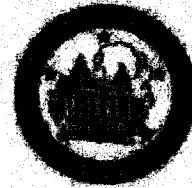


SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.43
(ID # 8339)

MEETING DATE:

Tuesday, December 4, 2018

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Grant Agreement Number DI19015 with the State of California Office of Traffic Safety for the Be Wiser Teen Impaired and Distracted Driving Program for the Performance Period of October 1, 2018 through September 30, 2019. Districts: ALL [\$150,000 – 100% State Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Grant Agreement Number DI19015 with the State of California Office of Traffic Safety (OTS) for the Be Wiser Teen Impaired and Distracted Driving 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 agreement on behalf of the County of Riverside.
2. Authorize the Director of Public Health, or her designee, to sign all certifications, assurances, reports, or other related documents required by the California Office of Traffic Safety for the above-mentioned agreement.

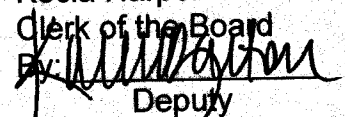
ACTION: Policy


Kim Saruwatari, Director of Public Health 11/7/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, 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: December 4, 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% State 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) received funding from the Office of Traffic Safety (OTS) to establish a peer-to-peer traffic safety education and awareness program. Trained student leaders will conduct meaningful bilingual awareness campaigns to educate youth on the dangers of poor choices and the consequences surrounding impaired and distracted driving.

Impact on Residents and Businesses

Program will benefit County Residents by helping reduce the number of residents killed or injured due to teen impaired and distracted driving.

SUPPLEMENTAL:

Additional Fiscal Information

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

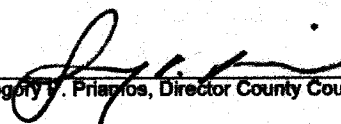
Year	Amount
2018/2019	\$112,500
2019/2020	\$37,500
Total	\$150,000

ATTACHMENT:





A. Grant Agreement Number DI19015


Melissa Noche, Associate Management Analyst


11/27/2018


Gregory V. Priamos, Director County Counsel

11/8/2018

1. GRANT TITLE Be Wiser Teen Impaired and Distracted Driving Program		RECEIVED DEC 31 2018
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 The Riverside University Health System - Public Health (RUHS - PH) seeks to reduce the number of residents killed or injured due to teen impaired and distracted driving. This will be achieved by 1) expanding the Be Wiser peer to peer traffic safety education and awareness program to twelve (12) select middle and high school campuses, 2) train student leaders to create awareness campaigns around the issues of drug, alcohol and distracted driving 3) provide bilingual presentations to staff and parents of middle and high school youth addressing the dangers of drug, alcohol and distracted driving, and 4) conduct meaningful bilingual awareness campaigns educating youth on the dangers of poor choices and their consequences surrounding impaired and distracted driving.		
6. Federal Funds Allocated Under This Agreement Shall Not Exceed:		\$150,000.00
<p>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:</p> <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		
<p>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 EMAIL: mosur@rivcocha.org</p> <p> (Signature) <u>10/15/18</u> (Date)</p>		<p>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</p> <p> (Signature) <u>10/22/18</u> (Date)</p>
<p>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</p> <p> (Signature) <u>10/17/18</u> (Date)</p>		<p>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</p> <p> (Signature) <u>1/7/19</u> (Date)</p>
<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>		<p>9. DUNS INFORMATION DUNS #: 072514789 REGISTERED ADDRESS: 4080 Lemon Street, 11th Floor, Riverside CA 92501 CITY: Riverside ZIP+4: 92501-3609</p>

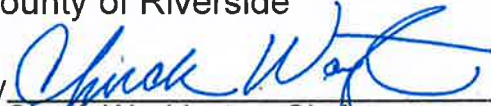
OFFICE OF TRAFFIC SAFETY

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405d AL-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
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	\$ 0.00
					TOTAL AMOUNT ENCUMBERED TO DATE	\$150,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			
			11/7/19			

8. Approval Signatures (continued)

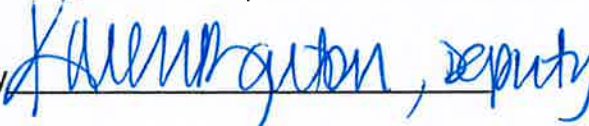
B-1 AUTHORIZING OFFICIAL OF AGENCY

County of Riverside

By 
 Chuck Washington, Chairman
 Board of Supervisors

Date: DEC 04 2018

ATTEST: Kecia Harper-Ihem, Clerk of the Board

By 
 Kecia Harper-Ihem, deputy

Date: DEC 04 2018

APPROVE AS TO FORM:
 Gregory P. Priamos
 County Counsel

By 
 Danielle Maland, Deputy
 County Counsel

Date: 11/6/18

1. PROBLEM STATEMENT

Becoming a licensed driver is a rite of passage for many young adults in the United States. The autonomy gained by having the ability to get in a car and go where ever you desire is exhilarating and represents a freedom many teens strive to gain. Unfortunately, what is often not considered is the added responsibility that comes with this privilege. According to the Insurance Institute for Highway Safety (IIHS), the risk of collision is highest at age sixteen due to immaturity and inexperience. IIHS reported that in 2016, 56% of teen passenger deaths involved crashes with a teen driver, indicating that distractions and peer pressure are also factors (Attachment A). Pairing this with the rising issue of impaired driving, our youth are primed for increased collision rates.

The fourth most populated county in California, Riverside County (RC) is home to 2.3 million residents. In addition, 26% of the total population are youth under 18 years of age (621,000). Geographically, RC stretches 200 miles across and over 7,200 square miles, with twenty-six incorporated cities and 25 school districts. Having such a widespread region poses many traffic challenges, especially to novice drivers. Data received from the Statewide Integrated Traffic Records System (SWITRS) indicates that between 2015 – 2017, RC experienced 5,983 motor vehicle collisions by an alcohol-impaired driver between 15 – 30 years of age. More disturbing is the fact that approximately 286 of these collisions were caused by a driver 19 years of age and younger. Additionally between 2015 and 2016, RC experienced a 41% increase in DUI involved collisions among youth 15 – 19 years of age (Attachment B). While these statistics provide a sobering glimpse into the larger issue of teen impaired driving, for families and friends the loss of a loved one is devastating. On January 24, 2017, a 17-year old Perris (Riverside County, Ca.) youth was driving at excess speeds while under the influence of drugs. She was approaching an intersection and ran a red light, subsequently hitting and killing a 26 year-old woman as she was making a left-hand turn (Attachment C). This tragic event not only impacts the victim, but forever changes the life of this young driver as well.

Equally as important, we predict that the rate of impaired underage drivers will increase due to California's new marijuana law, in effect as of January 2018. Consequently, marijuana will be even easier to obtain, and it is no secret it will get into the hands of our middle and high school youth. Data obtained from the 2016 California Healthy Kid's Survey shows 31% of eleventh grade students in Riverside County reported using marijuana during the preceding 30 days of the questionnaire (attachment D). In addition, marijuana has been a primary factor in collisions involving young drivers. This past year, a 20 year old Riverside County man was under the influence of marijuana and caused a two-vehicle wreck that resulted in injuries and his arrest (Attachment E). ---It is incidents' such as these that remind us that early intervention is the key to prevention.

The Center for Behavioral Health Statistics and Quality (CBHSQ) states: After alcohol, marijuana is the drug most often linked to drugged driving. Using marijuana can impair judgment, motor coordination, and the ability to concentrate and slow reaction time. NHTSA reports that marijuana increases a crash risk by 1.25 times. When marijuana is combined with alcohol, the risk of having an auto crash is much greater.

Current media campaigns that target teen drivers largely focus on the adverse effects of impaired and distracted driving. While these messages effectively outline the financial, social and emotional burden of traffic collisions, youth are not responding to these campaigns. One of the inherent problems in providing prevention education to young people, is their perception that they are "bullet-proof", or somehow, magically immune to threats to their health and safety. As a result, teens take more unnecessary risks and fail to recognize hazardous situations. Because of their "live for the moment" attitude, teens are often unable to perceive the serious consequences to themselves and others as a result of their risk taking behavior. According to a survey conducted by the Pew Research Center, 92% of teens are using social networks, and text messaging outlets, while 24% of these teens go online almost constantly (Attachment F). Positive messaging offers the opportunity to engage youth to change behavior, while showcasing alternative choices in traffic safety. Awareness campaigns targeting youth should be supported and led by engaged youth, challenging their peers and highlighting the autonomy that comes with making positive choices.

While many efforts have been made to educate the community at large on the laws associated with impaired driving, many youth fail to recognize these efforts. As part of a previous teen traffic safety program, Riverside University Health System – Public Health (RUHS-PH) surveyed 2701 students across 10 high schools and found that 44% of students did not understand the definition or purpose of California's Zero Tolerance law (Attachment G). Education on current laws and consequences associated with teen impaired and distracted driving is imperative if we want to

increase awareness and affect positive change among our youth. An additional component to help increase youth education and awareness is through their parents. Parents are an essential key when it comes to their teen driver as they are the leading example. Teens with supportive, involved parents are 70% less likely to drink and drive, and 30% less likely to use a cell phone while driving. One way to keep parents informed and updated on risks, consequences, and laws is through parent meetings and community events. Parents have the opportunity to speak one-on-one to ask questions, gather information, and find additional resources to reach out to their teen driver. They can obtain the tools to encourage them to talk to their teens and become more involved in influencing positive driving behaviors.

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 injured in alcohol-involved collisions.
4. Reduce the number of persons killed in alcohol-involved collisions.
5. Reduce the number of persons killed in distracted-related collisions.
6. Reduce the number of persons injured in distracted-related collisions.
7. Reduce the number of persons injured in drug-related collisions.
8. Reduce the number of persons killed in drug-related collisions.
9. Reduce the number of Had Been Drinking (HBD) drivers under age 21 related fatal and injury collisions

B. Objectives:

Target Number

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. Attend 4 community events to increase public awareness about the dangers of drowsy, drunk, drugged, and distracted driving in an effort to reach 400 residents by September 30, 2019.	4
3. Conduct 12 trainings at select middle and high school sites that will provide student facilitators with the knowledge base and skills to create and implement Peer to Peer traffic safety education awareness campaigns in an effort to reach 120 students by June 30, 2019.	12
4. Conduct a pre/post retrospective evaluation at each of the 12 selected middle and high school campuses, assessing student's attitudes and behavior towards impaired and distracted driving by September 30, 2019.	12
5. Conduct 2 awareness campaigns at each of the 12 selected middle school and high school campuses, addressing the topics of drugged, drowsy, drunk and distracted driving in an effort to reach 7,200 students by September 30, 2019.	24
6. Conduct parent and school staff presentations at 12 selected middle and high school campuses to increase awareness of teen drunk, drugged, and distracted driving risks, laws, available resources, parental influence, and parental involvement in an effort to reach 120 people by September 30, 2019.	12
7. Obtain commitment from a service club or group of students at 12 select middle and high school campus to implement Be Wiser program activities by December 31, 2018.	12
8. Update the Be Wiser training curriculum that will assist students to develop and implement awareness campaigns addressing the topics of impaired and distracted driving by December 31, 2018.	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. Identify additional work (tasks) to be conducted in order to accomplish the stated objectives.
- Complete and route all necessary forms to the RUHS - PH Department Administration and Board of Supervisors for approval of grant activities.
- Conduct a search for current appropriate educational and resource materials available for distribution at participating middle and high school campuses.
- Update Be Wiser training curriculum that assists students to develop and implement an awareness

campaign that addresses the dangers of impaired and distracted driving.

- Develop all program forms and evaluation tools.
- Obtain commitment from 12 middle and high schools to participate in the Be Wiser program located county-wide.
- Identify at each school site a liaison that will communicate with Public Health on all Be Wiser activities.
- Identify pool of student facilitators on each campus that will be responsible for developing and implementing their school's educational awareness campaigns.
- Work with Parent Engagement Coordinators at each middle and high school to schedule parent meetings.
- To obtain commitment from local law enforcement agency to provide Be Wiser technical support, resources and/or participation on each middle school and high school campus.
- Create a master calendar that schedules all awareness campaigns.
- Update Public Health website listing new traffic safety program activities.
- Identify media outlets in Riverside County.
- Develop a filing system to monitor all grant activities to ensure adequate reporting to funding source.
- Develop a data base to capture all demographic/statistical information and track objective progress relevant to grant activities.
- Purchase all necessary equipment and supplies (education materials and office supplies) to conduct 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)

Identify the work (tasks) to be conducted in order to accomplish the stated objectives:

- Establish a youth awareness program at selected middle and high schools that will educate youth on the dangers of impaired and distracted driving conducted by student facilitators and Public Health county-wide.
- Conduct one (1) Be Wiser training at each selected middle and high schools to student leaders who will take the lead creating awareness campaigns regarding the dangers of impaired and distracted driving. Campaigns will be youth derived and focused on how best to implement messaging to fellow students for maximum results. Campaigns will bring awareness to the consequences of poor decision making regarding impaired and distracted driving.
- Conduct two (2) Be Wiser awareness campaigns at each middle and high school that are planned around student life events that traditionally encourage under age alcohol consumption as; Homecoming, Prom, Winter Formal, Spring Break and/or Graduation. Each awareness campaign will impact a minimum of 600 students on each campus for a total of (7,200) students impacted countywide.
- Conduct a total of 12 parent presentations at the selected middle and high schools to increase awareness of the risk factors associated with drunk, drugged, distracted driving, available resources, laws, parental influence, and parent involvement.
- Participate in four (4) community events to bring awareness of the risk factors associated with drunk, drugged, and distracted driving.
- Utilize media campaigns to create widespread awareness surrounding teen drunk, drugged, and distracted driving.
- Compile all evaluations forms on Be Wiser program activities.
- Maintain all demographic and statistical data related to grant activities.

Media Requirements

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator. 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.

GRANT AGREEMENT

Schedule B

DI19015

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405d AL-19	20.616	Impaired Driving Countermeasures	\$150,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
A. PERSONNEL COSTS		
Positions and Salaries		
Full-Time		
Program Coordinator II	20.616	\$29,383.00
Benefits- Program Coordinator II	20.616	\$13,516.00
Health Education Assistant II	20.616	\$17,378.00
Benefits - Health Education Assistant II	20.616	\$7,994.00
Health Services Assistant	20.616	\$15,240.00
Benefits - Health Services Assistant	20.616	\$7,010.00
Administrative Services Assistant	20.616	\$22,632.00
Benefits - Administrative Services Assistant	20.616	\$10,411.00
Overtime		
		\$0.00
Part-Time		
		\$0.00
Category Sub-Total		\$123,564.00
B. TRAVEL EXPENSES		
In State Travel	20.616	\$3,500.00
		\$0.00
Category Sub-Total		\$3,500.00
C. CONTRACTUAL SERVICES		
		\$0.00
Category Sub-Total		\$0.00
D. EQUIPMENT		
		\$0.00
Category Sub-Total		\$0.00
E. OTHER DIRECT COSTS		
Office Supplies	20.616	\$2,300.00
Office Space	20.616	\$5,983.00
Communications	20.616	\$7,020.00
Printing/Duplication	20.616	\$1,733.00
Educational Materials	20.616	\$3,500.00
Simulation Goggles	20.616	\$2,400.00
Category Sub-Total		\$22,936.00
F. INDIRECT COSTS		
		\$0.00
Category Sub-Total		\$0.00
GRANT TOTAL		\$150,000.00

BUDGET NARRATIVE	
PERSONNEL COSTS	QUANTITY
Program Coordinator II - (PC) will act as a liaison between the Riverside University Health System – Public Health, schools, local LE agencies and OTS. The PC will have oversight and assist in all activities. 1 x 12 months x \$6,996.00 x 35%	12
Benefits- Program Coordinator II - Total Benefit Rate @ 46% 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	1
Health Education Assistant II - (HEA) - will work directly on grant funded activities. This includes, but is not limited to developing educational materials, setting up meetings, assisting with student trainings and preparing informational materials. 1 x 12 months x \$3218.20 x 35%	12
Benefits - Health Education Assistant II - Total Benefit Rate @ 46% 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	1
Health Services Assistant - (HSA) - will provide clerical support to program coordinator directly on grant funded activities. This includes filing, ordering supplies, education materials, and answering phone calls for grant staff. 1 x 12 months x \$2,540.00 x 50%	12
Benefits - Health Services Assistant - Total Benefit Rate @ 46% 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	1
Administrative Services Assistant - (ASA) – Will provide assistance with evaluation development and compilation. In addition, assist with budgetary tracking and claim submission. 1 x 12 months x \$3,772.00 x 50%	12
Benefits - Administrative Services Assistant - Total Benefit Rate @ 46% 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	1

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. 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 -	
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, utilities and storage associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: \$277 x 12 months x 1.8 FTE. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.	1
Communications - Costs of telephone, cell phone, mail/messenger service (excluding overnight priority mail) and communications services. Charges to the grant will be in accordance with the following formula or rate: \$325 x 12 months x 1.8 FTE	1
Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.	1
Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.	1
Simulation Goggles - Purchase twelve (12) impaired vision simulation goggles. One set for each school site to utilize for student led campaigns. Each goggle is approximately \$200.00 x 12 = \$2400	1
INDIRECT COSTS -	
STATEMENTS/DISCLAIMERS Program Income: There will be no program income generated from this grant. Salaries: 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. Supplanting: 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—

- To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- 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;
- 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;
- 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

- 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."