

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



FROM : RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH **SUBMITTAL DATE:**
September 27, 2016

SUBJECT: Approve Agreement OP1707 between the State of California Office of Traffic Safety and the Riverside County Department of Public Health for the period of October 1, 2016 to September 30, 2017. District All. [\$230,000] 100% Federal Funds.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute Agreement OP1707 between the State of California Office of Traffic Safety (OTS) and Riverside County Department of Public Health for Child Passenger Safety Technical Assistance Program in the amount of \$230,000 for the period of performance of October 1, 2016 through September 30, 2017; and
2. Authorize the Director of Public Health or designee, based on availability of fiscal funding and as approved by County Counsel, to sign subsequent amendments that make only ministerial changes to the Agreement.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 172,500	\$ 57,500	\$ 230,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Funds			Budget Adjustment: No	
			For Fiscal Year: 16/17-17/18	

C.E.O. RECOMMENDATION: [CEO use]

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Washington 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: October 25, 2016
xc: RUHS-Public Health

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

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

BACKGROUND:

Summary (continued)

The County of Riverside Department of Public Health Injury Prevention Services (ITS) 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 Office of Traffic Safety agreement was received on July 28, 2016.

Impact on Residents and Businesses


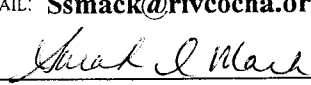

Program will benefit County residents by ensuring that children have a safe and secure environment where they can walk and bike to and from school.


SUPPLEMENTAL:

Additional Fiscal Information

Total cost of the program is in the amount of \$230,000. The annual amount distribution from OTS will be as follows:

Fiscal Year	Amount
2016-2017	\$172,500
2017-2018	\$57,500
Total	\$230,000

1. GRANT TITLE CHILD PASSENGER SAFETY TECHNICAL ASSISTANCE EXPANSION PROGRAM	
2. NAME OF AGENCY COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH	4. GRANT PERIOD From: 10/1/16 To: 9/30/17
3. AGENCY UNIT TO ADMINISTER GRANT INJURY PREVENTION SERVICES	
5. GRANT DESCRIPTION County of Riverside Department of Public Health - Injury Prevention Services (IPS) will work to support local law enforcement agencies with child passenger safety resources. Acting as technical support, IPS will provide guidance in establishing bilingual community fitting stations, conducting national standardized Child Passenger Safety Technician certification and update trainings, and providing assistance to promote services countywide.	
6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: \$ 230,000.00	
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 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 <p>*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.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
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)	B. AUTHORIZING OFFICIAL OF AGENCY NAME: Sarah S. Mack PHONE: 951-358-7036 TITLE: Director FAX: 951-358-4529 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503 E-MAIL: Ssmack@rivcocha.org  _____ (Signature)
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)	D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS NAME: Department of Public Health ADDRESS: P.O. Box 7849 Riverside, CA 92513
9. DUNS NUMBER DUNS #: 072514789 REGISTERED ADDRESS & ZIP: 4080 Lemon Street, 11th Floor Riverside, CA 92501-1326	

FORMALLY APPROVED COUNTY COUNSEL
 BY: 
 DATE: 9/21/16

8. E. Approval Signatures continued for Grant Agreement Number PS1711.
Authorizing Official for Agency and County

COUNTY OF RIVERSIDE



John J. Benoit, Chairman
Board of Supervisors

Date: OCT 25 2016

ATTEST: Kecia Harper-Ihem, Clerk of the Board

By  _____

Date: OCT 25 2016

EFFECTIVE DATE OF AGREEMENT: 10/1/2016 GRANTEE COUNTY OF RIVERSIDE GRANT NO. OP1707

10. Fin Action No. <u>1</u>	Date: <u>7/11/2016</u>	12. TYPE OF AGREEMENT	Initial	<input checked="" type="checkbox"/>	Revision		Cont.	
Revision No.	Date:	PAID MEDIA	PROGRAM INCOME	TASK NO.	2		F.F.Y.	2017

11. Action Taken

Initial approval of 2017 HSP funds obligated.

13. FUNDING DISPOSITION & STATUS	
Fiscal Year	Amount
2016-17	230,000.00
2015-16	
2014-15	
2013-14	
Total	230,000.00
Obligated This Action	230,000.00
Previously Obligated	0.00
Total Amount Obligated	230,000.00
TOTAL FUNDS PROGRAMMED	230,000.00

14. FUNDING DETAIL - FISCAL YEAR GRANT PERIOD ENDING: 9/30/2017

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP	20.616	0521-0890-101 (10/15)	2015	10/15	2015	\$ 138,000.00
405b OP	20.616	0521-0890-101 (BA/16)	2016	BA/16	2016	\$ 92,000.00
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -

TOTAL FEDERAL FUNDS: \$ 230,000.00

15. GRANT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS

A. APPROVAL RECOMMENDED BY	B. AGREEMENT & FUNDING AUTHORIZED BY
<p>NAME: JIM OWENS</p> <p>TITLE: Program Coordinator</p> <p>PHONE: (916) 509-3014</p> <p>E-MAIL: jim.owens@ots.ca.gov</p> <p>Office of Traffic Safety</p> <p>2208 Kausen Drive, Suite 300</p> <p>Elk Grove, CA 95758</p> <p>Signature _____</p>	<p>NAME: RHONDA L. CRAFT</p> <p>TITLE: Director</p> <p>Office of Traffic Safety</p> <p>2208 Kausen Drive, Suite 300</p> <p>Elk Grove, CA 95758</p> <p>Signature _____</p>

**SCHEDULE A
GRANT DESCRIPTION
GRANT NO. OP1707**

1. PROBLEM STATEMENT

Tremendous progress has been made in child passenger safety over the last 30 years. Due to the work of parents, law enforcement, government, child safety seat and vehicle manufacturers, nonprofit agencies, and communities, the number of children dying in car crashes has declined by 58 percent since 1987. However, a study released in 2013 by Safe Kids Worldwide indicates there are parents who do not always take the time to ensure their children are safely secured in vehicles. In a survey of parents and caregivers, one in four respondents admitted to having driven without their child buckled up in a child safety seat or booster seat.

Unfortunately, motor vehicle crashes continue to be the leading cause of injury-related death for children ages one to 12. Riding unrestrained or improperly restrained in a child safety seat or booster seat is the greatest risk for death and injury among children in motor vehicles. A properly restrained child can reduce the risk of death by up to 70 percent for an infant and by 50 percent for a toddler. In addition, car seats can also reduce the need for hospitalization by 69 percent for children ages 4 and under.

Parents and caregivers have identified cost, inconvenience, child discomfort and lack of understanding of how child safety seats and booster seats work as barriers to properly restraining their children. In addition, parents and caregivers report a lack of understanding of the child safety seat law and low perceived risk of receiving a citation for a violation as added barriers. The combination of education and enforcement are necessary in decreasing these barriers and reducing needless fatalities and injuries from occurring.

Between the years 2011-2014, 1,731 children under age nine were injured and 20 were killed in Riverside County as a result of a motor vehicle collision. In addition, the Riverside County Child Death Review Team, which has a primary function to identify how and why children die in order to facilitate the implementation of strategies to prevent future child deaths, reports four children were killed in motor vehicle crashes in Riverside County during 2015. Nationwide, one-third of children who die in car crashes are unrestrained. Riverside County is no exception. One out of the four children killed in 2015 was riding unrestrained.

The following table summarizes the injuries and deaths that have occurred to children in Riverside County within the past four (4) years.

	2011		2012		2013		2014	
Riverside County	Injured	Killed	Injured	Killed	Injured	Killed	Injured	Killed
Ages 0-9	479	8	391	6	440	3	421	3

Although California requires all children under the age of eight to be properly restrained in a child safety seat or booster seat in the back seat, many parents and caregivers continue to misuse or not use a child safety seat or booster seat. Parents and caregivers who do not comply with the child passenger law tend to be unaware of the injury and fatality risks to their children that are associated with riding unrestrained or improperly restrained.

The most recent child safety seat usage survey conducted in Riverside County revealed that 98 percent of all children restrained in car seats had some form of misuse. Misuse can vary from incorrect installation of the

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child safety seat into the vehicle, incorrect fit of child into car seat, or even non-use of a child safety seat. In 2014, the California Highway Patrol issued 10,158 citations statewide for non-use or improper use of a car seat or booster seat. This issue is problematic at local levels as well. In 2014, the California Highway Patrol issued approximately 1,413 citations across Riverside County for non-use or misuse of a child safety seat. Unfortunately, this indicates that families and caregivers are largely unaware of the potential legal and physical consequences of not utilizing a child safety seat, booster seat or seat belt.

Riverside County is the fourth most populated county in California and home to 2.3 million residents. There are approximately 182,000 children under the age of five and approximately 167,000 children between the ages of five and ten years of age. Riverside County stretches 200 miles across and is over 7,200 square miles, with twenty-eight incorporated cities and 23 school districts. Riverside County is a diverse area of urban, suburban and rural communities. The county 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, Riverside County faces numerous traffic issues.

Riverside County is known for its affordable housing compared to other neighboring counties, attracting families with young children. 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.

The 2014 American Community Survey estimates that 16.2 percent of Riverside County residents are below the poverty level. With such a large number of residents facing immediate concerns such as food security, and homelessness, child safety seat usage unfortunately is not a high priority.

Unique to Riverside County is the higher than average Hispanic population. The 2014 American Community Survey indicates that almost half (47.4 percent) of the population in Riverside County is of Hispanic or Latino origin, which is almost 9 percent higher than the state average. The 2013 National Survey of the Use of Booster Seats, released by the National Highway Traffic Safety Administration, reports Hispanics have generally lower child safety seat and booster seat use rates than Non-Hispanics among children younger than 13. The difference is most pronounced among children in the four to seven age group.

Language and cultural barriers may prohibit a large number of Riverside County residents from having proper knowledge and understanding of current child passenger safety laws, particularly booster seats. Focus groups with Latino parents and caregivers uncovered the following cultural barriers regarding the use of booster seats: lack of available information in their language and lack of perceived risk as child safety seats are not used in their native countries; limited space in the vehicle because of large family size; lack of lap and shoulder belts because of the age of the vehicle they drive; and cost of booster seats.

In 2013, infants born with a low birth weight accounted for 6.8 percent of infants born in Riverside County. Infants born weighing less than 5.5 pounds are at increased risk of long-term disabilities, including developmental delays, learning disabilities, and autism. These medically fragile infants may require specialized child safety seats and car beds for travel. In addition, these children may require specialized child safety seats

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throughout their childhood due to medical conditions that may limit these children from riding properly in traditional child safety and booster seats.

2. PERFORMANCE MEASURES

A. Goals:

- 1) Reduce the number of persons killed in traffic collisions.
- 2) Reduce the number of persons injured in traffic collisions.
- 3) Increase child safety seat usage.
- 4) Reduce the number of vehicle occupants killed under the age of eight in traffic collisions.
- 5) Reduce the number of vehicle occupants injured under the age of eight in traffic collisions.

B. Objectives:

- 1) 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.
- 2) Participate in the following campaign:
 - National Child Passenger Safety Week – September 17-23, 2017
- 3) Conduct 2 Child Passenger Safety Technician Certification courses in an effort to reach a minimum of 30 law enforcement or injury prevention professionals.
- 4) Conduct 2 Child Passenger Safety Update trainings in an effort to reach a minimum of 50 child passenger safety technicians and instructors.
- 5) Conduct 10 child passenger safety roll call trainings to law enforcement agencies.
- 6) Conduct 12 bilingual community presentations in an effort to reach 120 families.
- 7) Conduct 8 child safety seat check-up events in an effort to reach 180 families.

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- 8) Conduct a child safety seat check-up event for children with special transportation needs in an effort to reach 20 families.
- 9) Distribute at least **200** child safety seats and booster seats to people in need.
- 10) Properly fit 425 children in child safety seats.
- 11) Participate in 4 community health and safety fairs promoting child passenger safety program services to a minimum of 1,500 Riverside County residents.
- 12) Conduct a pre/post evaluation assessing participants knowledge in an effort to reach 120 families by September.
- 13) Conduct a survey evaluating the value of child passenger safety education in an effort to reach 180 families.
- 14) Conduct pre and post child safety seat usage surveys during the months of October 2016 and September 2017 of each grant year (A pre-survey will be required to determine the base year child safety seat use rate and a post-survey will be required to determine the operational rate).

3. METHOD OF PROCEDURE

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

- Develop operational plans to implement “best practice” strategies outlined in the objectives section.
- Hire and/or train necessary staff needed for the grant program, if applicable.
- Develop and execute contracts with vendors or consultants, if applicable.
- Purchase grant funded items needed to implement the program, if applicable.

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

- Establish a Child Passenger Safety Technical Assistance Program conducted by IPS countywide
- Establish eight Fitting Stations with partner agencies throughout the county

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- Provide child safety seat education to families through community presentations and fitting station activities
- Distribute 200 traditional and/or specialized child safety seats and booster seats
- Provide 2 Child Passenger Safety Technician Certification courses
- Provide 2 Child Passenger Safety Update trainings
- Conduct 10 roll call trainings
- Participate in 4 community fairs
- Compile pre/post evaluations and satisfaction surveys

Media Requirements

- Submit all grant-related activity press releases, media advisories, and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator.
 - ✓ If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release 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.
- 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, 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)

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- Invoice Claims (due January 30, April 30, July 30, and November 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and November 30)
 - ✓ Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - ✓ Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - ✓ Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Schedule C – Data Collection Form, if applicable.
 - ✓ Collect, analyze and report statistical data relating to the grant goals and objectives.

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

SCHEDULE B
 DETAILED BUDGET ESTIMATE
 GRANT NO. OP1707

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION			TOTAL AMOUNT
405b OP	20.616	NATIONAL PRIORITY SAFETY PROGRAMS			\$ 230,000.00
COST CATEGORY		FISCAL YEAR ESTIMATES		10/1/16	TOTAL COST TO GRANT
		CFDA	FY-1		
A. PERSONNEL COSTS					
Positions and Salaries					
Program Coordinator 1 x 12 mo x \$7,319 x 65%		20.616	\$ 57,089.00		\$ 57,089.00
Health Services Assistant 1 x 12 mo x \$3,337 x 60%		20.616	\$ 24,027.00		\$ 24,027.00
Health Services Assistant 1 x 12 mo x \$3,337 x 60%		20.616	\$ 24,027.00		\$ 24,027.00
Administrative Services Assistant 1 x 12 mo x \$3,558 x 30%		20.616	\$ 12,809.00		\$ 12,809.00
Office Assistant 1 x 12 mo x \$3,657 x 35%		20.616	\$ 15,360.00		\$ 15,360.00
Benefits @ 46%		20.616	\$ 61,324.00		\$ 61,324.00
Category Sub-Total			\$ 194,636.00		\$ 194,636.00
B. TRAVEL EXPENSE					
In-State		20.616	\$ 2,000.00		\$ 2,000.00
Out-of-State		20.616	\$ 2,000.00		\$ 2,000.00
Category Sub-Total			\$ 4,000.00		\$ 4,000.00
C. CONTRACTUAL SERVICES					
None					
Category Sub-Total					
D. EQUIPMENT					
None					
Category Sub-Total					
E. OTHER DIRECT COSTS					
Child Safety Seats		20.616	\$ 15,000.00		\$ 15,000.00
Office Supplies		20.616	\$ 2,364.00		\$ 2,364.00
Printing/Duplication		20.616	\$ 1,000.00		\$ 1,000.00
Office Space		20.616	\$ 5,500.00		\$ 5,500.00
Communications		20.616	\$ 3,500.00		\$ 3,500.00

SCHEDULE B
 DETAILED BUDGET ESTIMATE
 GRANT NO. OP1707

CPS Check-Up Supplies	20.616	\$ 4,000.00		\$ 4,000.00
Category Sub-Total		\$ 31,364.00		\$ 31,364.00
F. INDIRECT COSTS				
None				
Category Sub-Total				
GRANT TOTAL		\$ 230,000.00		\$ 230,000.00

SCHEDULE B-1

GRANT NO. OP1707

BUDGET NARRATIVE

Page 1

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.

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. OP1707

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. *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

One appropriate staff may attend Lifesavers Conference in North Carolina, 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

200 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.*

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.

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 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.

SCHEDULE B-1

GRANT No. OP1707

BUDGET NARRATIVE

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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

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.

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 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

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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, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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RESTRICTION ON STATE LOBBYING

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

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
Instructions for Primary Certification

1. By signing and submitting this grant agreement, the Grantee Agency Official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The 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.

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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.

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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.

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.