605.00		\$ 5,605.00
C. CONTRACTUAL SERVICES				
				\$ -
Category Sub-Total		\$ -		\$ -
D. EQUIPMENT				
				\$ -
Category Sub-Total		\$ -		\$ -
E. OTHER DIRECT COSTS				
Office Supplies	20.616	\$ 1,019.00		\$ 1,019.00
CPS Check Up Supplies	20.616	\$ 4,000.00		\$ 4,000.00
Training Meetings	20.616	\$ 1,000.00		\$ 1,000.00
Child Safety Seats	20.616	\$ 23,000.00		\$ 23,000.00
Printing/Duplication	20.616	\$ 1,000.00		\$ 1,000.00
Office Space	20.616	\$ 5,914.00		\$ 5,914.00
Communications	20.616	\$ 3,644.00		\$ 3,644.00
Category Sub-Total		\$ 39,577.00		\$ 39,577.00
F. INDIRECT COSTS				
				\$ -
Category Sub-Total		\$ -		\$ -
GRANT TOTAL				
		\$ 250,000.00		\$ 250,000.00

\$ 64,531.56

SCHEDULE B-1
GRANT No. OP1609

BUDGET NARRATIVE

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PERSONNEL COSTS

Fulltime

Salaries - may include wages, salaries, 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.

Program Coordinator (PC) 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.

Health Services Assistants (HSA's) - 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.

Administrative Services Assistant (ASA) – Will be responsible for fiscal activities, such as tracking grant expenses, preparing budget spreadsheets, and preparing fiscal claims on a quarterly basis.

Office Assistant - 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.

Epidemiology Analyst – As a part of the Epidemiology and Program Evaluation (EPE) Branch, the epidemiology analyst will assist IPS staff with survey development, statistical data analysis, and evaluation of program effectiveness.

Full -Time Benefit Rates

Health Insurance	15.61%
Life Insurance	0.10%
Medicare	1.45%
Retirement	19.30%
Social Security/FICA/OASDI	6.20%
State Disability/SDI	1.44%
Workers Compensation	1.90%
TOTAL BENEFIT RATE	46.00%

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.

SCHEDULE B-1
GRANT NO. OP1609

BUDGET NARRATIVE

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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 Lifesavers Conference. *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

None

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, toner, ink cartridges, CDs/DVDs/USBs and desk top supplies such as pens, pencils, binders, folders, flip charts, easels and clips. Excludes office furnishings and fixtures such as but not limited to the following: desk, chair, table, shelving, coat rack, credenza, book, filing cabinet, floor covering, office planter, storage cabinet, portable partition, picture, wall clock, draperies and hardware, and fixed lighting/lamp.

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, gloves, shelf grip liner, child safety seat clips, gripper liner, tote carriers and check-up signage.

Training Meetings – meetings in which the primary purpose is the dissemination of traffic safety-related technical information. Costs may include transportation, rental of meeting facilities, audio/visual equipment rental. Food and beverage cost will not be reimbursed. *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. The cost of food and beverages will not be reimbursed.*

300 Child Safety Seats - 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 of 30 seats @ maximum of \$400 each. *Higher priced seats may be purchased if approved by OTS.*

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

SCHEDULE B-1
GRANT No. OP1609

BUDGET NARRATIVE

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Office Space - costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: \$224 monthly x 12 months x 2.20 FTE. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Communications - costs of telephone service, mail/messenger service (excluding overnight priority mail) and communications services. Charges to the grant will be in accordance with the following formula or rate: \$138 monthly x 12 months x 2.20 FTE

Educational Materials – costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. *Additional items may be purchased if approved by OTS.*

INDIRECT COSTS

None

PROGRAM INCOME

There will be no program income generated from this grant.