

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



**ITEM: 3.10
(ID # 13523)**

MEETING DATE:
Tuesday, November 03, 2020

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve Grant Agreement Number DI21004 with the State of California Office of Traffic Safety for College Communities Against Drunk, Drugged and Distracted Driving (CADDD) for a Performance Period of October 1, 2020 to September 30, 2021; All Districts. [\$107,500 - 100% State Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

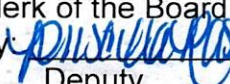
1. Approve the Grant Agreement Number DI21004 with the State of California Office of Traffic Safety (OTS) for College Communities Against Drunk, Drugged and Distracted Driving (CADDD) (Grant Agreement) in the amount of \$107,500 for a period of performance of October 1, 2020 through September 30, 2021;
2. Authorize the Chair of the Board to execute the 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.

ACTION:A-30, Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez 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: November 3, 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**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$80,625	\$26,875	\$107,500	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State Funds			Budget Adjustment: No	
			For Fiscal Year: 20/21- 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside Department of Public Health-Injury Prevention Services (IPS) received \$107,500 in funding from the Office of Traffic Safety (OTS) to provide education and resources to local college campuses in an effort to reduce the number of residents killed or injured due to alcohol-impaired, drug-impaired and distracted driving. The program will include collaborating with community and advocacy groups in providing training for peer educators and students on the dangers of impaired and distracted driving. IPS will engage and support college law enforcement departments in impaired and distracted driving awareness activities and conducting outreach events on each campus by utilizing the OTS Go Safely campaign messaging on all participating campuses.

Staff recommend approval of the Grant Agreement with a period of performance 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 helping reduce the number of residents killed or injured due to impaired and distracted driving.

SUPPLEMENTAL:

Additional Fiscal Information

Total cost of the program is in the amount of \$107,500. The annual amount from OTS will be as follows:

Year	Amount
2020/2021	\$80,625
2021/2022	\$26,875
Total	\$107,500

Contract History and Price Reasonableness

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

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

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 teen impaired and distracted driving injuries 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:

- A. Grant Agreement


Brianna Lantajo, Management Analyst 10/27/2020

RESOLUTION


BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, November 3, 2020, that V. Manuel Perez, the Chairman is authorized and directed to execute on behalf of said County the Standard Agreement No. DI21004, between Riverside County and State of California Office of Traffic Safety providing: College Communities Against Drunk, Drugged and Distracted Driving 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

3.10

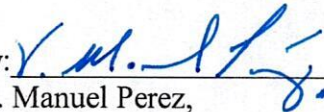
1. GRANT TITLE College Communities Against Drunk, Drugged and Distracted Driving (CADDD)	
2. NAME OF AGENCY Riverside County	3. Grant Period From: 10/01/2020 To: 09/30/2021
4. AGENCY UNIT TO ADMINISTER GRANT Riverside County Public Health Department	
5. GRANT DESCRIPTION Riverside University Health System - Public Health (RUHS-PH), Injury Prevention Services (IPS) seeks to provide prevention education and resources to local college campuses in efforts to reduce the number of residents killed or injured due to alcohol-impaired, drug-impaired and distracted driving. The program will include collaboration with community and advocacy groups to provide training for students on the dangers of impaired and distracted driving. By utilizing the OTS Go Safely campaign messaging, the program will engage and support college law enforcement departments to disseminate educational materials and conduct outreach events on all participating campuses.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$107,500.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Julisa Alviso-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503 _____ (Signature) (Date)	B. AUTHORIZING OFFICIAL NAME: Kim Saruwatari TITLE: Director of Public Health EMAIL: ksaruwatari@ruhealth.org PHONE: (951) 358-7036 ADDRESS: 4065 County Circle Drive Riverside, CA 2503 _____ (Signature) (Date)
C. FISCAL OFFICIAL NAME: Isabel Michaelis TITLE: Fiscal Manager EMAIL: ismichaelis@ruhealth.org PHONE: 951-358-5054 ADDRESS: 4065 County Circle Dr. Riverside, CA 92503 _____ (Signature) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (Signature) (Date)

FORM APPROVED COUNTY COUNSEL
 BY: AMRIT P. DHILLON 10/19/2020 DATE

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C. FISCAL OFFICIAL ADDRESS: Isabel Michaelis Fiscal Manager ismichaelis@ruhealth.org 951-358-5054 4065 County Circle Dr. Riverside, CA 92503  _____ (_____) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (_____) (Date)

8.E. IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: 
V. Manuel Perez,
Chairman, Board of Supervisors


Dated: NOV 03 2020

ATTEST: Kecia Harper, Clerk

By: 

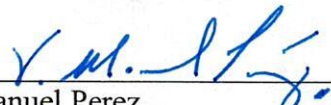
APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By _____

By: 
Amrit P. Dhillon
Deputy County Counsel

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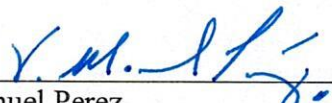
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COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: 
V. Manuel Perez,
Chairman, Board of Supervisors


Dated: NOV 03 2020

ATTEST: Kecia Harper, Clerk

By: 

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By _____

By: 
Amrit P. Dhillon
Deputy County Counsel

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. DUNS INFORMATION DUNS #: 072514789 REGISTERED ADDRESS: 4080 Lemon Street, 11th Floor, Riverside CA CITY: 92501 ZIP+4: Riverside 92501-3609
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-21	20.600	0521-0890-101	2020	2020	BA/20	\$107,500.00
				AGREEMENT TOTAL		\$107,500.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$107,500.00
<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		\$107,500.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

College represents a major shift in a young adult's life. It represents a transitional period for young adults moving from parental influences to finding acceptance among their college peers and finding growth within themselves. The promise of new experiences, budding friendships and newfound autonomy, experimenting in new hobbies can be exciting, but also filled with challenges. One such challenge that has posed problematic for college administrators, law enforcement, and health educators is impaired and distracted driving. Drugs and alcohol abuse in the among college students and young adults is largely driven by the social environment, in addition the culture a college institution may have can also be a factor. (Attachment A) It is a celebrated rite of passage that unfortunately few young people are able to anticipate the potential fatal consequences of this behavior. According to the 2018 National Survey on Drug Use and Health (NSDUH), in 2018, 20.5 million people aged 16 or older drove under the influence of alcohol in the past year and 12.6 million drove under the influence of illicit drugs. In addition, after alcohol, marijuana is the drug most often found in the blood of drivers involved in crashes. (Attachment B) The consumption of alcohol and drug impaired driving among college youth continues to be a rising trend. In addition to driving under the influence of alcohol and drugs, another nationwide issue has been distracted driving. In 2017, 3,166 people were killed in distracted driving related crashes across the country, or nearly 10 percent of all traffic deaths. Despite laws state wide and nationwide prohibiting distracted driving, the numbers of fatalities has steadily increased in the past years. (Attachment C)

Research indicated that the resulting alcohol, drug-related, and distracted driving behaviors of college students have led to a national public health concern. A study by the 2018 National Survey on Drug Use and Health (NSDUH) found that 1 in 6 college students that have access to a car had driven under the influence a drug other than alcohol at least once in the past year. Furthermore, recent studies determined in 2016, among people ages 16 or older 43.6 of drivers tested positive for driving under the influence of drugs. (Attachment D) The 2018 National Highway Traffic Safety Administration research notes drivers in their 20s make up 24 percent of drivers in fatal crashes, and 35 percent of the distracted drivers who were using cell phones in fatal crashes. (Attachment E) Although many college campuses have rules in place in regards to alcohol and drug consumption among students, many fail to meaningfully enforce these policies.

In California, Office of Traffic Safety research found that of the 3,623 motor vehicle fatalities in 2016, 29.2% involved a driver with a BAC of 0.08 or higher. Furthermore, there were 1,059 people killed in impaired collisions in 2016, a 16.2% increase from 911 in 2015, and a 27.7% increase from 829 in 2012. (Attachment F) In addition, California Department of Motor Vehicles (DMV) 2017 DUI report indicates that 141,372 arrest for driving under the influence (DUI) were made statewide, slightly over 49% (69,868) occurring among drivers age 30 years and younger. (Attachment G) According to the 2017 National Highway Traffic Safety studies, the highest percentage of drunk drivers was for drivers age 21 to 24 (27 percent), followed by ages 25 to 34 (26 percent). (Attachment H) While it is apparent that active DUI enforcement is a priority among law enforcement agencies, building an effective system that changes community perception on impaired driving needs to include public education and awareness strategies.

Looking at the issue of drunk, drugged and distracted driving locally, Riverside County (RC) is experiencing similar challenges. With over 7,200 square miles, RC is a diverse are of suburban and rural communities. It is currently divided by two main highways (I-15 and I-10), and two main freeways (R-91 and R-60) stretching 200 miles. Current Census data estimates RC population at 2.4 million with 26% between 18-34 years of age. Riverside Police Department stated in 2018, officers issued 2,806 citations to driver's texting, talking on their phones, or doing something that impairs their ability to drive safely. (Attachment I)

Alcohol impaired collision data for RC shows that 1139 fatal/injured collisions occurred in 2016. Of these, 813 stemmed from drivers 18 through 34 years of age. Again, subsequent years have failed to show improvement. (Attachment J)

FFY Alcohol Impaired Fatal/Injury CollisionsHBD Driver < 18 – 34 years Fatal/Injury

Collisions2017123388620181178708According to the National Highway Traffic Safety Administration, about 1.5 million people were arrested in a given year for driving under the influence of alcohol or drugs. Drunk driving claimed the lives of almost 11,000 people in 2017, drunk driving remains the leading cause of

death on our nation's roads. (Attachment K) In addition, DUI convictions due to marijuana impairment can be difficult to prosecute. The Lake Elsinore Sheriff's Station states "Marijuana can also be impairing, especially in combination with alcohol or drugs, and can result in a DUI," (Attachment L)

Consequently, the California Administrative Office of the Courts estimates the average cost of a DUI is \$45,435 over the course of one's life. (Attachment M) This is inclusive of multi-year insurance premium increases, towing, legal, DUI class, license reinstatement and attorney fees. This amount expands if additional DUI convictions ensue. Factor in the cost of college tuition and supplemental expenses, impaired driving is not only potentially life threatening but economically devastating to our already financially burdened college youth.

Finally, while having explored the legal, and financial impact impaired driving has on our community, the emotional impact is equally shattering. In June, 2018, 20 year old Grace Whitman made the devastating choice to get behind the wheel after being alcohol and drugged impaired. In result an Eastvale mother of two was killed. The victim's father stated in court "I lost a beautiful daughter, who was helping her community and making inroads." (Attachment N)

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. To reduce had been drinking driver 18 – 34 years of age.
4. Reduce the number of persons killed in drug- related crashes.
5. Reduce the number of persons injured in drug-related crashes.
6. Reduce the number of persons injured in distracted-related crashes.
7. Reduce the number of persons killed in distracted-related crashes.
8. Reduce the number of persons killed in alcohol-related crashes.
9. Reduce the number of persons injured in alcohol-related crashes.

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.	1
2. Provide a total of ten (10) newsletters on impaired and distracted driving to reach 2000 students by September 30, 2021.	10
3. To conduct a minimum of five virtual (5) Peer Health Educator trainings on impaired driving to reach 125 students by April 2021	5
4. To conduct a total of fifteen (15) social media outreach events focusing on alcohol, drug impaired and distracted driving to reach 1500 students by September 30, 2021.	15
5. To conduct a retrospective evaluation of CADDD and the effectiveness of the program activities by September 30, 2021.	1
6. To disseminate five (5) OTS Go Safely Kits including posters, and flyers to participating college campuses by September 30, 2021.	5
7. To obtain commitment from five (5) college campuses to participate in the College Communities Against Drunk, Drugged and Distracted Driving (CADDD) program by January 31, 2021.	5
8. To update and expand on the alcohol, drug impaired and distracted driving training curriculum to educate Peer Health Educators on the dangers of impaired and distracted driving by December 31, 2020.	1

3. METHOD OF PROCEDURE

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

- Complete and route all necessary forms to the Riverside University Health System- Public Health Administration and Board of Supervisors for approval of grant activities.
- Conduct a search for current appropriate educational and resource materials available for distribution at participating college campuses.

- Develop an impaired and distracted driving training curriculum to educate students on the dangers of impaired and distracted driving.
- Develop all program forms and evaluation tools.
- Obtain commitment from four (4) college campuses to participate in the College Communities Against Drunk, Drugged and Distracted Driving program.
- Identify a liaison at each college campus that will communicate with RUHS-PH on all program activities.
- To obtain commitment from each campus law enforcement to participate in outreach events focusing on impaired and distracted driving.
- Create a master calendar that schedules all awareness activities.
- Update Injury Prevention Services website listing new traffic safety program activities.
- Identify media outlets in Riverside County.
- Develop a filing system to monitor all grant activities to ensure adequate reporting to funding source.
- Develop a 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.
- Reproduce OTS Go Safely Campaign material for dissemination at participating community college campuses. *Identify additional work (tasks) to be conducted in order to accomplish the stated objectives.*

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 an alcohol, drug impaired and distracted driving program for five (5) college campuses in Riverside County.
- Conduct five (5) Peer Health Educator/Student trainings on alcohol, drug impaired and distracted driving.
- Conduct fifteen (15) outreach events for participating college campuses.
- Distribute five (5) OTS Go Safely kits including posters and flyers for display and distribution on participating college campuses
- Compile all evaluations forms from the student trainings.
- 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)

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
402PT-21	20.600	State and Community Highway Safety	\$107,500.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Positions and Salaries				
Straight Time				
Program Coordinator	402PT-21	\$43.10	208	\$8,965.00
Benefit Rate - Program Coordinator	402PT-21	\$8,965.00	1	\$4,307.00
Health Education Assistant	402PT-21	\$21.36	520	\$11,107.00
Benefit Rate - Health Education Assistant	402PT-21	\$11,107.00	1	\$5,336.00
Heath Services Assistant	402PT-21	\$18.45	1,040	\$19,188.00
Benefit Rate - Heath Services Assistant	402PT-21	\$19,188.00	1	\$9,218.00
Secretary I	402PT-21	\$27.43	624	\$17,116.00
Benefits - Secretary I	402PT-21	\$17,116.00	1	\$8,223.00
Overtime				
				\$0.00
Category Sub-Total				\$83,460.00
B. TRAVEL EXPENSES				
In State Travel	402PT-21	\$2,000.00	1	\$2,000.00
				\$0.00
Category Sub-Total				\$2,000.00
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	402PT-21	\$3,300.00	1	\$3,300.00
Educational Materials	402PT-21	\$6,840.00	1	\$6,840.00
Printing/Duplication	402PT-21	\$2,500.00	1	\$2,500.00
Office Space	402PT-21	\$4,140.00	1	\$4,140.00
Communications	402PT-21	\$2,760.00	1	\$2,760.00
Simulation Goggles	402PT-21	\$2,500.00	1	\$2,500.00
Category Sub-Total				\$22,040.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$107,500.00

BUDGET NARRATIVE
<p>PERSONNEL COSTS Program Coordinator - Program Coordinator (PC) will act as a liaison between the Riverside University Health System – Public Health administration, colleges, local LE agencies, community organizations and OTS. The PC will have oversight and assist in all activities.</p>
<p>Benefit Rate - Program Coordinator - Social Security/FICA/OASDI 6.04% Medicare 1.43% Long Term Disability 0.16% Short Term Disability 0.59% Life 0.09% OPT 0.02% M401A 0.15% Retirement 24.44% MPT 0.35% Unemployment 0.20% Retirement Health 0.17% Flex 14.40% TOTAL BENEFIT RATE 48.04%</p>
<p>Health Education Assistant - Health Education Assistant (HEA) – Under the direction of the PC, 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.</p>
<p>Benefit Rate - Health Education Assistant - Social Security/FICA/OASDI 6.04% Medicare 1.43% Long Term Disability 0.16% Short Term Disability 0.59% Life 0.09% OPT 0.02% M401A 0.15% Retirement 24.44% MPT 0.35% Unemployment 0.20% Retirement Health 0.17% Flex 14.40% TOTAL BENEFIT RATE 48.04%</p>
<p>Heath Services Assistant - Health Services Assistant (HSA) – Under the direction of the PC, will assist in maintaining all grant files, develop spreadsheets to track grant activities and assist with all trainings and outreach events.</p>
<p>Benefit Rate - Heath Services Assistant - Social Security/FICA/OASDI 6.04% Medicare 1.43% Long Term Disability 0.16% Short Term Disability 0.59% Life 0.09% OPT 0.02% M401A 0.15% Retirement 24.44% MPT 0.35% Unemployment 0.20% Retirement Health 0.17% Flex 14.40%</p>

TOTAL BENEFIT RATE 48.04%
Secretary I - Secretary I (SECI) – will provide administrative assistance with budget tracking, routing documents, and tracking inventory of grant related materials. 1 x \$27.43 x 624 = \$17,116.00
Benefits - Secretary I - Social Security/FICA/OASDI 6.04% Medicare 1.43% Long Term Disability 0.16% Short Term Disability 0.59% Life 0.09% OPT 0.02% M401A 0.15% Retirement 24.44% MPT 0.35% Unemployment 0.20% Retirement Health 0.17% Flex 14.40% TOTAL BENEFIT RATE 48.04%
TRAVEL EXPENSES In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include 2021 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.
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. Additional items may be purchased if approved by OTS. 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. Printing/Duplication - Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations. Costs include reproduction the OTS Go Safely campaign material such as banners, posters, flyers, brochures, etc. for distribution at participating college campuses. Office Space - Costs include rent, utilities, and storage associated with grant activities. Reimbursement will be claimed on actual cost basis and proportional to grant related use of the space. Communications - Costs of telephone, cell phone, mail/messenger service (excludes overnight priority mail), information technology (IT)-RCIT Device Access, and other communications services. Reimbursement will be claimed on actual cost basis and proportional to grant related use. Simulation Goggles - Purchase vision impaired simulation goggles to be used by RUHS staff and participating colleges at traffic safety events.
INDIRECT COSTS -

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

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.

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. The NHTSA website (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, Fiscal Official or Authorizing Official must sign and return it with the Grant Agreement.

Grant Details	
Grant Number:	DI21004
Agency Name:	Riverside County Public Health Department
Grant Title:	College Communities Against Drunk, Drugged and Distracted Driving (CADDD)
Agreement Total:	\$107,500.00
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)

GEMS User 1		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>	
Name		Job Title
Email address		Phone number
GEMS User 2		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>	
Name		Job Title
Email address		Phone number
GEMS User 3		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>	
Name		Job Title
Email address		Phone number
GEMS User 4		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>	
Name		Job Title
Email address		Phone number
GEMS User 5		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <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
Date		Title