

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS DATE 11/18/15
Departmental Concurrence

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

939



FROM: Department of Public Health

SUBMITTAL DATE:
October 20, 2015

SUBJECT: Ratify the Agreement #AL1604 between the State of California Office of Traffic Safety and the County of Riverside Department of Public Health. All Districts. [\$168,786 - State Funds].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the Agreement #AL1604 between the State of California Office of Traffic Safety (OTS) and the County of Riverside Department of Public Health (DOPH) in the amount of \$168,786 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 to sign subsequent Amendments that make only ministerial changes to the Agreement not to exceed the amount of \$168,786 nor extend the period of performance of October 1, 2015 through September 30, 2016.

BACKGROUND:

Summary

(Continued on Page 2)

JAS:vmI

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)
COST	\$ 126,589	\$ 42,197	\$ 168,786	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 100% State Funds

Budget Adjustment: No

For Fiscal Year: 15/16 - 16/17

C.E.O. RECOMMENDATION:

APPROVE

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: Kecia Harper-Ihem
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

3-37

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 #AL1604 between the State of California Office of Traffic Safety and the County of Riverside Department of Public Health. All Districts. [\$168,786 - State Funds].

DATE: October 20, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The County of Riverside, Department of Public Health (DOPH) has received funding from the State of California Office of Traffic Safety to address teen alcohol impaired driving in Riverside County. The program will directly provide high school youth with the knowledge base and skills to implement Teen Alcohol-Impaired Driving awareness campaigns addressing the dangers of driving after drinking and riding with a drinking driver.

The County of Riverside traffic collision data from 2010 to 2013 reveal that 13% of all motor vehicle related crashes are caused by an alcohol-impaired driver and 18% of these alcohol related collisions were caused by an underage driver. The Office of Traffic Safety agreement was received on September 9, 2015.

Impact on Citizens and Businesses

The program will address underage drinking countywide and will help reduce the number of alcohol involved collisions and persons injured/killed by an alcohol-impaired underage driver.

SUPPLEMENTAL:

Additional Fiscal Information

Total cost of the program is in the amount of \$168,786. The annual amount distribution from OTS to DOPH will be as follows

Year	Amount
2015-2016	\$126,589
2016-2017	\$42,197
Total	\$168,786

1. GRANT TITLE

STUDENTS TAKING ACTION – PEER TO PEER TRAFFIC SAFETY EDUCATION PROGRAM

2. NAME OF AGENCY

RIVERSIDE COUNTY

3. AGENCY UNIT TO ADMINISTER GRANT

INJURY PREVENTION SERVICES

4. GRANT PERIOD

From: 10/1/15

To: 9/30/16

5. GRANT DESCRIPTION

County of Riverside Department of Public Health - Injury Prevention Services (IPS) seeks to reduce the number of residents killed or injured due to youth distracted, drugged or alcohol impaired driving. The program focuses on 1) establishing a Students Taking Action (STA) awareness program at ten selected high school campuses, 2) training student facilitators to create awareness campaigns around the issues of youth distracted, drugged or alcohol impaired driving and 3) conducting meaningful awareness campaigns educating youth on the dangers of poor choices and their consequences surrounding distracted, drugged or alcohol impaired driving.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:

\$ 168,768.00

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.

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

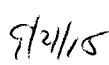
TITLE: Deputy Director

FAX: 951-358-5120

ADDRESS: 4065 County Circle Dr.
Riverside, CA. 92503

E-MAIL: mosur@rivcocha.org


(Signature)



(Date)

B. AUTHORIZING OFFICIAL OF AGENCY

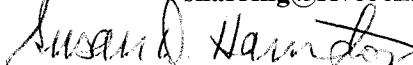
NAME: Susan D. Harrington

PHONE: 951-358-5036

TITLE: Director

FAX: 951-358-5529

ADDRESS: 4065 County Circle Dr.
Riverside, CA. 92503

E-MAIL: sharring@rivcocha.org


(Signature)



(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: Isabel Michaelis

PHONE: 951-358-5054

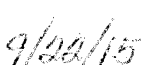
TITLE: Fiscal Manager

FAX: 951-358-5292

ADDRESS: 4065 County Circle Dr.
Riverside, CA. 92503

E-MAIL: Imichael@rivcocha.org


(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 ADDRESS & ZIP: 4080 Lemon Street Fl 3rd
Riverside, CA 92501-3634

DEC 08 2015

337

FORM APPROVED COUNTY COUNSEL
 BY: NEAL R. KIPNIS
 DATE: 10/15/15

8. E. Approval Signature continued for Grant Number AL1604 Authorizing
Official

COUNTY OF RIVERSIDE

Marion Ashley
Marion Ashley, Chairman
Board of Supervisors

Date: DEC 08 2015

ATTEST: Kecia Harper-Ihem, Clerk of the Board

By Kecia Harper-Ihem, Deputy

Date: DEC 08 2015

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

SCHEDULE A
GRANT DESCRIPTION
GRANT No. AL1604

PAGE 1

1. PROBLEM STATEMENT

Becoming a licensed driver is a rite of passage for many young adults in the United States. The autonomy gained by having the ability to get in a car and go where ever you desire is exhilarating and represents a freedom many teens strive to gain. Unfortunately, what is often not considered is the added responsibility that comes with this privilege. Driver's training covers basic vehicle control skills; however, it has not reduced the crash rate for novice drivers. According to the Insurance Institute for Highway Safety (IIHS), the risk is highest at age 16 due to immaturity and inexperience. IIHS reported that 63% of teen passenger deaths in 2012 were in crashes with a teen driver, which indicates that distractions and peer pressure are also factors. Dangers for teen drivers include risky behaviors such as speeding and tailgating, underestimating the danger of distracted driving and failing to recognize and respond to hazardous situations. Pairing this with the rising issue of impaired driving, young drivers are primed for increased collision rates. In 2012, the California Highway Patrol reported that teen drivers are found at fault in 66% of all collisions, but only represent 4% of the total driving population.

Current media campaigns that target teen drivers largely focus on the adverse affects of distracted and impaired driving. While these messages effectively outline the financial, social and emotional burden of traffic collisions, youth have not been shown to be impacted by these campaigns. Positive messaging offers the opportunity to engage youth to change behavior, while showcasing alternative choices in traffic safety. According to a survey conducted by the Pew Internet and American Life project, 93% of teens are using social networks and text messaging outlets. Awareness campaigns targeting youth should be supported and led by engaged youth, challenging their peers and highlighting the autonomy that comes with making positive choices.

Underage drinking continues to be a major cause for concern. The County of Riverside (RC) traffic collision data for 2012 to 2013 reveals that 12% of all injuries due to motor vehicle crashes are caused by an alcohol-impaired driver. SWITRS data for 2012 – 2013 indicate that 221 RC residents died in an alcohol-impaired driver related collision. Twenty-two (22) of these fatalities involved persons less than 21 years of age.

The RC is one of the fastest growing counties in the U.S, increasing its population 44% in the past decade. The fourth most populated county in California, RC is home to 2.2 million residents. 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. In addition, 10.2% of the total population is youth ages 14 through 19 years (223,792).

Geographically, RC stretches 200 miles across and over 7,200 square miles, with twenty-six incorporated cities and 25 school districts. First incorporated in 1832, 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.

Problem areas and intervention efforts to improve health and wellbeing of RC residents are highlighted in the 2013 *Riverside County Community Health Profile*, published by RC Department of Public Health. The report reveals that motor vehicle crashes are the leading cause of unintentional injury and fatality for ages 15-24 years accounting for 62% of all the deaths in this age group. Motor vehicle related crashes are disproportionately claiming the lives of RC youth and young adults.

One of the inherent problems in providing prevention education to young people, is their perception that they are "bullet-proof" or somehow, immune to threats to their health and safety. As a result, teens take more unnecessary risks and fail to recognize hazardous situations. Because of their "live for the moment", teens are often unable to perceive the serious consequences to themselves and others as a result of their risk taking behavior.

SCHEDULE A
GRANT DESCRIPTION
GRANT NO. AL1604

PAGE 2

Collision Type	2011		2012		2013	
	Collisions	Victims	Collisions	Victims	Collisions	Victims
Fatal	191	208	203	216	211	228
Injury	7,298	10,774	7,482	10,985	7,350	10,774

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 alcohol-involved collisions caused by an underage driver.
- 4) To reduce the number of persons killed by an alcohol-impaired underage driver.
- 5) To reduce the number of persons injured by an alcohol-impaired underage driver.

B. Objectives:

- 1) To obtain commitment from a service group or pool of students on each high school campus to implement traffic safety programs at ten (10) high school campuses by December 31, 2015.
- 2) To identify bilingual distracted, drugged and alcohol impaired educational and resource materials to be distributed through program activities by December 31, 2015.
- 3) To update and expand the Students Taking Action (STA) training curriculum that will assist students to develop and implement awareness campaigns addressing the topics of distracted, drugged and alcohol impaired driving by January 31, 2016.
- 4) To conduct one (1) STA training at each campus to a student group by January 31, 2016.
- 5) To conduct a minimum of two (2) awareness campaigns addressing the topics of distracted, drugged or alcohol impaired driving on each school campus by.

SCHEDULE A
GRANT DESCRIPTION
GRANT NO. AL1604

PAGE 3

- 6) To conduct a pre/post evaluation, assessing student's attitudes and behavior towards distracted, drugged and alcohol impaired driving.
- 7) To conduct an evaluation of student facilitators on their thoughts regarding the effectiveness of the program activities and likelihood to affect a change of behavior in fellow students with respect to distracted, drugged and alcohol impaired driving.

3. METHOD OF PROCEDURE

A. Phase 1 - Program Preparation, Training and Implementation (1st 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.
- Conduct a search for current appropriate educational and resource materials available for distribution at participating high school campuses.
- Update and expand the Students Taking Action (STA) training curriculum that assists students to develop and implement an awareness campaign that addresses the dangers of distracted, drugged and alcohol impaired driving.
- Develop all program forms and evaluation tools.
- Obtain commitment from four (4) high schools to participate in the STA program located countywide.
- Identify a liaison at each school site that will communicate with IPS on all STA activities.
- To obtain commitment from local law enforcement agencies to provide STA technical support, resources and/or participation on each high school campus.
- Create a master calendar to schedule all awareness campaigns.
- Update Injury Prevention Services website listing new traffic safety program activities.
- Identify media outlets in Riverside County.
- Develop a filing system to monitor all grant activities to ensure adequate reporting to funding source.
- Develop a database to capture all demographic/statistical information and track progress relevant to grant activities.
- Purchase all necessary education materials and office supplies to conduct grant related activities.
- Identify pool of student facilitators on each campus that will be responsible for developing and implementing their school's educational awareness campaigns.

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, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

SCHEDULE A
GRANT DESCRIPTION
GRANT No. AL1604

PAGE 4

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

- Establish a youth awareness program at selected high schools that will educate youth on the dangers of distracted, drugged, and alcohol impaired driving conducted by student facilitators and IPS countywide.
- Conduct one (1) STA training at each selected high school to STA student facilitators who will take the lead creating awareness campaigns regarding the dangers of distracted, drugged, and alcohol impaired driving. Campaigns will be youth derived and focused on how best to implement messaging to fellow students for maximum results. Campaigns will bring awareness to the consequences of poor decision making regarding distracted and impaired driving.
- Conduct two (2) STA awareness campaigns at each high school that are planned around student life events that could encourage alcohol consumption as; Home Coming, Prom, Winter Formal, Spring Break and/or Graduation. Each awareness campaign will impact a minimum of 500 students (10,000).
- Compile all evaluations forms on STA program activities.
- Maintain all demographic and 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.
- 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.

SCHEDULE A
GRANT DESCRIPTION
GRANT No. AL1604

PAGE 5

- 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. Every effort will be made to continue the activities after the grant conclusion.

SCHEDULE B
DETAILED BUDGET ESTIMATE
GRANT NO. AL1604

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION			TOTAL AMOUNT
405b OP	20.602	Occupant Protection Incentive Grants			\$ 168,768.00

COST CATEGORY	FISCAL YEAR ESTIMATES 10/1/15 thru 9/30/16			TOTAL COST TO GRANT
A. PERSONNEL COSTS	CFDA	FY-1		
Positions and Salaries				
Program Coordinator				
1 x 12 mo. x \$5,498/mo x 50%	20.602	\$ 32,988.00		\$ 32,988.00
Health Education Assistant				
1 x 12 mo. x \$3,164/mo x 50%	20.602	\$ 18,984.00		\$ 18,984.00
Health Services Assistant				
1 x 12 mo. x \$2,172/mo x 75%	20.602	\$ 19,548.00		\$ 19,548.00
Administrative Services Assistant				
1 x 12 mo. x \$3,252/mo x 25%	20.602	\$ 9,759.00		\$ 9,759.00
Accountant				
1 x 416 Hours @ \$22.42	20.602	\$ 9,327.00		\$ 9,327.00
Benefits @ 46.00%	20.602	\$ 41,679.00		\$ 41,679.00
Category Sub-Total		\$ 132,285.00		\$ 132,285.00
B. TRAVEL EXPENSE				
In-State	20.602	\$ 4,494.00		\$ 4,494.00
Category Sub-Total		\$ 4,494.00		\$ 4,494.00
C. CONTRACTUAL SERVICES				
None				\$ -
Category Sub-Total		\$ -		\$ -
D. EQUIPMENT				
None				\$ -
Category Sub-Total		\$ -		\$ -
E. OTHER DIRECT COSTS				
Office Supplies	20.602	\$ 3,132.00		\$ 3,132.00
Campaign Supplies	20.602	\$ 5,000.00		\$ 5,000.00
Training Meetings	20.602	\$ 2,500.00		\$ 2,500.00
Desktop Computer	20.602	\$ 2,500.00		\$ 2,500.00
Printing/Duplication	20.602	\$ 4,300.00		\$ 4,300.00
Office Space	20.602	\$ 5,914.00		\$ 5,914.00
Simulation Goggles	20.602	\$ 5,000.00		\$ 5,000.00
Communications	20.602	\$ 3,643.00		\$ 3,643.00
Category Sub-Total		\$ 31,989.00		\$ 31,989.00
F. INDIRECT COSTS				
None				\$ -
Category Sub-Total		\$ -		\$ -
GRANT TOTAL		\$ 168,768.00		\$ 168,768.00

SCHEDULE B-1

GRANT NO. AL1604

BUDGET NARRATIVE

Page 1

PERSONNEL COSTS

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) – Under the direction of the Program Director, the PC will act as a liaison between the County of Riverside Department of Public Health schools, local LE agencies and OTS. The PC will have oversight and set all activities. The PC will oversee all grant objectives, fiscal responsibilities, and prepare all performance reports.

Health Education Assistant (HEA) – Under the direction of the PC, the HEA will work directly on grant funded activities. This includes, but is not limited to developing educational materials, setting up meetings, assisting with STA trainings and preparing informational materials

Health Services Assistant (HSA) – Under the direction of the PC, the Health Services Assistant will provide clerical support to program coordinator working directly on grant funded activities. This includes filing, ordering supplies, education materials, and answering phone calls for grant staff.

Administrative Services Assistant (ASA) – Under the direction of the PC, the ASA will assist with evaluation development and compilation of program activities. In addition, assist with budgetary tracking and PAR forms.

Accountant (ACCT) – As a part of the Fiscal Branch, the accountant will assist with the quarterly invoice submissions, fiscal reports including grant status, labor distribution, reconciling grant approved materials purchased and claims.

Full -Time Benefit Rates

Health Insurance	15.61%
Life Insurance	.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. AL1604

BUDGET NARRATIVE

Page 2

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.*

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, dividers, 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.

Campaign Supplies— Costs include butcher paper, poster board, paint supplies, markers, and electric button maker and electric button cutter, button supplies and paper cutting machine to be used to cut letters and shapes for posters.

Training Meetings - meetings in which the primary purpose is the dissemination of alcohol-impaired underage driving related information. Costs may include transportation, rental of meeting facilities, audio visual equipment rental and printing. Student Advocate supply kits will also be given to attendees such as note pads, outreach material, binders with dividers to organize training material. Messenger bags 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 alcohol-impaired underage driving related technical information. Funds may not be used for the purchase of food or beverages.

2 Desktop Computers - for use in tracking grant activities and producing required reports. Costs may include monitor, printer, software and accessories.

SCHEDULE B-1
GRANT NO. AL1604

BUDGET NARRATIVE

Page 3

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

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: pro-rated at \$ 224 monthly FTE x 12 months 2.20 FTE. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

10 Simulation Goggles - Impaired vision simulation goggles for use in educational presentation. One set for each school site to utilize for student led campaigns.

Communications - costs of telephone service, mail/messenger service (excluding overnight priority mail) and communications services. Reimbursement will be actual cost bases pro-rated: \$138 monthly FTE x 12 months x 2.20 FTE

INDIRECT COSTS

None

PROGRAM INCOME

There will be no program income generated from this grant.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 1

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 Part 1200—Uniform Procedures for State Highway Safety Grant Programs

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 (Pub. 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 (Pub. L. 101-336), 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 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), 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 (Pub. L. 91-616), 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.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 2

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, 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.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 3

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 Grant 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, 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.
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

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 4

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.

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

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 5

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 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.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 6

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.