

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



**ITEM: 3.17**  
**(ID # 13517)**

**MEETING DATE:**  
Tuesday, October 27, 2020

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve Grant Agreement Number PS21010 with the State of California Office of Traffic Safety for the Pedestrian and Bicycle Safety Program for a Performance Period of October 1, 2020 to September 30, 2021; All Districts. [\$190,000-100% State Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Grant Agreement Number PS21010 with the State of California Office of Traffic Safety (OTS) for the Pedestrian and Bicycle Safety Program (Grant Agreement) in the amount of \$190,000 for a performance period of October 1, 2020 to September 30, 2021;
2. Authorize the Chair of the Board to execute Grant Agreement on behalf of the County of Riverside; and
3. Authorize the Director of Public Health, or designee, to sign all certifications, assurances, reports, or other related documents required by the California Office of Traffic Safety for the Grant Agreement, subject to approval as to form by County Counsel.

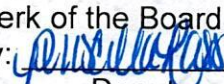
**ACTION:**A-30, Policy

---

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: October 27, 2020  
xc: RUHS-PH

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$142,500	\$47,500	\$190,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% State Funds			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 20/21- 21/22	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The County of Riverside Department of Public Health-Injury Prevention Services (IPS) has received \$190,000 in funding from the State of California Office of Traffic Safety (OTS) to collaborate with local school districts, law enforcement and senior centers to provide pedestrian and bicycle safety education in an effort to reduce pedestrian related injuries and fatalities in children and adults. The funding will be used to develop best practice strategies to reduce such injuries.

Staff recommend approving the Grant Agreement, which has a performance period of October 1, 2020 through September 30, 2021. County Counsel has approved the Grant Agreement as to form.

**Impact on Residents and Businesses**

The program will benefit County residents by educating and encouraging children, families and older adults to walk, bike and drive safely in order to avoid pedestrian and bicycle injuries and fatalities. Teens and young adults will be trained as traffic safety educators giving them leadership opportunities while improving their awareness of pedestrian and bicycle related hazards.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Total cost of the program is in the amount of \$190,000. The annual amount from OTS will be as follows:

<b>Fiscal Year</b>	<b>Amount</b>
2020/2021	\$142,500
2021/2022	\$47,500
<b>Total</b>	<b>\$190,000</b>

**Contract History and Price Reasonableness**



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

In accordance with Ordinance 459, this Agreement is exempt from the purchasing practice of bidding and awarding under the approval of the Purchasing Agent.

Injury Prevention Services (IPS) has received funding from the California Office of Traffic and Safety (OTS) for over ten years. This funding is made available through a competitive annual grant process that seeks innovative evidence-based education programs aimed to decrease pedestrian and bicycle injury and fatalities. The goal of the annual program is to prevent serious injury and death resulting from motor vehicle crashes so that all roadway users arrive at their destination safely. Using Federal Highway Safety Program funds, the OTS partners with political subdivisions of the state to address California's highway safety needs at the state, county, and local level. IPS has been successful in developing comprehensive educational-based programs and effectively built a respectable rapport with OTS.

**ATTACHMENT:**

- Grant Agreement #PS21010

  
Brianna Lontajo, Management Analyst 10/20/2020

# RESOLUTION

**BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, October 27, 2020, that V. Manuel Perez, the Chairman is authorized and directed to execute on behalf of said County the Standard Agreement No. PS21010, between Riverside County and State of California Office of Traffic Safety providing: Pedestrian and Bicycle Safety Program Services.

## Roll Call:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA R. HARPER, Clerk of said Board

By:   
Deputy

3.17



State of California – Office of Traffic Safety  
GRANT AGREEMENT

GRANT NUMBER  
PS21010

<b>1. GRANT TITLE</b> Pedestrian and Bicycle Safety Program	
<b>2. NAME OF AGENCY</b> Riverside County	<b>3. Grant Period</b> From: 10/01/2020 To: 09/30/2021
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Riverside County Public Health Department	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving pedestrians and bicyclists. The funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops. These countermeasures should be conducted in communities with high numbers of pedestrian and/or bicycle related crashes including underserved communities, older adults, and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Vision Zero campaigns, and working with community based organizations are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed:</b> <b>\$190,000.00</b>	
<b>7. TERMS AND CONDITIONS:</b> 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"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> <li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <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: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</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>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Julisa Alviso-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503  <div style="text-align: right; margin-top: 20px;">                     _____                      (Signature)                      (Date)                 </div>	<b>B. AUTHORIZING OFFICIAL</b> ADDRESS: Kim Saruwatari Director of Public Health ksaruwatari@ruhealth.org (951) 358-7036 4065 County Circle Drive Riverside, CA 2503  <div style="text-align: right; margin-top: 20px;">                     _____                      (Signature)                      (Date)                 </div>
<b>C. FISCAL OFFICIAL</b> ADDRESS: Isabel Michaelis Fiscal Manager ismichaelis@ruhealth.org 951-358-5054 4065 County Circle Dr. Riverside, CA 92503  <div style="text-align: right; margin-top: 20px;">                     _____                      (Signature)                      (Date)                 </div>	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive Suite 300 Elk Grove, CA 95758  <div style="text-align: right; margin-top: 20px;">                     _____                      (Signature)                      (Date)                 </div>

FORM APPROVED COUNTY COUNSEL  
10/15/2020  
DATE  
AMRIT P. DHILLON

WHEN DOCUMENT IS FULLY EXECUTED RETURN

**CLERK'S COPY**





to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

7/29/2020 11:29:46 AM

Page 1 of 20

OCT 27 2020 3:17




<b>1. GRANT TITLE</b> <b>Pedestrian and Bicycle Safety Program</b>	
<b>2. NAME OF AGENCY</b> <b>Riverside County</b>	<b>3. Grant Period</b> From: 10/01/2020 To: 09/30/2021
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>Riverside County Public Health Department</b>	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving pedestrians and bicyclists. The funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops. These countermeasures should be conducted in communities with high numbers of pedestrian and/or bicycle related crashes including underserved communities, older adults, and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Vision Zero campaigns, and working with community based organizations are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$190,000.00</b>	
<b>7. TERMS AND CONDITIONS:</b> 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"> <li>Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>Exhibit A – Certifications and Assurances</li> <li>Exhibit B* – OTS Grant Program Manual</li> <li>Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <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: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</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>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Julisa Alviso-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">         _____        (Signature)     </div> <div style="text-align: center;">       Nov 6, 2020        _____        (Date)     </div> </div>	<b>B. AUTHORIZING OFFICIAL</b> ADDRESS: Kim Saruwatari Director of Public Health ksaruwatari@ruhealth.org (951) 358-7036 4065 County Circle Drive Riverside, CA 2503  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">         _____        (Signature)     </div> <div style="text-align: center;">       Nov 12, 2020        _____        (Date)     </div> </div>
<b>C. FISCAL OFFICIAL</b> ADDRESS: Isabel Michaelis Fiscal Manager ismichaelis@ruhealth.org 951-358-5054 4065 County Circle Dr. Riverside, CA 92503  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">         _____        (Signature)     </div> <div style="text-align: center;">       Nov 6, 2020        _____        (Date)     </div> </div>	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">         _____        (Signature)     </div> <div style="text-align: center;">       Nov 16, 2020        _____        (Date)     </div> </div>






8. E. Approval Signatures continued for Grant Agreement Number PS21010.  
Authorizing Official for Agency and County

**COUNTY OF RIVERSIDE**

  
\_\_\_\_\_  
V. Manuel Perez, Chairman  
Board of Supervisors

Date: OCT 27 2020

ATTEST: Kecia Harper, Clerk of the Board

By:  \_\_\_\_\_ Date: OCT 27 2020

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By:  \_\_\_\_\_  
Amrit P. Dhillon  
Deputy County Counsel



<b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b>  NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	<b>9. DUNS INFORMATION</b>  DUNS #: 072514789 REGISTERED ADDRESS: 4080 Lemon Street, 11th Floor, Riverside CA CITY: 92501 ZIP+4: Riverside 92501-3609
--	--

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PS-21	20.600	0521-0890-101	2020	2020	BA/20	\$190,000.00
				<b>AGREEMENT TOTAL</b>		<b>\$190,000.00</b>
				AMOUNT ENCUMBERED BY THIS DOCUMENT		<b>\$190,000.00</b>
<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		<b>\$ 0.00</b>
				TOTAL AMOUNT ENCUMBERED TO DATE		<b>\$190,000.00</b>
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

FORM APPROVED COUNTY COUNSEL  
BY: AMRIT P. DHILLON 10/5/2020  
DATE



## **1. PROBLEM STATEMENT**

Riverside County is the fourth largest county in California and has become home to over 2.4 million people, with an increasing number of residents and visitors each year. Over the years, Riverside County has experienced an alarming rate of pedestrian and bicycle injuries and fatalities. From 2016 to 2018 in Riverside County, there was a total of 2,918 pedestrian and bicycle collision victims. There were 464 pedestrian collisions and 358 bicycle collisions among persons under 18 years old and 135 pedestrian collisions and 88 bicycle collisions among persons 65 and older. (Attachment A, Transportation Injury Mapping System, UC Berkley). The Office of Traffic Safety Rankings suggest that certain cities in Riverside County have a higher rate of pedestrian and bicycle injuries than others including Cathedral City, Desert Hot Springs, Hemet, Palm Springs, Moreno Valley, Riverside and San Jacinto. Additionally, the top five cities that reported the highest injury collisions for seniors (65+) were Palm Springs, Hemet, Indio, Indian Wells and Desert Hot Springs (Attachment B, OTS Rankings 2017).

Smart Growth America reports that Riverside County had 2,443 pedestrian collisions from 2014 to 2018, which is nearly double the average of pedestrian collisions in all of California. Of the total number of collisions, 305 of the pedestrians were killed, which is nearly four (4) times the California average (Attachment C, Smart Growth America, 2019). According to the Palm Springs Desert Sun, collisions took the lives of 23 pedestrians in 2019 making it the second deadliest year for Coachella Valley, a region located in the eastern portion of Riverside County (Attachment D, Atagi). In 2017, thirteen (13) people died from pedestrian fatalities which is disproportionally high for an area of this size.

The 2015 Riverside County Trauma Report for Riverside County states that teens and young adults experience the highest incidents of pedestrian related injury accounting for 22.6 percent. Bicyclists in the age groups 15-24 years (24.4 percent) and 5-14 years (19.4 percent) attributed for the two highest number of bicycle related incidents. The report also concluded that pedestrian and bicycle injuries account for the longest length of stay at a hospital in Riverside County, approximately 5 days, compared to the average length of stay for a patient was 3.8 days. Furthermore, older adults aged 65-74 have high fatality rates at 14 percent compared to a corresponding low incident rate of 5.6 percent. (Attachment E, Riverside County 2015 Trauma Report).

Riverside Community Hospital (RCH), the main trauma center in Riverside County, provided their most current overall statistics, which is an indication of the County's severe traffic safety issues with regards to pedestrians and cyclists. During 2018 and 2019, RCH treated a total of 299 trauma patients of all ages for pedestrian and bicycle injuries, 18 of them fatalities (RCH query, Attachment F). This trauma data does not include minor injuries treated in the Emergency Department due to pedestrian and bicycle related traffic collisions.

For many older adults, quality of life is synonymous with maintaining independence but as our aging population grows, cognitive abilities are decreased such as reflex response, and reaction time. Riverside University Health System – Public Health (RUHS-PH) surveyed 159 seniors from four senior centers throughout Riverside County about their transportation modes and barriers to using them. The 2017 survey revealed that 31 percent were mainly walking to destinations. Of those surveyed, 23 percent of respondents reported that they have been injured while walking or bicycling (Attachment G, Safe Walk for Seniors Survey Results, 2017).

Due to the population surge of older adults in Riverside County, and consistently high rates of pedestrian and bicycle collisions among children and adults, a coordinated response in addressing the safety needs of our residents remains vital for overall traffic safety.

## **2. PERFORMANCE MEASURES**

### **A. Goals:**

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.



5. Reduce the number of pedestrians killed under age 15 in traffic crashes.
6. Reduce the number of pedestrians injured under age 15 in traffic crashes.
7. Reduce the number of pedestrians killed over age 65 in traffic crashes.
8. Reduce the number of pedestrians injured over age 65 in traffic crashes.
9. Reduce the number of bicyclists killed in traffic crashes.
10. Reduce the number of bicyclists injured in traffic crashes.
11. Reduce the number of bicyclists under age 15 killed in traffic crashes.
12. Reduce the number of bicyclists under age 15 injured in traffic crashes.
13. Increase bicycle helmet usage.

<b>B. Objectives:</b>	<b>Target Number</b>
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.	1
2. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	10
3. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	1
4. Participate in the following campaigns, National Walk to School Day, National Bicycle Safety Month and California's Pedestrian Safety Month.	3
5. Distribute pedestrian safety equipment to children that may include reflective armbands and/or zipper pulls.	1
6. Distribute bicycle headlights and tail lights during bicycle safety community events or bicycle safety courses.	1
7. Conduct community outreach events with an effort to reach adults and senior citizens.	2
8. Conduct pedestrian safety presentations with an effort to reach older adults.	4
9. Conduct pre and post-grant activities bicycle helmet usage surveys during the months of October (start of the grant) and September (end of the grant). A pre-survey will be required to determine the base year helmet use rate and a post-survey will be required to determine the operational rate.	4
10. Conduct bicycle rodeos with an effort to reach individuals.	3
11. Distribute and properly fit bicycle helmets at bicycle rodeos, workshops, and community events.	350
12. Hold quarterly meetings with countywide pedestrian and/or bicycle safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
13. Collaborate with law enforcement agencies to increase knowledge and awareness of pedestrian and bicycle safety.	1
14. Conduct training sessions for high school students and other interested individuals to conduct Pedestrian and Bicycle rodeos. (Pedestrian and Bicycle Safety Education Instructor Training)	2
15. Recruit and train crossing guards, school resource officers, and school campus supervisors to encourage safe ped/bike behavior around schools utilizing the "Good Ticket" program.	2

### **3. METHOD OF PROCEDURE**

#### **A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)**

Method of Procedure: Phase 1 - Program Preparation

- 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 Riverside County administration and Board of Supervisors for approval of grant activities.
- Identify all target areas and school district where Pedestrian and Bicycle Safety Instructor Trainings and other grant activities will be conducted.



- Recruit school district to integrate ped/bike education into the physical education (PE) curriculum.
- Obtain commitment from cities, local law enforcement agencies, schools, and community organizations/facilities to assist with implementation of PedBikeIT trainings, Safe Walk for Seniors, Good Ticket program, pedestrian/bicycle rodeos and other activities.
- Update all educational and evaluation material for Pedestrian and Bicycle Instructor Trainings in English and Spanish, including trainer handbook, instructor tests, and worksheets.
- Update all educational and evaluation material for Safe Routes for Seniors presentations in English and Spanish.
- Update all educational and evaluation material for the Good Ticket program.
- Develop all educational Ped/Bike curriculum for physical education (PE) teachers.
- Conduct helmet usage evaluations at various schools and locations in high risk areas.
- Coordinate and recruit necessary partners for Pedestrian and Bicycle Instructor Trainings, Pedestrian and Bicycle Safety Network and other grant activities.
- Schedule Pedestrian and Bicycle Instructor Trainings for law enforcement, after school programs, and community partners to become instructors.
- Recruit participants for Pedestrian and Bicycle Instructor Trainings.
- Schedule Safe Routes for Seniors presentations at local facilities targeting the senior population
- Research available vendors for quotes on supplies needed for the grant activities.
- Purchase all necessary supplies to conduct grant related activities.
- Update website listing new traffic safety programs available to county residents.
- Create spreadsheets to monitor all grant activities to ensure adequate reporting to the funding source.
- Participate in Walk to School Day 2020.

#### 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](mailto: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)**

##### Method of Procedure: Phase 2 - Program Operations

- Coordinate the Pedestrian and Bicycle Instructor Trainings with community partners.
- Promote Pedestrian and Bicycle Instructor Trainings, Safe Routes for Seniors, Good Ticket program, and bike rodeos within Riverside County through community events, media outlets, and partnerships.
- Hold Pedestrian and Bicycle Safety Instructor training for PE teachers, community members, program staff, and law enforcement.
- Conduct evaluation of Pedestrian and Bicycle Instructor Trainings.
- Create a Pedestrian and Bicycle Safety Instructor contact list for future community events.
- Continue to promote Pedestrian and Bicycle Instructor Trainings, Safe Routes for Seniors, Good Ticket program, and bicycle rodeos within Riverside County through community events, media outlets, and partnerships.
- Conduct Safe Routes for Senior presentations.
- Supply schools with materials to implement Good Ticket program.
- Complete vendor applications for community events.
- Conduct pedestrian/bicycle rodeos at community events for youth and their families.
- Properly fit and distribute helmets at schools and scheduled community events.
- Track all activities in appropriate spreadsheets for reporting.
- Participate in Bike to School Month in May and Pedestrian Safety Month in September.
- Coordinate and hold quarterly Pedestrian and Bicycle Safety Network meetings with countywide stakeholders.
- Conduct post evaluation of helmet usage.

#### 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](mailto: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](mailto: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](mailto: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)**

1. Prepare and submit invoice claims (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (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
402PS-21	20.600	State and Community Highway Safety	\$190,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>				
Positions and Salaries				
<b>Straight Time</b>				
Program Coordinator	402PS-21	\$26.08	1,144	\$29,836.00
Health Education Assistant	402PS-21	\$24.37	1,040	\$25,345.00
Health Education Assistant (Temp)	402PS-21	\$17.92	1,040	\$18,637.00
Secretary	402PS-21	\$26.93	624	\$16,804.00
Health Services Assistant (Temp)	402PS-21	\$14.37	1,040	\$14,945.00
<b>Overtime</b>				
Benefits-Program Coordinator	402PS-21	\$29,836.00	1	\$14,333.00
Benefits-Health Education Assistant	402PS-21	\$25,345.00	1	\$12,176.00
Benefits-Health Education Assistant (Temp)	402PS-21	\$18,637.00	1	\$8,953.00
Benefits-Secretary	402PS-21	\$16,804.00	1	\$8,073.00
Benefits-Health Services Assistant (Temp)	402PS-21	\$14,945.00	1	\$7,180.00
Category Sub-Total				\$156,282.00
<b>B. TRAVEL EXPENSES</b>				
In State Travel	402PS-21	\$2,634.00	1	\$2,634.00
				\$0.00
Category Sub-Total				\$2,634.00
<b>C. CONTRACTUAL SERVICES</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>D. EQUIPMENT</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>E. OTHER DIRECT COSTS</b>				
Office Supplies	402PS-21	\$3,500.00	1	\$3,500.00
Bicycle Helmets	402PS-21	\$10.00	350	\$3,500.00
Printing/Duplication	402PS-21	\$2,500.00	1	\$2,500.00
Office Space	402PS-21	\$8,194.00	1	\$8,194.00
Communications	402PS-21	\$5,640.00	1	\$5,640.00
Bicycle Safety Equipment	402PS-21	\$2,000.00	1	\$2,000.00
Educational Materials	402PS-21	\$3,000.00	1	\$3,000.00
Pedestrian Safety Equipment	402PS-21	\$2,750.00	1	\$2,750.00
Category Sub-Total				\$31,084.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$190,000.00</b>





BUDGET NARRATIVE
<b>PERSONNEL COSTS</b> Program Coordinator - Under the direction of the Program Director, the Program Coordinator (PC) will act as a liaison between the RUHS-PH, the sub-contracted organizations, and the state OTS. The PC will oversee all grant objectives, fiscal responsibilities, and prepare all performance reports. \$26.08 x 1144 hours= 29,836
Benefits-Program Coordinator - Benefit Rate @ 48.04% SSN 6.04% Mcare 1.43% LTD .16% STD .59% Life .09% Opt .02% M401A .15% Retirement 24.44% MPT .35% Unemployment .20% Retiree health .17% Flex 14.40%
Health Education Assistant - Under the direction of the PC, the Health Education Assistant will be responsible for assisting the PC will all grant funded activities. \$24.37 x 1040 hours= \$25,345
Benefits-Health Education Assistant - Benefit Rate @ 48.04% SSN 6.04% Mcare 1.43% LTD .16% STD .59% Life .09% Opt .02% M401A .15% Retirement 24.44% MPT .35% Unemployment .20% Retiree health .17% Flex 14.40%
Health Education Assistant (Temp) - Under the direction of the PC, the Health Education Assistant will be responsible for assisting the PC will all grant funded activities. \$17.92 x 1040 hours= \$18,637
Benefits-Health Education Assistant (Temp) - Benefit Rate @ 48.04% SSN 6.04% Mcare 1.43% LTD .16% STD .59% Life .09% Opt .02% M401A .15% Retirement 24.44% MPT .35% Unemployment .20%



Retiree health .17% Flex 14.40%
Secretary - Under the direction of the PC, the Secretary will provide clerical support to staff working directly on the grant funded activities. \$26.93 x 624 hours= \$16,804
Benefits-Secretary - Benefit Rate @ 48.04% SSN 6.04% Mcare 1.43% LTD .16% STD .59% Life .09% Opt .02% M401A .15% Retirement 24.44% MPT .35% Unemployment .20% Retiree health .17% Flex 14.40%
Health Services Assistant (Temp) - Under the direction of the PC, the Health Services Assistant will set up meetings, assist with trainings, co-teach bilingual parent presentations, order supplies, maintain inventory of all grant related supplies and equipment, prepare informational materials. \$14.37 x 1040 hours= \$14,945
Benefits-Health Services Assistant (Temp) - Benefit Rate @ 48.04% SSN 6.04% Mcare 1.43% LTD .16% STD .59% Life .09% Opt .02% M401A .15% Retirement 24.44% MPT .35% Unemployment .20% Retiree health .17% Flex 14.40%
<b>TRAVEL EXPENSES</b> 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 the Lifesavers conference. 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.
<b>CONTRACTUAL SERVICES</b> -
<b>EQUIPMENT</b> -
<b>OTHER DIRECT COSTS</b> Office Supplies - 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. Used for standard office supplies to support grant related activities, grant monitoring and reporting. Additional items may be purchased if approved by OTS.
Bicycle Helmets - Bicycle helmets to be distributed during bicycle rodeos and other bicycle safety related events.
Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.
Office Space - Costs include rent and utilities associated with the grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate; 2.35 FTE x \$290.57 x 12 months. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.
Communications - Communications - costs of telephone service, mail/messenger service (excluding overnight priority mail) and communications services based on the following formula or rate: 2.3 FTE x \$199.43 x 12 months. IT services are included.
Bicycle Safety Equipment - Costs includes purchasing safety equipment such as bicycle headlights/taillights, reflectors, reflective shoelaces, reflective lanyards and reflective arm and leg bands to be distributed during bicycle rodeos and other bicycle safety related events.
Educational Materials - Costs includes purchasing brochures, pamphlets, flyers, coloring books, posters, signs, and banners associated with grant activities 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.
Pedestrian Safety Equipment - Costs includes the purchase of reflective items such as arm bands, zipper pulls, shoelaces, and lanyards. Additional items may be purchased if approved by OTS.
<b>INDIRECT COSTS</b> -
<b>STATEMENTS/DISCLAIMERS</b> <p>There will be no program income generated from this grant.</p> <p>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.</p> <p>Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.</p> <p>The California Office of Traffic Safety (OTS) recognizes the need for flexibility in response to the COVID-19 pandemic; its effect on public health and the need for potential changes of activities in the FFY 2021 grant-funded projects. If there are COVID-19 impacts, the grantee must contact the OTS Coordinator immediately to discuss the impacts on the grant-funded project. If it is determined an alternate work plan is needed, the alternate work plan must substantially meet the goals and objectives of this grant and is subject to OTS approval. If an alternative work plan is not submitted, or submitted and not approved, no further claims will be paid on the grant and the grant may be subject to cancellation.</p>



**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 State in a high-risk grantee status in accordance with 49 CFR 18.12.

The Officials named 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:

**GENERAL REQUIREMENTS**

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 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 subagreement 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.

## **POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

## **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.



## INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	PS21010
Agency Name:	Riverside County Public Health Department
Grant Title:	Pedestrian and Bicycle Safety Program
Agreement Total:	\$190,000.00
Authorizing Official:	Kim Saruwatari
Fiscal Official:	Isabel Michaelis
Grant Director:	Julisa Alviso-Silva

CURRENT GEMS USER(S)
----------------------

**1. Rebecca Antillon**

Title: Program Coordinator II  
Phone: (951) 358-7171  
Email: rantillon@ruhealth.org

Media Contact: No

**2. Bianca Gonzalez**

Title: Administrative Service Assistant  
Phone: (951) 358-7179  
Email: bigonzalez@ruhealth.org

Media Contact: No

**3. Valerie Guerrero**

Title: Health Education Assistant II  
Phone: (951) 358-7190  
Email: vaguerrero@ruhealth.org

Media Contact: No

**4. Irene Hjelmervik**

Title: Health Services Assistant  
Phone: (951) 358-7133  
Email: irhjelmervik@ruhealth.org

Media Contact: No

**5. Erin Malone**

Title: Program Coordinator  
Phone: (951) 358-7171  
Email: emalone@rivcocha.org

Media Contact: No

**6. Rene Serna**

Title: Accountant II  
Phone: (951) 358-5451  
Email: reserna@ruhealth.org

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

<b>GEMS User 1</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Job Title
Email address	Phone number
<b>GEMS User 2</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Job Title
Email address	Phone number
<b>GEMS User 3</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Job Title
Email address	Phone number
<b>GEMS User 4</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Job Title
Email address	Phone number
<b>GEMS User 5</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/> Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Job Title
Email address	Phone number
Form completed by:	Date:
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.	
Signature	Name
	Grant Director
Date	Title