

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



ITEM: 3.35
(ID # 20775)

MEETING DATE:

Tuesday, December 13, 2022

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Grant Agreement Number OP23015 with the State of California Office of Traffic Safety for Child Passenger Safety Program for the Period of Performance of October 1, 2022 to September 30, 2023. District: All [Total Aggregate Award Amount \$235,000; up to \$23,500 additional compensation -100% State]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Grant Agreement Number OP23015 (“Agreement”) with the State of California Office of Traffic Safety (“OTS”) for the Child Passenger Safety Program in the amount of \$235,000 for the period of performance of October 1, 2022, through September 30, 2023;
2. Authorize the Director of Public Health, the Program Chief of Public Health Fiscal, and Program Chief of Public Health’s Injury Prevention Branch, to sign the Agreement on behalf of the County; and
3. Authorize the Director of Public Health, or designee, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to: (a) sign all reports, certifications, forms, other related documents required by OTS and subsequent amendments to the Grant Agreement that exercise the options of the agreement, including modifications of the statement of work that stay within the intent of the Agreement; (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate award amount.

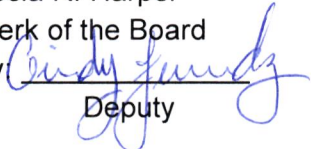
ACTION:Policy, A-30


Kim Saruwatari, Director of Public Health 12/7/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, and Hewitt
Nays: None
Absent: Perez
Date: December 13, 2022
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	\$176,250	\$58,750	\$235,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 22/23 – 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Child Passenger Safety Program began in 1995. It is funded by the National Highway Transportation Safety Administration (NHTSA) and the grant is administered by the State of California Office of Traffic Safety (OTS). The goal of the program is to incorporate best practice strategies to be conducted to reduce the number of injuries and fatalities from crashes involving children under the age of eight years old.

OTS has allocated funding under this grant to Riverside University Health System – Public Health’s (RUHS-PH) Injury Prevention Services (IPS) to collaborate with local law enforcement agencies in providing bilingual educational and interactive activities to parents, children, and mature drivers about the proper use of car seats, booster seats and seat belts.

The state requires the official agency signatory identified in their Grant Electronic Management System (GEMS) to sign the agreement, which for the County of Riverside is the Director of Public Health (PH). In addition, the agreement requires the signatory of the Fiscal Official, which for the County of Riverside is the Program Chief of Fiscal. Lastly, the agreement requires the signatory of the Grant Director, which for the County of Riverside is the Program Chief of RUHS-PH Injury Prevention. Only the individuals identified in GEMS will be able to sign agreements and amendments, and log into GEMS for all matters relating to the OTS grant, including, but not limited to, completing and submitting Quarterly Performance Reports (QPRs) and reimbursement claims.

Impact on Residents and Businesses

The program will benefit county residents by ensuring that children are using car seats, booster seats and seatbelts correctly and ensuring that mature drivers are correctly restrained in their vehicles. This will reduce the number of injuries and deaths resulting from misuse or lack of correct restraints.

Additional Fiscal Information

The total award allocation to RUHS-PH is \$235,000. There is no impact to County General Funds. The annual amount distribution from OTS will be as follows:

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

County Fiscal Year		Grant Fiscal Year	
Year	Amount	Year	Amount
FY22/23	\$176,250	FY22/23	\$235,000
FY23/24	\$58,750		
Total	\$235,000	Total	\$235,000

ATTACHMENTS:

ATTACHMENT A: Grant Agreement Number OP23015 with State of California Office of Traffic Safety


Douglas Cordonez Jr.




12/7/2022


Gregg Gu, Chief Deputy County Counsel

12/7/2022

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM#: CERTDD6LKE95 REGISTERED ADDRESS: 4080 Lemon St, Floor 11 CITY: Riverside ZIP+4: 92501-3609</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-23	20.616	0521-0890-101	2022	43/22	BA/22	\$235,000.00
					AGREEMENT TOTAL	\$235,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					\$235,000.00	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					\$ 0.00	
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				\$235,000.00		

1. PROBLEM STATEMENT

Riverside University Health System - Public Health (RUHS-Public Health) is dedicated to protecting and improving the health of residents and visitors through creating healthy communities, promoting healthy behaviors, connecting and investing in people and improving access to care. Unrestrained or improperly restrained drivers and passengers remains an issue in Riverside County, and RUHS-Public Health aims to address this issue among our most vulnerable populations:

Child Passengers

Data collected by the Riverside County Child Death Review Team, of which RUHS-Public Health is an active member, between the years 2015 through 2020, shows that 56 children ages 0-17 were killed in motor vehicle crashes. Of these 56 children, 57 percent (over half) were unrestrained. More recently, the Riverside County Child Death Review Team preliminary report recorded a total of 6 motor vehicle crashes during 2020. These 6 crashes alone involved 15 children aged 18 years or younger, with 8 child fatalities and 1 fetal demise reported post-crash. Alarming, 100 percent of the 8 child fatalities were unrestrained as well.

In an effort to reach parents, caregivers and essential personnel responsible for transporting young children, RUHS-Public Health's team of certified Child Passenger Safety (CPS) Technicians and Technician Instructors will continue to provide much needed CPS services and education to keep children and families safe in their vehicle in collaboration with local CPS partners, the Riverside County Grandparents Raising Grandchildren Program and local law enforcement. These activities will include public safety awareness and the distribution of essential items such as no-cost child safety seats and bilingual educational materials.

Young Drivers

According to the latest Riverside County Trauma Report released in 2015, teen and young adults, ages 15 to 24, account for the highest number of motor vehicle-related incidents (30 percent) but maintain a low case fatality rate of 1.7 percent. Additionally, among young adults, ages 15 to 24, nearly 20 percent of crashes involved a driver or passenger not wearing a seat belt restraint. This is especially alarming since young adults aged 15 to 24 made up nearly 1 in 3 of the total motor vehicle crashes reported.

In an effort to reach young drivers, RUHS-Public Health will utilize the NHTSA Peer-to-Peer Teen Traffic Safety Program Guide and additional resources to implement traffic safety activities within local high schools to promote the National Organizations for Youth Safety (NOYS) Seat Belts Save Challenge, a 4-week campaign designed to educate teen drivers about the dangers of riding in a car without wearing a seatbelt.

Likewise, RUHS-Public Health will collaborate with the ThinkFirst National Injury Prevention Foundation whose mission is to prevent brain, spinal cord and other traumatic injuries through education, research and advocacy. A ThinkFirst assembly offers compelling guest speakers with first-hand testimony, helping to reinforce the importance of vehicle occupant safety.

In addition, RUHS-Public Health will collaborate with local CPS partners and law enforcement and the Loma Linda University Medical Center to conduct interactive traffic safety fairs and incorporate the use of a "crash car" simulating the injuries that can occur even in a 10 mph crash while unrestrained or improperly restrained.

Aging Drivers

Between years 2010 through 2060, the Riverside County Office on Aging estimates an over 200 percent increase in adults aged 60 and older and an over 400 percent increase in adults aged 85 and older. According to the Riverside County 2015 Trauma Report, though persons over age 75 experienced fewer motor vehicle-related injuries, persons over the age of 65 accounted for higher proportions of motor vehicle-related case fatalities and those aged 85 and older maintained the highest case fatality rate at 9.5 percent.

In an effort to reach aging drivers, RUHS-Public Health will utilize the established national CarFit Program created by the American Society on Aging and developed in collaboration with the American Automobile Association, American Association of Retired Persons and the American Occupational Therapy Association. The CarFit Program is designed to teach aging drivers how to attain a safe and comfortable fit in their vehicles, provide alternatives to improve fit and promote conversations about driver safety and mobility. Participants at each CarFit event will receive a comprehensive assessment by trained technicians addressing topics such as seat belt use, steering wheel tilt, line of sight above steering wheel and positioning to gas and brake pedal. Occupational Therapists will also be available to discuss personal mobility issues with each participant and provide information on how low-cost aids such as seat wedges to adjust height, handles to reach the seat belt or handy bars to assist with entering or exiting a vehicle can be used to increase safety while driving.

Tribal Communities

Motor vehicle crashes are a leading cause of death among American Indian and Alaska Native people. According to the Centers for Disease Control and Prevention, seat belt use among these populations is lower on average (77 percent) than that of the U.S. overall (90 percent).

In 2021, RUHS-Public Health had the opportunity to partner with 2 of Riverside County's several tribal entities to identify children in need of a new, or properly-fitted, child safety seat in order to help reduce the crash-related injuries and deaths in these communities. RUHS-Public Health's team of certified CPS technicians were able to provide much needed CPS education, promoting the use of child safety seats and seat belts including several other effective strategies to best fit the needs of these Tribal Nations.

Black Infant Health Program

Riverside County African American women are 1.3 times more likely to go into preterm labor, 4 times more likely to have complications during pregnancy, and the infants born to these mothers are twice as likely to be stillborn or born at a low birth weight when compared to White infants, according to the most recent Riverside County Death Statistical Master Files compiled in 2015. Riverside County is trying to change that trend through its Black Infant Health Program by improving African American infant and maternal health, as well as decreasing Black-White health and social inequalities for women and infants.

In response, RUHS-Public Health initiated a collaboration with the Riverside County Black Infant Health Program, and at the beginning of 2020, a referral system was developed to assist pregnant mothers in need of a no-cost child safety seat for their unborn infant and siblings upon completion of a virtual child passenger safety workshop. The Black Infant Health Program has expressed a need to continue our collaboration in order to help these women enhance their life skills, learn proven strategies to reduce stress, build social support, and empower them to make behavioral changes that lead to living a healthier life to improve birth outcomes.

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 vehicle occupants killed under age eight.
4. Reduce the number of vehicle occupants injured under age eight.
5. Increase child safety seat usage.

B. Objectives:

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
2. Participate in National Child Passenger Safety Week.
3. Conduct highly publicized child safety seat checkups at community locations such as shopping centers, car dealerships or preschools to educate and empower

Target Number

1

1

10

parents and caregivers to properly install and use an appropriate car seat for their child. Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); check for car seat recalls, use a standardized form to collect child safety seat misuse data, record corrections made, record seats installed, and have access to car seat instructions and resource materials.	
4. Conduct NHTSA Child Passenger Safety Technician Certification courses.	2
5. Conduct NHTSA Child Passenger Safety Technician Renewal courses.	1
6. Train personnel as NHTSA Child Passenger Safety Technicians.	3
7. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	22
8. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	5
9. Distribute OTS funded child safety seats at no-cost to families in need who receive child safety seat education.	100
10. Purchase child safety seats.	100
11. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	1
12. Hold quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
13. Collaborate with law enforcement agencies to increase public knowledge and awareness of child passenger safety.	1
14. Conduct "roll call" training sessions on occupant protection, including child passenger safety.	10
15. Conduct court- referred classes for individuals who receive a child passenger safety citation.	4
16. Conduct NHTSA Child Passenger Safety Technician CEU courses.	1
17. Conduct individual child safety seat checkup by appointment to promote correct usage, with an effort to reach parents or caregivers. Car seat checkers must be NHTSA-Certified Child Passenger Safety Technicians (CPST).	50
18. Identify straight time personnel and report on activities completed. Include any vacancies or staff changes that have occurred	4
19. Conduct CarFit Technician training for safety professionals working with mature older drivers. Include date/location and total number of students attending each class.	1
20. Conduct CarFit community events and/or workshops to assess aging drivers for proper seating, line of sight and mobility options while driving a vehicle. Include date/location of each event.	3
21. Conduct on-campus program events and activities which include Occupant Protection education, including National Seat Belts Save Challenges and "crash car" demonstrations at participating school campuses. Include event date/location, length of activity and total number of participants.	10

3. METHOD OF PROCEDURE

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

- Develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.

Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

Phase 1 - Program Preparation Addendum:

- Complete and route all necessary forms to the RUHS-PH Administration and Board of Supervisors for approval of grant activities to begin no later than October 1, 2022

- Update filing system for monitoring grant activities to ensure adequate reporting to funding sources
- Update database to capture statistical data and track objective progress relevant to grant activities
- Purchase all necessary materials and supplies to conduct grant-related activities
- Update master calendar schedule for all school assemblies, traffic safety fairs, parent workshops, community events, CarFit Technician Trainings, CarFit events, CarFit workshops, child safety seat checkup events, NHTSA Certification Courses, Update Trainings and quarterly CPS meetings
- Update all program forms and evaluation tools
- Update contact list for local Law Enforcement agencies
- Revise curriculum for Roll Call Training
- Order materials for Law Enforcement partners
- Update inventory list to accurately track child safety seats
- Update referral system for child safety seat checks
- Update schedule system for checkup appointments
- Recruit CPS technicians and instructors to volunteer at check up events
- Create/revise flyers and social media posts to promote upcoming events and appointments
- Obtain commitment from local Law Enforcement to participate in Occupant Protection safety events
- Obtain commitment from Safe Kids Inland Empire to participate in Occupant Protection safety events that incorporate “crash car” simulation
- Obtain commitment from Safe Kids Inland Empire to participate in other CPS events
- Create/revise appropriate educational and resource materials for distribution at participating elementary, middle, and high school campuses
- Identify all target areas where CarFit training and CarFit events will be conducted
- Obtain commitment from cities, local law enforcement agencies, senior centers, and community-based organizations/facilities to assist with implementation of the CarFit program
- Create/revise recruitment flyers to promote CarFit technician training, CarFit workshops, and CarFit events
- Register CarFit Technician training, workshops, and events through national CarFit Program
- Review curriculum and materials for the CarFit program
- Establish a contract to provide the Think First assemblies at each participating school site
- Obtain commitment from elementary, middle and high schools to participate in the program
- Identify a liaison from each participating school to communicate with RUHS-Public Health regarding the grant program activities
- Register high school sites to participate in the Seat Belts Save Challenge Campaign
- Collaborate with the Superior Court of California, County of Riverside traffic court to develop a referral system for CPS violators
- Revise curriculum for CPS Violator Class
- Conduct CPS instructor meetings to discuss courses and potential instructor candidates
- Identify personnel and outside agencies interested in Certification training
- Confirm/update contact list for local CPS technicians
- Identify “expired” technicians in need of a CPS Renewal Course
- Register CPS Certification and Renewal Courses with Safe Kids Worldwide
- Revise curriculum and agenda for CPS Update Course
- Submit CEU Pre-Approval Form to Safe Kids Worldwide and develop CEU Certificate
- Update and distribute CPS Update Course Announcement and Registration Form
- Revise CPS Workshop training for essential workers transporting children
- Revise bilingual (English/Spanish) CPS Parent Workshop curriculum

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

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO

at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.

- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.

- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

Phase 2 - Program Operations Addendum:

- Provide educational materials and curriculum to Law Enforcement for Roll Call Trainings
- Distribute child safety seats and educational materials to underprivileged children
- Conduct check up events and individual appointments
- Conduct traffic safety events in collaboration with Safe Kids Inland Empire, local Law Enforcement and community partners
- Participate in traffic safety fairs and/or community events
- Conduct CarFit Technician training, workshops and events
- Conduct Think First student assemblies
- Conduct Seat Belts Save Challenge campaigns
- Conduct court-referred classes for individuals who receive a CPS citation
- Conduct CPS Certification, Renewal and Update Courses
- Conduct Essential Worker CPS training
- Conduct bilingual CPS Parent Workshops

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		
405b OP-23	20.616	Occupant Protection	\$235,000.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS					
<u>Straight Time</u>					
Program Coordinator	405b OP-23	\$43.11	1,456	\$62,768.00	
Benefits - Program Coordinator	405b OP-23	\$62,768.00	1	\$34,893.00	
Health Education Assistant (A)	405b OP-23	\$25.58	1,040	\$26,603.00	
Benefits - Health Education Assistant (A)	405b OP-23	\$26,603.00	1	\$14,789.00	
Health Education Assistant (B)	405b OP-23	\$24.13	1,040	\$25,095.00	
Benefits - Health Education Assistant (B)	405b OP-23	\$25,095.00	1	\$13,950.00	
Secretary	405b OP-23	\$29.13	416	\$12,118.00	
Benefits - Secretary	405b OP-23	\$12,118.00	1	\$6,736.00	
<u>Overtime</u>					
					\$0.00
Category Sub-Total					\$196,952.00
B. TRAVEL EXPENSES					
In State Travel	405b OP-23	\$1,000.00	1	\$1,000.00	
					\$0.00
Category Sub-Total					\$1,000.00
C. CONTRACTUAL SERVICES					
					\$0.00
Category Sub-Total					\$0.00
D. EQUIPMENT					
					\$0.00
Category Sub-Total					\$0.00
E. OTHER DIRECT COSTS					
Seat Belt Safety Education Speaker Fees	405b OP-23	\$4,000.00	1	\$4,000.00	
CPST Assistant Instructor Fees	405b OP-23	\$2,800.00	1	\$2,800.00	
Child Safety Seats	405b OP-23	\$125.00	100	\$12,500.00	
CPS Check-Up Supplies	405b OP-23	\$1,600.00	1	\$1,600.00	
Multi-Media Presentation Supplies	405b OP-23	\$498.00	1	\$498.00	

Educational Outreach Supplies	405b OP-23	\$2,000.00	1	\$2,000.00
Educational Materials	405b OP-23	\$2,000.00	1	\$2,000.00
Office Supplies	405b OP-23	\$250.00	1	\$250.00
Office Space	405b OP-23	\$6,840.00	1	\$6,840.00
Communications	405b OP-23	\$4,560.00	1	\$4,560.00
Category Sub-Total				\$37,048.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$235,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

Program Coordinator - Acts as a liaison between RUHS-Public Health and its partners and participates in all grant-funded activities. Responsible for the day-to-day implementation of the program. Ensures program deliverables are met, trains and supervises program staff, completes required reporting, reviews and approves developed materials, and coordinates directly with OTS Program Coordinator and PIO. Claim should reflect actual costs up to the rate specified.

1 Staff x 6.222 Hours/Day x 234 Days = 1,456 Units

Benefits - Program Coordinator - TOTAL BENEFIT RATES 55.59%

Social Security/FICA/OASDI - 6.20%

Medicare - 1.45%

Unemployment Insurance - 0.18%

Workers Compensation - 1.48%

Long Term Disability - 0.15%

Life Insurance - 0.08%

Vision Services Plan - 0.02%

Health, Safety & Training Fund - 0.03%

M401A - 0.14%

Retirement - 32.37%

Flex Credits - 13.49%

Claim should reflect actual costs up to the rate specified.

Health Education Assistant (A) - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and quarterly meetings, co-teaching bilingual parent presentations, preparing informational materials, ordering safety equipment and educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.

1 Staff x 4.444 Hours/Day x 234 Days = 1,040 Units

Benefits - Health Education Assistant (A) - TOTAL BENEFIT RATES 55.59%

Social Security/FICA/OASDI - 6.20%

Medicare - 1.45%

Unemployment Insurance - 0.18%

Workers Compensation - 1.48%

Long Term Disability - 0.15%

Life Insurance - 0.08%

Vision Services Plan - 0.02%

Health, Safety & Training Fund - 0.03%

M401A - 0.14%

Retirement - 32.37%

Flex Credits - 13.49%

Claim should reflect actual costs up to the rate specified.

Health Education Assistant (B) - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and quarterly meetings, co-teaching bilingual parent presentations, preparing informational materials, ordering safety equipment and educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.

1 Staff x 4.444 Hours/Day x 234 Days = 1,040 Units

Benefits - Health Education Assistant (B) - TOTAL BENEFIT RATES 55.59%

Social Security/FICA/OASDI - 6.20%

Medicare - 1.45%

Unemployment Insurance - 0.18%
Workers Compensation - 1.48%
Long Term Disability - 0.15%
Life Insurance - 0.08%
Vision Services Plan - 0.02%
Health, Safety & Training Fund - 0.03%
M401A - 0.14%
Retirement - 32.37%
Flex Credits - 13.49%

Claim should reflect actual costs up to the rate specified.

Secretary - Provides administrative assistance for all grant-funded programs which includes, but is not limited to, working with fiscal to ensure all personnel, materials and supplies purchased through the grant are captured and tracked accordingly as well as reviewing all orders, timesheets and mileage forms. Claim should reflect actual costs up to the rate specified.

1 Staff x 1.777 Hours/Day x 234 Days = 416 Units

Benefits - Secretary - TOTAL BENEFIT RATES 55.59%
Social Security/FICA/OASDI - 6.20%
Medicare - 1.45%
Unemployment Insurance - 0.18%
Workers Compensation - 1.48%
Long Term Disability - 0.15%
Life Insurance - 0.08%
Vision Services Plan - 0.02%
Health, Safety & Training Fund - 0.03%
M401A - 0.14%
Retirement - 32.37%
Flex Credits - 13.49%

Claim should reflect actual costs up to the rate specified.

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 the Safer CA Unintentional Injury and OTS Educational Conferences. 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

Seat Belt Safety Education Speaker Fees - Cost of ThinkFirst National Injury Prevention Foundation speaker fees at "crash car" impact presentations during student assemblies at participating school campuses.

CPST Assistant Instructor Fees - Cost of CPST assistant instructor fees at the rate of \$700 per day during a 4-day NHTSA Child Passenger Safety Technician Certification course.

Child Safety Seats - Average cost not to exceed \$125 per seat (including booster seats) including sales tax, shipping and handling. Seats to be distributed at no cost during CPS checkups, appointments, fitting stations and traffic safety presentations. Infant only seats are not an allowable expense.

CPS Check-Up Supplies - Supplies to conduct child passenger safety seat education, training and inspections at check-up events, classes and individual appointments. Costs may include LATCH manuals, safety training dolls, cones, pop-up tents, pool noodles, child safety seat clips, tote carriers, and check-up

signage. Costs may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS.

Multi-Media Presentation Supplies - Funds to purchase virtual training delivery supplies such as microphone, webcam and computer software. Purchase may include monthly Zoom and monthly Survey Monkey subscription fees. Additional items may be purchased upon approval from OTS.

Educational Outreach Supplies - Costs associated with the dissemination of Occupant Protection (to include Mature Drivers) supplies and materials for outreach events and activities. This may include materials for an approved Seat Belt Safety Education curriculum, materials for schools to participate in the National Seat Belts Save Challenge and CarFit supplies such as canopies, A-frames, tablecloths, foam noodles/towels, adaptive equipment such as leg lifters, easy reach seat belt, handy bar, vehicle demonstration seat, cones, plastic storage bins, rolling carts, and clipboards and supplies for conducting safety campaigns and poster contests. 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.

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, flash drives, 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.

Office Space - Costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: 1.9 FTE x 12 months x \$300. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Communications - Costs of telephone service, cellular data for a tablet or laptop, mail/messenger service (excluding overnight priority mail) and communications services. Charges to the grant will be in accordance with the following formula or rate: 1.9 FTE x 12 months x \$200.

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.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS
(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

NONDISCRIMINATION

(applies to all 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 Subgrantee-

- 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.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 - 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 - 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - 1. Abide by the terms of the statement;
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an

- employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted –
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all 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 all subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The signed 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 all 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 all 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 all 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 all 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 must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	OP23015
Agency Name:	Riverside County Public Health Department
Grant Title:	Child Passenger Safety Program
Agreement Total:	\$235,000.00
Authorizing Official:	Kim Saruwatari
Fiscal Official:	Yadira Romo
Grant Director:	Julisa Alvizo-Silva

CURRENT GEMS USER(S)

1. Rebecca Antillon

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

Media Contact: No

2. Valerie Guerrero

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

Media Contact: No

3. Erin Malone

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

Media Contact: No

4. 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 checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>		
Valerie Rodrigues			
Name		Job Title	
v.rodrigues@ruhealth.org		Program Coordinator	
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 checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>		
Lorri Morris			
Name		Job Title	
l.morris@ruhealth.org		Accountant	
Email address		Phone number	
Form completed by: <u>Julisa ALvizo-Silva</u>		Date: Sep 23, 2022	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
Signature		Name	
		Grant Director	
Date		Title	