

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



**ITEM: 3.32
(ID # 25952)**

MEETING DATE:
Tuesday, October 22, 2024

FROM : RUHS-PUBLIC HEALTH

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Grant Agreement Number OP25018 with the State of California, Office of Traffic Safety (OTS) for the Child Passenger Safety Program for the Period of Performance of October 1, 2024, through September 30, 2025. All Districts. [Total Aggregate Award Amount: \$340,000 - 100% Federal]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Grant Agreement Number OP25018 with the State of California Office of Traffic Safety (OTS) for the Child Passenger Safety Program (CPSP) in the amount of \$340,000 for the period of performance of October 1, 2024, through September 30, 2025;

Continued on Page 2

ACTION:Policy, A-30


Kim Saruwatari, Director of Public Health 10/11/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel 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: October 22, 2024
xc: RUHS-PH

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

2. Authorize the Director of Public Health, or designee, along with 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;
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: sign all reports, certifications, forms, assurances or other related documents required by the State of California, Office of Traffic Safety, and subsequent amendments to the Grant Agreement that exercise the options of the agreement, including modifications of the statement of work that stay within the intent of the Agreement; and
4. Authorize the Director of Public Health, or designee, along with the Program Chief of Public Health Fiscal, and the Program Chief of Public Health's Injury Prevention Branch to be charged with the responsibility of administering and implementing the OTS CPSP, including to:
 - a. Accept funding opportunities annually through September 30, 2030; and
 - b. Sign and execute OTS CPSP Agreements, as approved as to form by County Counsel, as a result of receiving additional funds in amounts not to exceed 130% of the current OP25018 Grant Agreement; and
 - c. Sign OTS amendments thereto, as approved as to form by County Counsel, that (a) make modifications to the scope of work that stay within the intent of the OTS agreement and (b) make changes to the compensation provisions that do not exceed 10% of the total allocation of the agreement.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$255,001	\$84,999	\$340,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Federal			Budget Adjustment: No	
			For Fiscal Year: 24/25-25/26	

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. 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 to collaborate with local law enforcement agencies and to provide bilingual educational and interactive activities to

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

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 State of California, Office of Traffic Safety 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 deaths due to misuse or lack of correct restraints.

Additional Fiscal Information

The total grant amount currently awarded to RUHS-PH is \$340,000. There is no impact to County General Funds. The distribution for each fiscal year is identified in the table below. Any remaining amount not spent in FY24/25 will roll-over to FY25/26.

Fiscal Year	Amount
FY24/25	\$255,001
FY25/26	\$84,999
Total	\$340,000

Contract History and Price Reasonableness

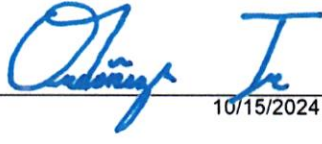
RUHS-PH has previously been allocated grant funding from the State of California, Office of Traffic Safety for the same program, which was last approved by the Board of Supervisors on December 12, 2023, in the amount of \$240,500 for the period of performance of October 1, 2023, through September 30, 2024. The current funding allocation is for a new grant period. RUHS-PH is requesting approval for the Director, or designee, to sign future grant agreements for Injury Prevention from Office of Traffic Safety for the Child Passenger Safety Program through September 30, 2030.

ATTACHMENTS:

Attachment A. Grant Agreement No. OP25018 with the State of California Office of Traffic Safety

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


Douglas Cordonez Jr.


10/15/2024


Gregg Gu, Chief Deputy County Counsel 10/11/2024

CLERK'S COPY

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

GRANT NUMBER

OP25018

State of California – Office of Traffic Safety
GRANT AGREEMENT

1. GRANT TITLE Child Passenger Safety Program	
2. NAME OF AGENCY Riverside County	3. Grant Period From: 10/01/2024 To: 09/30/2025
4. AGENCY UNIT TO ADMINISTER GRANT Riverside County Public Health Department	
5. GRANT DESCRIPTION Primary focus of the grant will be 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. Activities geared towards older drivers such as educational materials, presentations and hands-on training to improve the safety increase mobility of the driver may be funded. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$340,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Julisa 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. AUTHORIZING OFFICIAL NAME: Kim Saruwatari TITLE: Director of Public Health EMAIL: ksaruwatari@ruhealth.org PHONE: (951) 358-7036 ADDRESS: 4065 County Circle Drive Riverside, CA 92503 _____ (Signature) (Date)
C. FISCAL OFFICIAL 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)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (Signature) (Date)

OCT 22 2024 3.32

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
				AGREEMENT TOTAL		\$340,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$340,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$340,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

Esen Sainz

By: _____
Esen Sainz
Deputy County Counsel

1. PROBLEM STATEMENT

Child passenger safety is of paramount importance for protecting the lives and well-being of infants and young children during motor vehicle travel. 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 percent 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 2021, Riverside County was ranked 19th out of 58 California counties for Total Fatal and Injury Crashes by the California Office of Traffic Safety, with a total of 14,744 victims killed and injured. Between 2020-2022, Riverside County experienced 908 fatal car crashes, with an additional 28,154 crashes resulting in injury. These crashes resulted in 41,106 injury victims, and an additional 959 victims were killed.

Public Health Burden

Motor vehicle crashes pose a significant public health burden worldwide. The impact is broad and affects individuals, families, communities, and society as a whole. Motor vehicle crashes result in substantial economic costs, including medical expenses, property damage, and lost productivity. The costs associated with emergency response, healthcare, rehabilitation, and legal proceedings contribute to the economic burden. 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
- Tribal communities
- Black infant health

Vulnerable Populations within Riverside County – CHILDREN

Between years 2020-2022, Riverside County experienced 1,462 crashes involving a child under the age of 8. Among those crashes, 1,426 crashes resulted in injuries and 36 crashes resulted in a fatality.

A closer look at the data between years 2020-2022 reveals:

- 1,178 children under age 8 years were injured and 16 children were killed
- 1,128 children between the ages of 10 – 14 years were injured and 7 were killed
- 1,710 children between the ages of 14 – 17 years were injured and 26 were killed

Vulnerable Populations within Riverside County – TRIBAL COMMUNITIES

Engaging tribal communities in child passenger safety is important to ensure the well-being of children during transportation. Tribal communities often have unique cultural considerations, and it is crucial to approach child passenger safety initiatives with sensitivity and cultural competence. 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 between 0 to 19 years of age, who are 2 to 5 times more likely to be in a car crash than those of other racial and ethnic groups. Rates of motor vehicle traffic deaths among American Indian and Alaska Native adults ages 20 years or older are more than twice that of White people. 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 Indian Country was only 76 percent, much lower than the overall average in the United States (90 percent). Child safety seat use is also much lower among

American Indians and Alaska Natives. A study representing six north western tribes, showed that only 23-79 percent 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.

Proven strategies to reduce motor vehicle injuries and deaths can be successfully tailored to tribal communities. Over the past three years, RUHS-Public Health has had the opportunity to work with two tribal communities in our County. Child safety seat checkup events, resource fairs, booster seat educational events were conducted (coupled with the distribution of no-cost booster seats). RUHS-Public Health will continue our relationship by conducting the proposed activities.

Vulnerable Populations within Riverside County – BLACK INFANT HEALTH

Health disparities persist across the maternal, child, and adolescent populations. Addressing black infant health and car seat safety is important for promoting the well-being of infants within the black community. Disparities in infant health outcomes, including car seat safety, highlight the need for targeted interventions and education.

Infant mortality rates for African Americans were more than 2 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 2 times as likely to be born at a low birth weight. According to Riverside County Death Statistical Master Files, African American infants were nearly 3 times more likely to die than white infants between 2019 and 2021. 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.

By combining cultural sensitivity, community engagement, and targeted education efforts, it is possible to improve black infant health outcomes and promote proper car seat safety practices within the community. 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 twenty years. The county covers 7,303 square miles with 28 cities, including large areas of unincorporated land and several Native American tribal entities.

In 2022, the largest racial or ethnic group in Riverside County was the Hispanic/Latino group. Between 2010 and 2022, the Hispanic/Latino population had the most growth, increasing by 283,624 from 1 million in 2010 to 1.3 million in 2022. The racial makeup of Riverside County is 52 percent Hispanic/Latino, 31.3 percent White (non-Hispanic), 7.1 percent Asian (non-Hispanic), 6.3 percent Black (non-Hispanic), 2.5 percent Multiracial (non-Hispanic), 0.5% American Indian/Alaskan Native (non-Hispanic), and 0.3% Native Hawaiian and Other Pacific Islander (non-Hispanic).

According to the U.S. Census Bureau, in Riverside County, one in seven children (14.8 percent) and one in twelve families (8.6 percent) live 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:

National Health Target: Reduce deaths from motor vehicle crashes to 10.1 deaths per 100,000 population. In July of 2022, the California value was 10.0, however, the Riverside County value was 13.0. Over time, the Riverside County value has increased significantly.

National Health Target: Reduce unintentional injury deaths to 43.2 deaths per 100,000 population. In August of 2023, the California value was 43.4, however, the Riverside County value was 50.9. Over time, the Riverside County value has 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:

	Target Number
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	1
2. Participate in National Child Passenger Safety Week and National Heatstroke Prevention Day.	2
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.	4
7. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	40
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.	125
10. Purchase child safety seats.	125
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.	3

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 grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.	4
17. Participate in 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.	4
18. 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
19. 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.	1
20. 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
21. Conduct 5-Step Restraint Belt-Fit Tests for correct seat belt fit with school-aged children. When reporting, include date/location, total number of safety seats distributed, and total number of participants passing or failing each test event.	500
22. 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.	12
23. Conduct CarFit Individual Assessments with an effort to reach older drivers. Assessments must be conducted by a certified CarFit Technician or CarFit Instructor. Include date/location of each assessment.	25
24. Conduct CarFit Technician training for safety professionals working with mature older drivers. When reporting, include date/location and total number of technicians trained.	3
25. Conduct CarFit Evaluation for the effectiveness of the program's activities. Obtain commitment from senior centers/organizations to participate in the CarFit Program. When reporting, include any major findings from the work with senior centers/organizations, date/location of each activity evaluation, number of participants reached, number of older driver campaign kits distributed, and whether management committed to following the Program's recommendations.	1
3. METHOD OF PROCEDURE A. <u>Phase 1 – Program Preparation</u> (1st Quarter of Grant Year) <ul style="list-style-type: none"> • Develop operational plans to implement the “best practice” strategies outlined in the objectives section. • All training needed to implement the program should be conducted in the first quarter. • All grant related purchases needed to implement the program should be made in the first quarter. <u>Media Requirements</u> <ul style="list-style-type: none"> • 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 grant coordinator and OTS PIO.

Phase 1 - Program Preparation Addendum

- Create press release.
- 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.
- Research and create database for local Occupational Therapy colleges.
- Create a master calendar that schedules all CarFit workshops, community events, CarFit Technician Trainings, CarFit events, newsletter distribution dates.
- Create a master calendar that schedules all school assemblies, traffic safety fairs, parent workshops, community events, child safety seat checkup events, NHTSA Certification Courses, Update Trainings, and quarterly CPS meetings.
- Develop registration system for senior centers and community-based organizations/facilities for CarFit workshops.
- Create form to be used for pre and post 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.
- Order materials for senior driver campaign kits.
- Develop referral system for CarFit appointments.
- Recruit CarFit Technicians to volunteer at CarFit events.
- Develop referral system for child safety seat checks.
- Develop system to schedule checkup appointments.
- Recruit CPS technicians and instructors to volunteer at checkup events.
- Register CarFit Technician training, workshops, and events through national CarFit Program.
- 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.
- Create flyers and social media posts to promote events and appointments.
- Obtain commitment from local law enforcement to participate in traffic safety events.
- Conduct a search for current, appropriate educational and resource materials available for distribution at participating elementary, middle, and high school campuses.
- Obtain commitment from elementary, middle, and high schools to participate in the program.
- Obtain commitment from cities, local law enforcement agencies, senior centers, and community-based organizations/facilities to assist with implementation of the CarFit program.
- Identify a liaison from each participating school to communicate with RUHS-Public Health on all program activities.
- 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.
- Review curriculum and materials for the CarFit program.
- Conduct CPS Instructor meetings to discuss courses and potential Instructor Candidates.
- Identify personnel and outside agencies interested in Certification training.
- Identify personnel and outside agencies interested in CarFit Technician Training Develop curriculum and agenda for CarFit Workshop.
- 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 educational workshop for older drivers.
- Submit CEU Pre-Approval Form to Safe Kids Worldwide and develop CEU Certificate.
- Develop and distribute CPS Update Course Announcement and Registration Form.
- Develop digital CarFit newsletters.
- Develop training for using conventional child safety seats for children with special transportation concerns.
- Revise CPS Workshop training for essential workers transporting children.
- Revise bilingual (English/Spanish) CPS Parent Workshop curriculum.
- Revise curriculum for essential workers transporting children with special needs.
- Create contact list of policy stakeholders.
- Develop workshop for policy stakeholders at 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 for approval and copy your OTS grant 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.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- 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 OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS grant 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 OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with embargoed date and time or with “INTERNAL ONLY: DO NOT RELEASE” message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints,

etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.

- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant 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 grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant 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 OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

Phase 2 - Program Operations Addendum

- Distribute press release.
- Provide educational materials and curriculum to law enforcement to conduct Roll Call Trainings.
- Distribute child safety seats and educational materials to underprivileged children.
- Distribute senior driver campaign kits.
- Distribute virtual newsletters .
- Conduct CarFit events.
- Conduct older driver workshops.
- Conduct checkup 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 Think First student assemblies on Seat Belt Safety Education.
- Conduct court-referred classes for individuals who receive a CPS citation.
- Conduct CPS Certification Course.
- Conduct CPS Renewal Course.
- Conduct CPS Update Course.
- Conduct CarFit Technician Training.
- 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 workshop for policy stakeholders.
- Continue outreach to Occupational Therapy colleges.
- Maintain local Occupational Therapist database.

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-25	20.616	Occupant Protection	\$340,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				
Program Coordinator	405b OP-25	\$48.26	1,664	\$80,305.00
Health Education Assistant A	405b OP-25	\$30.18	1,040	\$31,387.00
Health Education Assistant B	405b OP-25	\$30.18	1,040	\$31,387.00
Health Education Assistant C	405b OP-25	\$26.31	1,040	\$27,362.00
Benefits - PC and HEA (A), (B), and (C) @ 55.23%	405b OP-25	\$170,440.00	1	\$94,134.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$264,575.00
B. TRAVEL EXPENSES				
In State Travel	405b OP-25	\$4,000.00	1	\$4,000.00
				\$0.00
Category Sub-Total				\$4,000.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Consultant - CarFit Education Program	405b OP-25	\$16,000.00	1	\$16,000.00
Consultant - Occupational Protection Program	405b OP-25	\$2,000.00	1	\$2,000.00
CPST Assistant Instructor Fees	405b OP-25	\$8,400.00	1	\$8,400.00
Child Safety Seats	405b OP-25	\$125.00	125	\$15,625.00
CarFit Event Supplies	405b OP-25	\$3,000.00	1	\$3,000.00
CPS Check-Up Supplies	405b OP-25	\$3,000.00	1	\$3,000.00
CarFit Educational Materials	405b OP-25	\$3,000.00	1	\$3,000.00

CPS Educational Materials	405b OP-25	\$3,000.00	1	\$3,000.00
Office Supplies	405b OP-25	\$840.00	1	\$840.00
Office Space	405b OP-25	\$11,040.00	1	\$11,040.00
Communications	405b OP-25	\$5,520.00	1	\$5,520.00
Category Sub-Total				\$71,425.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$340,000.00

BUDGET NARRATIVE
<p>PERSONNEL COSTS</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 7.111 Hours/Day x 234 Days = 1,664 Units</p> <p>Health Education Assistant A - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering 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>Health Education Assistant B - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering 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>Health Education Assistant C - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering 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 - PC and HEA (A), (B), and (C) @ 55.23% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p>
<p>TRAVEL EXPENSES</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 Lifesavers Conference on Roadway Safety. 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>CONTRACTUAL SERVICES</p> <p>-</p>
<p>EQUIPMENT</p> <p>-</p>
<p>OTHER DIRECT COSTS</p> <p>Consultant - CarFit Education Program - Cost of Occupational/Physical Therapy practitioners to provide specialized educational services and assessments at CarFit events and trainings for older drivers.</p> <p>Consultant - Occupational Protection Program - Cost of impact speaker to conduct 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 NHTSA Child Passenger Safety Technician Certification course, CPS Update Courses, or CPS Renewal Course.</p> <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.</p>

CarFit Event Supplies - Costs associated with CarFit supplies such as canopies, A-frames, tablecloths, adaptive equipment such as leg lifters, easy reach seat belt, handy bar, cones, plastic storage bins, rolling carts, and clipboards and supplies for conducting CarFit events and trainings. Additional items may be purchased if approved by OTS. Costs may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS.

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.

CarFit Educational Materials - Educational Materials focused on older drivers - Cost 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.

CPS Educational Materials - Educational Materials focused on child passenger safety - Cost 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/lamps. 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: 2.3 FTE x 12 months x \$400. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Communications - Cost 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: 2.3 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. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

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