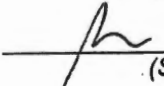

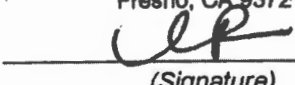


State of California – Office of Traffic Safety
GRANT AGREEMENT

Agreement No. 25-516
GRANT NUMBER
OP26007

1. GRANT TITLE Child Passenger Safety Program	
2. NAME OF AGENCY Fresno County	3. Grant Period From: 10/01/2025 To: 09/30/2026
4. AGENCY UNIT TO ADMINISTER GRANT Fresno County Public Health Department	
5. GRANT DESCRIPTION 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.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$187,317.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none">• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)• Exhibit A – Certifications and Assurances• Exhibit B* – OTS Grant Program Manual• Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Ge Vue TITLE: Director of Public Health Nursing EMAIL: gevue@fresnocountyca.gov PHONE: (559) 600-3330 ADDRESS: 1221 Fulton Street Fresno, CA 93721  (Signature) 9/8/25 (Date)	B. AUTHORIZING OFFICIAL NAME: Ernest Buddy Mendes TITLE: Chairman EMAIL: district4@fresnocountyca.gov PHONE: (559) 600-6456 ADDRESS: 1221 Fulton Street Fresno, CA 93721  (Signature) 10/7/25 (Date)
C. FISCAL OFFICIAL NAME: Irene Parada TITLE: Division Manager EMAIL: jparada@fresnocountyca.gov PHONE: (559) 600-6438 ADDRESS: 1221 Fulton Street Fresno, CA 93721  (Signature) 9/9/25 (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY 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)

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors
County of Fresno, State of California

By  Deputy

Agreement Between the County of Fresno and the Office of Traffic Safety

Allocation Name: Child Passenger Safety Program

Fund/Subclass: 0001/10000

Organization: 56201617

Revenue Account #: 4380

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: GLP5PZLWSZE1 REGISTERED ADDRESS: 1221 Fulton Street #3 CITY: Fresno ZIP+4: 93721-1915
--	---

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-26	20.616	0521-0890-101	2025	04/25	BA/25	\$187,317.00
				AGREEMENT TOTAL		\$187,317.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$187,317.00
I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$187,317.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

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

Fresno County, located in California's San Joaquin Valley, is home to a growing and diverse population of over 1 million residents as of July 2023, reflecting a 0.8% increase since 2020 (U.S. Census Bureau). The county's demographic composition underscores its rich cultural diversity, with 54.9% of residents identifying as Hispanic or Latino, 12.2% as Asian, 6.0% as Black or African American, and 3.2% as American Indian or Alaska Native. Significant Armenian and Hmong communities further enhance Fresno's cultural fabric, necessitating culturally and linguistically tailored outreach to address critical public health issues such as child passenger safety. With a youthful population of 27.5% under the age of 18—child safety is a priority. However, socioeconomic disparities persist, as 19.5% of residents live below the poverty line despite a median household income of \$67,756 in 2022 (U.S. Census Bureau). These challenges are particularly acute in underserved rural areas such as Mendota and Firebaugh, where families have limited access to child safety resources.

The county's educational attainment reflects additional barriers, with 78.3% of individuals holding at least a high school diploma and only 23.4% earning a bachelor's degree or higher (U.S. Census Bureau). These statistics highlight the importance of accessible and understandable education on child passenger safety, particularly for parents and caregivers who may lack exposure to safety regulations and best practices. Moreover, Fresno County's 12.7% of children with special health care needs (CSHCN) face unique challenges requiring adaptive car seats, anti-escape devices, and specialized CPS Technician training (California Department of Public Health). Rural families, in particular, often struggle to access these specialized resources due to geographic and financial constraints.

A child passenger safety program in Fresno County will address these pressing issues by providing equitable access to free car seats, bilingual education, and hands-on car seat installation to support underserved urban and rural areas. Tailored outreach will engage diverse communities with culturally appropriate education in their language and address specific needs of families with CSHCN. By bridging socioeconomic and geographic disparities, promoting community collaboration, and direct distribution statistics, we will significantly reduce preventable injuries and fatalities, creating a safer environment for Fresno County (California Office of Traffic Safety, U.S. Census Bureau, California Department of Public Health).

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

Fresno County faces significant challenges in ensuring child passenger safety, as evidenced by data from multiple sources. According to the California Office of Traffic Safety (OTS) and the Statewide Integrated Traffic Records System (SWITRS), the county reported alarming rates of fatalities and injuries among children under eight involved in motor vehicle crashes. Between 2021-2023, 39 children under the age of eight were killed, and 1,274 were injured in such crashes. According to the OTS Crash Rankings in 2022, Fresno County ranked 3rd out of 15 cities of similar size for crashes in which the victims killed or injured were a pedestrian under the age of 15. Furthermore, in 2022, Fresno County had 301 non-fatal injury emergency room visits related to being an occupant in a motor vehicle crash.

The problem is further compounded by widespread misuse of car seats. Data from Safe Kids Central California highlights that during 10 car seat check-up events between 2022 and 2024, 97% of car seats inspected were either installed incorrectly or the children were not properly restrained. While efforts reduced the misuse rate to 94% in 2024, it remains far above the national average of 74-78%. Common issues included improper installation methods, particularly in forward-facing and rear-facing car seats for children aged 1-6, and incorrect use of seat belts versus LATCH systems.

Adding to these challenges, Fresno County has a shortage of certified Child Passenger Safety Technicians (CPSTs). According to Safe Kids Worldwide, there are only 19 certified CPSTs serving the entire county,

with only three being Spanish-speaking. Given that over 54.9% of the population identifies as Hispanic or Latino, this shortage presents a significant barrier to providing adequate outreach and education to families in need of proper car seat guidance. Many rural and underserved areas, where transportation-related injuries are prevalent, have little to no access to trained technicians, leaving many families without the necessary resources to ensure their children’s safety. This lack of available technicians limits the county’s capacity to conduct inspections, distribute free car seats, and deliver culturally appropriate education.

Expanding the number of certified technicians, particularly those who are bilingual and represent underserved communities, will be critical to addressing the ongoing misuse of car seats and the disproportionate impact of transportation injuries on vulnerable populations. By increasing access to trained professionals, Fresno County will be better positioned to reduce preventable injuries and fatalities and improve child passenger safety outcomes for its diverse population.

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

The child passenger safety program in Fresno County will target children under the age of eight and their families, particularly those in underserved communities. Motor vehicle crashes are a leading cause of injury and death for this age group in the county, with seven fatalities and 465 injuries reported in 2023 alone. These alarming statistics highlight the urgent need to improve child passenger safety and reduce the risks faced by young passengers.

The program will address the needs of low-income families, who often face economic barriers that limit their ability to access high-quality car seats or professional installation assistance. According to the U.S. Census Bureau, nearly 20% of Fresno County residents live below the poverty line, leaving many children unprotected during travel, particularly in urban areas like southwest Fresno and rural regions such as Mendota and Firebaugh. Additionally, the program would focus on Fresno County’s diverse population, which includes 54.9% identifying as Hispanic or Latino and significant Hmong and Armenian communities. Language and cultural differences in these communities often hinder awareness and proper use of child safety restraints, increasing the likelihood of misuse or non-use.

Children with special healthcare needs (CSHCN) will also be a key focus of the program. Approximately 12.7% of children in Fresno County require adaptive car seats or additional safety measures, yet resources and trained professionals to support these families are scarce (California Department of Public Health, 2022). Moreover, geographic disparities in the county exacerbate the problem for families in rural areas, where access to car seat inspection stations and educational resources is limited.

By providing free car seats, bilingual education, and access to certified Child Passenger Safety Technicians, the program will address economic, cultural, and geographic barriers. This targeted approach aims to reduce preventable injuries and fatalities, creating a safer environment for Fresno County’s youngest and most vulnerable residents.

2. PERFORMANCE MEASURES

A. Goals:

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

B. Objectives:

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, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
2. Participate in National Child Passenger Safety Week and National Heatstroke Prevention Day.

Target Number

1

2

3. Conduct highly publicized child safety seat checkups at community locations such as shopping centers, car dealerships or preschools to educate and empower parents and caregivers to properly install and use an appropriate car seat for their child. Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); check for car seat recalls, use a standardized form to collect child safety seat misuse data, record corrections made, record seats installed, and have access to car seat instructions and resource materials.	2
4. Conduct NHTSA Child Passenger Safety Technician Certification courses.	1
5. Certify, recertify or renew staff as NHTSA Child Passenger Safety Technicians.	6
6. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	6
7. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	2
8. Distribute OTS funded child safety seats at no-cost to families in need who receive child safety seat education.	250
9. Purchase OTS funded child safety seats.	250
10. Participate in quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
11. 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).	100
12. 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
13. 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.	3
14. Conduct paid Media Outreach Campaign and other media posts to reach target audiences. The objective is to reach at least 1,000,000 impressions through this mixed media approach with the target audience to include parents and caregivers of children under 8 years old, families in Fresno County with the emphasis on the underserved and rural areas, and non-English speaking families. When reporting, include date/platform and potential number of individuals reached. Upload posts, including number of views and reactions, to GEMS. All content requires OTS approval.	1
15. Distribute OTS funded adaptive child restraints and accessories at no-cost to families in need who receive child safety seat education.	1
3. METHOD OF PROCEDURE A. <u>Phase 1 – Program Preparation</u> (1st Quarter of Grant Year) <ul style="list-style-type: none"> Develop operational plans to implement the “best practice” strategies outlined in the objectives section. Conduct all training needed to implement the program, in the first quarter. Purchase all grant related supplies and materials to implement the program, in the first quarter. Items with a unit cost of \$5,000 or more (including tax and shipping) must comply with Buy America. <u>Media Requirements</u> <ul style="list-style-type: none"> 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. 	

Phase 1 - Program Preparation Addendum

- Finalize agreement with key partner, Safe Kids Central California.
- Develop car seat distribution protocol with Safe Kids Central California.
- Develop plan for car seat check events with Safe Kids Central California.
- Plan logistics for Child Passenger Safety Technicians (CPST) certification course.
- Schedule and coordinate CPS certification course through Safe Kids Central California.
- Identify CPST training candidates.
- Enroll three internal staff and three community-based representatives in Child Passenger Safety (CPS) Technician certification course.
- Develop and conduct pre-program training for public health educators on community outreach, cultural competence, and data collection method.
- Order child safety seats, booster seats, and adaptive car seats to accommodate children with special healthcare needs.
- Purchase training materials, including car seat demonstration models, instructional videos, and printed educational materials in multiple languages.
- Acquire program supplies such as tents, tables, signage, and promotional materials for outreach events.
- Set up a digital tracking system for inventory management and distribution of car seats.
- Develop culturally and linguistically appropriate educational materials for parents and caregivers.
- Design pre- and post-test assessments for car seat safety classes and technician trainings.
- Establish data collection tools to track program impact, including event attendance, car seat installations, and knowledge retention.
- Define key performance indicators (KPIs) for program evaluation and reporting.
- Develop a reporting structure for grant compliance, including financial tracking and progress reports.
- Issue a news release approved by the Office of Traffic Safety (OTS) Public Information Officer (PIO) announcing the kickoff of the grant by December 31st or after the grant agreement is signed and executed.

By executing these Phase 1 activities, the Fresno County Department of Public Health will establish a strong foundation for the successful implementation of the Child Passenger Safety Program, ensuring broad community engagement, measurable safety improvements, and compliance with all grant requirements.

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

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, 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 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 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 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 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 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

- Conduct monthly parent education classes in partnership with Safe Kids Central California in both English and Spanish to teach proper car seat installation and usage with hands on demonstration.
- Use pre- and post-tests to measure participants' knowledge and understanding of child passenger safety.
- Attend quarterly Safe Kids Central California meetings.
- Host/participate in quarterly car seat check events at community locations such as schools, churches, and community centers.

- Staff events with certified Child Passenger Safety (CPS) Technicians to inspect car seats and provide guidance to families on proper installation and usage.
- Distribute free car seats to families in need during check events, focusing on underserved and rural areas.
- Track data from events, including the number of car seats checked, distributed, and corrected, to assess impact and effectiveness.
- Register for local health fairs and community events to promote the program and engage directly with families.
- Set up interactive booths staffed by CPS Technicians and educators to provide safety information and answer questions.
- Distribute educational materials in multiple languages and promote upcoming car seat classes and check events.
- Partner with event organizers to identify and prioritize participation in high-traffic or underserved areas.
- Develop a comprehensive event calendar, scheduling car seat checks, education classes, and health fair participation in advance.
- Collaborate with community-based organizations to identify locations and dates that maximize program accessibility.
- Promote events through social media, local radio, community partners, and flyers distributed in schools and healthcare settings. By integrating these operational activities, the program will effectively increase awareness, provide direct assistance to families, and improve child passenger safety outcomes across Fresno County.

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.

Phase 3 - Data Collection Addendum

- Document all car seat checkup events with detailed records, including participant names, dates, and locations.
- Maintain course rosters and pre- and post-test results for each participant to measure knowledge gained.
- Record the number and types of car seats inspected, installed, or distributed during each event.
- Collect data on common misuse issues identified and corrective actions taken to inform future training and outreach.
- Track attendance for all parent education classes using course rosters.
- Administer pre- and post-tests to evaluate participant knowledge and understanding of child passenger safety.
- Record feedback from participants to improve the content and delivery of future classes.
- Document the number of educational materials distributed, including multilingual resources.
- Document CPS Technician training course with course roster, date, and location.
- Record certifications achieved, including the number of new CPS Technicians trained and certified.
- Track demographic information of trainees to ensure equitable representation and outreach.
- Maintain records of health fairs and community outreach events, including locations, dates, and participation levels.
- Track the number of families engaged and materials distributed during these events.

- Collect feedback from community members and event partners to evaluate the program's impact and identify areas for improvement.
- Compile data from all program activities, including car seat checkups, education classes, and training courses, into a centralized database.
- Analyze trends, such as reductions in car seat misuse rates or increases in community knowledge, to assess the program's effectiveness.
- Report key performance indicators (KPIs) to funding agencies, including the Office of Traffic Safety (OTS), as required.
- Develop periodic reports summarizing program activities, achievements, and lessons learned to guide future program planning.

By implementing comprehensive data collection and documentation practices, the program will ensure accountability, measure its impact, and continuously refine its activities to better serve Fresno County's communities.

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	\$187,317.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u> Health Education Specialist	405b OP-26	\$33.60	2,080	\$69,888.00
Benefits - Health Education Specialist @ 82.27 %	405b OP-26	\$57,497.00	1	\$57,497.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$127,385.00
B. TRAVEL EXPENSES				
In State Travel	405b OP-26	\$2,000.00	1	\$2,000.00
				\$0.00
Category Sub-Total				\$2,000.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Child Safety Seats	405b OP-26	\$112.00	250	\$28,000.00
Adaptive Child Restraints and Accessories	405b OP-26	\$1,000.00	1	\$1,000.00
CPS Instruction, Inspection and Training Supplies	405b OP-26	\$4,000.00	1	\$4,000.00
CPS Technician/Instructor Fees	405b OP-26	\$95.00	6	\$570.00
Educational Materials	405b OP-26	\$3,000.00	1	\$3,000.00
Office Supplies	405b OP-26	\$1,000.00	1	\$1,000.00
Media Outreach Campaign	405b OP-26	\$9,000.00	1	\$9,000.00
Translation/Interpretation Services	405b OP-26	\$2,000.00	1	\$2,000.00
Category Sub-Total				\$48,570.00
F. INDIRECT COSTS				
Indirect	405b OP-26	\$9,362.00	1	\$9,362.00

Category Sub-Total				\$9,362.00
GRANT TOTAL				\$187,317.00

BUDGET NARRATIVE

PERSONNEL COSTS

Health Education Specialist - The proposed budget will support the training and certification of a Health Education Specialist (HES) as a Child Passenger Safety Technician (CPST) to oversee and implement Fresno County's child passenger safety program. The HES will coordinate car seat inspection events, provide educational trainings for caregivers in partnership with Safe Kids Central California, and manage the no-cost contract with Safe Kids to ensure seamless collaboration and program success. Additionally, the HES will oversee the procurement, distribution, and tracking of program supplies, including car seats and educational materials, while maintaining detailed records of program activities and outcomes. These efforts will ensure efficient management, accountability, and impactful delivery of the program's objectives, ultimately enhancing child passenger safety across Fresno County. Claim should reflect actual costs up to the rate specified.

Benefits - Health Education Specialist @ 82.27 % - Claimed amounts must reflect actual benefit costs for straight time hours charged to the grant.

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. 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. Allocation for mileage costs for roundtrip travel to partner agencies, classes, outreach events, check-up events, and meetings.

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

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.

Adaptive Child Restraints and Accessories - Adaptive child restraints and accessories for community members in need. Restraints and accessories may include travel vests meeting applicable NHTSA standards, anti-escape accessories such as lockable chest clips, and belt cutters to be used on restraints with locking features in the event of a crash. Unit costs in excess of \$200 including sales tax, shipping and handling may be allowable if approved by the OTS. When reporting, include date/location, and number of individuals reached.

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 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.

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.

Educational Materials - Costs of purchasing, developing, or printing brochures, pamphlets, fliers, coloring books, posters, signs, banners, and training materials associated with grant activities. Items shall include a traffic safety message and if space is available, the OTS logo. Draft materials must be submitted to OTS for approval. 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.

Media Outreach Campaign - Costs included to conduct a Media Outreach campaign utilizing FCDH's vendor, HYPHEN Marketing, in alignment with grant cycle to raise awareness and promote Fresno County's Child Passenger safety program to diverse and underserved communities, ensuring families are informed about the car seat inspection events, educational events, and free car seats. This will include a mix of media channels to effectively reach our target audience across Fresno County including social media ads (Facebook, Instagram) to target local parents and caregivers, radio spots during commute hours to reach broader community audiences, and digital banners or online display ads on local news websites and parenting resources to be distributed with bilingual content (English and Spanish).

Translation/Interpretation Services - Costs dedicated to translation or interpretation services for grant-funded educational material content and activities. All costs must be approved by OTS.

INDIRECT COSTS

Indirect - 7.35% of Salary and Benefits Indirect Cost Rate of 7.35% - De Minimis Rate of 7.35% applied to Personnel 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) [\[1\]](#) 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. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

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