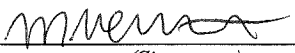
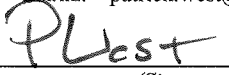

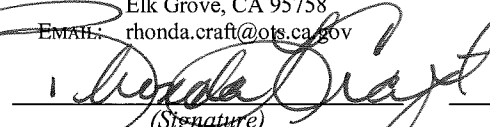



10/20/2018 10:20:00 AM

|   |  |
|---|--|
| <b>1. GRANT TITLE</b><br>The City of Long Beach Substance-Impaired Driving Campaign   |  |
| <b>2. NAME OF AGENCY</b><br>Long Beach  | <b>3. Grant Period</b><br>From: 10/01/2018<br>To: 09/30/2019   |
| <b>4. AGENCY UNIT TO ADMINISTER GRANT</b><br>Long Beach Department of Health and Human Services   |  |
| <b>5. GRANT DESCRIPTION</b><br>The City of Long Beach will continue to expand the City's Substance-Impaired Driving campaign. With the prospect of having over 30 medicinal cannabis dispensaries being opened and licensed within the year, it is necessary that the City of Long Beach continue the operation of a local, innovative and collaborative campaign aimed at educating residents and visitors in Long Beach about the risks of Driving While Impaired (DWI). Numerous strategies and activities will be launched to reduce the incidence of death and injury caused by DWI and continue the assessment of Long Beach resident attitudes towards DWI. The City's findings and best practices will be shared and distributed to OTS partners throughout the state.  |  |
| <b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed:</b> <span style="float: right;"><b>\$239,000.00</b></span>   |  |
| <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:<br><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> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.<br/>                 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>.<br/>                 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.<br/>                 IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p> |  |
| <b>8. Approval Signatures</b>   |  |
| <b>A. GRANT DIRECTOR</b><br>NAME: Morgan Venter      PHONE: (562) 570-4204<br>TITLE: Cannabis Education Program Coordinator      FAX:<br>ADDRESS: 2525 Grand Avenue<br>Long Beach, California 95758<br>EMAIL: morgan.venter@longbeach.gov<br><br><br>_____<br>(Signature)      11/19/2018<br>(Date)  | <b>B. AUTHORIZING OFFICIAL OF AGENCY</b><br>NAME: Patrick H. West      PHONE: (562) 570-6801<br>TITLE: City Manager      FAX: (562) 570-7650<br>ADDRESS: 333 West Ocean Blvd, 14th Floor<br>Long Beach, CA 90802<br>EMAIL: patrick.west@longbeach.gov<br><br><br>_____<br>(Signature)      11/17/18<br>(Date)        |
| <b>C. FISCAL OR ACCOUNTING OFFICAL</b><br>NAME: Ruben Jubinsky      PHONE: (562) 570-4113<br>TITLE: Community Health Bureau Analyst      FAX:<br>ADDRESS: 2525 Grand Avenue<br>Long Beach, California 95758<br>EMAIL: ruben.jubinsky@longbeach.gov<br><br><br>_____<br>(Signature)      11/15/2018<br>(Date)   | <b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b><br>NAME: Rhonda L. Craft      PHONE: (916) 509-3030<br>TITLE: Director      FAX: (916) 509-3055<br>ADDRESS: 2208 Kausen Drive, Suite 300<br>Elk Grove, CA 95758<br>EMAIL: rhonda.craft@ots.ca.gov<br><br><br>_____<br>(Signature)      11/28/18<br>(Date) |
| <b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b><br>NAME: Carolyn Vu<br>ADDRESS: 2208 Kausen Drive, Suite 300<br>Elk Grove, CA 95758  | <b>9. DUNS INFORMATION</b><br>DUNS #: 130009269<br>REGISTERED ADDRESS: 2525 Grand Ave<br>CITY: Long Beach      ZIP+4: 90815-1765   |

| 10. PROJECTED EXPENDITURES  |        |                    |             |  |         |                        |
|---|--------|--------------------|-------------|--|---------|------------------------|
| FUND  | CFDA   | ITEM/APPROPRIATION | F.Y.        | CHAPTER                                    | STATUTE | PROJECTED EXPENDITURES |
| 405d AL-19  | 20.616 | 0521-0890-101      | 2018        | 2018                                       | 29/18   | \$239,000.00           |
|   |        |                    |             | <b>AGREEMENT TOTAL</b>                     |         | <b>\$239,000.00</b>    |
|   |        |                    |             | AMOUNT ENCUMBERED BY THIS DOCUMENT         |         | <b>\$239,000.00</b>    |
|   |        |                    |             | PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT |         | <b>\$ 0.00</b>         |
| <i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i> |        |                    |             |  |         |                        |
| OTS ACCOUNTING OFFICER'S SIGNATURE  |        |                    | DATE SIGNED | TOTAL AMOUNT ENCUMBERED TO DATE            |         |                        |
|    |        |                    | 11/29/18    | <b>\$239,000.00</b>                        |         |                        |

**1. PROBLEM STATEMENT**

While the entire state of California is still responding to the legalization of adult-use cannabis, particularly with the creation of MAUCRSA (Medicinal and Adult Use Cannabis Retail Sales Act) and eventually the passage of Emergency Regulations on December 7, 2017, the City of Long Beach is making progress in reacting to recent policy changes at the state and local level as well. After Long Beach City Measure MM was codified in November 2016, 32 dispensaries were licensed for medicinal sales in late 2017, with 4 currently open and operating, and the remaining 28 expected to open by the end of 2018. While the Long Beach Department of Health and Human Services (Health Department) is currently working with other city departments to develop codes to better regulate the existing 32 dispensaries, should they decide to apply to sell adult-use products as well, and various other types of entrepreneurs seeking to open cannabis businesses in Long Beach, little attention is being given to the potential side-effects of the massive cultural and behavioral shift occurring as a result of legalization.

We are observing a trend among adults; a survey done by the Cannabis Education Program in late 2017 found that while 93% of adults believed there were some or many harms associated with cannabis use, over 61% claimed they had used cannabis, (and of those who had, the average person had used within the last 7 days).

More evidence is emerging that suggests cannabis - especially when combined with alcohol - causes significant impairment to a person’s ability to drive. Recent peer-reviewed studies show that while driving under the influence of cannabis alone can increase risk of motor vehicle crash from two to seven times relative to driving sober, driving under the influence of alcohol and cannabis combined contributes to a risk of collision far greater than that risk caused by either substance used alone (*Asbridge Mark, HaydenJill A, Cartwright Jennifer L. Acute cannabis consumption and motor vehicle collision risk: systematic review of observational studies and meta-analysis BMJ 2012; 344 :e536*), (*Hartman, R. L., Brown, T. L., Milavetz, G., Spurgin, A., Pierce, R. S., Gorelick, D. A., ... Huestis, M. A. (2015). Cannabis Effects on Driving Lateral Control With and Without Alcohol. Drug and Alcohol Dependence, 154, 25–37. http://doi.org/10.1016/j.drugalcdep.2015.06.015*). In a state where adult-cannabis-use has been legalized, and in a city with increasing acceptance of non-medicinal cannabis use in place of or in addition to social alcohol consumption, these statistics suggest the importance of campaign activities that address the use of multiple substances, rather than focusing solely on cannabis.

Not only is combination substance use dangerous, but it is emerging as more and more common. Colorado and Washington found that a very small percentage of the number of DUI arrests since legalization have involved cannabis by itself (approximately 9% and 4% respectively) (*"Marijuana Legalization in Colorado: Early Findings, A Report Pursuant to Senate Bill 13-283," Colorado Department of Public Safety, March 2016, cdpsdocs.state.co.us/ors/docs/reports/2016-SB13-283-Rpt.pdf*), (*"Cannabis Use Among Drivers Suspected of Driving Under the Influence or Involved in Collisions: Analysis of Washington State Patrol Data," AAA Foundation for Traffic Safety, May 2016, accessed October 12, 2016, aaafoundation.org/sites/default/files/CannabisUseAmongDriversInWashington.pdf*). While it’s tempting to conclude that this indicates drugs are more responsible for traffic fatalities than alcohol, the evidence is murky. What is clear is that public awareness and intervention is necessary in order to reduce the risk of injury and death from impaired driving. The 2017 survey done in Long Beach found that 42.6% of adults who had used cannabis had also engaged in driving under the influence of cannabis. Additionally, Long Beach has experienced an 11% increase in collisions and 79% increase in fatalities from 2014 to 2015, and a 40% increase in fatalities between 2015 and 2017. These are alarming statistics that warrant immediate and continuing intervention, which this campaign seeks to provide.

**2. PERFORMANCE MEASURES**

**A. Goals:**

1. Reduce the number of persons killed in traffic collisions.
2. Reduce the number of persons injured in traffic collisions.
3. To reduce the number of persons killed in drug-involved collisions
4. To reduce the number of persons injured in drug-involved collisions
5. Increase awareness, from baseline, to drivers and passengers about the dangers of driving high
6. Increase awareness, from baseline, to drivers and passengers about the legal ramifications of driving high

**B. Objectives:**

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off

| Target Number |
|---------------|
| 1             |

|   |     |
|---|-----|
| press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.  |     |
| 2. Conduct 300 knowledge & awareness surveys during the month of September to compare for change over time  | 300 |
| 3. Conduct or attend 5 Know Your Limit events in partnership with Long Beach Police Department  | 5   |
| 4. Develop train the trainer toolkit which includes written instruction manual, presentation materials, and video content, to raise awareness in the community about DWI.   | 1   |
| 5. Develop DWI module to be disseminated to new students at at least 1 college or university  | 1   |
| 6. Develop MOU's with at least 3 local restaurant or bar businesses for distribution of campaign materials  | 3   |
| 7. Distribute print materials to at least 10 community centers/organizations/businesses   | 10  |
| 8. Enroll at least 10 peer leaders at local university and college (CSULB and LBCC) to develop and implement peer-to-peer education curriculum  | 10  |
| 9. Host at least 2 training sessions (in-person or virtual) to introduce train the trainer toolkit to community leaders who will be implementing education  | 2   |
| 10. Host or attend at least 10 community events, festivals, or presentations in order to distribute campaign materials and education to attendees   | 10  |
| 11. Host two kick-off events at the local college or university, CSULB and LBCC, to announce launch of student-led education initiative   | 2   |
| 12. Post social media content weekly for 4 months (4 months*30 days per month/7 days per week= ~18 posts)   | 18  |
| <b>3. METHOD OF PROCEDURE</b>   |     |
| <b>A. <u>Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</u></b>   |     |
| <ul style="list-style-type: none"> <li>• Communicate annual strategy with new and existing partners <ul style="list-style-type: none"> <li>• Long Beach Police Department (PD)</li> <li>• Local hospitals: Dignity Health St Mary Medical Center, Long Beach Memorial Medical Center</li> <li>• PADNET</li> <li>• Local Colleges: CSULB and LBCC</li> <li>• Dispensaries</li> <li>• Restaurants and bars</li> </ul> </li> <li>• Purchase materials <ul style="list-style-type: none"> <li>• Mobile-device based apps and games for Strategy A</li> <li>• Paper-based surveys</li> </ul> </li> <li>• Develop curricula and strategies <ul style="list-style-type: none"> <li>• Student orientation</li> <li>• Internship orientation</li> <li>• Plan for Know Your Limit partnership</li> <li>• Social and print media marketing strategies and second quarter graphics</li> </ul> </li> <li>• Survey <ul style="list-style-type: none"> <li>• Survey for parties interested in train the trainer toolkit</li> <li>• Schedule polls for social media</li> </ul> </li> <li>• Develop operational plans to implement the “best practice” strategies outlined in the objectives section.</li> <li>• All training needed to implement the program should be conducted this quarter.</li> <li>• All grant related purchases needed to implement the program should be made this quarter.</li> </ul> |     |
| <b><u>Media Requirements</u></b>  |     |
| <ul style="list-style-type: none"> <li>• Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a>, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.</li> </ul>   |     |
| <b>B. <u>Phase 2 – Program Operations (Throughout Grant Year)</u></b>   |     |
| <ul style="list-style-type: none"> <li>• Recruit Know Your Limit volunteers and interns</li> <li>• Develop curricula and strategies</li> </ul>  |     |

- Train the trainer curriculum (pilot test throughout development)
- Social and print media graphics
- Film PSAs
- Order print and materials
  - Other print media
  - Train the trainer toolkit final for dissemination
- Dissemination/Implementation
  - Train Know Your Limit volunteers
  - Schedule Know Your Limit events with PD
  - Orient interns
  - Launch student orientation at LBCC and CSULB
  - Introduce Train the trainer materials
- Survey
  - Re-distribute community needs assessment survey in September 2019.
- Evaluation
  - Pilot test all materials during development and continuously monitor throughout distribution
  - Analyze survey data, generate report, and share with community partners
  - Implement evaluation strategies for train the trainer toolkit, social and print media initiative, feedback from student orientation and student interns, and feedback from Know Your Limit events
  - Maintain log of materials developed by student interns

### **Media Requirements**

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator. The following requirements are for grant-related activities and are different from those regarding any grant kick-off release or announcement.
- If an OTS-supplied, template-based press release is used, there is no need for pre-approval, however, the OTS PIO and Coordinator should be copied when at the same time as the release is distributed to the press.
- If an OTS-supplied template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead-time would be 10 days prior to the release distribution date, but should be no less than 5 working days prior to the release distribution date.
- Press releases reporting the immediate and time-valued results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
- Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Space permitting, include the OTS logo, on grant-funded print materials; consult your OTS Coordinator for specifics and format-appropriate logos.
- Contact the OTS PIO or your OTS Coordinator, sufficiently far enough in advance of need, for consultation when deviation from any of the above requirements might be contemplated.

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

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and October 30)
  - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.

- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

#### **4. METHOD OF EVALUATION**

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

#### **5. ADMINISTRATIVE SUPPORT**

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

| FUND NUMBER | CATALOG NUMBER<br>(CFDA) | FUND DESCRIPTION                 | TOTAL AMOUNT |
|-------------|--------------------------|----------------------------------|--------------|
| 405d AL-19  | 20.616                   | Impaired Driving Countermeasures | \$239,000.00 |

| COST CATEGORY                                     | CFDA   | TOTAL COST TO GRANT |
|---|--------|---------------------|
| <b>A. PERSONNEL COSTS</b>                         |        |                     |
| Positions and Salaries                            |        |                     |
| <b>Full-Time</b>                                  |        |                     |
| Cannabis Education Program Coordinator            | 20.616 | \$62,262.00         |
| Benefits - Cannabis Education Program Coordinator | 20.616 | \$34,132.00         |
| Administrative Assistant                          | 20.616 | \$8,718.00          |
| Benefits - Administrative Assistant               | 20.616 | \$5,434.00          |
| Budget Analyst                                    | 20.616 | \$7,232.00          |
| Benefits - Budget Analyst                         | 20.616 | \$3,680.00          |
| Data Analyst                                      | 20.616 | \$9,835.00          |
| Benefits - Data Analyst                           | 20.616 | \$4,801.00          |
| Division Officer                                  | 20.616 | \$9,996.00          |
| Benefits - Division Officer                       | 20.616 | \$4,702.00          |
| <b>Overtime</b>                                   |        |                     |
|   |        | \$0.00              |
| <b>Part-Time</b>                                  |        |                     |
| Cannabis Health Educator                          | 20.616 | \$25,648.00         |
| Benefits - Cannabis Health Educator               | 20.616 | \$4,386.00          |
| Category Sub-Total                                |        | \$180,826.00        |
| <b>B. TRAVEL EXPENSES</b>                         |        |                     |
| In State Travel                                   | 20.616 | \$3,300.00          |
|   |        | \$0.00              |
| Category Sub-Total                                |        | \$3,300.00          |
| <b>C. CONTRACTUAL SERVICES</b>                    |        |                     |
| Graphic Design                                    | 20.616 | \$2,000.00          |
| PSA Production                                    | 20.616 | \$7,200.00          |
| Community-based Education                         | 20.616 | \$12,600.00         |
| Category Sub-Total                                |        | \$21,800.00         |
| <b>D. EQUIPMENT</b>                               |        |                     |
|   |        | \$0.00              |
| Category Sub-Total                                |        | \$0.00              |
| <b>E. OTHER DIRECT COSTS</b>                      |        |                     |
| Educational Materials                             | 20.616 | \$7,000.00          |
| Office Supplies                                   | 20.616 | \$1,201.00          |
| Display Booth                                     | 20.616 | \$750.00            |
| Facility Fees                                     | 20.616 | \$5,640.00          |
| Mobile App for Impairment Education               | 20.616 | \$400.00            |
| Category Sub-Total                                |        | \$14,991.00         |
| <b>F. INDIRECT COSTS</b>                          |        |                     |
| @ 10% of Salaries and Benefits                    | 20.616 | \$18,083.00         |
| Category Sub-Total                                |        | \$18,083.00         |

**GRANT TOTAL**

**\$239,000.00**



**GRANT AGREEMENT**

**DI19004**

Schedule B-1

| <b>BUDGET NARRATIVE</b>   |                 |
|---|-----------------|
| <b>PERSONNEL COSTS</b>  | <b>QUANTITY</b> |
| <p>Cannabis Education Program Coordinator - Subject matter expert and will be responsible for overseeing all aspects of the grant activities for drug-impaired driving, reporting, and data collection efforts. Program Coordinator will determine educational messaging and design health education curriculum plans. Program Coordinator will also coordinate with contractors to design the campaign and projects, produce educational materials, and manage relationships with sub recipient(s) to ensure campaign objectives are met. This position supervises the Cannabis Health Educator and provides general direction to the Administrative Assistant for time dedicated to this project. 1 x 1,961 hours x \$31.75/hour x 100%</p>   | 1,961           |
| <p>Benefits - Cannabis Education Program Coordinator - Total Benefits Rate @ 54.82%</p> <ul style="list-style-type: none"> <li>15.84% Health Insurance</li> <li>1.41% Life Insurance</li> <li>1.45% Medicare</li> <li>25.76% Retirement</li> <li>6.20% Social Security/FICA/OASDI</li> <li>0.09% Unemployment Insurance</li> <li>4.02% Workers Compensation</li> <li>0.04% Short Term Disability</li> </ul>   | 1               |
| <p>Cannabis Health Educator - Assists with the outreach, coordination, and operation of the campaign. This will include liaising at community coalitions and meetings, assisting in the development of cannabis education curriculum and presentations, coordinating and conducting cannabis education presentations to the community (including at community events, fairs, parent meetings, and after school programs), distributing educational materials to community groups, assisting in the completion of program evaluations (including data management and preparations, distributing surveys, hosting focus groups, and conducting virtual polling), assisting with report writing, maintaining program files, and updating databases, and finally assisting in the coordination of a social media campaign and virtual presence. 1 x 1,600 hours x \$16.03/hour x 100%</p> | 1,600           |
| <p>Benefits - Cannabis Health Educator - Total Benefits Rate @17.10%</p> <ul style="list-style-type: none"> <li>1.45% Medicare</li> <li>1.18% Retirement</li> <li>0.09% Unemployment Insurance</li> <li>10.73% Workers Compensation</li> <li>3.66% Temp Sick Leave</li> </ul>   | 1               |
| <p>Administrative Assistant - Supports the scheduling of focus groups, outreach with schools, community organizations, Council Districts etc., will book tables/booths at events, liaise with contractor to produce educational materials, track inventory of educational materials, track inventory of office supplies, schedule conference attendance and related travel, and provide general administrative and clerical support to the campaign. 1 x 392 hours x \$22.24/hour x 100%</p>  | 392             |
| <p>Benefits - Administrative Assistant - Total Benefits Rate @ 62.33%</p> <ul style="list-style-type: none"> <li>22.61% Health Insurance</li> <li>2.02% Life Insurance</li> <li>1.45% Medicare</li> <li>25.76% Retirement</li> <li>6.20% Social Security/FICA/OASDI</li> <li>0.09% Unemployment Insurance</li> <li>4.13% Workers Compensation</li> </ul>  | 1               |

|  |     |
|--|-----|
| Budget Analyst - Manages the program budget, conducts monthly reconciliation of budget line items, and grant invoicing, is primary contact with human resources in hiring process for new employees, and processes contracts with service providers and sub recipient(s).<br>1 x 196 hours x \$36.90/hour x 100%   | 196 |
| Benefits - Budget Analyst - Total Benefits Rate @ 50.88%<br>13.63% Health Insurance<br>1.22% Life Insurance<br>1.45% Medicare<br>25.76% Retirement<br>6.20% Social Security/FICA/OASDI<br>0.09% Unemployment Insurance<br>2.49% Workers Compensation<br>0.04% Short Term Disability  | 1   |
| Data Analyst - Manages the program budget, conducts monthly reconciliation of budget line items, and grant invoicing, is primary contact with human resources in hiring process for new employees, and processes contracts with service providers and sub recipient(s). 1 x 235 hours x \$41.85/hour x 100%  | 235 |
| Benefits - Data Analyst - Total Benefits Rate @ 48.79%<br>12.02% Health Insurance<br>1.07% Life Insurance<br>1.45% Medicare<br>25.76% Retirement<br>6.20% Social Security/FICA/OASDI<br>0.09% Unemployment Insurance<br>2.20% Workers Compensation   | 1   |
| Division Officer - Serves as the Project Director and provide executive oversight of the campaign, supervise the Program Manager, Administrative Assistant, Data Analyst, and Budget Analyst, and liaise with other city departments and partners to ensure objectives are met, including coordinating with the Long Beach Police Department. 1 x 196 hours x \$51.00/hour x 100%  | 196 |
| Benefits - Division Officer - Total Benefits Rate @ 47.04%<br>0.88% Dental Insurance<br>9.86% Health Insurance<br>0.58% Life Insurance<br>1.45% Medicare<br>25.76% Retirement<br>6.20% Social Security/FICA/OASDI<br>0.09% Unemployment Insurance<br>0.26% Long Term Disability<br>0.16% Short Term Disability<br>1.80% Workers Compensation   | 1   |
| <b>TRAVEL EXPENSES</b><br>In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include two staff members attending the North American Cannabis Summit from January 28-30, 2019 in Los Angeles. 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. | 1   |
| <b>CONTRACTUAL SERVICES</b><br>Graphic Design - Costs to hire an agency to develop and design graphics for a local drugged driving   | 1   |

|  |   |
|--|---|
| campaign. The work will include a design concept, logo, print and electronic materials and brochure. In compliance with OTS procedures, subcontracts will be initiated that detail the scope of work and expenditures.   |   |
| PSA Production - Videography for PSA Production. 12 hours x 6 videos = 72 hours x bill rate of \$100/hour  | 1 |
| Community-based Education - Costs to subcontract the provision of education to non-profit organization(s) or consultant with expertise in the delivery of youth-focused, young adult-focused, or peer-led education. Curriculum was co-developed with City of Long Beach Health Department in FY18.  | 1 |
| <b>EQUIPMENT</b><br>-  |   |
| <b>OTHER DIRECT COSTS</b>  |   |
| Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.   | 1 |
| 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 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. | 1 |
| Display Booth - At venues such as conferences, state and local fairs. Costs may include fees and supplies such as canopy, lighting, fans, displays, banners, and rental of the following: tables, chairs, generators and electrical service. Additional items may be purchased if approved by OTS.   | 1 |
| Facility Fees - Costs to rent space at non-public facilities and rent booths at large special events held in Long Beach (example: Long Beach Grand Prix and Long Beach Lesbian & Gay Pride Festival) where drug-impaired driving education and awareness forums will be delivered to the community.  | 1 |
| Mobile App for Impairment Education - to be used at community presentations, health fairs, etc. for teen and young adult audiences to demonstrate how substance use impairs driving. Apps will also be used as part of Strategy A to offer awareness, education, and intervention around bars, clubs, and dispensaries. Through the use of these mobile-based games, patrons will be able to test their impairment.  | 1 |
| <b>INDIRECT COSTS</b><br>@ 10% of Salaries and Benefits - City of Long Beach Department of Health & Human Services<br>Indirect Cost Rate for FY19 is 10% of total personnel costs.   | 1 |
| <b>STATEMENTS/DISCLAIMERS</b>  |   |
| Program Income:<br>There will be no program income generated from this grant.  |   |
| Salaries:<br>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.   |   |
| Supplanting:<br>Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.   |   |

**CERTIFICATIONS AND ASSURANCES****HIGHWAY SAFETY GRANTS****(23 U.S.C. CHAPTER 4 AND SEC. 1906, PUB. L. 109-59, AS AMENDED)**

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high-risk grantee status in accordance with 49 CFR §18.12.

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:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1300—Uniform Procedures for State Highway Safety Grant Programs

**NONDISCRIMINATION**

(applies to subrecipients as well as States)

The State highway safety agency 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) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100)).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding

recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and

- To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

## **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-award 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 ACT**

(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.

**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.

**LAW ENFORCEMENT AGENCIES**

All subrecipient law enforcement agencies shall comply with California law regarding profiling. Penal Code section 13519.4, subdivision (e), defines "racial profiling" as the "practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." Then, subdivision (f) of that section goes on to provide, "A law enforcement officer shall not engage in racial profiling."