

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



ITEM
3.17
(ID # 8123)

MEETING DATE:

Tuesday, October 16, 2018

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Grant Agreement No. OP19010 with the State of California Office of Traffic Safety for the Boosters and Beyond Program for the Performance Period of October 1, 2018 through September 30, 2019. Districts: All [\$150,000 - 100% Federal Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Grant Agreement No. OP19010 with the State of California Office of Traffic Safety (OTS) for the Boosters and Beyond Program in the amount of \$150,000 for the performance period of October 1, 2018 through September 30, 2019, and authorize the Chairman of the Board to execute the agreement on behalf of the County.
2. Authorize the Director of Public Health, or her designee, to sign all certifications, assurances, reports, or other documents required by the California Office of Traffic Safety related to the above mentioned agreement.


ACTION: Policy


Kim Saruwatari, Director of Public Health 9/26/2018

MINUTES OF THE GOVERNING BOARD

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: October 16, 2018
xc: RUHS-Public Health

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 112,500	\$ 37,500	\$ 150,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Funds			Budget Adjustment: No	
			For Fiscal Year: 18/19-19/20	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary (continued)

The County of Riverside Department of Public Health-Injury Prevention Services (IPS) has received funding from the Office of Traffic Safety (OTS) to collaborate with local law enforcement agencies and to provide bilingual educational and interactive activities to parents and the community about proper use of seatbelts and booster seats.

Impact on Residents and Businesses

Program will benefit County residents by ensuring that elementary school aged children are using seatbelts and boosters correctly and that parents are using booster seats that are appropriate for their children. This will reduce the number of injuries and death due to misuse or lack of seatbelts and boosters.

SUPPLEMENTAL:

Additional Fiscal Information

The total cost of the program is \$150,000. The annual distribution from OTS will be as follows:

Year	Amount
2018/2019	\$112,500
2019/2020	\$37,500
Total	\$150,000

ATTACHMENT:

A. Grant Agreement No. OP19010




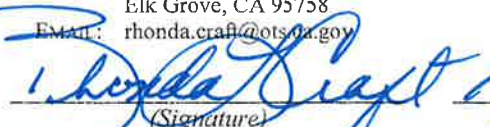

Melissa Noone, Associate Management Analyst

10/11/2018

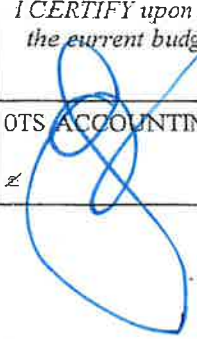

Gregory V. Priamos, Director County Counsel

10/5/2018

State of California – Office of Traffic Safety
GRANT AGREEMENTto Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you!GRANT NUMBER
OP19010

1. GRANT TITLE Boosters and Beyond Program	
2. NAME OF AGENCY Riverside County	3. Grant Period From: 10/01/2018 To: 09/30/2019
4. AGENCY UNIT TO ADMINISTER GRANT Riverside County Department of Public Health	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old due to improper or non-usage of seat belts and booster seats. The funded strategies may include education, community events, presentations, and training. Other countermeasures may include properly fitting child booster seats, providing educational materials, and the distribution of child booster seats.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$150,000.00	
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 -- Problem Statement, Goals and Objectives and Method of Procedure Schedule B -- Detailed Budget Estimate and Sub-Budget Estimate (if applicable) Schedule B-1 -- 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.</p> <p>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 duly 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: Julisa Alviso-Silva PHONE: (951) 358-7171 TITLE: Program Director FAX: 951-358-7175 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503 EMAIL: jalvizo@rivcocha.org  9-11-18 (Signature) (Date)	B. AUTHORIZING OFFICIAL OF AGENCY NAME: Kim Saruwatari PHONE: (951) 358-7036 TITLE: Director of Public Health FAX: (951) 358-4529 ADDRESS: 4065 County Circle Drive Riverside, California 92503 EMAIL: ksaruwatari@rivco.org  09/13/18 (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 EMAIL: imichael@rivcocha.org  09/13/18 (Signature) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Rhonda L. Craft PHONE: (916) 509-3030 TITLE: Director FAX: (916) 509-3055 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 EMAIL: rhonda.craft@ots.ca.gov  10/29/18 (Signature) (Date)
E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. DUNS INFORMATION DUNS #: 072514789 REGISTERED ADDRESS: 4080 Lemon Street, 11th Floor CITY: Riverside ZIP+4: 92501-3609

10. PROJECTED EXPENDITURES

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-19	20.616	0521-0890-101	2018	2018	29/18	\$150,000.00
				AGREEMENT TOTAL		\$150,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$150,000.00
				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
 z			10/29/18	\$150,000.00		

8. Approval Signatures (continued)

B-1 AUTHORIZING OFFICIAL OF AGENCY AND COUNTY OF RIVERSIDE

COUNTY OF RIVERSIDE

By  Date OCT 16 2018
 Chuck Washington, Chairman
 Board of Supervisors

ATTEST: Kecia Harper-Ihem, Clerk of the Board

By  Date OCT 16 2018

APPROVED AS TO FORM:
 Gregory P. Priamos
 County Counsel

By  Date 10/2/18
 Danielle Maland
 Deputy County Counsel

1. PROBLEM STATEMENT

Riverside County has approximately 2.3 million residents, comprising the fourth most populous county in California. Riverside County is rapidly growing with the percent of population increasing from 2010 to 2017 at 9.52%. According to the 2010 U.S. Census, Riverside County covers 7,206 square miles. There are 28 cities in the county, large areas of unincorporated land and several Native American tribal entities. The population races are as follows: 58.48% White, 6.42% Black/African American, 1.09% American Indian/Alaskan Native, 6.58% Asian, 0.33% Native Hawaiian/Pacific Islander, 21.89% Other Race and 5.21% Multiracial. The population by ethnicity is 48.65% Hispanic/Latino and 51.35% Non-Hispanic/Latino.

The median household income of Riverside County is \$56,592 compared to \$61,489 for the State of California. In Riverside County, 39.2% of individuals are living in households with income below 200% of the Federal Poverty Level (FPL) compared to 36.4% in California.

In 2016, Riverside County was home to more than 182,000 children under the age of 6. Birth rates are on the rise in Riverside County, averaging more than 30,000 annually. Nearly half of the children (49.6%) ages 0-18 live at or below 200% of the FPL in Riverside County. Enrollment in Medi-Cal for children 0-5 years has been significantly high in Riverside County at just over 65% enrolled compared to the State rate of 57%. In 2015, only one-third of 3rd graders in Riverside County met English language arts/literacy Common Core State Standards and most third-graders (65%) in Riverside County did not meet the mathematics Common Core State Standards. Other challenges include a significant percentage of children in foster care, and grandparents who are responsible for raising their grandchildren while dealing with their own aging needs and health issues. These all contribute to a high number of families with limited access to the resources necessary to help children grow up healthy and safe.

Problem Description:

Motor vehicle crashes continue to be one of the leading causes of death and injury for Riverside County residents.

According to the California Highway Patrol Statewide Integrated Traffic Records System (SWITRS), preliminary data reveals Riverside County experienced a total of 256 fatalities and 14,842 injuries in 2016 due to motor vehicle crashes. Data shows between the years 2014-2016, Between 2014-2016, 232 injuries occurred among Riverside county youth, ages 7-14 due to non-use of a seat belt or restraint system.

The 2013 Riverside County Community Health Profile reveals that motor vehicle crashes are the leading cause of injury death for children ages 1-14, which accounts for approximately 38% of unintentional injury deaths for this age group. Motor vehicle crashes account for 62% of all unintentional injury deaths for those among ages 15-24. It is evident, motor vehicle crashes disproportionately claim the lives of Riverside County youth and young adults.

Problem Description:

Research has shown a decline in restraint usage during the pre-teen and early teenage years (age 8 to 15).

Research through the Centers for Disease Control and Prevention has shown people can reduce the risk of serious injury and death in a crash by 50% by wearing seat belts correctly and properly buckling children into appropriate car seats and booster seats. Although education and enforcement activities have been implemented to reinforce this concept, many families are not practicing this behavior nor adhering to the mandatory child restraint and seat belt law. The Riverside County Child Death Review Team reports 19 children under the age of 18 were killed during 2016 and 2017 due to motor vehicle crashes. Thirteen of the young victims (or 68%) were riding unrestrained! Alarming, 8 of the 13 unrestrained victims were between the ages of 14-17. The 2015 Riverside County Trauma System Report, which is a review of trauma data from 2010-2014, reports 55.6% of children ages 9 and under were not using a protective device during a motor vehicle crash. In addition, among young adults, ages 15-24, nearly 20% of crashes involved a driver or passenger not wearing a seat belt restraint.

Problem Description:

Families in Riverside County are not abiding by the current California Occupant Protection laws. While the state of California has a mandatory child restraint and seat belt law in effect, recent observational surveys found that many families were not adhering to current child restraint and seat belt laws. Surveys conducted at three

elementary and three middle schools in Riverside County reinforces the need for intervention. During morning drop off, Public Health observed over 50% of families violating the law. Observed violations include: children clearly under age 8 riding in the front seat, children sitting on the floor, children sharing seat belts due to too many passengers in the vehicle and children under age two riding forward facing. In cases where children were observed wearing a seat belt, most of those children were misusing the seat belt by placing the shoulder belt under their arm or behind their back. In most of those cases, simply using a booster seat would have assisted in the proper placement of the seat belt.

Problem Description:

Many children over the age of 8 do not fit properly in the seat belt without the assistance of a booster seat. Young children who are placed in vehicle belts rather than booster seats are twice as likely to suffer devastating injuries, including severe damage to the brain, liver, spleen, stomach, and spinal cord. Best practices support the need for many children to use a booster seat until age 10-12 for maximum protection and improved fit of the seat belt. However, there is a lack of parent knowledge on the importance of a properly positioned seat belt. Parents are uninformed or do not understand current California Vehicle Code 27360.5. The vehicle code mandates children age 8 or older may use the vehicle safety belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster.

For parents who are informed of the current law, financial hardship may be a barrier to purchasing a booster seat. Residents facing immediate concerns such as food security and homelessness, may not view booster seat usage as a high priority. Parents with financial hardship may be more likely to use booster seats to correctly secure their child in the seat belt if they receive financial assistance.

Target Population:

RUHS-PH will target students in grades 3rd – 8th. All efforts will be conducted at elementary and middle schools in underserved communities where at least 75% of their student enrollment are eligible to receive free or reduced-priced meals under the National School Lunch Program .

In addition to working directly with school-aged children, the proposed safety interventions will be targeted to parents, as they still retain considerable influence over their children. Ongoing communications with parents is important to reinforce their role in demanding that their children consistently use seat belts correctly. Despite occurrences of youthful rebellion or boundary-testing, children in the target age range still tend to live by the rules and examples set by the parents in their households.

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. Reduce the number of persons killed in traffic collisions
4. Reduce the number of persons injured in traffic collisions
5. Reduce the number of persons killed due to non-usage of seat belt
6. Reduce the number of persons injured due to non-usage of seat belt

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. Conduct pre and post-grant seat belt usage surveys during the months of October (start of the grant) and September (end of the grant).
3. Conduct (10) classroom presentations promoting seat belt usage and the Boosters and Beyond program poster campus at each participating school by March 31, 2019
4. Conduct (10) Think First Seat Belt Education assemblies by June 30, 2019.
5. Conduct (10) bilingual booster seat and seat belt parent presentations by June 30, 2019.
6. Conduct (10) Saved by the Belt Traffic Safety events with crash car simulation, law enforcement participation and trained parent volunteers by September 30, 2019.
7. Conduct "roll call" training sessions on occupant protection, including child passenger safety and seat belt safety and local resources available by September 30, 2019.

	Target Number
	1
	10
	10
	10
	10
	10
	10

8. Create a presentation that will assist students in developing awareness posters addressing seat belt use by December 31, 2018.	1
9. Distribute no-cost booster seats to low-income residents who complete an occupant protection class.	200
10. Identify bilingual occupant safety educational and resource materials to be distributed through program activities by December 31, 2018.	1
11. Implement (1) poster contest at each participating school campus, announcing winners by September 30, 2019.	10
12. 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.	1
13. Obtain commitment from (5) elementary schools and (5) middle schools to implement traffic safety program by December 31, 2018.	10
14. Participate in National Child Passenger Safety Week.	1

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted this quarter.
- All grant related purchases needed to implement the program should be made this quarter.
- Complete and route all necessary forms to the RUHS-PH Administration and Board of Supervisors for approval of grant activities.
- Issue press release (approved by OTS PIO)
- Conduct a search for current, appropriate educational and resource materials available for distribution at participating elementary and middle school campuses.
- Establish a contract with Think First to provide assemblies at each participating school site.
- Obtain commitment from local law enforcement to participate in traffic safety events.
- Obtain commitment from Safe Kids Inland Empire to participate in traffic safety events to incorporate the “crash car” simulation.
- Develop poster contest rules and regulations.
- Develop curriculum for classroom presentations that assist students to develop posters addressing seat belt use.
- Develop all program forms and evaluation tools.
- Obtain commitment from (5) elementary schools to participate in the Boosters and Beyond program.
- Obtain commitment from (5) middle schools to participate in the Boosters and Beyond program.
- Update roll call training curriculum
- Identify a liaison from each participating school to communicate with RUHS-PH on all program activities.
- Create a master calendar that schedules all assemblies and classroom presentations.
- Update RUHS-PH 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 database to capture all statistical information and track objective progress relevant to grant activities.
- Conduct pre observational surveys at each participating school site.
- Purchase all necessary equipment and supplies (educational materials, office supplies, booster seats) to conduct all grant related activities.

Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

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

- Conduct (1) Think First seat belt education assembly at each participating school.
- Conduct classroom presentations at each participating school to assist students in creating and submitting posters in contest focusing on seat belt use.
- Conduct (1) Saved by the Belt Traffic Safety Event in collaboration with Safe Kids Inland Empire and local law enforcement utilizing the “crash car” simulation at each participating school.
- Conduct poster contest at each participating school.
- Conduct parent trainings to assess children on proper fit of the seat belt at each participating school.
- Identify low income children in need of a booster seat in order to fit properly in the seat belt.
- Properly fit and distribute 200 boosters.
- Collaborate with law enforcement to provide roll call trainings.
- Compile all forms on seat belt use program activities.
- Conduct post observational surveys at each participating school site.
- 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. The following requirements are for grant-related activities and are different from those regarding any grant kick-off release or announcement.
- If an OTS-supplied, template-based press release is used, there is no need for pre-approval, however, the OTS PIO and Coordinator should be copied when at the same time as the release is distributed to the press.
- If an OTS-supplied 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 days prior to the release distribution date, but should be no less than 5 working days prior to the release distribution date.
- Press releases reporting the immediate and time-valued results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
- Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- 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.
- Space permitting, include the OTS logo, on grant-funded print materials; consult your OTS Coordinator for specifics and format-appropriate logos.
- Contact the OTS PIO or your OTS Coordinator, sufficiently far enough in advance of need, for consultation when deviation from any of the above requirements might be contemplated.

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

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and October 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.

- 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 administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405b OP-19	20.616	Occupant Protection	\$150,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
A. PERSONNEL COSTS		
Positions and Salaries		
<u>Full-Time</u>		\$0.00
<u>Overtime</u>		\$0.00
<u>Part-Time</u>		
Program Coordinator	20.616	\$30,169.00
Benefits - Program Coordinator @46%	20.616	\$13,878.00
Health Education Assistant A	20.616	\$21,090.00
Benefits - Health Education Assistant A @46%	20.616	\$9,701.00
Health Services Assistant B	20.616	\$18,648.00
Benefits - Health Services Assistant @46%	20.616	\$8,578.00
Office Assistant	20.616	\$12,273.00
Benefits - Office Assistant @46%	20.616	\$5,646.00
Category Sub-Total		\$119,983.00
B. TRAVEL EXPENSES		
In State Travel	20.616	\$2,000.00
		\$0.00
Category Sub-Total		\$2,000.00
C. CONTRACTUAL SERVICES		
Think First Student Assemblies	20.616	\$4,500.00
Category Sub-Total		\$4,500.00
D. EQUIPMENT		
		\$0.00
Category Sub-Total		\$0.00
E. OTHER DIRECT COSTS		
Office Supplies	20.616	\$1,331.00
Office Space	20.616	\$4,986.00
Communications	20.616	\$5,850.00
Printing/Duplication	20.616	\$2,000.00
Poster Contest Supplies	20.616	\$2,500.00
Backless Booster Seats	20.616	\$3,000.00
Safety Belt Safe USA Boosters Are For Big Kids Curriculum	20.616	\$350.00
Safety Fair Supplies	20.616	\$3,500.00
Category Sub-Total		\$23,517.00
F. INDIRECT COSTS		
		\$0.00
Category Sub-Total		\$0.00
GRANT TOTAL		\$150,000.00

GRANT AGREEMENT

Schedule B-1

OP19010

BUDGET NARRATIVE	
PERSONNEL COSTS	QUANTITY
Program Coordinator - Will serve as a liaison between Public Health, schools, law enforcement and contractors. The Program Coordinator will have oversight and assist in all activities. 1 x 12 months x \$7,183 x 35%= \$30,169.00	12
Benefits - Program Coordinator @46% - Total Benefit Rate @ 46%	1
15.61% Health Insurance 0.1% Life Insurance 1.45% Medicare 19.3% Retirement 6.2% Social Security/FICA/OASDI 1.44% State Disability/SDI 1.9% Workers Compensation	
Health Education Assistant A - Duties to include working directly on grant funded activities. This includes but is not limited to developing forms and curriculum, assisting with Boosters and Beyond program trainings, outreach to school administration. 1 x 12 months x \$3,515 x 50%= \$21,090.00	12
Benefits - Health Education Assistant A @46% - Total Benefit Rate @ 46%	1
15.61% Health Insurance 0.1% Life Insurance 1.45% Medicare 19.3% Retirement 6.2% Social Security/FICA/OASDI 1.44% State Disability/SDI 1.9% Workers Compensation	
Health Services Assistant B - duties to include setting up meetings, assist with Boosters and Beyond trainings, co-teach bilingual parent presentations, order booster seats and safety fair supplies, maintain inventory of all grant related supplies and equipment, prepare informational materials. 1 x 12 months x \$3,885 x 40%= \$18,648.00	12
Benefits - Health Services Assistant @46% - Total Benefit Rate @ 46%	1
15.61% Health Insurance 0.1% Life Insurance 1.45% Medicare 19.3% Retirement 6.2% Social Security/FICA/OASDI 1.44% State Disability/SDI 1.9% Workers Compensation	
Office Assistant - Duties to include providing clerical support to program coordinator on grant funded activities. This includes filing, ordering educational materials, and answering phone calls for grant staff. 1 x 12 months x \$4091 x 25%= \$12,273.00	12
Benefits - Office Assistant @46% - Total Benefit Rate @ 46%	1

15.61% Health Insurance	
0.1% Life Insurance	
1.45% Medicare	
19.3% Retirement	
6.2% Social Security/FICA/OASDI	
1.44% State Disability/SDI	
1.9% Workers Compensation	
TRAVEL EXPENSES	
In State Travel - 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 GHSA in Anaheim, CA. All conferences, seminars or training not specifically identified in the 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.	1
CONTRACTUAL SERVICES	
Think First Student Assemblies - Think First National Injury Prevention Organization will provide a victim impact speaker to present at (5) elementary and (5) middle schools on the consequences of non seat belt use. 10 x \$450 = \$4500	10
EQUIPMENT	
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 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.	1
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: \$277 x 1.5 FTE x 12 months. Reimbursement will be claimed on an actual cost basis and proportional to the grant related use of the space.	1
Communications - Communication and information technology cost is based on a rate of \$325 x 1.5 FTE x 12 month. This includes cost of program staff desktop phones, website maintenance/development and cell phone coverage for Program Coordinator.	1
Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.	1
Poster Contest Supplies - Costs to provide posters, markers, colored pencils, crayons, card board, and supplies needed to complete posters.	1
Backless Booster Seats - 200 backless booster seats to be distribute to students in need.	200
Safety Belt Safe USA Boosters Are For Big Kids Curriculum - curriculum distributed to each school which includes bilingual DVD, parent and student curriculum, reproducible materials and resources.	10
Safety Fair Supplies - Supplies to include vehicle training seat (\$1,995 plus tax/shipping), set of training dolls (\$750 plus tax/shipping), cones, signage, clipboards.	1
INDIRECT COSTS	
STATEMENTS/DISCLAIMERS	
There will be no program income generated from this grant.	
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.	
Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.	

CERTIFICATIONS AND ASSURANCES
HIGHWAY SAFETY GRANTS
(23 U.S.C. CHAPTER 4 AND SEC. 1906, PUB. L. 109-59, AS AMENDED)

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 1300—Uniform Procedures for State Highway Safety Grant Programs

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100)).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding

recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and

- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State 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

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

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

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 primary tier 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 prospective primary tier participant 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 prospective primary tier participant 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 or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal 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 prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
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 the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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 records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal 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, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.

You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

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 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 proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions 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 proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items 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. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

LAW ENFORCEMENT AGENCIES

All subrecipient law enforcement agencies shall comply with California law regarding profiling. Penal Code section 13519.4, subdivision (e), defines "racial profiling" as the "practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." Then, subdivision (f) of that section goes on to provide, "A law enforcement officer shall not engage in racial profiling."