

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



ITEM: 3.49  
(ID # 23528)

**MEETING DATE:**  
Tuesday, December 12, 2023

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Grant Agreement Number OP24011 with the State of California, Office of Traffic Safety for the Child Passenger Safety Program for the Period of Performance of October 1, 2023, through September 30, 2024. All Districts. [Total Aggregate Award Amount: \$240,500 - 100% Federal]

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

1. Ratify and approve Grant Agreement number OP24011 with the State of California, Office of Traffic Safety (OTS) for the Child Passenger Safety Program in the amount of \$240,500 for the period of performance of October 1, 2023, through September 30, 2024;
2. Authorize the Director of Public Health, or designee, the Program Chief of Public Health Fiscal, and the Program Chief of Public Health's Injury Prevention Branch, to sign the Grant agreement on behalf of the County; and
3. Authorize the Director of Public Health, or designee, 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 Grant Agreement, including modifications of the statement of work that stay within the intent of the Grant Agreement; and (b) sign all certifications, assurances, reports or other related documents required by OTS, subject to County Counsel approval.

**ACTION:A-30, Policy**

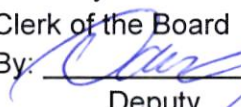
  
Kim Saruwatari, Director of Public Health 12/6/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: December 12, 2023  
xc: RUHS- Public Health

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$180,375	\$60,125	\$240,500	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Federal			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 23/24 – 24/25	

**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.

Riverside University Health System - Public Health's (RUHS-PH's) Injury Prevention Services (IPS) branch has received funding from the California Office of Traffic Safety (OTS) to collaborate with local law enforcement agencies and to provide 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, or designee. In addition, the agreement requires the signatory of the Fiscal Official, which is the Program Chief of Fiscal. Lastly, the agreement requires the signatory of the Grant Director, which 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 vehicle. This will reduce the number of injuries and death due to misuse or lack of correct restraints.

**Additional Fiscal Information**

The total cost of funding allocated to RUHS-PH is \$240,500. There is no impact to County General Funds. The annual amount distribution from OTS will be as follows:

**County Fiscal Year**

**Grant Fiscal Year**



**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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<b>Year</b>	<b>Amount</b>	<b>Year</b>	<b>Amount</b>
FY 23/24	\$180,375	FFY 23/24	\$240,500
FY 24/25	\$60,125		
<b>Total</b>	<b>\$240,500</b>	<b>Total</b>	<b>\$240,500</b>

**Contract History and Price Reasonableness**

RUHS-PH was previously allocated grant funding from OTS for the same program, which was approved by the Board of Supervisors on December 13, 2022, in the amount of \$235,000 for the period of performance of October 1, 2022, through September 30, 2023. The current funding allocation is for a new grant period.

**ATTACHMENTS:**

**ATTACHMENT A.** Grant Agreement No. OP24011 with the State of California, Office of Traffic Safety

  
\_\_\_\_\_  
Douglas Cordonez Jr. 12/6/2023

  
\_\_\_\_\_  
Gregg Gu, Chief Deputy County Counsel 12/6/2023

State of California – Office of Traffic Safety  
**GRANT AGREEMENT**

WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
 to Riverside County Clerk of the Board, Stop 1010  
 Post Office Box 1147, Riverside, Ca 92502-1147 GRANT NUMBER  
 Thank you. OP24011

<b>1. GRANT TITLE</b> Child Passenger Safety Program	
<b>2. NAME OF AGENCY</b> Riverside County	<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Riverside County Public Health Department	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old. The funded strategies may include education, child safety seat check-ups, community events, presentations, and training. Other countermeasures may include properly fitting child safety seats, providing educational materials, and the distribution of child safety seats. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$240,500.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> <li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.                  IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Julisa Alvizo-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Drive Riverside, CA 92503  _____ (Signature) (Date)	<b>B. AUTHORIZING OFFICIAL</b> NAME: Kim Saruwatari TITLE: Director of Public Health EMAIL: ksaruwatari@ruhealth.org PHONE: (951) 358-7036 ADDRESS: 4065 County Circle Drive Riverside, CA 92503  _____ (Signature) (Date)
<b>C. FISCAL OFFICIAL</b> NAME: Yadira Romo TITLE: Program Chief II EMAIL: yromo@ruhealth.org PHONE: (951) 358-5996 ADDRESS: 4065 County Circle Drive Riverside, California 92503  _____ (Signature) (Date)	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (Signature) (Date)

FORM APPROVED COUNTY COUNSEL  
 BY: KATHERINE S. WILKINS DATE: 12/5/23

8/25/2023 9:14:28 AM

DEC 12 2023 3.49



**E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY**

NAME: Carolyn Vu  
 ADDRESS: 2208 Kausen Drive, Suite 300  
 Elk Grove, CA 95758

**9. SAM INFORMATION**

SAM #: CERTDD6LKE95  
 REGISTERED  
 ADDRESS: 4080 Lemon Street, Floor 11  
 CITY: Riverside  
 ZIP+4: 92501-3609

**10. PROJECTED EXPENDITURES**

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				<b>AGREEMENT TOTAL</b>		<b>\$240,500.00</b>
				<b>AMOUNT ENCUMBERED BY THIS DOCUMENT</b>		<b>\$240,500.00</b>
				<b>PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT</b>		<b>\$ 0.00</b>
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>						
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		<b>TOTAL AMOUNT ENCUMBERED TO DATE</b>	
					<b>\$240,500.00</b>	

## 1. PROBLEM STATEMENT

Unintentional injuries are one of the leading causes of death for families in Riverside County of all ages, regardless of gender, race, or economic status. Injuries are a significant public health concern for Americans, potentially causing an impact on their health including premature death and disability. Research through the Centers for Disease Control and Prevention has shown people can reduce the risk of serious injury and death in a crash by 50% by wearing seat belts correctly and properly buckling children into appropriate child safety seats. Although education and enforcement activities have been implemented to reinforce this concept, many families are not practicing this behavior nor adhering to the mandatory child restraint and seat belt law.

In 2020, Riverside County was ranked 7<sup>th</sup> out of 15 counties of similar size for Total Fatal and Injury Crashes by the California Office of Traffic Safety (OTS) with a total of 1,495 victims killed and injured. Between 2019-2021, Riverside County experienced 807 fatal car crashes, with an additional 28,293 crashes resulting in injury. These crashes resulted in 41,287 injury victims and an additional 853 victims were killed.

The National Highway Traffic Safety Administration (NHTSA) reports that traffic crashes costs California approximately \$20 billion per year. Given the public health burden of injuries, local health departments play a critical role in protecting and improving community safety in coordination and collaboration with local, state, and national efforts.

Riverside University Health System - Public Health (RUHS-Public Health) aims to promote occupant protection among vulnerable populations throughout Riverside County including:

- Children and caregivers
- Older adults
- Tribal communities
- Black infant health

### **Vulnerable Populations within Riverside County - CHILDREN**

According to the Riverside County Child Death Review Team, of which RUHS-Public Health is an active member, between years 2015 - 2020, 56 children ages 0-17 years were killed in motor vehicle crashes. Of the 56 children killed, over half (32 children, or 57%) were unrestrained.

A closer look at the six-year child fatality data reveals:

- 16 children (29%) were under age 8 years
  - 40 children (71%) were ages 8-17 years
  - 31 children (55%) were ages 14-17 years
  - 8 pregnant women experienced fetal demise immediately following motor vehicle crash
- Between years 2019 - 2021, Riverside County experienced 2,279 crashes involving a child under the age of 8 years. Among those, 1,629 crashes resulted injuries, and 31 crashes resulted in a fatality.

A closer look at the data between years 2019 - 2021 reveals:

- 1,014 children under age 8 years were injured and 10 children were killed
- 1,049 children between the ages of 10 – 14 years were injured and 9 were killed
- 1,657 children between the ages of 14 – 17 years were injured and 21 were killed

### **Vulnerable Populations within Riverside County - OLDER ADULTS**

For the first time in U.S. history, older adults are projected to outnumber children by 2035. Between years 2010 - 2060, the Riverside County Office on Aging estimates an over 200% increase of adults aged 60 and older and an over 400% increase of adults aged 85 and older. As drivers age, physical and mental changes, including reduced visual acuity, increased fragility, restricted movement, and cognitive impairment, may directly and indirectly result in driving impairments.



In 2018, a Life Expectancy at Birth in Riverside County Report was released by the RUHS-Public Health Epidemiology & Program Evaluation Branch. Key findings from the report indicate life expectancy has risen from 79.5 years to 80.3 years since 2006. Riverside County residents in 22 out of 28 cities (or 79%) have a life expectancy higher than the U.S. estimate of 78.6 years. The average life expectancy of residents living in cities across Riverside County ranges from a high of 85.1 to a low of 74.3 years.

As life expectancy rises in Riverside County, the number of grandparents over the age of 65 raising grandchildren may expand as well. These older adults may become the primary caregivers of their grandchildren after an unexpected event. They are further faced with the financial challenge of having an additional dependent without additional income.

Between years 2019 – 2021, in Riverside County 8,118 adults over the age of 55 years were injured and 213 were killed. RUHS-Public Health aims to reduce the number of adults over age 55 killed or injured in vehicle collisions. Our work with our Riverside County senior community is vital for helping older adults keep their independence which promotes a sense of achievement that for many, generates a great sense of self-worth and well-being. (Attachment D)

### **Vulnerable Populations within Riverside County – TRIBAL COMMUNITIES**

Riverside County is home to 20 tribal communities. Motor vehicle crashes are the leading cause of death among American Indian and Alaska Native people. Although thousands of individuals are victims of motor vehicle crashes, the American Indian community is disproportionately affected. Particularly affected are those ages 0 to 19 years, who are 2 to 5 times more likely to be in a car crash than those of other racial and ethnic groups. There are several risk factors involved, which include low seat belt use, low child safety seat use, and alcohol impaired driving.

According to NHTSA, in 2020 the seat belt use rate in the Indian Country was only 76%, much lower than the overall average in the United States (90%). Child safety seat use is also much lower among American Indians and Alaska Natives. A study representing 6 Northwestern tribes, showed that only 23 to 79% of American Indian children ages 7 years and younger wore their seat belt properly. Additionally, alcohol impaired driving death rates are 2 to 17 times higher than other racial and ethnic groups in the United States. There are several effective strategies that can be implemented to reduce motor vehicle crashes. For example, seat belt laws, graduated drivers' licenses, sobriety checkpoints, blood alcohol concentration law, child safety seat laws, and many more. These strategies can be adjusted to best fit the needs of tribal communities and reduce the fatalities associated with motor vehicle crashes.

Over the past two years, RUHS-Public Health had the opportunity to work with two tribal communities in our County. Child safety seat checkup events, resource fairs, booster seat educational events (coupled with the distribution of no-cost booster seats) were conducted. RUHS-Public Health will continue our relationship by conducting proposed activities.

### **Vulnerable Populations within Riverside County – BLACK INFANT HEALTH**

Health disparities persist across the maternal, child and adolescent populations. Infant mortality rates for African Americans were more than two times the rate for all other groups and teen birth rates were highest among Hispanic youth. These disparities can be linked to high poverty rates, smoking, substance abuse, community stress, lack of strongly targeted education, physical environment, and social determinants of health.

Riverside County African American women are 1.3 times more likely to go into preterm labor, and 4 times more likely to have complications during pregnancy. Infants born to African American mothers are two times as likely to be born at a low birth weight. According to Riverside County Death Statistical Master Files, African American infants were more than two times more likely to die than White infants in 2015. Riverside County is trying to change that trend through its Black Infant Health Program.

Riverside County Black Infant Health works to improve African American infant and maternal health, as well as decrease Black-White health and social inequalities for women and infants. Through a series of sessions, the program aims to help women enhance 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. The Riverside County Black Infant Health Program has expressed a need to continue the collaboration with our Child Passenger Safety Program.

**Riverside County Profile**

Riverside County is the fourth most populous county in California and is home to approximately 2.4 million residents with the population expected to increase by 1 million over the next 20 years. The county covers 7,303 square miles with 28 cities including as large areas of unincorporated land and several Native American tribal entities.

According to Riverside County's Strategic Health Alliance Pursuing Equity (SHAPE) 2022 report, Riverside County is home to nearly 324,248 children between the ages 0 and 9. In Riverside County, one in five children (under 18 years of age) are at or below 100% of the federal poverty level and one in eight families are living in poverty.

Healthy People 2030 is a comprehensive set of key disease prevention and health promotion objectives. The health objectives and targets allow communities to assess their health status and build an agenda for community health improvement. When comparing Riverside County values to Healthy People 2030 national health targets we discover:

Target 1: Reduce deaths from motor vehicle crashes to 10.1 deaths per 100,000 population. The California value is 9.8. However, the Riverside County value is 12.6. Over time, the Riverside County value has increased significantly.

Target 2: Reduce unintentional injury deaths to 43.2 deaths per 100,000 population. The California value is 33.0. However, the Riverside County value is 39.4. Over time, this Riverside County value has also increased significantly.

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.

**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:**

	<b>Target Number</b>
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Participate in National Child Passenger Safety Week.	1
3. Conduct highly publicized child safety seat checkups at community locations such as shopping centers, car dealerships or preschools to educate and empower 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.	12
4. Conduct NHTSA Child Passenger Safety Technician Certification courses.	2
5. Conduct NHTSA Child Passenger Safety Technician Renewal courses.	1
6. Certify, recertify or renew staff as NHTSA Child Passenger Safety Technicians.	2
7. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	30

8. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	4
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. Hold quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
12. Conduct "roll call" training sessions on occupant protection, including child passenger safety.	10
13. Conduct court- referred classes for individuals who receive a child passenger safety citation.	4
14. Conduct NHTSA Child Passenger Safety Technician CEU courses.	2
15. 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
16. Identify straight time personnel and report on activities completed. Include any vacancies or staff changes that have occurred.	4
17. Conduct CarFit Technician training for safety professionals working with mature older drivers. Include date/location and total number of students attending each class.	1
18. 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
19. Conduct on-campus program events and activities at participating school campuses. Include event date/location, length of activity and total number of participants.	10
20. Conduct 5-Step Restraint Belt-Fit Test Events in collaboration with community-based organizations. Include date/location, total number of safety seats distributed, and total number of participants passing or failing each test event.	500
21. Conduct CPST training with a focus on using conventional child safety seats for children with special transportation concerns. Include training date/location, length of each course and total number of trainees participating.	2
22. Conduct Hospital Policy Workshop for Riverside County hospitals. Conduct Action Plan activities to remedy identified deficits of provision of appropriate restraints to children with special transportation needs by hospitals in Riverside County. Include any major findings from the work with hospitals that provide obstetric, emergency and/or pediatric services for children with special transportation needs, date/location of each action plan activity, number of individuals impacted, number of safety seats distributed, and whether management committed to following the Plan's recommendations.	1
<p><b>3. METHOD OF PROCEDURE</b></p> <p><b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b></p> <ul style="list-style-type: none"> <li>• Develop operational plans to implement the "best practice" strategies outlined in the objectives section.</li> <li>• All training needed to implement the program should be conducted in the first quarter.</li> <li>• All grant related purchases needed to implement the program should be made in the first quarter.</li> </ul> <p><u>Media Requirements</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Complete and route all necessary forms to the RUHS-PH Administration and Board of Supervisors for approval of grant activities</p> <p>Develop a filing system to monitor all grant activities to ensure adequate reporting to funding sources</p>	

Develop a database to capture all statistical information and track objective progress relevant to grant activities

Purchase all necessary materials and supplies to conduct all grant related activities

Create a master calendar that schedules 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

Create form to be used for pre and post observational surveys

Conduct pre observational surveys

Develop and update all program forms and evaluation tools

Confirm and update contact list for local Law Enforcement agencies

Revise curriculum for Roll Call Training

Order materials for Law Enforcement partners

Establish inventory process to accurately track child safety seats

Develop referral system for child safety seat checks

Develop system to schedule checkup appointments

Recruit CPS technicians and instructors to volunteer at check up events

Create flyers and social media posts to promote events and appointments

Obtain commitment from local law enforcement to participate in traffic safety events

Obtain commitment from Safe Kids Inland Empire to participate in traffic safety events to incorporate the "crash car" simulation

Conduct a search for current, appropriate educational and resource materials available for distribution at participating elementary, middle, and high school campuses

Develop recruitment flyers to promote CarFit technician training, CarFit workshops, and CarFit events

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

Register CarFit Technician training, workshops, and events through national CarFit Program

Review curriculum and materials for the CarFit program

Establish a contract with Think First to provide 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 on all program activities

Register High School sites to participate in Seat Belts Save Challenge Campaign

Collaborate with 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 and update contact list for local Child Passenger Safety Technicians

Identify "expired" technicians in need of CPS Renewal Course

Register CPS Certification and Renewal Courses with Safe Kids Worldwide

Develop curriculum and agenda for CPS Update Course

Develop curriculum for training focused on using conventional child safety seats for children with special transportation concerns

Submit CEU Pre-Approval Form to Safe Kids Worldwide and develop CEU Certificate

Develop 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

Develop curriculum for hospital policy workshop

Create contact list for local hospitals

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.

Provide educational materials and curriculum to law enforcement to conduct 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 community events

Conduct 5-Step Test events

Conduct CarFit Technician Training

Conduct CarFit workshops

Conduct CarFit events

Conduct Think First student assemblies on Seat Belt Safety Education

Conduct Seat Belts Save Challenge Campaign with high schools

Conduct court-referred classes for individuals who receive a CPS citation

Conduct CPS Certification Course

Conduct CPS Renewal Course

Conduct CPS Update Course

Conduct trainings for essential workers

Conduct bilingual CPS Parent Workshops

Conduct training for using conventional child safety seats for children with special transportation concerns

Conduct hospital policy workshop

### **C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

1. Prepare and submit grant claim invoices (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-24	20.616	Occupant Protection	\$240,500.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>				
<b>Straight Time</b>				
Program Coordinator	405b OP-24	\$46.62	1,560	\$72,727.00
Benefits - Program Coordinator @ 55.23%	405b OP-24	\$72,727.00	1	\$40,167.00
Health Education Assistant A	405b OP-24	\$26.60	1,040	\$27,664.00
Benefits - Health Education Assistant A @ 55.23%	405b OP-24	\$27,664.00	1	\$15,279.00
Health Education Assistant B	405b OP-24	\$24.13	1,040	\$25,095.00
Benefits - Health Education Assistant B @ 55.23%	405b OP-24	\$25,095.00	1	\$13,860.00
Administrative Services Assistant	405b OP-24	\$23.64	208	\$4,917.00
Benefits - Administrative Services Assistant @ 55.23%	405b OP-24	\$4,917.00	1	\$2,716.00
<b>Overtime</b>				\$0.00
Category Sub-Total				\$202,425.00
<b>B. TRAVEL EXPENSES</b>				
In State Travel	405b OP-24	\$1,000.00	1	\$1,000.00
				\$0.00
Category Sub-Total				\$1,000.00
<b>C. CONTRACTUAL SERVICES</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>D. EQUIPMENT</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>E. OTHER DIRECT COSTS</b>				
Seat Belt Safety Education Program	405b OP-24	\$4,800.00	1	\$4,800.00
CPST Assistant Instructor fees	405b OP-24	\$2,800.00	1	\$2,800.00
Child Safety Seats	405b OP-24	\$125.00	100	\$12,500.00
CPS Check-Up Supplies	405b OP-24	\$1,600.00	1	\$1,600.00



Educational Outreach Supplies	405b OP-24	\$2,000.00	1	\$2,000.00
Educational Materials	405b OP-24	\$2,000.00	1	\$2,000.00
Office Supplies	405b OP-24	\$275.00	1	\$275.00
Office Space	405b OP-24	\$6,660.00	1	\$6,660.00
Communications	405b OP-24	\$4,440.00	1	\$4,440.00
Category Sub-Total				\$37,075.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$240,500.00</b>

<b>BUDGET NARRATIVE</b>
<p><b>PERSONNEL COSTS</b></p> <p>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.</p> <p>1 Staff x 6.667 Hours/Day x 234 Days = 1,560 Units</p> <p>Benefits - Program Coordinator @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p> <p>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.</p> <p>1 Staff x 4.444 Hours/Day x 234 Days = 1,040 Units</p> <p>Benefits - Health Education Assistant A @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p> <p>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.</p> <p>1 Staff x 4.444 Hours/Day x 234 Days = 1,040 Units</p> <p>Benefits - Health Education Assistant B @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p> <p>Administrative Services Assistant - 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.</p> <p>1 Staff x 0.888 Hours/Day x 234 Days = 208 Units</p> <p>Benefits - Administrative Services Assistant @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p>
<p><b>TRAVEL EXPENSES</b></p> <p>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 (enter other known conferences or required events). 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.</p>
<p><b>CONTRACTUAL SERVICES</b></p> <p>-</p>
<p><b>EQUIPMENT</b></p> <p>-</p>
<p><b>OTHER DIRECT COSTS</b></p> <p>Seat Belt Safety Education Program - Cost of ThinkFirst National Injury Prevention Foundation speaker fees at traffic crash impact presentations during student assemblies at participating school campuses.</p> <p>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.</p>

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.

Educational Outreach Supplies - 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: 1.85 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: 1.85 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 Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

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**

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
- 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 [and its subrecipients] 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);
- *49 CFR part 21 (entitled Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964)*;
- *28 CFR 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964)*;
- *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* (preventing 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);
- *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- *Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- *Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

## GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of 49 CFR part 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.



By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **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 undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;



2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**  
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**  
(applies to 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**

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

#### **CERTIFICATION ON CONFLICT OF INTEREST**

(applies to subrecipients as well as States)

#### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.



## **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

## **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](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

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

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



State of California – Office of Traffic Safety  
**GRANT AGREEMENT**





<b>1. GRANT TITLE</b> Child Passenger Safety Program	
<b>2. NAME OF AGENCY</b> Riverside County	<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Riverside County Public Health Department	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old. The funded strategies may include education, child safety seat check-ups, community events, presentations, and training. Other countermeasures may include properly fitting child safety seats, providing educational materials, and the distribution of child safety seats. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed:      \$240,500.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> <li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Julisa Alvizo-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Drive Riverside, CA 92503  <i>Julisa Alvizo-Silva</i> _____ (Signature)                      Jan 12, <del>2024</del>	<b>B. AUTHORIZING OFFICIAL</b> for NAME: Kim Saruwatari TITLE: Director of Public Health EMAIL: ksaruwatari@ruhealth.org PHONE: (951) 358-7036 ADDRESS: 4065 County Circle Drive Riverside, CA 92503  <i>Rachelle Roman</i> _____ (Signature)                      1/2/2024 (Date)
<b>C. FISCAL OFFICIAL</b> NAME: Yadira Romo TITLE: Program Chief II EMAIL: yromo@ruhealth.org PHONE: (951) 358-5996 ADDRESS: 4065 County Circle Drive Riverside, California 92503  <i>Yadira Romo</i> _____ (Signature)                      Jan 12, <del>2024</del>	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (Signature)                      (Date)

FORM APPROVED COUNTY COUNSEL  
 BY: *[Signature]*                      12/5/23  
 KATHERINE S. WILKINS                      DATE


<b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b> NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	<b>9. SAM INFORMATION</b> SAM #: CERTDD6LKE95 REGISTERED ADDRESS: 4080 Lemon Street, Floor 11 CITY: Riverside ZIP+4: 92501-3609
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
					<b>AGREEMENT TOTAL</b>	<b>\$240,500.00</b>
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					<b>\$240,500.00</b>	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					<b>\$ 0.00</b>	
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
					<b>\$240,500.00</b>	



<b>1. GRANT TITLE</b> Child Passenger Safety Program	
<b>2. NAME OF AGENCY</b> Riverside County	<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Riverside County Public Health Department	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old. The funded strategies may include education, child safety seat check-ups, community events, presentations, and training. Other countermeasures may include properly fitting child safety seats, providing educational materials, and the distribution of child safety seats. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$240,500.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> <li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Julisa Alvizo-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Drive Riverside, CA 92503   Dec 13, 2023 _____ (Signature) (Date)	<b>B. AUTHORIZING OFFICIAL</b> ADDRESS: Kim Saruwatari Director of Public Health ksaruwatari@ruhealth.org (951) 358-7036 4065 County Circle Drive Riverside, CA 92503   Jan 25, 2024 _____ (Signature) (Date)
<b>C. FISCAL OFFICIAL</b> ADDRESS: Yadira Romo Program Chief II yromo@ruhealth.org (951) 358-5996 4065 County Circle Drive Riverside, California 92503   Dec 13, 2023 _____ (Signature) (Date)	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758   Jan 31, 2024 _____ (Signature) (Date)

<p><b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b></p> <p>NAME: Carolyn Vu  ADDRESS: 2208 Kausen Drive, Suite 300  Elk Grove, CA 95758</p>	<p><b>9. SAM INFORMATION</b></p> <p>SAM #: CERTDD6LKE95  REGISTERED  ADDRESS: 4080 Lemon Street, Floor 11  CITY: Riverside  ZIP+4: 92501-3609</p>
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<b>10. PROJECTED EXPENDITURES</b>						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-	20.616	0521-0890-101	2022	43/22	BA/22	\$81,770.00
405b OP-24	20.616	0521-0890-101	2023	12/23	BA/23	\$158,730.00
<b>AGREEMENT TOTAL</b>						<b>\$240,500.00</b>
AMOUNT ENCUMBERED BY THIS DOCUMENT						<b>\$240,500.00</b>
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT						<b>\$ 0.00</b>
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
 <small>Carolyn Vu (Jan 25, 2024 10:37 PST)</small>			Jan 25, 2024		<b>\$240,500.00</b>	
<p><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></p>						



## 1. PROBLEM STATEMENT

Unintentional injuries are one of the leading causes of death for families in Riverside County of all ages, regardless of gender, race, or economic status. Injuries are a significant public health concern for Americans, potentially causing an impact on their health including premature death and disability. Research through the Centers for Disease Control and Prevention has shown people can reduce the risk of serious injury and death in a crash by 50% by wearing seat belts correctly and properly buckling children into appropriate child safety seats. Although education and enforcement activities have been implemented to reinforce this concept, many families are not practicing this behavior nor adhering to the mandatory child restraint and seat belt law.

In 2020, Riverside County was ranked 7<sup>th</sup> out of 15 counties of similar size for Total Fatal and Injury Crashes by the California Office of Traffic Safety (OTS) with a total of 1,495 victims killed and injured. Between 2019-2021, Riverside County experienced 807 fatal car crashes, with an additional 28,293 crashes resulting in injury. These crashes resulted in 41,287 injury victims and an additional 853 victims were killed.

The National Highway Traffic Safety Administration (NHTSA) reports that traffic crashes costs California approximately \$20 billion per year. Given the public health burden of injuries, local health departments play a critical role in protecting and improving community safety in coordination and collaboration with local, state, and national efforts.

Riverside University Health System - Public Health (RUHS-Public Health) aims to promote occupant protection among vulnerable populations throughout Riverside County including:

- Children and caregivers
- Older adults
- Tribal communities
- Black infant health

### **Vulnerable Populations within Riverside County - CHILDREN**

According to the Riverside County Child Death Review Team, of which RUHS-Public Health is an active member, between years 2015 - 2020, 56 children ages 0-17 years were killed in motor vehicle crashes. Of the 56 children killed, over half (32 children, or 57%) were unrestrained.

A closer look at the six-year child fatality data reveals:

- 16 children (29%) were under age 8 years
  - 40 children (71%) were ages 8-17 years
  - 31 children (55%) were ages 14-17 years
  - 8 pregnant women experienced fetal demise immediately following motor vehicle crash
- Between years 2019 - 2021, Riverside County experienced 2,279 crashes involving a child under the age of 8 years. Among those, 1,629 crashes resulted injuries, and 31 crashes resulted in a fatality.

A closer look at the data between years 2019 - 2021 reveals:

- 1,014 children under age 8 years were injured and 10 children were killed
- 1,049 children between the ages of 10 – 14 years were injured and 9 were killed
- 1,657 children between the ages of 14 – 17 years were injured and 21 were killed

### **Vulnerable Populations within Riverside County - OLDER ADULTS**

For the first time in U.S. history, older adults are projected to outnumber children by 2035. Between years 2010 - 2060, the Riverside County Office on Aging estimates an over 200% increase of adults aged 60 and older and an over 400% increase of adults aged 85 and older. As drivers age, physical and mental changes, including reduced visual acuity, increased fragility, restricted movement, and cognitive impairment, may directly and indirectly result in driving impairments.



In 2018, a Life Expectancy at Birth in Riverside County Report was released by the RUHS-Public Health Epidemiology & Program Evaluation Branch. Key findings from the report indicate life expectancy has risen from 79.5 years to 80.3 years since 2006. Riverside County residents in 22 out of 28 cities (or 79%) have a life expectancy higher than the U.S. estimate of 78.6 years. The average life expectancy of residents living in cities across Riverside County ranges from a high of 85.1 to a low of 74.3 years.

As life expectancy rises in Riverside County, the number of grandparents over the age of 65 raising grandchildren may expand as well. These older adults may become the primary caregivers of their grandchildren after an unexpected event. They are further faced with the financial challenge of having an additional dependent without additional income.

Between years 2019 – 2021, in Riverside County 8,118 adults over the age of 55 years were injured and 213 were killed. RUHS-Public Health aims to reduce the number of adults over age 55 killed or injured in vehicle collisions. Our work with our Riverside County senior community is vital for helping older adults keep their independence which promotes a sense of achievement that for many, generates a great sense of self-worth and well-being. (Attachment D)

### **Vulnerable Populations within Riverside County – TRIBAL COMMUNITIES**

Riverside County is home to 20 tribal communities. Motor vehicle crashes are the leading cause of death among American Indian and Alaska Native people. Although thousands of individuals are victims of motor vehicle crashes, the American Indian community is disproportionately affected. Particularly affected are those ages 0 to 19 years, who are 2 to 5 times more likely to be in a car crash than those of other racial and ethnic groups. There are several risk factors involved, which include low seat belt use, low child safety seat use, and alcohol impaired driving.

According to NHTSA, in 2020 the seat belt use rate in the Indian Country was only 76%, much lower than the overall average in the United States (90%). Child safety seat use is also much lower among American Indians and Alaska Natives. A study representing 6 Northwestern tribes, showed that only 23 to 79% of American Indian children ages 7 years and younger wore their seat belt properly. Additionally, alcohol impaired driving death rates are 2 to 17 times higher than other racial and ethnic groups in the United States. There are several effective strategies that can be implemented to reduce motor vehicle crashes. For example, seat belt laws, graduated drivers' licenses, sobriety checkpoints, blood alcohol concentration law, child safety seat laws, and many more. These strategies can be adjusted to best fit the needs of tribal communities and reduce the fatalities associated with motor vehicle crashes.

Over the past two years, RUHS-Public Health had the opportunity to work with two tribal communities in our County. Child safety seat checkup events, resource fairs, booster seat educational events (coupled with the distribution of no-cost booster seats) were conducted. RUHS-Public Health will continue our relationship by conducting proposed activities.

### **Vulnerable Populations within Riverside County – BLACK INFANT HEALTH**

Health disparities persist across the maternal, child and adolescent populations. Infant mortality rates for African Americans were more than two times the rate for all other groups and teen birth rates were highest among Hispanic youth. These disparities can be linked to high poverty rates, smoking, substance abuse, community stress, lack of strongly targeted education, physical environment, and social determinants of health.

Riverside County African American women are 1.3 times more likely to go into preterm labor, and 4 times more likely to have complications during pregnancy. Infants born to African American mothers are two times as likely to be born at a low birth weight. According to Riverside County Death Statistical Master Files, African American infants were more than two times more likely to die than White infants in 2015. Riverside County is trying to change that trend through its Black Infant Health Program.

Riverside County Black Infant Health works to improve African American infant and maternal health, as well as decrease Black-White health and social inequalities for women and infants. Through a series of sessions, the program aims to help women enhance 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. The Riverside County Black Infant Health Program has expressed a need to continue the collaboration with our Child Passenger Safety Program.

**Riverside County Profile**

Riverside County is the fourth most populous county in California and is home to approximately 2.4 million residents with the population expected to increase by 1 million over the next 20 years. The county covers 7,303 square miles with 28 cities including as large areas of unincorporated land and several Native American tribal entities.

According to Riverside County's Strategic Health Alliance Pursuing Equity (SHAPE) 2022 report, Riverside County is home to nearly 324,248 children between the ages 0 and 9. In Riverside County, one in five children (under 18 years of age) are at or below 100% of the federal poverty level and one in eight families are living in poverty.

Healthy People 2030 is a comprehensive set of key disease prevention and health promotion objectives. The health objectives and targets allow communities to assess their health status and build an agenda for community health improvement. When comparing Riverside County values to Healthy People 2030 national health targets we discover:

Target 1: Reduce deaths from motor vehicle crashes to 10.1 deaths per 100,000 population. The California value is 9.8. However, the Riverside County value is 12.6. Over time, the Riverside County value has increased significantly.

Target 2: Reduce unintentional injury deaths to 43.2 deaths per 100,000 population. The California value is 33.0. However, the Riverside County value is 39.4. Over time, this Riverside County value has also increased significantly.

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.

**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:**

	<b>Target Number</b>
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Participate in National Child Passenger Safety Week.	1
3. Conduct highly publicized child safety seat checkups at community locations such as shopping centers, car dealerships or preschools to educate and empower 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.	12
4. Conduct NHTSA Child Passenger Safety Technician Certification courses.	2
5. Conduct NHTSA Child Passenger Safety Technician Renewal courses.	1
6. Certify, recertify or renew staff as NHTSA Child Passenger Safety Technicians.	2
7. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	30



8. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	4
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. Hold quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
12. Conduct "roll call" training sessions on occupant protection, including child passenger safety.	10
13. Conduct court- referred classes for individuals who receive a child passenger safety citation.	4
14. Conduct NHTSA Child Passenger Safety Technician CEU courses.	2
15. 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
16. Identify straight time personnel and report on activities completed. Include any vacancies or staff changes that have occurred.	4
17. Conduct CarFit Technician training for safety professionals working with mature older drivers. When reporting, include date/location and total number of technicians trained.	1
18. Conduct CarFit community events and/or workshops to assess aging drivers for proper seating, line of sight and mobility options while driving a vehicle. When reporting, include date/location and number of participants at each event.	3
19. Conduct On-Campus program events and activities at participating school campuses. When reporting, include event date/location, length of activity, and number of participants at each event.	10
20. Conduct 5-Step Restraint Belt-Fit Test Events in collaboration with community-based organizations. When reporting, include date/location, total number of safety seats distributed, and total number of participants passing or failing each test event.	500
21. Conduct CPST Training sessions with a focus on using conventional child safety seats for children with special transportation concerns. When reporting, include training date/location, length of each course, and total number of trainees participating in each course.	2
22. Conduct Hospital Policy Workshop for Riverside County hospitals. Conduct Action Plan activities to remedy identified deficits of provision of appropriate restraints to children with special transportation needs by hospitals in Riverside County. When reporting, include any major findings from the work with hospitals that provide obstetric, emergency and/or pediatric services for children with special transportation needs, date/location of each action plan activity, number of participants reached, number of safety seats distributed, and whether management committed to following the Plan's recommendations.	1
<b>3. METHOD OF PROCEDURE</b> <b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b> <ul style="list-style-type: none"> <li>Develop operational plans to implement the “best practice” strategies outlined in the objectives section.</li> <li>All training needed to implement the program should be conducted in the first quarter.</li> <li>All grant related purchases needed to implement the program should be made in the first quarter.</li> </ul> <u>Media Requirements</u> <ul style="list-style-type: none"> <li>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.</li> </ul> <u>Addendum:</u>	



Complete and route all necessary forms to the RUHS-PH Administration and Board of Supervisors for approval of grant activities

Develop a filing system to monitor all grant activities to ensure adequate reporting to funding sources

Develop a database to capture all statistical information and track objective progress relevant to grant activities

Purchase all necessary materials and supplies to conduct all grant related activities

Create a master calendar that schedules 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

Create form to be used for pre and post observational surveys

Conduct pre observational surveys

Develop and update all program forms and evaluation tools

Confirm and update contact list for local Law Enforcement agencies

Revise curriculum for Roll Call Training

Order materials for Law Enforcement partners

Establish inventory process to accurately track child safety seats

Develop referral system for child safety seat checks

Develop system to schedule checkup appointments

Recruit CPS technicians and instructors to volunteer at check up events

Create flyers and social media posts to promote events and appointments

Obtain commitment from local law enforcement to participate in traffic safety events

Obtain commitment from Safe Kids Inland Empire to participate in traffic safety events to incorporate the "crash car" simulation

Conduct a search for current, appropriate educational and resource materials available for distribution at participating elementary, middle, and high school campuses

Develop recruitment flyers to promote CarFit technician training, CarFit workshops, and CarFit events

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

Register CarFit Technician training, workshops, and events through national CarFit Program

Review curriculum and materials for the CarFit program

Establish a contract with Think First to provide 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 on all program activities

Register High School sites to participate in Seat Belts Save Challenge Campaign

Collaborate with 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 and update contact list for local Child Passenger Safety Technicians

Identify "expired" technicians in need of CPS Renewal Course

Register CPS Certification and Renewal Courses with Safe Kids Worldwide

Develop curriculum and agenda for CPS Update Course

Develop curriculum for training focused on using conventional child safety seats for children with special transportation concerns

Submit CEU Pre-Approval Form to Safe Kids Worldwide and develop CEU Certificate

Develop 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

Develop curriculum for hospital policy workshop

Create contact list for local hospitals

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.

Addendum:

Provide educational materials and curriculum to law enforcement to conduct 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 community events  
 Conduct 5-Step Test events  
 Conduct CarFit Technician Training  
 Conduct CarFit workshops  
 Conduct CarFit events  
 Conduct Think First student assemblies on Seat Belt Safety Education  
 Conduct Seat Belts Save Challenge Campaign with high schools  
 Conduct court-referred classes for individuals who receive a CPS citation  
 Conduct CPS Certification Course  
 Conduct CPS Renewal Course  
 Conduct CPS Update Course  
 Conduct trainings for essential workers  
 Conduct bilingual CPS Parent Workshops  
 Conduct training for using conventional child safety seats for children with special transportation concerns  
 Conduct hospital policy workshop

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

1. Prepare and submit grant claim invoices (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-24	20.616	Occupant Protection	\$240,500.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>					
<b><u>Straight Time</u></b>					
Program Coordinator	405b OP-24	\$46.62	1,560	\$72,727.00	
Benefits - Program Coordinator @ 55.23%	405b OP-24	\$72,727.00	1	\$40,167.00	
Health Education Assistant A	405b OP-24	\$26.60	1,040	\$27,664.00	
Benefits - Health Education Assistant A @ 55.23%	405b OP-24	\$27,664.00	1	\$15,279.00	
Health Education Assistant B	405b OP-24	\$24.13	1,040	\$25,095.00	
Benefits - Health Education Assistant B @ 55.23%	405b OP-24	\$25,095.00	1	\$13,860.00	
Administrative Services Assistant	405b OP-24	\$23.64	208	\$4,917.00	
Benefits - Administrative Services Assistant @ 55.23%	405b OP-24	\$4,917.00	1	\$2,716.00	
<b><u>Overtime</u></b>					
				\$0.00	
Category Sub-Total					\$202,425.00
<b>B. TRAVEL EXPENSES</b>					
In State Travel	405b OP-24	\$1,000.00	1	\$1,000.00	
				\$0.00	
Category Sub-Total					\$1,000.00
<b>C. CONTRACTUAL SERVICES</b>					
				\$0.00	
Category Sub-Total					\$0.00
<b>D. EQUIPMENT</b>					
				\$0.00	
Category Sub-Total					\$0.00
<b>E. OTHER DIRECT COSTS</b>					
Seat Belt Safety Education Program	405b OP-24	\$4,800.00	1	\$4,800.00	
CPST Assistant Instructor fees	405b OP-24	\$2,800.00	1	\$2,800.00	
Child Safety Seats	405b OP-24	\$125.00	100	\$12,500.00	
CPS Check-Up Supplies	405b OP-24	\$1,600.00	1	\$1,600.00	
Educational Outreach Supplies	405b OP-24	\$2,000.00	1	\$2,000.00	



Educational Materials	405b OP-24	\$2,000.00	1	\$2,000.00
Office Supplies	405b OP-24	\$275.00	1	\$275.00
Office Space	405b OP-24	\$6,660.00	1	\$6,660.00
Communications	405b OP-24	\$4,440.00	1	\$4,440.00
Category Sub-Total				\$37,075.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$240,500.00</b>

<b>BUDGET NARRATIVE</b>
<p><b>PERSONNEL COSTS</b></p> <p>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.</p> <p>1 Staff x 6.667 Hours/Day x 234 Days = 1,560 Units</p> <p>Benefits - Program Coordinator @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p> <p>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.</p> <p>1 Staff x 4.444 Hours/Day x 234 Days = 1,040 Units</p> <p>Benefits - Health Education Assistant A @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p> <p>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.</p> <p>1 Staff x 4.444 Hours/Day x 234 Days = 1,040 Units</p> <p>Benefits - Health Education Assistant B @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p> <p>Administrative Services Assistant - 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.</p> <p>1 Staff x 0.888 Hours/Day x 234 Days = 208 Units</p> <p>Benefits - Administrative Services Assistant @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p>
<p><b>TRAVEL EXPENSES</b></p> <p>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 California Traffic Safety Conference. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>
<p><b>CONTRACTUAL SERVICES</b></p> <p>-</p>
<p><b>EQUIPMENT</b></p> <p>-</p>
<p><b>OTHER DIRECT COSTS</b></p> <p>Seat Belt Safety Education Program - Cost of ThinkFirst National Injury Prevention Foundation speaker fees at traffic crash impact presentations during student assemblies at participating school campuses.</p>



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.

Educational Outreach Supplies - 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: 1.85 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: 1.85 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 Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

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

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [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 [and its subrecipients] 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);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *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* (preventing 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);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

### GENERAL ASSURANCES

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In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### **SPECIFIC ASSURANCES**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of 49 CFR part 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:  
*"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review



upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **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 undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.



This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**  
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**  
(applies to 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**

**(applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

## **CERTIFICATION ON CONFLICT OF INTEREST**

**(applies to subrecipients as well as States)**

### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

### **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

### **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](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

**POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

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



**INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS**

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

GRANT DETAILS	
Grant Number:	OP24011
Agency Name:	Riverside County Public Health Department
Grant Title:	Child Passenger Safety Program
Agreement Total:	\$240,500.00
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. Erin Malone**

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

Media Contact: No

**3. Lorri Morris**

Title: Accountant II  
Phone: (951) 358-5688  
Email: l.morris@ruhealth.org

Media Contact: No

**4. Valerie Rodrigues**

Title: Program Coordinator II  
Phone: (951) 358-7190  
Email: v.rodrigues@ruhealth.org

Media Contact: No

**5. Rene Serna**

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

Media Contact: No

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

<b>GEMS User 1</b>		Add 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	
<b>GEMS User 2</b>		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	
<b>GEMS User 3</b>		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	
<b>GEMS User 4</b>		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	
<b>GEMS User 5</b>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
Form completed by: <u>Julisa Alvizo-Silva</u> <small>Julisa Alvizo-Silva (Dec 13, 2023 12:22 PST)</small>		Date: Dec 13, 2023	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u>Julisa Alvizo-Silva</u> <small>Julisa Alvizo-Silva (Dec 13, 2023 12:26 PST)</small>		Julisa Alvizo Silva	
Signature		Name	
Dec 13, 2023		Grant Director	
Date		Title	