

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



ITEM: 3.32
(ID # 20879)

MEETING DATE:

Tuesday, January 10, 2023

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Program Supplement No. A064 to Master Agreement No. 08-5956S21 with the State of California Department of Transportation for the Safe Routes for All – San Jacinto Project for the Period of Performance of June 30, 2022 through June 30, 2025, and Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9331 submitted herewith; District 5 [Total aggregate amount \$600,000; up to \$60,000 in additional compensation – 100% State] (4/5 Vote Required; Budget Adjustment).

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Program Supplement No. A064 to Master Agreement No. 08-5956S21 with the State of California Department of Transportation for the Safe Routes for All – San Jacinto Project in the aggregate amount of \$600,000 for the period of performance of June 30, 2022, through June 30, 2025;
2. Authorize the Chair of the Board to sign the agreement on behalf of the County;
3. Approve and direct the Auditor-Controller to make the budget adjustment as detailed on the attached Schedule A;
4. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9331 submitted herewith; and
5. 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, 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; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate award amount.

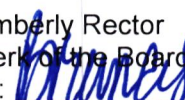
ACTION: 4/5 Vote Required, A-30, Position Added, Policy


Kim Saruwatari, Director of Public Health 12/21/2022

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 and that Resolution 440-9331 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 10, 2023
xc: H.R., RUHS-PH

Kimberly Rector
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	\$200,000	\$200,000	\$600,000	\$200,000
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: Yes	
			For Fiscal Year: 21/22 – 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System - Public Health (RUHS-PH) – Injury Prevention Services (IPS) received funding from the State of California Department of Transportation (Caltrans) through the Active Transportation Program (ATP) to implement a comprehensive Safe Routes for all projects in the city of San Jacinto. The project aims to promote walking and biking to schools within the San Jacinto Unified School District, covering education, encouragement, engagement, engineering/environment, and evaluation activities. To assure sustainability of project efforts, interested youth and adults will be recruited as Active Transportation Ambassadors to become advocates for safe walking and biking in their community.

Impact on Residents and Businesses

The Safe Routes for All Project will benefit Riverside County residents by ensuring that children have a safe and secure environment where they can walk and bike in their community.

SUPPLEMENTAL:

Additional Fiscal Information

The total cost of the project is \$600,000, which is funded through Caltrans. There is no impact to County General Funds. This is a new funding opportunity with an annual distribution from Caltrans ATP as follows:

County Fiscal Year		Grant Fiscal Year	
Year	Amount	Year	Amount
FY22/23	\$200,000	FY22/23	\$200,000
FY23/24	\$200,000	FY23/24	\$200,000
FY24/25	\$200,000	FY24/25	\$200,000
Total Aggregate:	\$600,000	Total Aggregate:	\$600,000

RUHS-PH requests to amend Ordinance No. 440 and add the following position: one (1) Health Education Assistant II (Job code: 73458) Pursuant to Board Policy A-30, this position will be eliminated in the event funding is no longer available. However, every effort will be made to pursue other funding sources to maintain this position.

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

Contract History

This new funding opportunity for RUHS-PH is a program supplement to Master Agreement No. 08-5956S21 which was entered into between the State of California, Department of Transportation and Riverside County Transportation on August 19, 2021, for state funded projects. This supplement applies to the San Jacinto project location for Riverside County.

ATTACHMENTS:

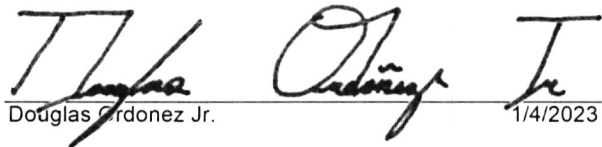
ATTACHMENT A. Program Supplement No. A064 with the State of California Department of Transportation

ATTACHMENT B. Schedule A

ATTACHMENT C. Resolution No. 440-9331


Heydee Koury, Sr Accountant - Auditor

12/22/2022


Douglas Ordóñez Jr.

1/4/2023


Michael Bowers, Assistant HR Director

12/27/2022


Gregg Gu, Chief Deputy County Counsel

12/27/2022

RESOLUTION NO. 440-9331

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on January 10, 2023, that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Director of Public Health is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job</u>			
<u>Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
73458	+ 1	4200102200	Health Education Assistant II

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
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.

KIMBERLY RECTOR, Clerk of said Board

By: 

Deputy

01.10.2023 3.32

/kc

12/22/2022

440 Resolutions\KC

RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, January 10, 2023, that the Chair is authorized and directed to execute on behalf of said County the Master Agreement No. 08-5956S21 between Riverside County and California Department of Transportation providing for: Safe Routes for All-San Jacinto Project

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Abstain: 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.

KIMBERLY RECTOR, Clerk of the Board

BY: 

Deputy

3.32

PROGRAM SUPPLEMENT NO. 00000A064
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 08-5956S21

Adv. Project ID
0822000081

CLERK'S COPY

Date: August 08, 2022
Location: 08-RV-0302
Project Number: ATPLNI-5956(279)
E.A. Number:
Locode: 5956

This Program Supplement, effective 06/30/2022, hereby adopts and incorporates into the Administering Agency-State Agreement No. 08-5956S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 08/19/2021 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. approved by the ADMINISTERING AGENCY on (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Riverside County Safe Routes for All - San Jacinto

TYPE OF WORK: Riverside County Safe Routes for All - San Jacinto LENGTH: 0.0(MILES)

Estimated Cost	State Funds	Matching Funds		
	SB1 funds \$600,000.00	LOCAL		OTHER
\$600,000.00		\$0.00		\$0.00

FORM APPROVED COUNTY COUNSEL
BY Esene Sainz DATE 12-9-22
ESENE SAINZ

COUNTY OF RIVERSIDE

STATE OF CALIFORNIA
Department of Transportation

By [Signature]
Title KEVIN JEFFRIES CHAIR, BOARD OF SUPERVISORS
Date 1/10/23
Attest _____

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jennie Yee Date 8/8/2022 \$600,000.00

ATTEST:
KIMBERLY A. RECTOR, Clerk

By [Signature]
DEPUTY

Program Supplement 08-595-A064- SERIAL

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JAN 10 2023 3.32

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof.

Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

SPECIAL COVENANTS OR REMARKS

payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, or 48 CFR, Chapter 1, Part 3, are subject to repayment by ADMINISTERING AGENCY to STATE. Should ADMINISTERING AGENCY fail to reimburse Funds due STATE within 30 days of demand, or within such other period as may be agreed in writing between the Parties hereto, STATE is authorized to intercept and withhold future payments due ADMINISTERING AGENCY from STATE or any third-party source, including, but not limited to, the State Treasurer, the State Controller, and the California Transportation Commission.

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

K. This PROJECT has received funds from Active Transportation Program (ATP). The ADMINISTERING AGENCY agrees to administer the project in accordance with the CTC Adopted SB1 Accountability and Transparency Guidelines.

2. The ADMINISTERING AGENCY shall construct the PROJECT in accordance with the scope of work presented in the application and approved by the California Transportation Commission. Any changes to the approved PROJECT scope without the prior expressed approval of the California Transportation Commission are ineligible for reimbursement and may result in the entire PROJECT becoming ineligible for reimbursement.

SCHEDULE A
RUHS - Public Health
Budget Adjustment
Fiscal Year 22/23

INCREASE IN APPROPRIATIONS:

10000	-	4200100000	-	510040	Regular Salaries	\$	84,305
10000	-	4200100000	-	510520	Bilingual Pay	\$	936
10000	-	4200100000	-	518100	Budgeted Benefits	\$	45,449
10000	-	4200100000	-	520230	Cellular Phone	\$	867
10000	-	4200100000	-	520330	Communication Services	\$	1,600
10000	-	4200100000	-	520705	Food	\$	1,917
10000	-	4200100000	-	523700	Office Supplies	\$	1,708
10000	-	4200100000	-	523800	Printing/Binding	\$	1,708
10000	-	4200100000	-	525440	Professional Services	\$	17,333
10000	-	4200100000	-	526960	Small Tools And Instruments	\$	6,075
10000	-	4200100000	-	527180	Operational Supplies	\$	4,217
10000	-	4200100000	-	528920	Car Pool Expense	\$	1,035
10000	-	4200100000	-	529040	Private Mileage Reimbursement	\$	411
10000	-	4200100000	-	524500	Administrative Support-Direct	\$	32,439

TOTAL INCREASE IN APPROPRIATIONS: \$ 200,000

INCREASE IN ESTIMATED REVENUE:

10000	-	4200100000	-	751680	CA-State Grant Revenue	\$	200,000
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TOTAL INCREASE IN ESTIMATED REVENUES: \$ 200,000

PROGRAM SUPPLEMENT NO. 00000A064
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 08-5956S21

Adv. Project ID
0822000081

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
Date: August 08, 2022
Location: 08-RIV-0-CP
Project Number: ATPLNI-5956(279)
E.A. Number:
Locode: 5956

This Program Supplement, effective 06/30/2022, hereby adopts and incorporates into the Administering Agency-State Agreement No. 08-5956S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 08/19/2021 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. approved by the ADMINISTERING AGENCY on (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

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TYPE OF WORK: Riverside County Safe Routes for All - San Jacinto **LENGTH:** 0.0(MILES)

Estimated Cost	State Funds	Matching Funds		
	SB1 funds	LOCAL		OTHER
\$600,000.00	\$600,000.00	\$0.00		\$0.00

FORM APPROVED COUNTY COUNSEL
BY Esene Sainz DATE 12-9-22

COUNTY OF RIVERSIDE

By [Signature]

Title KEVIN JEFFRIES CHAIR, BOARD OF SUPERVISORS

Date 1/10/23

Attest _____

STATE OF CALIFORNIA

Department of Transportation

By _____

Chief, Office of Project Implementation
Division of Local Assistance

Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jennie Yee

Date 8/8/2022

\$600,000.00

ATTEST:

KIMBERLY A. RECTOR, Clerk

By [Signature]
DEPUTY

Program Supplement 08-595-A064- SERIAL

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JAN 10 2023

3.32

PROGRAM SUPPLEMENT NO. 00000A064
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 08-5956S21

Adv. Project ID
0822000081

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	SB1 funds	LOCAL		OTHER
\$600,000.00	\$600,000.00	\$0.00		\$0.00

COUNTY OF RIVERSIDE

By _____

Title _____

Date _____

Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____

Chief, Office of Project Implementation
Division of Local Assistance

Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jennie Yee

Date 8/8/2022

\$600,000.00

PROGRAM SUPPLEMENT NO. 00000A064
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 08-5956S21

Adv. Project ID
0822000081

CLERK'S COPY

Date: August 08, 2022
Riverside County Clerk of the Board
Post Office Box 1147, Riverside, CA 92502-1147
Thank you
Project Number: ATPLNI-5956(279)
E.A. Number:
Locode: 5956

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The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

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\$600,000.00	\$600,000.00	\$0.00		\$0.00

COUNTY OF RIVERSIDE

STATE OF CALIFORNIA
Department of Transportation

By 

By Daniel Bui

Title KEVIN JEFFRIES, CHAIR, BOARD OF SUPERVISORS

Chief, Office of Project Implementation
for Division of Local Assistance

Date 1/10/23

Date 01/27/2023

Attest

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jennie Yee

Date 8/8/2022

\$600,000.00

ATTEST:

KIMBERLY A. RECTOR, Clerk

By Kimberly A. Rector
DEPUTY

Program Supplement 08-595-A064- SERIAL

Page 1 of 4

JAN 10 2023

3.32

FORM APPROVED COUNTY COUNSEL
BY Delaney 12-9-22
DATE
ESEN E SAHINZ

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof.

Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

SPECIAL COVENANTS OR REMARKS

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and to complete and accept the construction within 36 months of award.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY indirect costs, as defined in 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, to be claimed must be allocated in accordance with an Indirect Cost Allocation Plan (ICAP), submitted, reviewed, and approved in accordance with Caltrans Audits and Investigations requirements which may be accessed at: www.dot.ca.gov/hq/audits/.

ADMINISTERING AGENCY agrees to comply with, and require all sub-recipients and project sponsors to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards, and all applicable Federal and State laws and regulations.

ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., and all applicable Federal and State laws and regulations, shall be used to determine the allowability of individual PROJECT cost items.

Any Fund expenditures for costs for which ADMINISTERING AGENCY has received

SPECIAL COVENANTS OR REMARKS

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SPECIAL COVENANTS OR REMARKS

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J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

K. This PROJECT has received funds from Active Transportation Program (ATP). The ADMINISTERING AGENCY agrees to administer the project in accordance with the CTC Adopted SB1 Accountability and Transparency Guidelines.

2. The ADMINISTERING AGENCY shall construct the PROJECT in accordance with the scope of work presented in the application and approved by the California Transportation Commission. Any changes to the approved PROJECT scope without the prior expressed approval of the California Transportation Commission are ineligible for reimbursement and may result in the entire PROJECT becoming ineligible for reimbursement.