

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



**ITEM: 3.44  
(ID # 28949)**

**MEETING DATE:**  
Tuesday, December 16, 2025

**FROM :** RUHS-PUBLIC HEALTH

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Approve Grant Agreement No. OP26025 with the State of California Office of Traffic Safety (OTS) for the Child Passenger Safety Program for the Period of Performance of October 1, 2025 through September 30, 2026. All Districts [Total Aggregate Award Amount: \$352,500; up to \$35,250 in additional compensation - 100% Federal]

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

1. Approve the Grant Agreement No. OP26025 (“Agreement”) with the State of California Office of Traffic Safety (OTS) for the Child Passenger Safety Program (CPSP) in the amount of \$352,500 for the period of performance of October 1, 2025 through September 30, 2026;
2. Authorize the Director of Public Health, or designee, along with the Program Chief of Public Health Fiscal, and the Program Chief of Public Health’s Injury Prevention Branch, to sign the Agreement on behalf of the County;
3. Authorize the Director of Public Health, or designee, based on the availability of fiscal funding and as approved as to form by County Counsel, to: sign all reports, certifications, forms, assurances or other related documents required by the State of California, Office of Traffic Safety;

Continued on Page 2

**ACTION:A-30, Policy**

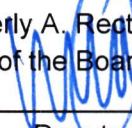
  
Kim Saruwatari, Director of Public Health 11/5/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: Medina  
Date: December 16, 2025  
xc: RUHS-PH

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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STATE OF CALIFORNIA**

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

4. Authorize the Director of Public Health, or designee, the Program Chief of Public Health Fiscal, and the Program Chief of Public Health's Injury Prevention Branch to be charged with the responsibility of administering and implementing the OTS CPSP, to sign amendments to the Agreement, subject to approval as to form by County Counsel, that: (a) make modifications to the scope of work that stay within the intent of the Agreement, and (b) make changes to the compensation provisions that do not exceed 10% of the total allocation of the Agreement.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$264,375	\$88,125	\$352,500	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Federal			<b>Budget Adjustment:</b> No	
			For Fiscal Year: 25/26-26/27	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

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

RUHS-Public Health – Injury Prevention Services (IPS) has been awarded funding from the California Office of Traffic Safety (OTS) to implement occupant protection activities throughout the County. Through this grant, IPS will continue to collaborate with local law enforcement agencies and community partners to deliver bilingual educational programs, car seat safety check events, and interactive activities for parents, caregivers, children, and mature drivers. The program will focus on promoting the proper use of car seats, booster seats, and seat belts, reducing preventable injuries and fatalities, and increasing overall traffic safety across Riverside County.

**Impact on Residents and Businesses**

The Child Passenger Safety Program will benefit County residents by ensuring that children are using car seats, booster seats, and seatbelts correctly and ensuring that mature drivers are correctly restrained in their vehicle. This will reduce the number of injuries and death due to misuse or lack of correct restraints. By providing child passenger safety education, community events, and access to no-cost car seats, this grant will help reduce preventable injuries and fatalities among children across our County. Families will gain the knowledge and resources needed to keep their children safe while traveling, removing financial and educational barriers

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that too often put young lives at risk. A safer community benefits everyone; residents experience improved health and well-being, while businesses and local agencies see reduced costs associated with emergency response, medical care, and lost productivity. This investment in prevention strengthens public safety, supports working families, and fosters a healthier, more resilient County for all.

**Additional Fiscal Information**

There is no impact to County General Funds. The distribution for each fiscal year is identified in the table below. Any remaining amount not spent in FY25/26 will roll over to FY26/27.

<b>Fiscal Year</b>	<b>Amount</b>
FY25/26	\$264,375
FY26/27	\$88,125
<b>Total</b>	<b>\$352,500</b>

**ATTACHMENTS:**

**ATTACHMENT A.** Grant Agreement No. OP26025 with the State of California, Office of Traffic Safety

  
\_\_\_\_\_  
Douglas Cardonez Jr. 12/8/2025

  
\_\_\_\_\_  
Gregg Gu, Chief of Deputy County Counsel 11/5/2025

# RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, December 16, 2025, that the Chair is authorized and directed to execute on behalf of said County the Grant Agreement ID: OP26025 between Riverside County and the State of California Office of Traffic Safety (OTS) providing for: Child Passenger Safety Program, effective October 1, 2025 through September 30, 2026.

ROLL CALL:

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

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of the Board

BY:  \_\_\_\_\_  
Deputy

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

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

**GRANT NUMBER**  
**OP26025**

CLERK'S COPY  
 WHEN DOCUMENT IS FILED EXCEPTED RETURN

<b>1. GRANT TITLE</b> Child Passenger Safety Program	
<b>2. NAME OF AGENCY</b> Riverside County	<b>3. Grant Period</b> From: 10/01/2025 To: 09/30/2026
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Riverside County Public Health Department	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old. The funded strategies may include education, child safety seat check-ups, community events, presentations, and training. Other countermeasures may include properly fitting child safety seats, providing educational materials, and the distribution of child safety seats. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$352,500.00</b> Allocation is contingent upon availability of federal funds.	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>Exhibit A – Certifications and Assurances</li> <li>Exhibit B* – OTS Grant Program Manual</li> <li>Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.                  IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Julisa Alvizo-Silva TITLE: Program Chief II EMAIL: jalvizo@ruhealth.org PHONE: (951) 358-7171 ADDRESS: 4065 County Circle Drive Riverside, CA 92503  _____ (Signature) (Date)	<b>B. AUTHORIZING OFFICIAL</b> NAME: Kim Saruwatari TITLE: Director of Public Health EMAIL: ksaruwatari@ruhealth.org PHONE: (951) 358-7036 ADDRESS: 4065 County Circle Drive Riverside, CA 92503  _____ (Signature) (Date)
<b>C. FISCAL OFFICIAL</b> NAME: Yadira Romo TITLE: Program Chief II EMAIL: yromo@ruhealth.org PHONE: (951) 358-5996 ADDRESS: 4065 County Circle Drive Riverside, California 92503  _____ (Signature) (Date)	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758  _____ (Signature) (Date)

FORM APPROVED COUNTY COUNSEL  
 BY: AMRIT P. DHILLON DATE: 10/8/2025

8/13/2025 8:04:19 AM

DEC 16 2025 3.44

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<b>8. Approval Signatures</b>	
<p><b>A. GRANT DIRECTOR</b></p> <p>NAME: Julisa Alvizo-Silva  TITLE: Program Chief II  EMAIL: <a href="mailto:jalvizo@ruhealth.org">jalvizo@ruhealth.org</a>  PHONE: (951) 358-7171  ADDRESS: 4065 County Circle Drive  Riverside, CA 92503</p> <p><u>Julisa Alvizo Silva</u>  <small>Julisa Alvizo Silva (Oct 27, 2025 16:37:20 PDT)</small></p> <p>_____ Oct 27, 2025  (Signature) (Date)</p>	<p><b>B. AUTHORIZING OFFICIAL</b></p> <p>ADDRESS: Kim Saruwatari  Director of Public Health  ksaruwatari@ruhealth.org  (951) 358-7036  4065 County Circle Drive  Riverside, CA 92503</p> <p><u>Kim Saruwatari</u>  <small>Kim Saruwatari (Nov 6, 2025 14:34:44 PST)</small></p> <p>_____ Nov 6, 2025  (Signature) (Date)</p>
<p><b>C. FISCAL OFFICIAL</b></p> <p>ADDRESS: Yadira Romo  Program Chief II  yromo@ruhealth.org  (951) 358-5996  4065 County Circle Drive  Riverside, California 92503</p> <p><u>Yadira Romo</u>  <small>Yadira Romo (Oct 28, 2025 16:25:05 PST)</small></p> <p>_____ Oct 28, 2025  (Signature) (Date)</p>	<p><b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b></p> <p>ADDRESS: Stephanie Dougherty  Director  stephanie.dougherty@ots.ca.gov  (916) 509-3030  2208 Kausen Drive, Suite 300  Elk Grove, CA 95758</p> <p><u>Stephanie Dougherty</u>  <small>Stephanie Dougherty (Nov 6, 2025 16:25:05 PST)</small></p> <p>_____ Nov 6, 2025  (Signature) (Date)</p>

<b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b> NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	<b>9. SAM INFORMATION</b> SAM #: CERTDD6LKE95 REGISTERED ADDRESS: 4080 Lemon St. FL 11 CITY: Riverside ZIP+4: 92501-3609
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				<b>AGREEMENT TOTAL</b>		<b>\$352,500.00</b>
				<b>AMOUNT ENCUMBERED BY THIS DOCUMENT</b>		
				<b>\$352,500.00</b>		
				<b>PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT</b>		
				<b>\$ 0.00</b>		
<b>OTS ACCOUNTING OFFICER'S SIGNATURE</b>			<b>DATE SIGNED</b>	<b>TOTAL AMOUNT ENCUMBERED TO DATE</b>		
				<b>\$352,500.00</b>		

**1. PROBLEM STATEMENT**

**Describe the city, county, or jurisdiction this grant will impact.**

Riverside County, the fourth most populous county in California, is currently home to approximately 2.49 million residents. This region is projected to see substantial growth, with estimates suggesting an increase of 1 million residents over the next 20 years. Covering a wide area of 7,303 square miles, Riverside County encompasses 28 cities along with extensive unincorporated areas and several Native American tribal communities.

As of 2024, the demographic composition of Riverside County reflects a diverse population, with the largest racial or ethnic group being Hispanic/Latino, comprising 51.9% of residents. The racial makeup also includes 31.0% White (non-Hispanic), 8.1% Asian (non-Hispanic), 7.6% Black (non-Hispanic), 3.9% Multiracial (non-Hispanic), 2% American Indian/Alaskan Native (non-Hispanic), and 0.5% Native Hawaiian and Other Pacific Islander (non-Hispanic). Given the diverse population of Riverside County, it is crucial to approach initiatives—especially those related to vehicle occupant protection—with cultural sensitivity and competence. This ensures that the unique needs of these populations are effectively addressed.

In addition to its demographic diversity, Riverside County is witnessing a marked increase in the older adult population. By 2030, an estimated 10.8 million Californians will qualify as older adults, representing one-fourth of the state's total population. By 2035, for the first time in United States history, older adults are projected to outnumber children. The Inland Empire, which includes Riverside County, is one of the fastest-growing regions in California, expected to see an arrival of 5.7 million new residents by 2036 and 6.8 million by 2060, resulting in a growth rate of approximately 1% per year. This demographic shift will place both Riverside and San Bernardino counties among the top 10 fastest-growing areas in the state.

The Riverside County Office of Education (RCOE) serves 23 school districts, catering to over 423,000 students. Among its many initiatives, RCOE's Migrant Education Program, including the Migrant Head Start Programs, stands out for its commitment to supporting migrant families.

Riverside University Health System Public Health (Public Health) is dedicated to protecting and improving the health of residents and visitors through creating healthy communities, promoting healthy behaviors, connecting and investing in people and improving access to care for all.

**Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).**

Vehicle occupant protection is essential for protecting the lives and well-being of infants, children, young adults and older adults during motor vehicle travel. Unintentional injuries are among the leading causes of death for families in Riverside County of all ages, regardless of gender, race, or economic status. These injuries represent a significant public health issue for all Americans, contributing to premature death and disability. Given the public health burden of injuries, local health departments play a critical role in protecting and improving community safety in coordination and collaboration with local, state, and national efforts.

**PROBLEM** - Riverside County is experiencing an increase in fatalities and injuries, resulting in a public health crisis.

When comparing years 2021-2023 data to years 2020-2022, Riverside County has documented an increase in the number of fatalities and injuries among:

- Children under age 8 years
- Children between ages 10-14 years
- Children between ages 14-17 years
- Older adults ages 65+ years

A closer look at the data between years 2021-2023 reveals:

16 children under age 8 were killed and 1,039 injured; this is an increase in the number of injured children when compared to years 2020 – 2022.

7 children between the ages of 10-14 years were killed and 1,436 injured. This is an increase in the number of injured children when compared to years 2020 – 2022.

37 children between the ages of 14-17 years were killed and 1,932 injured. This is an increase in the number of children killed and injured in this age range when compared to years 2020-2022.

154 adults over the age of 65 years were killed and 3,824 were injured. This is an increase when compared to years 2020-2022.

Between years 2021-2023, Riverside County experienced 905 fatal car crashes, with an additional 30,075 crashes resulting in injury. These crashes resulted in 43,957 injury victims and an additional 957 victims were killed. This is an increase when compared to years 2020-2022. In 2022, Riverside County was ranked 10th out of 58 California counties for Total Fatal and Injury Crashes by the California Office of Traffic Safety, a decline in ranking from 19th place the previous year. The county experienced a total of 15,151 victims killed and injured, marking an increase compared to 2021.

**PROBLEM - Older adults face special challenges and considerations when it comes to driver safety.**

As drivers age, physical and mental changes including reduced visual acuity, increased fragility, restricted movement, and cognitive impairment may directly and indirectly result in driving impairments. These changes can affect the ability to navigate complex traffic situations. It is important to address these issues to enhance the safety of older adults and others on the road.

As the population ages, the number of older drivers is on the rise. This poses significant challenges for public health initiatives, as older drivers have a relatively higher risk for crashes. The Insurance Institute for Highway Safety reports drivers aged 70 years and older have higher fatal crash rates per mile traveled than middle-aged drivers. Higher crash death rates among this age group are primarily due to increased vulnerability to injury in a crash.

Public Health has implemented the national CarFit Program which offers a personalized assessment by trained CarFit Technicians who help drivers make adjustments to their seats, mirrors, steering wheels, and other vehicle controls, optimizing their ability to drive safely and comfortably. According to CarFit participant data, the top four "fit" challenges for older drivers included improper distance from steering wheel (75 percent); adequate and safe views from side mirrors (30 percent); improper seat height (30 percent) and improper head restraint height (19 percent). After completing a CarFit assessment, 90 percent of participants' issues were resolved.

Research from the AAA Foundation for Traffic Safety found there is an association between driving cessation and declines in health. Studies found that older adults who stop driving are nearly twice as likely to suffer from depression and almost five times as likely to enter a long-term care facility. Public Health is dedicated to reducing the number of adults over age 65 years that are killed or injured in vehicle crashes. Our work within the Riverside County senior community is vital for helping older adults maintain their independence, promoting a sense of achievement, self-worth, and well-being.

**PROBLEM – Health disparities in traffic safety are a significant concern, particularly for marginalized communities and highlight the need for targeted interventions and education.**

#### Black Infant Health

Black African American infants have the highest mortality rates compared to any other racial group. Furthermore, they experience the highest rates of preterm births in Riverside County and the highest percentages of low and very low-birth weight. The percentage of low-birth weight Black African American infants is more than double that of babies born to white and Hispanic parents.

The Public Health Child Passenger Safety Program recognizes the importance of continuing its collaboration with the Riverside County Black Infant Health Program. Ensuring the health and car seat safety of black infants is crucial for promoting the well-being of infants within the black community.

## Migrant / Seasonal Farm Workers Children and Families

Migrant seasonal farm workers and their families, like all families, need car seat safety resources to ensure the protection and well-being of their children. Migrant seasonal farm workers may have limited proficiency in English, making it difficult to understand car seat safety guidelines and instructions. Rural and agricultural areas in Riverside County, where these families often work and live, can have higher risks of traffic crashes due to less regulated roads and longer travel distances. Families may have limited access to child safety seats and Public Health has documented an increase in the number of families that have limited financial means to purchase appropriate child safety seats for their children.

Public Health aims to engage with the Riverside County Office of Education Migrant Head Start Program to provide essential resources to help families understand California child passenger safety laws, the importance of the proper use of child safety seats and facilitate the distribution of no cost child safety seats.

## Tribal Communities

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

According to NHTSA, in 2020 the seat belt use rate in the Indian Country was only 76%, much lower than the overall average in the United States (90%). Child safety seat use is also much lower among American Indians and Alaska Natives. A study representing 6 north western tribes, showed that only 23-79% of American Indian children ages 7 years and younger wore their seat belt properly.

By combining cultural sensitivity, community engagement, and targeted education efforts, it is possible to improve health outcomes and promote proper vehicle occupant protection practices within marginalized communities.

**Problem –** Transitioning children out of their booster seats before they are ready can pose serious dangers, as seatbelts are designed to protect adults, not smaller, growing bodies.

Although education and enforcement activities have been implemented to reinforce the importance of child safety seats and properly fitted seat belts, many families are not practicing safe behaviors nor adhering to the mandatory child restraint and seat belt law. Public Health continues to document a high number of caregivers who are unaware of the importance of child passenger safety laws, particularly when it comes to older children who still need booster seats for proper vehicle safety. As children grow, parents may assume that once their child outgrows a car seat, they are safe with just a seatbelt. However, without a booster seat, many older children are not properly positioned to use a seatbelt, which can leave them vulnerable to serious injury in the event of a crash. Booster seats ensure that seatbelts fit correctly across a child's chest and hips, reducing the risk of injury. Raising awareness about these laws and the critical need for booster seats can greatly improve safety for older children in vehicles.

**Problem –** Misunderstanding traffic safety laws can result in unsafe practices that endanger both drivers, pedestrians, and law enforcement personnel.

Know Your Rights workshops can be a valuable tool in promoting traffic safety by educating individuals, especially new drivers, about traffic laws, their rights and responsibilities as road users, and the steps they can take to protect themselves during interactions with law enforcement. By understanding their rights, drivers can make safer, more informed decisions during traffic stops, avoiding unnecessary escalations that could result in unsafe behaviors (e.g., panic or fleeing the scene).

If drivers are unaware of or misunderstand speed limits, they may inadvertently drive too fast or too slow, increasing the risk of crashes. Misinterpreting right-of-way rules can lead to crashes at intersections, while not understanding seatbelt or child restraint laws can result in inadequate protection during crashes. These

misunderstandings can also cause confusion and hesitation on the road, which can disrupt traffic flow and lead to unpredictable driving behaviors. Therefore, it's crucial for all road users to have a clear understanding of traffic safety laws to ensure their safety and the safety of others.

Inspired by recent informal conversations with Riverside County law enforcement agencies, Public Health plans to expand the Know Your Rights pilot project, currently being implemented by the Los Angeles Police Department. By educating individuals and promoting legal compliance, Know Your Rights workshops can help reduce traffic crashes, injuries, and fatalities while fostering safer and more respectful relationships between law enforcement and communities.

**Define the target population the grant intends to serve and how they are affected by the problem(s).**

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

Elementary School Students and Caregivers

Older Drivers

Black Infant Health

Migrant Seasonal Farm Workers and Families

Foster Youth

Tribal communities

Newly Licensed Drivers

Vulnerable Populations within Riverside County – Elementary School Students

Elementary school students are particularly vulnerable when it comes to vehicle occupant safety due to their size and developmental stage. Children are more likely to suffer severe injuries or fatalities in car crashes due to their smaller size and developing bodies. Proper use of car seats, booster seats, and seat belts is crucial to protect them. However, Public Health continues to identify elementary school students who are not properly restrained in vehicles, either because they are not using seat belts correctly or because they are not using child safety seats. This increases their risk of injury in the event of a crash.

Moving children out of their booster seats too soon can be very dangerous because seatbelts are made to protect adults, not smaller, growing bodies. Without a booster seat, the seatbelt may not fit correctly, often lying across a child's neck and abdomen instead of their chest and hips, which are the safest areas to absorb impact in a crash. This improper fit increases the risk of severe injuries, such as internal organ damage or neck injuries, during a collision. Prematurely moving children out of booster seats also reduces their overall stability in a vehicle, putting them at greater risk of being thrown forward or out of the seat. Ensuring children stay in booster seats until they are physically ready for a properly fitted seatbelt is crucial for their safety on the road.

Educating both children and parents about the importance of vehicle occupant safety can help reduce risks. Public Health will provide vital education and awareness activities in collaboration with the Riverside County Department of Education.

Vulnerable Populations within Riverside County – Older Drivers

Addressing the aging driver population is increasingly important as it directly impacts road safety, public health, and the well-being of older adults. As people age, physical and cognitive abilities can decline, leading to challenges in vision, hearing, reflexes, and decision-making—critical factors for safe driving.

The Insurance Institute for Highway Safety reports advancing age can bring impairments that affect driving ability. The number of drivers age 70 and older is growing. Older people make up a bigger proportion of the population than they used to, and their share continues to grow. In addition, older drivers are keeping their licenses longer. With increasingly active lifestyles, seniors are expected to rely even more on their vehicles, taking more trips, driving further distances, and keeping their licenses longer than prior generations.

Aging drivers are among the safest drivers on the road and often reduce their risk of injury by wearing safety belts, not drinking and driving and by observing speed limits; however, seniors are more likely to be injured or killed in a crash due to age-related fragility. Older adults can face an increased risk of unsafe driving due to various factors associated with aging. While it's essential to recognize that not all older adults experience

a decline in driving abilities, there are common age-related changes and health issues that can affect driving safety.

Aging can lead to physical changes that may impact driving skills, such as decreased vision, reduced reaction time, and diminished flexibility. Conditions like arthritis and joint pain can also affect a person's ability to control a vehicle. Older adults often take medications for various health conditions, and some medications can cause drowsiness, dizziness, or other side effects that may impair driving abilities. Age-related changes in vision and hearing can affect a person's ability to perceive and react to stimuli on the road, such as signs, signals, and other vehicles. Certain medical conditions, such as dementia, stroke, or cardiovascular issues, can impact an individual's fitness to drive safely. Aging can lead to a natural decline in reaction time, which is crucial for making quick decisions while driving.

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

Studies have shown that Black and Latino communities experience higher rates of traffic-related fatalities compared to their White and Asian counterparts. For example, Black Americans have the highest traffic fatality rate per mile traveled.

The Riverside County Black Infant Health Program works to improve African American infant and maternal health, as well as decrease Black-White health and social inequalities for women and infants. Through a series of educational sessions, the program aims to help women enhance life skills, learn proven strategies to reduce stress, build social support, and empower them to make behavioral changes that lead to living a healthier life to improve birth outcomes.

#### Vulnerable Populations within Riverside County – MIGRANT SEASONAL FARM WORKER CHILDREN AND FAMILIES

Children of migrant workers face unique challenges when it comes to car seat safety. Many migrant families may not have access to car seats due to financial constraints or lack of awareness about their importance. This leaves children at a higher risk of injury in the event of a car crash. There is often a lack of education and training on how to properly use child safety seats.

Offering child passenger safety information in Spanish helps build trust and support within the migrant community, showing that their needs are recognized and addressed. Tailoring safety education to the specific needs and cultural context of Spanish-speaking families can increase the effectiveness of the information and encourage compliance with safety recommendations.

The Riverside County Office of Education Migrant Education Program currently serves Riverside County students in seven out of twenty-three school districts within the Riverside County Office of Education - Coachella Valley Unified School District (USD), Desert Sands USD, Hemet USD, Palm Springs USD, Palo Verde USD, Perris Elementary School District, and Perris Union High School District. Additionally, Migrant Head Start Programs are providing vital services at two locations in the Coachella Valley (Mecca and Thermal). These programs serve income-eligible farmworker families in Riverside County.

Occupant protection programs can help protect the children of migrant and seasonal farm workers, ensuring they have the same level of safety and care as other children.

#### Vulnerable Populations within Riverside County – FOSTER YOUTH

Statistics showing educational performance, attendance, suspension, and post-secondary success by foster students, consistently fall below the outcomes from almost every other student group. To address these disparities, the Riverside County Office of Education launched the Foster Youth Success Initiative during the 2024-2025 school year, focusing on helping foster students transition from surviving to thriving.

Public Health recognizes foster youth often move between different homes and caregivers, which can lead to inconsistent use of car seats and seat belts. This instability can increase their risk of injury in the event of a car crash. Many foster families may not have the financial resources to purchase car seats or booster

seats or may not be aware of the importance of proper restraint use. This can leave foster youth more vulnerable to injury.

Foster youth enrolled in public schools during the 2023-2024 school year include 29,815 in California and 2,934 in Riverside County. Approximately 60% of California foster youth graduate from high school, compared with 86% of non-foster youth, according to the California Department of Education Foster Youth Data and Statistics (data from 2022-2023 school year).

The Public Health Child Passenger Safety Program aims to partner with the Foster Youth Success Initiative to ensure that foster students receive the essential services and support they need to be safe and successful.

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

Engaging tribal communities in child passenger safety is important to ensure the well-being of children during transportation. Tribal communities often have unique cultural considerations, and it's crucial to approach child passenger safety initiatives with sensitivity and cultural competence. Riverside County is home to 20 tribal communities.

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

Public Health is dedicated to promoting occupant protection among vulnerable populations, particularly focusing on child passenger safety and the needs of older drivers throughout Riverside County.

#### Vulnerable Populations within Riverside County – NEWLY LICENSED DRIVERS

Providing traffic safety information to high school students is vital for fostering safe driving habits early in their lives. As many teenagers begin driving during high school, they are at a critical stage where understanding traffic laws, the dangers of distracted or impaired driving, and the importance of seatbelt use can make a significant impact on their safety and that of others. Educating students about these key principles helps them develop a strong sense of responsibility behind the wheel and prepares them to navigate common driving challenges. Additionally, equipping young drivers with this knowledge can reduce crashes, promote safer communities, and instill lifelong habits that contribute to overall road safety.

Public Health will collaborate with local high schools to promote Know Your Rights workshops to for newly licensed drivers to understand how to navigate a traffic stop safely.

## 2. PERFORMANCE MEASURES

### A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of vehicle occupants killed under age eight.
4. Reduce the number of vehicle occupants injured under age eight.
5. Increase child safety seat usage.
6. Reduce child safety seat misuse.

### B. Objectives:

1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.

### Target Number

1

2. Participate in National Child Passenger Safety Week and National Heatstroke Prevention Day.	1
3. Conduct highly publicized child safety seat checkups at community locations such as shopping centers, car dealerships or preschools to educate and empower parents and caregivers to properly install and use an appropriate car seat for their child. Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); check for car seat recalls, use a standardized form to collect child safety seat misuse data, record corrections made, record seats installed, and have access to car seat instructions and resource materials.	12
4. Conduct NHTSA Child Passenger Safety Technician Certification courses.	2
5. Conduct NHTSA Child Passenger Safety Technician Renewal courses.	1
6. Certify, recertify or renew staff as NHTSA Child Passenger Safety Technicians.	5
7. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	50
8. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	6
9. Distribute OTS funded child safety seats at no-cost to families in need who receive child safety seat education.	150
10. Purchase OTS funded child safety seats.	150
11. Participate in quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
12. Conduct "roll call" training sessions on occupant protection, including child passenger safety.	10
13. Conduct court-referred classes for individuals who receive a child passenger safety citation.	4
14. Conduct NHTSA Child Passenger Safety Technician CEU courses.	2
15. Conduct individual child safety seat checkup by appointment to promote correct usage, with an effort to reach parents or caregivers. Car seat checkers must be NHTSA-Certified Child Passenger Safety Technicians (CPST).	50
16. Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.	4
17. Participate in highly publicized child safety seat checkups hosted by other agencies at community locations such as shopping centers, car dealerships or preschools to educate and empower parents and caregivers to properly install and use an appropriate car seat for their child. Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); check for car seat recalls, use a standardized form to collect child safety seat misuse data, record corrections made, record seats installed, and have access to car seat instructions and resource materials.	6
18. Conduct on-campus program events and activities at participating school campuses. When reporting, include event date/location, length of activity, and number of participants at each event.	12
19. Conduct CPST Training sessions with a focus on using conventional child safety seats for children with special transportation concerns. When reporting, include training date/location, length of course, and total number of trainees.	2
20. Conduct Hospital Policy Workshop for Riverside County hospital with an effort to ensure compliance with California Health and Safety Code. When reporting, include any Action Plan activities to remedy any identified deficits and whether management committed to following the Plan's recommendations.	1
21. Conduct 5-Step Restraint Belt-Fit Tests for correct seat belt fit with school-aged children. When reporting, include date/location, total number of safety seats distributed, and total number of participants passing or failing each test event.	500
22. Conduct CarFit Community Events and/or Workshops to assess aging drivers for proper seating, line of sight and mobility options while driving a vehicle. When reporting, include date/location and number of participants at each event.	12

23. Conduct CarFit Individual Assessments with an effort to reach older drivers. Assessments must be conducted by a certified CarFit Technician or CarFit Instructor. Include date/location of each assessment.	25
24. Conduct CarFit Technician training for safety professionals working with older drivers. When reporting, include date/location and total number of technicians trained.	2
25. Conduct CarFit Evaluation for the effectiveness of the program's activities. Obtain commitment from senior centers/organizations to participate in CarFit Program. When reporting, include any major findings from the work with senior centers/organizations, date/location of each activity evaluation, number of participants reached, number of older driver campaign kits distributed, and whether management committed to following the Program's recommendations.	1
26. Conduct Know Your Rights Workshops with an effort to educate new drivers about traffic laws and safe driving practices. Include date/location of each workshop and number of participants reached.	2
<p><b>3. METHOD OF PROCEDURE</b></p> <p><b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b></p> <ul style="list-style-type: none"> <li>• Develop operational plans to implement the “best practice” strategies outlined in the objectives section.</li> <li>• Conduct all training needed to implement the program, in the first quarter.</li> <li>• Purchase all grant related supplies and materials to implement the program, in the first quarter.</li> <li>• Items with a unit cost of \$5,000 or more (including tax and shipping) must comply with Buy America.</li> </ul> <p><u>Media Requirements</u></p> <ul style="list-style-type: none"> <li>• Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.</li> </ul> <p><b>Phase 1 - Program Preparation Addendum</b></p> <ul style="list-style-type: none"> <li>• Complete and route all necessary forms to Public Health Administration and Riverside County Board of Supervisors for approval of grant agreement</li> <li>• Create news release; obtain approval from Public Health PIO and OTS PIO</li> <li>• Conduct a search for current, appropriate educational and resource materials</li> <li>• Purchase all necessary materials and supplies to conduct all grant related activities</li> <li>• Establish inventory process to accurately track purchases</li> <li>• Develop a filing system to monitor all grant activities to ensure adequate reporting to funding sources</li> <li>• Develop a database to capture all statistical information and track objective progress relevant to grant activities</li> <li>• Identify a liaison from each participating school and senior site to communicate with Public Health on all program activities</li> <li>• Obtain commitment from schools, cities, local law enforcement agencies, senior centers, and community-based organizations/facilities to participate in the program</li> <li>• Identify all target areas where CarFit training and CarFit events will be conducted</li> <li>• Create a master calendar that schedules all activities</li> <li>• Register CPS Certification and Renewal Courses with Safe Kids Worldwide</li> <li>• Register CarFit Technician training, workshops, and events through national CarFit Program</li> <li>• Submit CEU Pre-Approval Form to Safe Kids Worldwide and develop CEU Certificate</li> <li>• Confirm and update contact list for local Child Passenger Safety Technicians</li> <li>• Create contact list of policy stakeholders</li> <li>• Identify personnel and outside agencies interested in CarFit Technician Training</li> <li>• Identify “expired” technicians in need of CPS Renewal Course</li> <li>• Recruit CPS technicians and instructors to volunteer at check up events</li> <li>• Recruit CarFit Technicians to volunteer at CarFit events</li> <li>• Identify personnel and outside agencies interested in Certification training</li> </ul>	

- Update database for local Occupational Therapy colleges
- Confirm and update contact list for local Law Enforcement agencies
- Develop referral system for child safety seat checks
- Develop system to schedule checkup appointments
- Develop referral system for CarFit appointments
- Develop registration system for senior centers and community-based organizations/facilities for workshops
- Develop and update all program forms and evaluation tools
- Develop and distribute CPS Update Course Announcement and Registration Form
- Create flyers and social media posts to promote events and appointments
- Develop recruitment flyers to promote CarFit technician training, CarFit workshops, and CarFit events
- Revise curriculum for Roll Call Training
- Review curriculum and materials for the CarFit program
- Develop curriculum and agenda for CarFit Workshop
- Develop educational workshop for older drivers
- Revise curriculum for CPS Violator Class
- Develop curriculum and agenda for CPS Update Course
- Develop workshop for policy stakeholders at hospitals
- Develop training for using conventional child safety seats for children with special transportation concerns
- Revise CPS Workshop training for essential workers transporting children
- Revise bilingual (English/Spanish) CPS Parent Workshop curriculum
- Revise curriculum for essential workers transporting children with special needs
- Conduct CPS Instructor meetings to discuss courses and potential Instructor Candidates
- Establish relationship with LAPD to coordinate and attend "train-the-trainer" on Know Your Rights workshop curriculum

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

### **Media Requirements**

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at [pio@ots.ca.gov](mailto: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](mailto: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, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.

- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS grant coordinator.
- News 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](mailto:pio@ots.ca.gov) and your OTS grant coordinator with the 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.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS 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 the OTS PIO and copy 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](mailto: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 news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

#### **Phase 2 - Program Operations Addendum**

- Distribute news release
- Provide Toolkits – Law Enforcement; Senior Driver Campaign
- Distribute child safety seats and educational materials
- Conduct workshops – CarFit; CPS Workshops; Hospital Policy; Know Your Rights
- Conduct Trainings – CarFit; CPS Certification Course; CPS Renewal Course; CPS Update Course; CPS Special Needs
- Conduct Events – CarFit; CPS Checkup events; 5-Step Belt Fit
- Participate in traffic safety community events
- Conduct elementary school activities

- Conduct stakeholder meetings
- Participate in CPS checkup events

**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.

n/a

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405b OP-26	20.616	Occupant Protection	\$352,500.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>				
<u>Straight Time</u> Program Coordinator	405b OP-26	\$50.18	1,768	\$88,718.00
Health Education Assistant A	405b OP-26	\$34.48	1,040	\$35,859.00
Health Education Assistant B	405b OP-26	\$31.44	1,040	\$32,698.00
Health Education Assistant C	405b OP-26	\$28.50	1,040	\$29,640.00
Benefits - PC and HEA (A), (B), and (C) @ 57.67%	405b OP-26	\$186,915.00	1	\$107,794.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$294,709.00
<b>B. TRAVEL EXPENSES</b>				
In State Travel	405b OP-26	\$3,000.00	1	\$3,000.00
				\$0.00
Category Sub-Total				\$3,000.00
<b>C. CONTRACTUAL SERVICES</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>D. EQUIPMENT</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>E. OTHER DIRECT COSTS</b>				
Occupant Protection Program	405b OP-26	\$5,000.00	1	\$5,000.00
CPS Technician/Instructor Fees	405b OP-26	\$8,400.00	1	\$8,400.00
Child Safety Seats	405b OP-26	\$125.00	150	\$18,750.00
CarFit Event Supplies	405b OP-26	\$2,000.00	1	\$2,000.00
CPS Instruction, Inspection and Training Supplies	405b OP-26	\$2,000.00	1	\$2,000.00
CarFit Educational Materials	405b OP-26	\$500.00	1	\$500.00
Child Passenger Safety Educational Materials	405b OP-26	\$1,000.00	1	\$1,000.00

Office Supplies	405b OP-26	\$221.00	1	\$221.00
Office Space	405b OP-26	\$11,280.00	1	\$11,280.00
Communications	405b OP-26	\$5,640.00	1	\$5,640.00
Category Sub-Total				\$54,791.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$352,500.00</b>

<b>BUDGET NARRATIVE</b>
<p><b>PERSONNEL COSTS</b>                      Program Coordinator - Acts as a liaison between RUHS-Public Health and its partners and participates in all grant-funded activities. Responsible for the day-to-day implementation of the program. Ensures program deliverables are met, trains and supervises program staff, completes required reporting, reviews and approves developed materials, and coordinates directly with OTS Program Coordinator and PIO. Claim should reflect actual costs up to the rate specified.</p>
<p>Health Education Assistant A - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.</p>
<p>Health Education Assistant B - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.</p>
<p>Health Education Assistant C - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.</p>
<p>Benefits - PC and HEA (A), (B), and (C) @ 57.67% - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.</p>
<p><b>TRAVEL EXPENSES</b>                      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. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>
<p><b>CONTRACTUAL SERVICES</b>                      -</p>
<p><b>EQUIPMENT</b>                      -</p>
<p><b>OTHER DIRECT COSTS</b>                      Occupant Protection Program - Cost of Occupational/Physical Therapy practitioners to provide specialized educational services and assessments at CarFit events and trainings for older drivers; Cost of impact speaker to conduct presentations during student assemblies at participating school campuses.</p>
<p>CPS Technician/Instructor Fees - Certification, recertification or renewal fees for technicians who successfully complete the NHTSA Child Passenger Safety Technician Certification or Renewal course or biennial requirements to re-certify. Cost of CPST assistant instructor fees at the rate of \$700 per day during NHTSA Child Passenger Safety Technician Certification course, CPS Update Courses, CPS Renewal Course, or Safe Travel for All Children course.</p>
<p>Child Safety Seats - Unit cost not to exceed \$125 per seat (including booster seats) including sales tax, shipping and handling. Seats to be distributed at no cost during CPS checkups, appointments, fitting stations and traffic safety presentations. Infant only seats are not an allowable expense.</p>
<p>CarFit Event Supplies - Costs associated with CarFit supplies such as canopies, A-frames, tablecloths, adaptive equipment such as leg lifters, easy reach seat belt, handy bar, cones, plastic storage bins, rolling carts, and clipboards and supplies for conducting CarFit events and trainings. Cost may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS</p>
<p>CPS Instruction, Inspection and Training Supplies - Supplies to conduct child passenger safety seat education, training, and inspections at check-up events, classes, and individual appointments. Costs may include LATCH manuals, demonstration dolls, traffic cones, pop-up tents, pool noodles, child safety seat</p>

clips, tote carriers, Personal Protective Equipment, and event signage. Costs may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS.

**CarFit Educational Materials** - Educational materials focused on older drivers - 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.

**Child Passenger Safety Educational Materials** - Educational materials focused on child passenger safety - 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: 2.35 FTE x 12 months x \$400. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

**Communications** - Costs of telephone service, cellular data for a tablet or laptop, mail/messenger service (excluding overnight priority mail) and communications services. Charges to the grant will be in accordance with the following formula or rate: 2.35 FTE x 12 months x \$200.

**INDIRECT COSTS**

-

**STATEMENTS/DISCLAIMERS**

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

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

**Appendix A to Part 1300—Certifications and Assurances for 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 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](#)

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 (e) 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) <sup>(1)</sup> 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 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 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 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 subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

#### **POLICY ON SEAT BELT USE**

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

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

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