

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



ITEM: 3.34
(ID # 26085)

MEETING DATE:
Tuesday, October 22, 2024

FROM : RUHS-PUBLIC HEALTH

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve the Grant Agreement No. DI25018 and Grant Agreement No. DD25007 with the State of California Office of Traffic Safety for the College Communities Against Drunk and Drugged Driving Program and the Be Wiser Teen Impaired/Distracted Driving and Speeding/Occupant Safety Program for the Period of Performance of October 1, 2024, through September 30, 2025. All Districts. [Total aggregate amount: \$347,000 - 100% Federal]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Grant Agreement No. DI25018 with the State of California, Office of Traffic Safety for the College Communities Against Drunk and Drugged Driving Program (CADD) in the amount of \$140,000 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. Ratify and approve Grant Agreement No. DD25007 with the State of California, Office of Traffic Safety for the Be Wiser Teen Impaired/Distracted Driving and Speeding/Occupant Safety Program (Be Wiser Program) in the amount of \$207,000 for the period of performance of October 1, 2024, through September 30, 2025;
3. 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 Agreements on behalf of the County;
4. 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 Agreements that exercise the options of the agreements, including modifications of the statement of work that stay within the intent of the agreements;
5. 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 CADD Program including to:
 - a. Accept funding opportunities annually through September 30, 2030;
 - b. Sign and execute OTS CADD 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 DI25018 Grant Agreement; and
 - c. Sign OTS CADD amendments thereto, as approved as to form by County Counsel, that make modifications to the scope of work that stay within the intent of the OTS agreement; and
6. 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 Be Wiser Program, including to:
 - a. Accept funding opportunities annually through September 30, 2030;
 - b. Sign and execute OTS Be Wiser Program 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 DD25007 Grant Agreement; and
 - c. Sign OTS Be Wiser Program amendments thereto, as approved as to form by County Counsel, that make modifications to the scope of work that stay within the intent of the OTS agreement.

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$267,250	\$79,750	\$347,000	\$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

Riverside University Health System – Public Health (RUHS-PH) Injury Prevention Services (IPS) has received funding from the State of California, Office of Traffic Safety (OTS) for the College Campuses Against Drunk and Drugged Driving (CADD) Program to provide education and resources to local college campuses in an effort to reduce the number of injuries or fatalities resulting from alcohol-impaired, drug-impaired, and distracted driving. The program will include collaboration with community and advocacy groups in providing training for peer educators and students on the dangers of impaired and distracted driving. RUHS-PH will engage and support college law enforcement departments in impaired and distracted driving awareness activities and conducting outreach events.

IPS has also received funding from the State of California, OTS as part of the Be Wiser Teen Impaired/Distracted Driving & Speeding/Occupant Safety Program (Be Wiser Program). The Program seeks to reduce the number of persons killed or injured due to teen impaired and distracted driving as well as speeding. This will be achieved by expanding the existing Be Wiser Program. The expansion will include: 1) enhancing the train-the-trainer component for high school students to prepare them in providing traffic safety presentations for their peers; 2) broaden the middle school curriculum to teach the concept of responsible passenger behavior and its translation to safe driving behavior, including the consequences of speeding; 3) provide training to staff and parents on the dangers of alcohol, drug-impaired and distracted driving; and 4) conduct meaningful bilingual awareness campaigns educating youth and the community on the dangers of poor choices and the consequences surrounding impaired and distracted driving and speeding.

The state requires the official agency signatory identified in their Grant Electronic Management System (GEMS) to sign the grant agreements, which for the County of Riverside is the Director of Public Health. In addition, the state requires the signatory of the Fiscal official and Grant Director, which for the County of Riverside is the Program Chief of Public Health Fiscal and the Program Chief of Public Health's Injury Prevention Program. Only the individuals identified in GEMS will be able to sign agreements and amendments, as well as 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.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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Impact on Residents and Businesses

These programs will benefit County Residents in an effort to reduce the number of injuries or fatalities resulting from alcohol-impaired, drug-impaired, and distracted driving college students and teen impaired and distracted driving.

Additional Fiscal Information

The total combined grant amount awarded to RUHS-PH is \$347,000. There is no impact to County General Funds. The annual amount for each grant to be distributed for each fiscal year will be as follows:

Grant Agreement No. DI25018 for College Communities Against Drunk and Drugged Driving Program:

Year	Amount
FY24/25	\$112,000
FY25/26	\$28,000
Total	\$140,000

Grant Agreement No. DD25007 for Be Wiser Teen Impaired/Distracted and Speeding/Occupant Safety Program:

Year	Amount
FY24/25	\$155,250
FY25/26	\$51,750
Total	\$207,000

Contract History and Price Reasonableness

For over 20 years, RUHS-PH has received grant funding on an annual basis from the California Office of Traffic Safety to address concerns related to traffic within Riverside County. The continued funding will provide education to teens and parents of Riverside County about the dangers of impaired and distracted driving with the goal of helping to reduce the number of injuries and fatalities related to impaired and distracted driving.

The CADD Program was previously approved by the Board of Supervisors on January 9, 2024, Agenda Item No. 3.45, in the amount of \$120,000 for the period of performance of October 1, 2023, through September 30, 2024.

The Be Wiser Teen Program was previously approved by the Board of Supervisors on January 9, 2024, Agenda Item No. 3.44, in the amount of \$182,000 for the period of performance of October 1, 2023, through September 30, 2024.

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The current grant funding is for a new grant period. RUHS-PH is requesting approval for the Director to sign future grant agreements for IPS from the State of California, OTS for the CADD Program and the Be Wiser Teen Program.

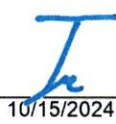
ATTACHMENTS

ATTACHMENT A. Grant Agreement No. DI25018 with the State of California, Office of Traffic Safety

ATTACHMENT B. Grant Agreement No. DD25007 with the State of California, Office of Traffic Safety


Douglas Cordonez Jr.




10/15/2024


Gregg Gu, Chief Deputy County Counsel

10/11/2024

State of California – Office of Traffic Safety
GRANT AGREEMENT

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
 GRANT NUMBER
 to Riverside County Clerk of the Board, Station 1010
 Post Office Box 1147, Riverside, Ca 92502-1147
DD25007
 Thank you

1. GRANT TITLE Be Wiser Teen Impaired/Distracted Driving & Speeding/Occupant 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 The Riverside University Health System - Public Health (RUHS - Public Health), will address the problem of teen impaired/distracted driving and unsafe speed in Riverside County by expanding on the existing Be Wiser traffic safety program. Program Expansion will include: 1) broadening peer to peer education opportunities by training high school age youth on safe driving behaviors 2) expand the middle school curriculum to teach the concept of responsible passenger behavior and its translation to safe driving behavior, including the consequences of speeding, 3) provide training to staff and parents on the dangers of alcohol, drug impaired and distracted driving, 4) conduct meaningful bilingual awareness campaigns educating youth and the community on the dangers of poor choices and the consequences surrounding impaired and distracted driving and speeding, 5) host a youth traffic safety summit in Riverside County to empower Riverside County teens to become advocates for traffic safety.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$207,000.00	
<p>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:</p> <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	
<p>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</p> <p>_____ (Signature) (Date)</p>	<p>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</p> <p>_____ (Signature) (Date)</p>
<p>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</p> <p>_____ (Signature) (Date)</p>	<p>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</p> <p>_____ (Signature) (Date)</p>

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APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: Esen Sainz
Esen Sainz
Deputy County Counsel

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM#: CERTDD6LKE95 REGISTERED ADDRESS: 4080 Lemon St. Floor 11 CITY: Riverside ZIP+4: 92501-3609</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
					AGREEMENT TOTAL	\$207,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$207,000.00
<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	\$207,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

With a population of about 2.4 million people, Riverside County is the fourth largest county in California and the 10th most populous in the nation. Riverside County includes urban, suburban, resort, and rural communities across 7,207 square miles and is one of the nation's fastest growing and diverse metro areas. Riverside County is composed of 28 incorporated cities with unincorporated and tribal communities. Riverside County largely consists of unincorporated areas with 86% of Riverside County land as unincorporated areas and 400,000+ Riverside County residents who live in unincorporated communities (Attachment 1; Attachment 2).

Geographically, Riverside County's land mass is larger than three states (Connecticut, Delaware, and Rhode Island) and ranks 26th among the 3,143 counties in the United States. Riverside County is directly divided by two densely trafficked freeways (R-91 and R-60) and two main highways (I-15 and I-10) stretching over 200 miles. This highly trafficked area makes it a primary target for traffic fatalities. In Riverside County, there was 2,177 non-fatal injuries in 2020 compared to 2,315 non-fatal injuries occurring on a highway or freeway in 2022. There was a 37% increase in traffic fatalities occurring on a highway or freeway in Riverside County, with 81 fatal in 2022 compared to 59 fatalities in 2020 (SWITRS Attachment A, Sheet 4). While the number of crashes resulting in an injury remained stable in the state of California between 2020 and 2022, it increased by 21% in Riverside County (SWITRS Attachment A, Sheet 4).

Motor vehicle crashes among teens is a concern in Riverside County. Since 2015, RUHS-Public Health has provided traffic safety education to middle and high school students. With 23 school districts countywide, approximately 24% of the population is under the age of 18. Fatalities among teens represents nearly 6% of all crashes that occurred during this time period.

Data received from the Statewide Integrated Traffic Records System (SWITRS) indicates that between 2020 and 2022, there were 2,290 non-fatal motor vehicle injuries and 54 fatalities among Riverside County teens between the ages of 13 and 18 (SWITRS Attachment A, Sheet 1). From 2020 to 2022, 11.1% (n=6) of fatal crashes among teens involved teen (13-18) drivers impaired by alcohol, and 9.2% (n=5) of fatal crashes among teens involved teen (13-18) drivers impaired by drugs (SWITRS Attachment A, Sheet 3). This data indicates that at a local level, teen impaired and distracted driving continue to be an issue of concern.

RUHS-Public Health's Be Wiser program was developed to educate youth to understand the critical consequences of unsafe driving behavior, as well as to build their capacity to create a positive change in their driving behaviors. RUHS-Public Health emphasizes the importance of educating youth before or during those first years of driving to prevent unsafe driving practices that can lead to injury or death. Youth evaluations from 2023's Be Wiser trainings highlight that 42% of teen participants had not started driving yet, 28% would start to drive within 1 year, 18% of participants were driving already for 1 year, and 7.5% of participants were driving for 2-3 years (Attachment 18).

Motor vehicle crashes among teens is the result of many different factors, including inexperience behind the wheel, lack of road safety knowledge, lack of judgement, peer pressure, distractions, speed, or impairment due to alcohol, drugs, or fatigue. Participants from 2023's Be Wiser trainings ranked the most common driving distractions among their peers as texting, looking at social media, alcohol, and being distracted by passengers or friends (Attachment 18). Despite the many contributing factors that lead to motor vehicle crashes among teens, the consequences of these reckless behaviors have long-lasting physical and emotional costs that affect communities, families, and loved ones.

Riverside County teens, their families, and their communities have felt the consequences of impaired driving. On October 2, 2022, a 17-year-old Moreno Valley youth ran a red light and crashed into a minivan and subsequently into a metal traffic signal pole. The teen died on the scene, while another youth passenger in their vehicle sustained major traumatic injuries. 6 other individuals were also injured in the crash (Attachment 3).

On March 20, 2023, a teenage boy in Corona was killed when the vehicle he was driving overturned, injuring two other teens in the car (Attachment 4).

On July 20, 2023, 3 Murrieta teens died with a fourth teen sustaining serious injuries after the teen who was driving back from a party lost control of the car. Officials highlight speed was likely a factor (Attachment 5). A friend of the teens who died in the crash claimed that youth are “scared to get their license...they’re scared to drive.”

These tragic events highlight the need for continued traffic safety education among teens to empower them to make safer driving choices.

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.

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. 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
3. BE WISER: Update and expand the Be Wiser training curriculum that will assist students to develop and implement awareness campaigns addressing the topics of impaired and distracted driving by December 31, 2024.	1
4. BE WISER: Obtain commitment from a service club or group of students at a total of fourteen (14) middle and/or high school sites to implement Be Wiser program activities by December 31, 2024.	14
5. BE WISER: Engage with ten (10) community and/or school sites through social media to increase public awareness about the dangers of drunk, drugged, and distracted driving to reach 1000 people by September 30, 2025.	10
6. BE WISER: Conduct one (1) training and/or workshop with each of the participating middle and high school campuses that will equip student peer educators and advocates with the knowledge base and skills to create and implement traffic safety education awareness campaigns by June 30, 2025.	14
7. BE WISER: Conduct two (2) awareness campaigns with each of the participating middle and high school campuses, addressing the topics of drunk, drugged, drowsy, and distracted driving, to reach 8000 students by September 30, 2025.	28
8. BE WISER: Conduct six (6) parent/community workshops by September 30, 2025.	6
9. BE WISER: Conduct four (4) workshops with local law enforcement Explorer Programs by September 30, 2025.	4
10. BE WISER: Conduct an evaluation with each of the participating middle and high school campuses and Explorer Programs assessing students’ attitudes and behavior towards impaired and distracted driving by September 30, 2025.	18
11. Conduct a Youth Traffic Safety Summit impacting 200 Riverside County youth and youth serving community members by September 30, 2025.	1
12. Create 12 monthly newsletter segments reaching 300 youth and community members by September 30, 2025.	12
13. SOS: Conduct one (1) training and/or workshop with participating middle and high school campuses that will equip student peer educators and advocates with the knowledge base and skills to create and implement occupant protection and dangers of speeding campaigns by June 30, 2025.	6
14. SOS: Conduct two (2) awareness campaigns with each of the participating middle and high school campuses, addressing the topics of occupant protection and dangers of speeding while driving by September 30, 2025.	12

15. SOS: Conduct an evaluation with each of the participating middle and high school campuses assessing students' attitudes and behavior towards unsafe speed and occupant protection by September 30, 2025.	6
16. SOS: Obtain commitment from a service club or group of students at a total of six (6) middle and/or high school sites to implement Speed and Occupant Safety program activities by December 31, 2024.	6
17. SOS: Update and expand the Speeding and Occupant Safety (SOS) curriculum that will assist students to develop and implement awareness campaigns addressing the topics of speeding while driving and occupant protection by December 31, 2024.	1

3. METHOD OF PROCEDURE

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

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

Media Requirements

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

Phase 1 (1st Quarter of Grant Year)

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted this quarter.
- All grant related purchases needed to implement the program should be made this quarter.
- Complete and route all necessary forms to the RUHS - PH Department Administration and Board of Supervisors for approval of grant activities.
- Conduct a search for current appropriate educational and resource materials available for distribution at participating middle and high school campuses.
- Develop an educational plan to train high school peer educators on the Be Wiser curriculum
- Update Be Wiser training curriculum that assists students to develop and implement awareness campaigns that addresses the dangers of impaired and distracted driving.
- Develop all program forms and evaluation tools.
- Obtain commitment from 14 middle and high schools to participate in the Be Wiser program located county-wide.
- Identify a liaison at each site that will communicate with Public Health on all Be Wiser activities.
- Create acknowledgement form that shows agreement to piloting the program at the site.
- Create four (4) video campaigns discussing teen impaired and distracted driving campaigns. Verification form from advisor will be required.
- Create activity verification forms to keep in a created filing system.

- Identify pool of student educators and advocates on each campus that will be responsible for developing and implementing their school's educational awareness campaigns.
- To obtain commitment from local law enforcement agency to provide Be Wiser technical support, resources and/or participation on each middle school and high school campus.
- Create a master calendar that schedules all awareness campaigns.
- Create a master document that contains all contact information of the school and the liaison on site.
- Identify media outlets in Riverside County.
- Develop a filing system to monitor all grant activities to ensure adequate reporting to funding source.
- Develop a data base that captures all demographic/statistical information and track objective progress relevant to grant activities.
- Purchase all necessary equipment and supplies (education materials and office supplies) to conduct grant related activities.
- Identify potential partnerships and venue location for youth Traffic Safety Summit.

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.
1. Phase 2 – Program Operations (Throughout Grant Year)
 - Establish a youth awareness program at selected middle and high schools that will educate youth on the dangers of impaired and distracted driving conducted by student educators and advocates and Public Health county-wide.
 - Conduct one (1) Be Wiser train the trainer session at each selected high school to peer educators who will provide traffic safety presentations to their student body on impaired and distracted driving. These peer educators will also take the lead creating awareness campaigns regarding the dangers of impaired and distracted driving. Campaigns will be youth derived and focused on how best to implement messaging to fellow students for maximum results. Campaigns will bring awareness to the consequences of poor decision making regarding impaired and distracted driving.
 - Conduct one (1) Be Wiser training at each selected middle school to student advocates who will take the lead creating awareness campaigns regarding the dangers of impaired and distracted driving. Campaigns will be youth derived and focused on how best to implement messaging to fellow students for maximum results. Campaigns will bring awareness to the consequences of poor decision making regarding impaired and distracted driving.

- Conduct two (2) Be Wiser awareness campaigns at each participating school that are planned around student life events that traditionally encourage under age alcohol consumption as; Homecoming, Prom, Winter Formal, Spring Break and/or Graduation. Each awareness campaign will impact a minimum of 300 students on each campus for a total of (7,200) students impacted countywide.
- Conduct one (1) Be Wiser Public Service Announcement (PSA) at each participating high school that creates awareness to the dangers of teen impaired and distracted driving.
- Create a monthly newsletter to highlight all major events/activities related to impaired and distracted driving.
- Engage with eight (8) social media sites to bring awareness of the risk factors associated with drunk, drugged, and distracted driving.
- Utilize media campaigns to create widespread awareness surrounding teen drunk, drugged, and distracted driving.
- Compile all evaluations forms on Be Wiser program activities.
- Maintain all demographic and statistical data related to grant activities.

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
402DD-25	20.600	State and Community Highway Safety	\$207,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				
Program Coordinator	402DD-25	\$43.01	1,040	\$44,730.00
Benefits-Program Coordinator	402DD-25	\$24,602.00	1	\$24,602.00
Health Education Assistant	402DD-25	\$27.60	1,040	\$28,704.00
Benefits-Health Education Assistant	402DD-25	\$15,787.00	1	\$15,787.00
Health Education Assistant	402DD-25	\$27.60	1,560	\$43,056.00
Benefits-Health Education Assistant	402DD-25	\$23,681.00	1	\$23,681.00
<u>Overtime</u>				
				\$0.00
Category Sub-Total				\$180,560.00
B. TRAVEL EXPENSES				
In State Travel	402DD-25	\$2,500.00	1	\$2,500.00
				\$0.00
Category Sub-Total				\$2,500.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Youth Traffic Safety Summit	402DD-25	\$3,000.00	1	\$3,000.00
Educational Materials	402DD-25	\$4,000.00	1	\$4,000.00
Office Supplies	402DD-25	\$2,140.00	1	\$2,140.00
Office Space	402DD-25	\$3,000.00	1	\$3,000.00
Communications	402DD-25	\$4,200.00	1	\$4,200.00
Printing/Duplication	402DD-25	\$2,000.00	1	\$2,000.00
Multi-Media Presentations Supplies	402DD-25	\$600.00	1	\$600.00
Impairment Simulation Activities	402DD-25	\$5,000.00	1	\$5,000.00
Category Sub-Total				\$23,940.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$207,000.00

GRANT AGREEMENT

Schedule B-1

BUDGET NARRATIVE

PERSONNEL COSTS

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

Benefits-Program Coordinator - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

Health Education Assistant - Will work directly on all grant funded activities. This includes but is not limited to developing forms and curriculum, assisting with program training and outreach to partners.

Benefits-Health Education Assistant - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

Health Education Assistant - Will work directly on all grant funded activities. This includes but is not limited to developing forms and curriculum, assisting with program training and outreach to partners.

Benefits-Health Education Assistant - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include Lifesavers 2025. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

Youth Traffic Safety Summit - Costs associated with coordinating and hosting a one-day traffic safety summit. This includes rental fees (facility rental), travel costs, conference materials and supplies (including rental of tables and chairs). Costs may not include furniture such as but not limited to purchase of tables and chairs. Grantee will work with OTS coordinator to ensure all costs are allowable.

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: 2.25 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.

Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

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

Impairment Simulation Activities - Supplies to assist in demonstrations that give the attendees an understanding of the amplified impairments that occur while driving impaired. Items may include simulation goggles (alcohol impairment, marijuana impairment, drug impairment, and distracted simulation) and approved activity kits. All purchases require approval from OTS

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-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.

State of California – Office of Traffic Safety
GRANT AGREEMENT

1. GRANT TITLE College Communities Against Drunk and Drugged Driving (CADD)	
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 Riverside University Health System - Public Health (RUHS-Public Health), will provide awareness and prevention education and resources to local college campuses to reduce the number of persons killed or injured due to alcohol, drug impaired and distracted driving. The program includes collaboration with local college and university campuses, campus law enforcement and advocacy groups. On-campus events and campaigns will be coordinated to highlight the dangers of alcohol, drug impaired, and distracted driving among college age adults.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$140,000.00	
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 <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> (Signature) (Date) </div>	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 <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> (Signature) (Date) </div>
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 <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> (Signature) (Date) </div>	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 <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> (Signature) (Date) </div>

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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#: YXSZFGDUQUJ5 REGISTERED ADDRESS: 4080 Lemon St. 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
					AGREEMENT TOTAL	\$140,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					\$140,000.00	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					\$ 0.00	
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
					\$140,000.00	

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: Esen Sainz
Esen Sainz
Deputy County Counsel

1. PROBLEM STATEMENT

With a population of about 2.4 million people, Riverside County is the fourth largest county in California and the 10th most populous in the nation. Riverside County includes urban, suburban, resort, and rural communities across 7,207 square miles and is one of the nation's fastest growing and diverse metro areas. Riverside County is composed of 28 incorporated cities with unincorporated and tribal communities. Riverside County largely consists of unincorporated areas with 86% of Riverside County land as unincorporated areas and 400,000+ Riverside County residents who live in unincorporated communities (Attachment 1; Attachment 2). Geographically, Riverside County's land mass is larger than three states (Connecticut, Delaware, and Rhode Island) and ranks 26th among the 3,143 counties in the United States. Additionally, Riverside County is directly divided by two densely trafficked freeways (R-91 and R-60) and two main highways (I-15 and I-10) stretching over 200 miles. This highly trafficked area makes it a primary location for traffic injuries and fatalities. In Riverside County, there was 2,177 non-fatal injuries in 2020 compared to 2,315 non-fatal injuries occurring on a highway or freeway in 2022. There was a 37% increase in traffic fatalities occurring on a highway or freeway in Riverside County, with 81 fatal in 2022 compared to 59 fatalities in 2020 (SWITRS Attachment A, Sheet 4). While the number of crashes resulting in an injury remained stable in the state of California between 2020 and 2022, it increased by 21% in Riverside County (SWITRS Attachment A, Sheet 4).

There are 14 colleges and universities located in Riverside County, with 23% of the population between the ages of 18 and 34 (Attachment 7). It is common for young adults to use cars as a common mode of transportation to work, school, and other daily tasks, especially with limited public transportation options in southern California. Data from American Community Survey highlight that 70.4% of teen (16-19) and 75.2% of young adult (20-24) workers drive alone to work in Riverside County, with only 1.3% of teen (16-19) and 1.5% of young adult (20-24) workers commuting by public transportation (Attachment 8; Attachment 9).

Data received from the Statewide Integrated Traffic Records System (SWITRS) indicates that between 2020 and 2022, there were 8,011 non-fatal motor vehicle injuries and 222 fatalities among Riverside County young adults between the ages of 19 and 24 (SWITRS Attachment A, Sheet 2). Fatalities among young adults represents 24%, nearly a quarter of all crashes that occurred during this time period.

Alcohol and drug use are common among young adults. The Substance Abuse Mental Health Services Administration's National Survey on Drug Use and Health survey (NSDUH) highlights that 21.9% of the US population aged 12 or older used illicit drugs in 2021 (Attachment 10). Among substances, marijuana was the most common illicit drug used. Findings also highlight that 2 in 5 young adults (18 –25) used illicit drugs and 1 in 3 young adults (18 –25) used marijuana in 2021 (Attachment 10). From 2020 to 2022, 27% (n=60) of fatal crashes and 9.5% (n=765) of non-fatal crashes among young adults involved young adult drivers impaired by alcohol (SWITRS Attachment A, Sheet 3).

Additionally, in Riverside County from 2020 to 2022, 15.7% (n=35) of fatal crashes among young adults involved young adult drivers impaired by drugs. This data indicates that at a local level, young adult impaired and distracted driving continue to be an issue of concern (SWITRS Attachment A, Sheet 3).

Root causes of impaired driving by alcohol, drugs, or sleep can be linked to mental health challenges. College students face complex challenges from navigating work and school responsibilities, social influences, financial stress, loneliness or social isolation, and poor living situations, among others. SAMHSA's NSDUH survey highlights that 1 in 3 young adults (18 to 25) had a mental illness in 2021 (Attachment 10). Overall, college students who have experienced mental health problems has increased by approximately 50% since 2013 (Attachment 11; Attachment 12).

The connection between mental health and motor vehicle crashes is important to consider in young adult traffic safety efforts. Advocacy efforts among Students Against Destructive Decisions (SADD) highlight that mental health is "foundational to making good driving decisions" (Attachment 13). When young adults experience negative emotions, or use alcohol or drugs as coping mechanisms, these all can result in unsafe

driving practices. RUHS-Public Health recognizes the importance of expanding the focus of traffic safety education to include education on safe coping skills, connections to mental health resources, and addressing stigma around mental health.

Riverside County young adults, their families, and their communities have felt the consequences of impaired driving. On December 28, 2022, a young adult (24 years old) from Palm Desert was charged with three counts of murder. The young man was speeding over 100 mph and crashed into a car making a left turn, killing the driver and two passengers (Attachment 14).

In the city of Riverside, a young man (19 years old) was killed by an unlicensed 17-year-old driver who officials suspect impaired by alcohol (Attachment 15). Additionally in Menifee, a 23-year-old woman died after she lost control of her car and crashed, causing her car to overturn. Officials suspect the young adult driver was under the influence of alcohol (Attachment 16).

These tragic events highlight the need for continued traffic safety education among young adults to empower them to make safer driving choices and to connect them to resources to address root causes of impaired driving.

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.

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. 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
3. Conduct six (6) traffic safety student trainings by January 31, 2025.	6
4. Conduct a minimum of twelve (12) workshops on distracted and impaired driving by September 30, 2025. Minimum of (2) workshops per college campus.	12
5. Conduct a minimum of twelve (12) on campus or virtual activities on distracted and impaired driving by September 30, 2025, impacting a total of 2,000 students. A minimum of two activities per college campus.	12
6. Conduct a minimum of twelve (12) social media campaigns on distracted and impaired driving impacting 6,000 students by September 30, 2025.	12
7. Conduct an evaluation of CADD and the effectiveness of the program activities by September 30, 2025.	1
8. Create and disseminate monthly digital newsletters focusing on distracted and impaired driving reaching 3,000 students by September 30, 2025.	12
9. Develop one (1) Riverside County Traffic Safety College Collaborative, which will meet quarterly to address the issue of impaired and distracted driving. Local college representatives, law enforcement and community-based organizations will be invited to attend.	1
10. Disseminate six (6) campaign kits to participating college campuses by January 31, 2025.	6
11. Meet with Riverside County Traffic Safety College Collaborative to address the issue of impaired and distracted driving. Report dates and include meeting minutes/summary in QPR.	4
12. Obtain commitment from six (6) college campuses to participate in the College Communities Against Drunk, Drugged, and Distracted Driving (CADD) Program by December 31, 2024.	6

3. METHOD OF PROCEDURE

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

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

Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.
- Complete and route all necessary forms to the Riverside University Health System- Public Health Administration and Board of Supervisors for approval of grant activities.
- Conduct a search for current appropriate mass media campaign educational and resource materials available for distribution at participating college campuses.
- Develop all program forms and evaluation tools.
- Obtain commitment from college campuses to participate in the College Communities Against Drunk, Drugged and Distracted Driving program.
- Identify a liaison and peer health educators at each college campus that will communicate with RUHS-Public Health on all program activities.
- To obtain commitment from each campus law enforcement/security to participate in outreach events focusing on impaired and distracted driving.
- Create a master calendar that schedules all activities.
- Update RUHS-Public Health website listing new traffic safety program activities.
- Identify media outlets in Riverside County.
- Develop a filing system to monitor all grant activities to ensure adequate reporting to funding source.
- Develop a data base to capture all demographic/statistical information and track objective progress relevant to grant activities.
- Purchase all necessary equipment and supplies (education and campaign materials and office supplies) to conduct grant related activities.
- Identify potential and interested partners to be part of the coalition.
- Creating flyers and emails to reach out and recruit participants.
- Reaching out to partners to explain the vision of the coalition.

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.
- Establish an alcohol, drug impaired and distracted driving program at college campuses in Riverside County.
- Utilizing peer health educators and student leaders, create a mass media campaigns on impaired and distracted driving.
- Distribute campaign kits to participating college campuses.
- Conduct on-campus campaigns and events collaborating with campus law enforcement, peer health educators and community agencies to address impaired and distracted driving.
- Conduct social media campaigns on distracted and impaired driving.
- Disseminate newsletters at participating college campuses.
- Conduct traffic safety student trainings.
- Conduct traffic safety workshops.
- Recruit students to complete online college module.
- Compile all evaluations forms.
- Maintain all demographic and statistical data related to grant activities.
- Create agendas for quarterly coalition meetings and establish guidelines for the collaborative.

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.
 - Provide a brief summary of each coalition meeting with summary discussion and plans for upcoming events.

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
402AL-25	20.600	State and Community Highway Safety	\$140,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				
Program Coordinator	402AL-25	\$43.01	520	\$22,365.00
Benefits-Program Coordinator	402AL-25	\$12,301.00	1	\$12,301.00
Health Education Assistant	402AL-25	\$27.60	1,040	\$28,704.00
Benefits-Health Education Assistant	402AL-25	\$15,787.00	1	\$15,787.00
Health Education Assistant	402AL-25	\$27.60	1,040	\$28,704.00
Benefits-Health Education Assistant	402AL-25	\$15,787.00	1	\$15,787.00
<u>Overtime</u>				
				\$0.00
Category Sub-Total				\$123,648.00
B. TRAVEL EXPENSES				
In State Travel	402AL-25	\$2,500.00	1	\$2,500.00
				\$0.00
Category Sub-Total				\$2,500.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Educational Materials	402AL-25	\$2,000.00	1	\$2,000.00
Office Supplies	402AL-25	\$1,252.00	1	\$1,252.00
Office Space	402AL-25	\$4,500.00	1	\$4,500.00
Communications	402AL-25	\$3,000.00	1	\$3,000.00
Printing/Duplication	402AL-25	\$1,100.00	1	\$1,100.00
Impairment Simulation Activities	402AL-25	\$2,000.00	1	\$2,000.00
Category Sub-Total				\$13,852.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$140,000.00

GRANT AGREEMENT

Schedule B-1

BUDGET NARRATIVE

PERSONNEL COSTS

Program Coordinator - Acts as a liaison between PUHS-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 the actual costs up to the rate specified.

Benefits-Program Coordinator - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

Health Education Assistant - Will work directly on all grant funded activities. This includes but is not limited to developing forms and curriculum, assisting with program training and outreach to partners.

Benefits-Health Education Assistant - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

Health Education Assistant - Will work directly on all grant funded activities. This includes but is not limited to developing forms and curriculum, assisting with program training and outreach to partners.

Benefits-Health Education Assistant - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include Lifesavers 2025. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

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 traffic safety messages 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: 1.75 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.

Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

Impairment Simulation Activities - Supplies to assist in demonstrations that give the attendees an understanding of the amplified impairments that occur while driving impaired. Items may include simulation goggles (alcohol impairment, marijuana impairment, drug impairment, and distracted simulation) and approved activity kits. All purchases require approval from OTS.

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.