

***CALIFORNIA INJURY AND VIOLENCE PREVENTION BRANCH KID’S PLATE
PROGRAM***

Awarded By

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”
TO
“County of Yolo”, hereinafter “Grantee”**

Implementing the project, “Kids Plate RFA,” hereinafter “Project”

GRANT AGREEMENT NUMBER 21-10773

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Sections 104325-104330}.

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to support local efforts to reduce the number of childhood unintentional injuries and deaths in California through implementation of evidence and data-informed interventions. CDPH intends to fund local health departments and other community-based organizations throughout the state.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed \$150,000 through the approved term of this agreement.

TERM OF GRANT AGREEMENT: The term of the Grant shall begin on October 1, 2021, and terminates on June 30, 2023. No funds may be requested or invoiced for services performed or costs incurred after June 30, 2023.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee: County of Yolo
Name: Kate Bernacki, Program Manager	Name: Steven Jensen, Health Program Manager
Address: 1616 Capitol Ave, MS 7214	Address: 137 N. Cottonwood Street
City, ZIP: Sacramento, CA 95814	City, ZIP: Woodland, CA 95695
Phone: (916) 552-9855	Phone: (530) 666-8616
E-mail: kate.bernacki@cdph.ca.gov	E-mail: Steven.Jensen@yolocounty.org

Direct all inquiries to:

California Department of Public Health, Injury and Violence Prevention Branch	Grantee: County of Yolo
Attention: Kate Bernacki	Attention: Steven Jensen
Address: 1616 Capitol Ave, MS 7214	Address: 137 N. Cottonwood Street
City, Zip: Sacramento, 95814	City, Zip: Woodland, CA 95695
Phone: (916) 552-9855	Phone: (530) 666-8616
E-mail: kate.bernacki@cdph.ca.gov	E-mail: Steven.Jensen@yolocounty.org

All payments from CDPH to the Grantee; shall be sent to the following address: **[Note: Remittance Address must conform with the new FISCAL system information in order to avoid payment delays]**

Remittance Address
Grantee: County of Yolo
Attention “Cashier”: Marcie Azevedo
Address: PO Box 1268
City, Zip: Woodland, CA 95776
Phone: (530) 666-8540
E-mail: Marcie.Azevedo@yolocounty.org

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party. Said changes shall not require an amendment to the agreement. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form which can be requested through the CDPH Project Representatives for processing.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:

Exhibit A GRANT APPLICATION

Exhibit A, ATTACHMENT 1 - GRANTEE'S WRITTEN MODIFICATIONS TO THE GRANT APPLICATION AS A REQUIRED CONDITION OF THE GRANT AWARD. This document shall supersede the Grant Application. Once Grant has been executed any modifications thereafter to the existing Exhibit A/Exhibit A, Attachment(s) shall be agreed to in writing by both parties, said changes shall not require a written amendment to this Grant Agreement.

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS –

Exhibit C STANDARD GRANT CONDITIONS

Exhibit D REQUEST FOR APPLICATIONS

Exhibit E ADDITIONAL PROVISIONS

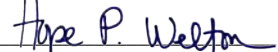
GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____

Angel Barajas, Chair
Board of Supervisors
Yolo County Health and Human Services Agency
137 North Cottonwood Street
Woodland, CA 95695

Approved as to Form:
Philip J. Pogledich, County Counsel
By: 
Hope P. Welton, Senior Deputy

Date: _____

Joseph Torrez, Chief
Contracts Management Unit
California Department of Public Health
1616 Capitol Avenue, Suite 74.262
P.O. Box 997377, MS 1800- 1804
Sacramento, CA 95899-7377

Application Checklist

Due by 11:59 p.m. on Friday, July 30, 2021

Date of Submission	Thursday, July 30, 2021
Organization Name	County of Yolo
Application Contact Name	Steven Jensen
Phone Number	(530)666-8616
E-mail Address	Steven.Jensen@yolocounty.org

The following documents must be completed and submitted with this Application Checklist by 11:59 p.m. on July 30, 2021.

Attachment	Required Document	Document Type	Please Check
A	Application Checklist	Word	<input checked="" type="checkbox"/>
B	Grantee Information Form	Word	<input checked="" type="checkbox"/>
C	Organizational Capacity	Word	<input checked="" type="checkbox"/>
D	Project Narrative	Word	<input checked="" type="checkbox"/>
E	Project Activities	Word	<input checked="" type="checkbox"/>
F	Work Plan	Word	<input checked="" type="checkbox"/>
G	Budget Detail	Excel	<input checked="" type="checkbox"/>
H	Budget Narrative	Word	<input checked="" type="checkbox"/>
I	Darfur Contracting Act	Word	<input checked="" type="checkbox"/>
J	Government Agency Tax ID Form	PDF	<input checked="" type="checkbox"/>
K	Payee Data Record	PDF	<input checked="" type="checkbox"/>
L	Contractor Certification Clause	PDF	<input checked="" type="checkbox"/>
Other	Proof of 501(c)(3) Status	PDF	<input checked="" type="checkbox"/>
Other	Letter of Recommendation/Commitment	PDF	<input checked="" type="checkbox"/>

Select Tier:

Tier 1

Tier 2



E-mail the documents to: KidsPlates@cdph.ca.gov

**Injury and Violence Prevention Branch (IVPB)
Grantee Information Form**

Complete all 7 sections below and submit this document with your application.

1. Organization

This information will appear on your grant agreement cover and should match the legal name and address on your IRS documents.

Federal Tax ID: 94-6000548 Grant #: No. 21-10210

Name: County of Yolo

Mailing Address: PO Box 1268, Woodland, CA, 95776

Street Address (if different): 625 Court street, Woodland, CA 95695

County: Yolo

Phone #: (530) 666- 8150 Fax #: _____

Website: yolocounty.org

2. Grant Signatory

The **Grant Signatory** has authority to sign the grant agreement cover.

Name: Jim Provenza

Title: Chairman, Board of Supervisors

If address(es) are the same as Organization above, check this box & skip to Phone #

Mailing Address: 625 Court Street, Room #204, Woodland, CA 95695

Street Address (if different): _____

Phone #: (530) 757- 5554 Fax #: _____

Email: jim.provenza@yolocounty.org

**Injury and Violence Prevention Branch (IVPB)
Grantee Information Form**

3. Project Director

The **Project Director** is responsible for all the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with IVPB staff, will receive all programmatic, budgetary, and accounting mail for the project, and will be responsible for the proper dissemination of program information.

Name: Steven JensenTitle: Health Program Manager

If address(es) are the same as Organization above, check this box & skip to Phone #

Mailing Address: 25 N. Cottonwood Street, Woodland, CA 95695

Street Address (if different): _____

Phone #: (530) 666-8616 Fax #: _____Email: steven.jensen@yolocounty.org**4. Payment Receiver**

All payments are sent to the attention of the **Payment Receiver** at the designated address.

Name: Angela PowersTitle: Accountant- Auditor I

If address(es) are the same as Organization above, check this box & skip to Phone #

Mailing Address: 137 N. Cottonwood Street, Woodland, CA 95695

Street Address (if different): _____

Phone #: (530) 666- 8969 Fax #: _____Email: angela.powers@yolocounty.org

**Injury and Violence Prevention Branch (IVPB)
Grantee Information Form**

5. Fiscal Reporter

The **Fiscal Reporter** prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.

Name: Angela Powers _____

Title: Accountant – Auditor I _____

If address(es) are the same as Organization above, check this box & skip to Phone #

Mailing Address: 137 N. Cottonwood Street, Woodland, CA 95695 _____

Street Address (if different): _____

Phone #: (530) 666- 8969 _____ Fax #: _____

Email: angela.powers@yolocounty.org _____

6. Fiscal Signatory

The **Fiscal Signatory** has signature authority for invoices and all fiscal documentation reports.

Name: Marcie Azevedo _____

Title: Accountant III _____

If address(es) are the same as Organization above, check this box & skip to Phone #

Mailing Address: 137 N. Cottonwood Street, Woodland, CA 95695 _____

Street Address (if different): _____

Phone #: (530) 666- 8540 _____ Fax #: _____

Email: Marcie.Azevedo@yolocounty.org _____

**Injury and Violence Prevention Branch (IVPB)
Grantee Information Form**

7. Funding Amount Requested

List the ***amount of funding*** your organization is requesting on this grant application.

Year 1	\$ <u>75,000.00</u>
Year 2	\$ <u>75,000.00</u>
Total	\$ <u>150,000.00</u>

Organizational Capacity

Record of accomplishments

The Yolo County Child Passenger Safety Program has a record of accomplishments. It is important to highlight the 20% decrease in improper car seat usage between 2018 and 2020.

Data-informed interventions

The Yolo County Car Seat Safety Program collects data to help identify Child Passenger Safety needs in Yolo County. Data is recorded by using Excel tracking logs, forms, and charts. In 2020, the program recorded that 62% of car seats inspected by the Yolo County Child Passenger Safety Program during one on one appointments and check-up events showed improper usage. Therefore, the program increased outreach efforts by promoting car seat checks through bus ads.

Ability to engage with multiple partners

The Child Passenger Safety Program has established partnerships with multiple organizations including, Yolo First 5, Empower Yolo, RISE Inc, School districts, Yolo County Child Welfare Services, foster care services, and Yolo County Friday Night Live, amongst other community-based organizations. Additionally, CPSTs have established relationships with other child passenger safety programs outside of Yolo County. These include the Health and Social Policy Institute Injury Prevention Program, the Sacramento County Car Seat Safety Program, Butte County Public Health Child Passenger Safety Program, and Safe Kids Greater Sacramento.

Organizational readiness and staffing

There are eight Child Passenger Safety technicians within the Yolo County Health and Human Services Agency, including a proxy and two trained staff on "Transporting Children with Special Health Care Needs". If funded, the grant budget requirements would be assigned to the Fiscal Staff that is currently working with grant-funded programs. Staff is familiar with the fiscal requirements for operating California State grants and are experienced with accounting, budgeting principles, and document preparation.

The Child Passenger Safety Program has began the process of completing the Darfur Contracting Act Attachment I and the Contractor Certification Clause Attachment L with the Board of Supervisors. Yet, we have been unsuccessful in obtaining these signed documents by the application due date. The program is requesting additional time to get these documents submitted.

Project Narrative

A. County Area Data Profile

Motor Vehicle accidents are the leading cause of child deaths in the United States. The American Academy of Pediatrics claims that one-third of children who die in motor vehicle collisions are unrestrained. According to the Centers for Disease Control and Prevention 2018, 636 children 12 years old and younger were killed in a motor vehicle traffic crash, and more than 97,000 were injured. Of the children 12 years old and younger who died in a crash in 2018 (for which restraint use was known), 33% were not using proper restraints. Local SWITRS data shows that in 2018 - 2020, 77 victims were killed, and 3,637 victims were injured in motor vehicle accidents. Of those victims, there were two children; and nearly one hundred children under the age of eight riding as passengers in vehicles reported (known) injuries resulting from being involved in motor vehicle accidents. In addition, nationwide and local data confirm that there is problematic car seat safety awareness amongst caretakers and parents.

Motor vehicle-related injuries are preventable. The problem is that parents and caretakers are not using car seats – or child restraint systems – properly. While it may seem like common sense to have a car seat properly installed, data collected by The Yolo County Car Seat Safety program indicates otherwise. In 2020, 62% of car seats inspected by the Yolo County Child Passenger Safety Program during one on one appointments and check-up events showed improper usage. This includes misuse of aftermarket products; twisted or loose harness, children buckled incorrectly, missing pieces, incorrect seat, seat belt not locked, latch not appropriately used, and expired car seats.

The National Highway Traffic Safety Administration (NHTSA) estimates that correctly used child safety seats can reduce the risk of death by as much as 71 percent. Yet, half of all car seats are misused. In addition, Yolo County is home to nearly 27 thousand children under the age of 10; 2020, estimate by the Department of Finance. Consequently, over 13 thousand children are at risk of injury or death in the occurrence of a motor vehicle crash solely in the County of Yolo.

Furthermore, The California Department of Public Health – Vital Records (CDPH-VR) show that every year, an average of 1842 children are born in Yolo County. Hospitals should be addressing child passenger safety in their discharge policies. Yet, Yolo County hospitals do not have a certified Child Passenger Safety Technician to help address this issue. Based on the data mentioned above, we can infer that there is a lack of child passenger safety education amongst Yolo County residents and this issue needs to be addressed.

B. Experience Addressing the Childhood Unintentional Injury Prevention

The Yolo County Child Passenger Safety Program works tirelessly to reduce the number of injuries from motor vehicle crashes associated with children ages 0-12 years old by making sure families use car seats, booster seats, and seat belts correctly. The program offers a wide range of services that help increase the correct use of car seats, booster seats, and seatbelts amongst Yolo County residents.

Through partnerships with community-based organizations, schools, and daycares, the program can provide car seat safety education via classes, presentations, and trainings. One-on-one car seat inspections are also available to all Yolo County residents by appointment. In addition, accessible car seats are available to income-eligible residents. To make a substantial impact, educational materials are offered to clients in English, Spanish, Russian and Punjabi.

Furthermore, the program has established a partnership with law enforcement that allows coordination of the Yolo County violator's program, Family Safety in the Car (FSITC). An established relationship with the Traffic Court Division allows for ease in referrals to the FSITC program. During the FSITC classes, violators receive proper education regarding transporting children, car seat use/laws, and a CPST inspects their car seat. An increase in attendance from previous years can be attributed to the presentations conducted during local law enforcement agencies' roll call/briefing meetings where information about child passenger safety laws is presented.

Lastly, While conducting car seat checks, it has become evident that many residents are using expired or secondhand car seats. Topics such as the risks of using expired, secondhand seats, or seats that have been involved in car crashes are always included in safety education efforts. Additionally, we have established a recycling program in partnership with the Recology Davis Waste Removal Company located within Yolo County, where car seats can be taken for recycling. This established partnership has allowed us to properly dispose of expired, secondhand seats, or seats that have been involved in car crashes. Seven existing drop-off locations are located throughout the County and are actively used by residents.

C. Justification of Proposed Project

Although the program offers a wide range of services that help increase the correct use of car seats, booster seats, and seatbelts amongst Yolo County residents, the program has been unable to provide support to local hospitals and clinics due to lack of funding. For instance, the Sutter Davis Hospital Birthing Center a family-centered facility for maternity and newborn care delivered approximately 1132 babies in 2020. Families were discharged from the hospital without receiving a proper car seat inspection by a Child

Passenger Safety Technician. The Woodland Memorial Hospital's Family Birthing Center delivered 594 babies in 2020. All were discharged without proper child passenger safety education nor a proper car seat installation. Both hospitals offer Maternity and Childbirth education classes but Child Passenger Safety Classes are not offered.

Due to the lack of child passenger safety educational engagement in the local hospitals of Yolo County. The Yolo County Child Passenger Safety Program proposes the implementation of four objectives that will alleviate the lack of education currently provided.

Objective 1: Implement Unintentional Injury Prevention Program Interventions.

- A. The program will partner with clinics, hospitals, birthing centers, and pregnancy support groups to offer monthly child passenger safety classes. A total of 28 classes will be offered between October 1, 2021, and June 30, 2023. Each class will be offered in English but additional classes can be scheduled for Spanish-speaking participants. The class will consist of a presentation that will cover child passenger safety education including CA law. Due to the pandemic, the program will be available to host classes via Zoom. Ideally, in-person meetings are preferred as this class will also consist of a hands-on section. To engage partners such as Sutter Davis Hospital Birthing Center and The Woodland Memorial Hospital's Family Birthing Center, partners will include this class as part of their Maternity and Childbirth education classes. Anyone interested in a Child Passenger Safety Class will be able to register for the class online via Eventbrite or a similar class registration platform.

Objective 2: Implement Promotion of the Kids' Plates License Plates Program

- A. The program will disseminate marketing materials to local DMV, car dealerships, and insurance companies.

Objective 3: Develop and Promote Local Unintentional Injury Prevention Policies and Procedures

- A. The program will ensure that all families receive a referral to the Yolo County Child Passenger Safety Program to have a CPS Technician complete a car seat inspection before the child's due date or upon discharge from the hospital's birthing center. Program staff, will connect with parents and schedule them in for a car seat check as a follow-up from their hospital visit.

Objective 4: Provide Unintentional Injury Prevention Safety Equipment and Targeted Education

- A. The program will purchase car seats that at a minimum must meet United States Federal Motor Vehicle Safety Standards; for the rear-

facing position, the lower weight limit is 5 pounds or less (i.e., 4 pounds) and the upper weight limit is at least 40 pounds; for the forward-facing position, maximum harness limit is at least 65 pounds. These no-cost child safety seats will be distributed to Yolo County residents who received child safety seat education.

D. Roles and Responsibilities

The agency is requesting funding to staff for two part-time Child Passenger Safety Technicians in order to complete all requested activities. The Outreach Specialist A position requested will plan and coordinate day-to-day program activities related to the goals and objectives. This position will be a certified child passenger safety technician and will be one of the faces of the program with community partners. The Community Health Assistant position requested will be a certified child passenger safety technician and will work with Outreach Specialist A to plan and coordinate the goals and objectives related to the grant. This position will conduct car seat education classes and fittings and engage community partners in car seat safety education.

Currently, there are six Child Passenger Safety technicians within the Yolo County Health and Human Services Agency and they are always willing to jump in and help. One of these six Child Passenger Safety technicians is a proxy. Additionally, two are adequately trained on "Transporting Children with Special Health Care Needs".

Fiscal Staff – If funded, the grant budget requirements would be assigned to Staff that is currently working with grant-funded programs in the Community Health Branch. Staff is familiar with the fiscal requirements for operating California State grants and are experienced with accounting, budgeting principles, and document preparation.

All Yolo County Employees are required to comply with a background check and receive Department of Justice clearance upon hire.

E. Other Funding Sources

In 2021, the program received a monetary donation from AAA. A total of 68 child restraints were purchased. These car seats were provided free of charge to families with expired, unsafe, or outgrown car seats; educational information and resources were also provided—funding from these donations will sponsor CPS week bus advertising as well as event supplies.

Additionally, in 2020 – 2021 the program was awarded a \$190,000 one-year grant from the California Office of Traffic Safety (OTS), through the National Highway Traffic Safety Administration. Activities funded by this grant include community education and car seat check events, individual car seat checks (by appointment), a limited number car seats made available to families in need, Child Passenger Safety Technician (CPST) training, and

promotion of safety seat recycling and the importance of discarding used and expired car seats.

Furthermore, through a competitive process, the Office of Traffic Safety (OTS) has tentatively approved the program's application in the amount of \$175,000 with the proposal titled "Child Passenger Safety Program." This tentative award is contingent on approval from the National Highway Traffic Safety Administration.

F. Organization Sustainability

The Yolo County Child Passenger Safety program would not be able to sustain the proposed activities. Although the program receives funding from other sources such as AAA and OTS, the program would be forced to limit activities that are not part of the work plan AAA or OTS. The program will have to limit unintentional injury prevention program interventions, promotion of the Kid's Plates License Plates Program, Promotion of Local Unintentional Injury Prevention Policies and procedures and the distribution of injury prevention safety equipment and targeted education. Therefore, the loss of funding will negatively impact the program's efficiency. We will see a correlation between lack of funding and services provided to the underserved population of Yolo County. The Child Passenger Safety program may be able to request funding allocation from the County's general fund to maintain some services to the community, but this funding source is not guaranteed.

Exhibit A
Project Activities
October 1, 2021 – June 30, 2023

All grantees are required to perform core objectives 1 and 2. For Tier 1 funding (\$50,000) please select one (1) elective objective. For Tier 2 funding (\$75,000) please select two (2) elective objectives.

- 1. Implement Unintentional Injury Prevention Program Interventions (required)**
Conduct local interventions to promote unintentional childhood injury prevention programs with parents, care providers, professionals and/or children.
- 2. Implement Promotion of the Kids' Plates License Plates Program (required)**
Market the promotion of the Kids' Plates license plates program as an option when purchasing specialized license plates for vehicles. Educational/social media messages and hard copies of materials will be provided by CDPH.
- 3. Conduct Unintentional Injury Prevention Trainings**
Provide trainings to professionals, advocates, organizations or community groups to improve childhood unintentional injury prevention outcomes.
- 4. Develop and Promote Local Unintentional Injury Prevention Policies and Procedures**
Promote evidence-based practices through implementation of local unintentional injury prevention policies and procedures in various organizations that reach children.
- 5. Promote Collaborations**
Work with unintentional childhood injury prevention coalitions and/or other organizations to increase collaboration for interventions.
- 6. Promote Public Education and Awareness**
Implement national childhood unintentional injury prevention campaigns (i.e. Safe Routes 2 School, American Academy of Pediatrics, National Highway Traffic Safety Administration, Safe Kids, Centers for Disease Control and Prevention).
- 7. Provide Unintentional Injury Prevention Safety Equipment and Targeted Education**
Purchase and distribute unintentional injury prevention equipment that serve children under the age of 18 years with appropriate educational outreach.

Work Plan

October 1, 2021 – June 30, 2023

Select Tier: Tier 1 Tier 2

Required Objectives

Objective #1: By June 30, 2023, the County of Yolo will conduct activities that will implement childhood unintentional injury prevention program interventions.

Activities	Responsible Staff	Timeline	Tracking Measures
<p>A. The program will partner with clinics, hospitals, birthing centers, and pregnancy support groups to offer monthly child passenger safety classes. A total of 28 classes will be offered between October 1, 2021, and June 30, 2023. Each class will be offered in English but additional classes can be scheduled for Spanish-speaking participants. The class will consist of a presentation that will cover child passenger safety education including CA law. Due to the pandemic, the program will be available to host classes via Zoom. Ideally, in-person meetings are preferred as this class will also consist of a hands-on section. To engage partners such as Sutter Davis Hospital Birthing Center and The Woodland Memorial Hospital's Family Birthing Center, partners will include this class as part of their Maternity and Childbirth education classes. Anyone</p>	<p>A. Outreach Specialist B. Community Health Assistant</p>	<p>October 1, 2021- June 30, 2023</p>	<p>A. Class registration B. Attendance tracking log C. Course evaluation</p>

<p>interested in a Child Passenger Safety Class will be able to register for the class online via Eventbrite or a similar class registration platform.</p>			
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Work Plan

October 1, 2021 – June 30, 2023

Objective #2: By June 30, 2023, the County of Yolo will conduct marketing activities to promote the sales of Kids' Plates license plates.

Activities	Responsible Staff	Timeline	Tracking Measures
A. Conduct Kids' Plates marketing campaign as provided by CDPH. The program will disseminate marketing materials to local DMV, car dealerships, and insurance companies.	A. Outreach Specialist B. Community Health Assistant	October 1, 2021- June 30, 2023	Quantify marketing and social marketing activities and success.

Work Plan

October 1, 2021 – June 30, 2023

Objective #3: By June 30, 2023, the County of Yolo will conduct a referral program to develop and promote local childhood unintentional injury prevention policies and procedures.

Activities	Responsible Staff	Timeline	Tracking Measures
<p>A. The program will ensure that all families receive a referral to the Yolo County Child Passenger Safety Program to have a CPS Technician complete a car seat inspection before the child's due date or upon discharge from the hospital's birthing center. Program staff, will connect with parents and schedule them in for a car seat check as a follow-up from their hospital visit.</p>	<p>A. Outreach Specialist B. Community Health Assistant</p>	<p>October 1, 2021- June 30, 2023</p>	<p>A. Birthing Rates B. Tracking logs of referrals provided C. Data collected from inspections.</p>

Work Plan

October 1, 2021 – June 30, 2023

Objective #4: By June 30, 2023, the County of Yolo will conduct car seat inspections to provide unintentional childhood injury prevention safety equipment and targeted education.

Activities	Responsible Staff	Timeline	Tracking Measures
A. The program will purchase child passenger safety seats to distribute during car seat inspections, and during child passenger safety classes.	C. Outreach Specialist Community Health Assistant	October 1, 2021- June 30, 2023	A. Tracking logs of referrals provided B. Data collected from inspections.

Exhibit A

This is a sample image of the Budget Detail. To receive the Excel Version, please email Kidsplates@cdph.ca.gov.

Budget Detail - 10/01/21-06/30/23

			Year 1 (9 months) 10/01/21-06/30/22			Year 2 (12 months) 07/01/22-06/30/23			Total	
Personnel										
Position Title	Project Activities Reference	Annual Salary Range	FTE	Avg. Salary	Budget	FTE	Avg. Salary	Budget		
Outreach Specialist	Objective 1-	52,000	0.5	9 months	\$ 19,499.00	0.5	12 months	26000	\$ 45,499.00	
Community Health Assistant	Objective 1-	36400	0.5	9 months	\$ 13,649.00	0.5	12 months	18200	\$ 31,849.00	
Total Salaries and Wages					\$ 33,148.00			\$44,200.00	\$77,348.00	
Fringe Benefits			Percentage			Percentage				
Fringe Benefits			25%			25%			11050	\$ 19,337.00
Total Personnel					\$ 41,435.00			\$55,250	\$ 96,685.00	
Operating Expenses										
Cell Phone 1	OB 1-4				\$ 409.32			\$ 545.76	\$ -	
Cell Phone 2	OB 1-4				\$ 409.32			\$ 545.76		
Laptop	OB 1				\$1,800			\$ -		
Educational Material	OB 1-4				\$ 800.00			\$ 800.00		
Marketing and Advertising	OB 2				\$ 4,288.36			\$3591.48		
Office Supplies	OB 1-4				\$ 500.00			\$ 500.00		
Total Operating Expenses					\$ 8,207.00			5983.00	\$ 14,190.00	
Travel Expenses										
Travel Expenses	OB 1-4				\$ 5,000.00			\$ -	\$ -	
Total Travel Expenses					\$ 5,000.00			\$ -	\$ 5,000.00	
Minor Safety Equipment Expenses										
Car Seats	OB 4				\$ 5,000.00			\$ -	\$ -	
Total Minor Safety Equipment Expenses					\$ 5,000.00			\$ -	\$ 5,000.00	
Staff Training and Technical Assistance										
Training and Conferences	OB 1-4				\$ 5,000.00			\$ -	\$ -	
Total Staff Training and Technical Assistance Expenses					\$ 5,000.00			\$ -	\$ 5,000.00	
Subcontractors										
Total subcontractors					\$ -			\$ -	\$ -	
Indirect Cost			Percentage			Percentage				
Indirect Cost			25%			25%			24,165	
Total Indirect Cost					\$ 10,358.00			\$13,807.00	24,165.00	
Total COST					\$ 75,000.00			\$75,000.00	\$ 150,000.00	

**Budget Narrative
Budget Year 10/01/21 – 06/30/22**

Personnel		\$33,148.00
Outreach Specialist	FTE: .5%	\$19,499.00
<p>The Outreach Specialist A position requested will plan and coordinate day-to-day program activities related to the goals and objectives. This position will be a certified child passenger safety technician and will be one of the faces of the program with community partners.</p>		
Community Health Assistant	FTE: .5%	\$13,649.00
<p>The Community Health Assistant position requested will be a certified child passenger safety technician and will work with Outreach Specialist A to plan and coordinate the goals and objectives related to the grant. This position will conduct car seat education classes and fittings and engage community partners in car seat safety education</p>		
Title	FTE: 00%	\$0.00
Description of Duties		
Title	FTE: 00%	\$0.00
Description of Duties		
Title	FTE: 00%	\$0.00
Description of Duties		

Fringe Benefits @ 25%	\$8,287.00

Operating	\$8207.00
<p>List each item, a description, how the total amount is calculated, and the related objectives/activities.</p>	
Cell phone: This cellular device will be used by the OS, when working off site.	\$409.32

<u>Operating</u>	\$8207.00
Cell phone: This cellular device will be used by the CHA, when working off site.	\$409.32
Laptop: For use in conducting and tracking grant activities and producing required reports. Laptop to be used for classroom presentations, note taking, accessing websites, etc. in the field such as health centers, community events, and other locations outside of the Health and Humans Services Agency	\$1800.00
Educational Material: 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.	\$800.00
Marketing and Advertising: Costs associated with bus ad media informing the public of the availability of car seat inspections and promoting Kids' Plates Program. Costs may include production of bus ad signage and purchase of bus ad space.	\$4288.36
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.	\$500.00

<u>Travel</u>	\$5,000.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Life Savers Conference: Details to be released in the fall	\$5,000.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00

Travel	\$5,000.00
Item 4: Description	\$0.00
Item 5: Description	\$0.00
Item 6: Description	\$0.00

Minor Safety Equipment	\$5,000.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Car Seats : Maximum average cost not to exceed \$75 per seat (including booster seats) excluding sales tax, shipping and handling. Seats to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations. Infant only seats are not an allowable expense.	\$5,000.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00
Item 4: Description	\$0.00
Item 5: Description	\$0.00
Item 6: Description	\$0.00

Staff Training and Technical Assistance	\$5,000.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Training and conferences: Attendance of appropriate conferences and certification training such as Safer CA, PrevCon, and Safe Travel for all Children.	\$5,000.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00
Item 4: Description	\$0.00

<u>Staff Training and Technical Assistance</u>	\$5,000.00
Item 5: Description	\$0.00
Item 6: Description	\$0.00

<u>Subcontracts/Consultants</u>	\$0.00
Name of subcontractor/consultant, (if not known use TBD) list of duties to complete specific objective(s) in the project activities, total hours, and amount.	\$0.00
Sub 1: Description	\$0.00
Sub 2: Description	\$0.00
Sub 3: Description	\$0.00
Sub 4: Description	\$0.00

<u>Indirect Costs @ 25%</u>	\$10,358.00

Total Budget	\$75,000
---------------------	-----------------

**Budget Narrative
Budget Year 07/01/22 – 06/30/23**

Personnel		\$44,200.00
Outreach Specialist	FTE: .5%	\$26,00.00
<p>The Outreach Specialist A position requested will plan and coordinate day-to-day program activities related to the goals and objectives. This position will be a certified child passenger safety technician and will be one of the faces of the program with community partners.</p>		
Community Health Assistant	FTE: .5%	\$18,200.00
<p>The Community Health Assistant position requested will be a certified child passenger safety technician and will work with Outreach Specialist A to plan and coordinate the goals and objectives related to the grant. This position will conduct car seat education classes and fittings and engage community partners in car seat safety education</p>		
Title	FTE: 00%	\$0.00
Description of Duties		
Title	FTE: 00%	\$0.00
Description of Duties		
Title	FTE: 00%	\$0.00
Description of Duties		

Fringe Benefits @ 25%	\$11,050.00
Description of what is paid for with Fringe Benefits funds.	

Operating	\$5983.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	

<u>Operating</u>	\$5983.00
Cell phone: This cellular device will be used by the OS, when working off site.	\$545.76
Cell phone: This cellular device will be used by the CHA, when working off site.	\$545.76
Educational Material: 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.	\$800.00
Marketing and Advertising: Costs associated with bus ad media informing the public of the availability of car seat inspections and promoting Kids' Plates Program. Costs may include production of bus ad signage and purchase of bus ad space.	\$3591.48
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.	\$500.00

<u>Travel</u>	\$0.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Item 1: Description	\$0.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00
Item 4: Description	\$0.00

<u>Travel</u>	\$0.00
Item 5: Description	\$0.00
Item 6: Description	\$0.00

<u>Minor Safety Equipment</u>	\$0.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Item 1: Description	\$0.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00
Item 4: Description	\$0.00

<u>Staff Training and Technical Assistance</u>	\$0.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Item 1: Description	\$0.00
Item 2: Description	\$0.00
Item 3: Description	\$0.00
Item 4: Description	\$0.00
Item 5: Description	\$0.00
Item 6: Description	\$0.00

Subcontracts/Consultants	\$0.00
Name of subcontractor/consultant, (if not known use TBD) list of duties to complete specific objective(s) in the project activities, total hours, and amount.	\$0.00
Sub 1: Description	\$0.00
Sub 2: Description	\$0.00
Sub 3: Description	\$0.00
Sub 4: Description	\$0.00
Indirect Costs @ 25%	\$13,807.00
Total Budget	\$75,000.00

Exhibit A

Submit

GOVERNMENT AGENCY TAXPAYER ID FORM

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: GovSuppliers@cdph.ca.gov or fax it to (916) 650-0100, or mail it to the address above.

Principal Government Agency Name

County of Yolo

Remit-To Address (Street or PO Box)

PO Box 1268

City:

Woodland

State: CA

Zip Code+4: 96776

Government Type:

City

County

Special District

Federal

Other (Specify)

Federal Employer Identification Number (FEIN)

94-6000548

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FISCAL ID# <small>(if known)</small>	Dept/Division/Unit Name	Complete Address
<input type="text"/>	Count of Yolo Health and Human Services Agency	137 N. Cottonwood St. Woodland, CA 95695
<input type="text"/>	County of Yolo Health and Human Services Agency	25 N. Cottonwood St. Woodland, CA 05695
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Person: Title:

Phone number: E-mail address:

Signature: Date:

Digitally signed by Josh Iverson
 Date: 2020.06.17 11:39:46 -0700

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 5/2018)

1	INSTRUCTIONS: Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by California state agencies to prepare Information Returns (Form1099). See next page for more information and Privacy Statement. NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.																
2	BUSINESS NAME (As shown on your income tax return) County of Yolo																
	SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL (Name as shown on SSN or ITIN) Last, First, MI				E-MAIL ADDRESS												
	MAILING ADDRESS PO Box 1268			BUSINESS ADDRESS 25 N Cottonwood Street													
	CITY Woodland	STATE CA	ZIP CODE 95776	CITY Woodland	STATE CA	ZIP CODE 95695											
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 9 4 6 0 0 0 5 4 8 <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST CORPORATION: <input type="radio"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="radio"/> LEGAL (e.g., attorney services) <input type="radio"/> EXEMPT (nonprofit) <input checked="" type="radio"/> ALL OTHERS <input type="checkbox"/> SOLE PROPRIETOR, INDIVIDUAL, OR SINGLE MEMBER LLC (Disregarded Entity) ENTER SSN OR ITIN: [][][][][][][][][] <small>Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) are required by authority of California Revenue and Tax Code sections 18646 and 18661</small>																
4	<input checked="" type="checkbox"/> CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> CALIFORNIA NON RESIDENT (see next page for more information) - Payments to nonresidents for services may be subject to state income tax withholding. <input type="radio"/> No services performed in California. <input type="radio"/> Copy of Franchise Tax Board waiver of state withholding attached.																
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.																
6	PLEASE RETURN COMPLETED FORM TO: <table border="1"> <tr> <td data-bbox="159 1591 857 1669"> DEPARTMENT/OFFICE California Department of Public Health </td> <td data-bbox="857 1591 1562 1669"> UNIT/SECTION Injury and Violence Prevention/PDOP </td> </tr> <tr> <td data-bbox="159 1669 857 1747"> MAILING ADDRESS PO Box 997377, MS 7214 </td> <td data-bbox="857 1669 1562 1747"> TELEPHONE (include area code) 916-552-9800 </td> <td data-bbox="1203 1669 1562 1747"> FAX 916-552-9810 </td> </tr> <tr> <td data-bbox="159 1747 581 1816"> CITY Sacramento </td> <td data-bbox="581 1747 678 1816"> STATE CA </td> <td data-bbox="678 1747 857 1816"> ZIP CODE 9581599-7377 </td> <td colspan="3" data-bbox="857 1747 1562 1816"> E-MAIL ADDRESS pdop@cdph.ca.gov </td> </tr> </table>						DEPARTMENT/OFFICE California Department of Public Health	UNIT/SECTION Injury and Violence Prevention/PDOP	MAILING ADDRESS PO Box 997377, MS 7214	TELEPHONE (include area code) 916-552-9800	FAX 916-552-9810	CITY Sacramento	STATE CA	ZIP CODE 9581599-7377	E-MAIL ADDRESS pdop@cdph.ca.gov		
DEPARTMENT/OFFICE California Department of Public Health	UNIT/SECTION Injury and Violence Prevention/PDOP																
MAILING ADDRESS PO Box 997377, MS 7214	TELEPHONE (include area code) 916-552-9800	FAX 916-552-9810															
CITY Sacramento	STATE CA	ZIP CODE 9581599-7377	E-MAIL ADDRESS pdop@cdph.ca.gov														

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 5/2018)

1	<p>Requirement to Complete the Payee Data Record, STD 204</p> <p>A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.</p> <p>Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).</p>
2	<p>Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships and single member limited liability companies (LLCs) must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN.</p> <p>The mailing address should be the address at which the payee chooses to receive correspondence. The business address is the address of the business' physical location.</p>
3	<p>Check only one box that corresponds to the payee business type. Corporations must check the box that identifies the type of corporation.</p> <p>The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.</p> <p>Payees must provide one of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships, single member LLC (disregarded entities), and individuals is the SSN or ITIN. Only partnerships, estates, trusts, corporations, and LLCs (taxed as partnerships or corporations) will enter their FEIN.</p>
4	<p>Are you a California resident or nonresident?</p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <p>Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, email address, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the state agency requesting the STD 204.</p>

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

Exhibit A

Internal Revenue Service

Date: September 11, 2007

COUNTY OF YOLO STATE OF CALIFORNIA
PO BOX 1268
WOODLAND CA 95776-1268 685

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Carol Kraft - #17-57097
Customer Service Specialist
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
94-6000548

Dear Sir/Madam:

This is in response to your request of September 11, 2007, regarding your organization's exemption from Federal income tax.

As a governmental unit or a political subdivision thereof, your organization is not subject to Federal income tax under the provisions of Section 115(1) of the Internal Revenue Code, which states in part:

"Gross income does not include income derived from ... the exercise of any essential governmental function and accruing to a State or any political subdivision thereof ..."

Because your organization is a governmental unit or a political subdivision thereof, its income is not taxable as explained above. Contributions used exclusively for public purposes are deductible under Section 170(c)(1) of the Code.

Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Your organization may obtain a letter ruling on its status under section 115 by following the procedures specified in Rev. Proc. 2004-1 or its successor.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



for Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

Received 9/17/07

Howard H. Newens, CIA, CPA
Auditor - Controller
County of Yolo
P.O. Box 1268
Woodland, CA 95776-1268



July 27, 2021

To Whom It May Concern,

I am writing to offer West Sacramento's support to the Yolo County Child Passenger Safety Program for the California Kids' Plates Program Grant. Like Yolo County, the West Sacramento Fire Department offers a car seat program to support the preservation of life for our youngest citizens of the community. Our partnership with the Yolo County Child Passenger Safety Program assists us in this mission providing resources and professional staff to engage and support our intended population. Not only will this grant offer much needed support to Yolo County's program, but it will also inherently and directly support our program and community as well.

The partnership the West Sacramento Fire Department has developed with the Yolo County Child Passenger Safety Program has offered the City of West Sacramento many benefits. Some of the specific benefits we have enjoyed are training for our car seat technicians, partnering in car seat events, and sharing resources and educational materials to provide our public. The most recent assistance Yolo's program has offered West Sacramento was during the COVID pandemic. As our program was put on temporary hold, the Yolo County Child Passenger Safety Program offered its services to our community to assure that the continuity of the program and essential service to the community was not compromised.

With multiple car seat events scheduled for the remainder of the year, our partnership with the Yolo County Child Passenger Safety Program will again prove its worth. We appreciate any consideration you offer towards their grant submittal and the invaluable benefit it offers Yolo County and West Sacramento residents.

Thank you in advance for you time and consideration of our support. If you have any questions, please feel free to contact...

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Jonson".

Bryan Jonson
Fire Marshal



July 28, 2021

California Department of Public Health

Injury and Violence Prevention (IVP) Branch

PO Box 997377, MS 7214

Sacramento, CA 95899-7377

Re: Letter of Support and Commitment

California Kids' Plate Program:

I am writing to offer AAA Northern California's support to the Yolo County Child Passenger Safety Program for the California Kids' Plates Program Grant. Just like the Yolo County Child Passenger Safety Program, we are also committed to teaching parents and caregivers how to keep their youngest passengers safe on the road. AAA supports families by offering child passenger safety resources and car seat installation assistance from Child Passenger Safety Technicians like myself.

The relationship that AAA Northern California has developed with the Yolo County Child Passenger Safety Program has solidified as we provide support for each other. For example, the Yolo County Child Passenger Safety Program continuously provides training opportunities for AAA staff. Additionally, as a Car Seat Technician for AAA Northern California, I have provided support to the Yolo County Child Passenger Safety Program by attending multiple check-up events that the Yolo County Child Passenger Safety Program has hosted. If the Yolo County Child Passenger Safety Program is funded, I will continue my commitment to participate and assist in such events that significantly benefit the families of Yolo County. The Yolo County Child Passenger Safety Program can count on my support as a Child Passenger Safety Technician.

We appreciate any consideration you offer towards their grant submittal and the invaluable benefit it offers Yolo County residents.

Thank you in advance for your time and consideration of our commitment and support. If you have any questions, please feel free to contact me.

Sincerely,

G. Alan Slape

Approved Auto Repair Specialist SR.

Car Seat Technician # T778083

AAA Northern California

Mobile (916) 228-0592

Work Plan

October 1, 2021 – June 30, 2023

Select Tier: Tier 1 Tier 2

Required Objectives

Objective #1: By June 30, 2023, the County of Yolo will conduct 42 activities that will implement childhood unintentional injury prevention program interventions.

Activities	Responsible Staff	Timeline	Tracking Measures
Monthly child passenger safety classes (42 total). In-person if possible, otherwise via Zoom. Classes in English and and in Spanish, at the Yolo County Health and Human Agency through partnerships with local hospitals, birthing centers and health clinics.	A. Outreach Specialist B. Community Health Assistant	October 1, 2021- June 30, 2023	A. Class registration B. Attendance tracking log C. Course evaluation
Promote CPS Techicians professional and technical knowledge of CPS special needs.	A. Outreach Specialist B. Community Health Assistant	October 1, 2021- June 30, 2023	A. Attendance at conferences and training events.

Work Plan

October 1, 2021 – June 30, 2023

Objective #2: By June 30, 2023, the County of Yolo will conduct 5 marketing activities to promote the sales of Kids' Plates license plates.

Activities	Responsible Staff	Timeline	Tracking Measures
A. Conduct Kids' Plates marketing campaign as provided by CDPH. The program will disseminate marketing materials to local DMV, car dealerships, and insurance companies.	A. Outreach Specialist B. Community Health Assistant	October 1, 2021- June 30, 2023	Quantify marketing and social marketing activities and success.

Work Plan

October 1, 2021 – June 30, 2023

Objective #4: By June 30, 2023, the County of Yolo will conduct 2 in-hospital/ health clinic CPS referral programs to develop and promote local childhood unintentional injury prevention policies and procedures.

Activities	Responsible Staff	Timeline	Tracking Measures
A. Contact local hospital birthing centers and health clinics to integrate CPS classes and services into their birthing program.	A. Outreach Specialist B. Community Health Assistant	October 1, 2021- June 30, 2023	Letter of commitment or MOU from a hospital or health clinic.
B. Establish (Sutter and Woodland birthing centers) hospital policy so that all families receive a referral to the Yolo County Child Passenger Safety Program to have a CPS Technician complete a car seat inspection before the child's due date or upon discharge from the hospital's birthing center. Program staff, will connect with parents and schedule them in for a car seat check as a follow-up from their hospital visit.	A. Outreach Specialist B. Community Health Assistant	October 1, 2021- June 30, 2023	A. Birthing Rates B. Tracking logs of referrals provided C. Data collected from inspections.

Work Plan

October 1, 2021 – June 30, 2023

Objective #7: By June 30, 2023, the County of Yolo will conduct at least 42 car seat inspections to provide unintentional childhood injury prevention safety equipment and targeted education.

Activities	Responsible Staff	Timeline	Tracking Measures
A. Purchase and distribution of car seats at hospital based CPS programs.	A. Outreach Specialist Community Health Assistant	October 1, 2021- June 30, 2023	A. Invoice of purchased car seats. B. Tracking logs of referrals provided C. Data collected from inspections.

Exhibit A, Attachment I

This is a sample image of the Budget Detail. To receive the Excel Version, please email Kidsplates@cdph.ca.gov.

Budget Detail - 10/01/21-06/30/23

		Year 1 (9 months) 10/01/21-06/30/22				Year 2 (12 months) 07/01/22-06/30/23			Total
Personnel									
Position Title	Project Activites Reference	Annual Salary Range	FTE	Avg. Salary	Budget	FTE	Avg. Salary	Budget	
Outreach Specialist	Objective 1-	52,000	0.5	9 months	\$ 19,499.00	0.5	12 months	26000	\$ 45,499.00
Community Health Assistant	Objective 1-	36400	0.5	9 months	\$ 13,649.00	0.5	12 months	18200	\$ 31,849.00
Total Salaries and Wages					\$ 33,148.00			\$44,200.00	\$77,348.00
Fringe Benefits									
				Percentage			Percentage		
Fringe Benefits				25%	\$ 8,287.00		25%	11,050.00	\$ 19,337.00
Total Personnel					\$ 41,435.00			\$55,250.00	\$ 96,685.00
Operating Expenses									
Cell Phone 1	OB 1-4				\$ 409.32			\$ 545.76	\$ -
Cell Phone 2	OB 1-4				\$ 409.32			\$ 545.76	
Laptop	OB 1				\$ 1,300.00				
Laptop	OB 1				\$1,300				
Educational Material	OB 1-4				\$ 1,000.00			\$ 800.00	
Marketing and Advertaising	OB 2				\$ 8,550.00				
Office Supplies	OB 1-4				\$ 500.00			\$ 500.00	
Total Operating Expenses					\$ 13,468.64			\$2,391.52	\$ 14,190.00
Travel Expenses									
Travel Expenses	OB 1-4				\$ 3,638.36			\$ -	\$ -
					\$ -			\$ -	\$ -
Total Travel Expenses					\$ 3,638.36			\$ -	\$ 5,000.00
Minor Safety Equipment Expenses									
Car Seats	OB 4				\$ 5,000.00			\$3,551.48	\$ -
					\$ -			\$ -	\$ -
Total Minor Safety Equipment Expenses					\$ 5,000.00			\$3,551.48	\$ 5,000.00
Staff Training and Technical Assistance									
Training and Conferences	OB 1-4				\$ 1,100.00			\$ -	\$ -
					\$ -			\$ -	\$ -
Total Staff Training and Technical Assistance Expenses					\$ 1,100.00			\$ -	\$ 5,000.00
Subcontractors									
					\$ -			\$ -	\$ -
					\$ -			\$ -	\$ -
Total subcontractors					\$ -			\$ -	\$ -
Indirect Cost									
				Percentage	Budget		Percentage	Budget	
Indirect Cost				25%	\$ 10,358.00		25%	\$13,807.00	24,165
Total Indirect Cost					\$ 10,358.00			\$13,807.00	24,165.00
Total COST					\$ 75,000.00			\$75,00.00	\$150,00.00

**Budget Narrative
Budget Year 10/01/21 – 06/30/22**

<u>Personnel</u>		\$33,148.00
Outreach Specialist	FTE: .5%	\$19,499.00
<p>The Outreach Specialist A position requested will plan and coordinate day-to-day program activities related to the goals and objectives. This position will be a certified child passenger safety technician and will be one of the faces of the program with community partners.</p>		
Community Health Assistant	FTE: .5%	\$13,649.00
<p>The Community Health Assistant position requested will be a certified child passenger safety technician and will work with Outreach Specialist A to plan and coordinate the goals and objectives related to the grant. This position will conduct car seat education classes and fittings and engage community partners in car seat safety education</p>		

<u>Fringe Benefits @ 25%</u>	\$8,287.00
<p>Fringe benefits include costs associated with Social Security/Medicare, retirement, workers compensation premiums, vision, dental and medical insurance.</p>	

<u>Operating</u>	\$13,468.64
<p>List each item, a description, how the total amount is calculated, and the related objectives/activities.</p>	
Cell phone: This cellular device will be used by the OS when working off-site.	\$409.32
Cell phone: This cellular device will be used by the CHA when working off-site.	\$409.32
Laptop: For use in conducting and tracking grant activities and producing required reports. Laptop to be used for classroom presentations, note taking, accessing websites, etc. in the field such as health centers, community events, and other locations outside of the	\$1,300.00

<u>Operating</u>	\$13,468.64
Health and Humans Services Agency	
Laptop: For use in conducting and tracking grant activities and producing required reports. Laptop to be used for classroom presentations, note taking, accessing websites, etc. in the field such as health centers, community events, and other locations outside of the Health and Humans Services Agency	\$1,300.00
Educational Material: Costs of purchasing, developing, or printing brochures, pamphlets, flyers, coloring books, posters, signs, and banners associated with grant activities.	\$1000.00
Marketing and Advertising: Costs associated with digital advertising through local DMV office informing the public of the availability of car seat inspections and promoting the Kids' Plates Program. November 1, 2021 – June 30, 2023	\$8,550.00
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 desktop 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.	\$500.00
<u>Travel</u>	\$3,638.36
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Hyatt Regency Chicago Hotel for Life Savers National Conference: Conference Rate: \$224/night (+17.39% tax) Check in: 3:00 p.m. Check out: 11:59 a.m.	\$2,500.00

<u>Travel</u>	\$3,638.36
Check in 3/12 Check out 3/16	
Fare for Life Savers National Conference:	\$840.00
Fare, taxes and fees	
Adult (per passenger)	
\$362.78 USD	
PASSENGER FACILITY CHARGE(UNITED STATES)	
\$9.00 USD	
SEGMENT TAX(UNITED STATES)	
\$8.60 USD	
TRANSPORTATION TAX(UNITED STATES)	
\$27.21 USD	
US SECURITY FEE(UNITED STATES)	
\$11.20 USD	
Total	
\$418.79 USD per person	
Transportation/Shuttle:	\$100.00
From Midway Airport to Hyatt Regency Chicago Round Trip	
Other Expenses:	\$198.36
Meals and incidentals not covered by the conference.	

<u>Minor Safety Equipment</u>	\$5,000.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Car Seats: Maximum average cost not to exceed \$75 per seat (including booster seats) excluding sales tax, shipping, and handling. Seats to be distributed during CPS checkups, appointments, fitting stations, and traffic safety presentations. Infant-only seats are not an allowable expense.	\$5,000.00

<u>Staff Training and Technical Assistance</u>	\$1,100.00
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Life Savers National Conference on Highway Safety Priorities:	\$700.00
The 2022 Lifesavers Conference will provide a national platform with 70 workshops in nine tracks, plenary sessions, peer exchange discussion groups, and an extensive exhibit hall. The Lifesavers Conference program is designed to engage federal,	

<u>Staff Training and Technical Assistance</u>	\$1,100.00
<p>state, and local government; law enforcement; public health; injury prevention; advocacy, and non-profit organization professionals in an exchange of ideas, strategies, and programs to reduce preventable injuries and deaths.</p> <p>\$350 – Early BirdAttendee (expires 1/7/22)</p>	
Safe Travel for All Children:	\$300.00
<p>Safe Travel for All Children” is designed to serve as an enrichment course for child passenger safety technicians who are interested in learning more about special needs transportation. The training, which lasts approximately two days, combines classroom lectures and discussions with hands-on exercises. During the training, participants will be introduced to medical conditions that can impact restraint selection and have the opportunity to investigate and install specialized restraint systems. The training concludes with a proficiency exam that evaluates the student’s ability to assess appropriate restraints and to demonstrate proper use and installation.</p>	
<u>Indirect Costs @ 25%</u>	\$10,358.00
Total Budget	\$75,000.00

**Budget Narrative
Budget Year 07/01/22 – 06/30/23**

<u>Personnel</u>		\$44,200.00
Outreach Specialist	FTE: .5%	\$26,00.00
<p>The Outreach Specialist A position requested will plan and coordinate day-to-day program activities related to the goals and objectives. This position will be a certified child passenger safety technician and will be one of the faces of the program with community partners.</p>		
Community Health Assistant	FTE: .5%	\$18,200.00
<p>The Community Health Assistant position requested will be a certified child passenger safety technician and will work with Outreach Specialist A to plan and coordinate the goals and objectives related to the grant. This position will conduct car seat education classes and fittings and engage community partners in car seat safety education</p>		
<u>Fringe Benefits @ 25%</u>		\$11,050.00
<p>Fringe benefits include costs associated with Social Security/Medicare, retirement, workers compensation premiums, vision, dental and medical insurance.</p>		
<u>Operating</u>		\$2,391.52
<p>List each item, a description, how the total amount is calculated, and the related objectives/activities.</p>		
Cell phone:		\$545.76
<p>This cellular device will be used by the OS when working off-site.</p>		
Cell phone:		\$545.76
<p>This cellular device will be used by the CHA when working off-site.</p>		

<u>Operating</u>	\$2,391.52
Educational Material: Costs of purchasing, developing or printing brochures, pamphlets, flyers, coloring books, posters, signs, magnets, bookmarks, and banners associated with grant activities.	\$800.00
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 desktop 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.	\$500.00

<u>Minor Safety Equipment</u>	\$3,551.48
List each item, a description, how the total amount is calculated, and the related objectives/activities.	
Car Seats: Maximum average cost not to exceed \$75 per seat (including booster seats) excluding sales tax, shipping, and handling. Seats to be distributed during CPS checkups, appointments, fitting stations, and traffic safety presentations. Infant-only seats are not an allowable expense	\$3,551.48

<u>Indirect Costs @ 25%</u>	\$13,807.00

Total Budget	\$75,000.00
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Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. Upon completion of project activities as provided in Exhibit A Grant Application/Attachment 1 Grantee Written Modification, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted in triplicate not more frequently than quarterly in arrears to:

Claudia Angel
California Department of Public Health
Kid's Plates Program
MS 7214
PO Box 997377
Sacramento, CA 95899-7377

- C. Invoices shall:
 - 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
 - 2) Bear the Grantee's name as shown on the Grant.
 - 3) Identify the billing and/or performance period covered by the invoice.
 - 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.
- D. Amount awarded under this Grant is identified in the CDPH 1229 Grant Agreement.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Exhibit B
Budget Detail and Payment Provisions

4. Timely Submission of Final Invoice

- A. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

5. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

EXHIBIT C

STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

 - A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
 - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
 - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
 - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
 - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: (This provision does not apply to Local Governmental Entities)

The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

19. STATE-FUNDED RESEARCH GRANTS:

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
 - 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
 - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
 - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above,, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.



Request for Applications (RFA) No. 21-10210

California Kids' Plates Program Childhood Unintentional Injury Prevention

June 15, 2021

Injury and Violence Prevention Branch

MS Code 7214
1616 Capitol Avenue, Suite 74.436

P. O. Box 997377
Sacramento, CA 95899-7377

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LIST OF ATTACHMENTS AND APPENDICES

Below is a list only. Please visit the [RFA webpage](#) to download the files.

ATTACHMENTS

- ATTACHMENT A: Application Checklist (WORD)
- ATTACHMENT B: Grantee Information Form (WORD)
- ATTACHMENT C: Organizational Capacity (WORD)
- ATTACHMENT D: Project Narrative (WORD)
- ATTACHMENT E: Project Activities (WORD)
- ATTACHMENT F: Work Plan (WORD)
- ATTACHMENT G: Budget Detail (PDF)
- ATTACHMENT H: Budget Narrative (WORD)
- ATTACHMENT I: Darfur Contracting Act (WORD)
- ATTACHMENT J: Government Agency Tax ID (PDF)
- ATTACHMENT K: Payee Data Record (PDF)
- ATTACHMENT L: Contractor Certification Clause (PDF)

APPENDICES

- APPENDIX 1: Geographic regions for selection purposes (PDF)
- APPENDIX 2: CDPH County Indirect Rates FY 20/21 (PDF)

PART 1. FUNDING OPPORTUNITY DESCRIPTION

A. INTRODUCTION

The California Department of Public Health (CDPH), Injury and Violence Prevention Branch (IVPB), is seeking applications from local public entities and non-profit organizations to implement activities that address childhood unintentional injury prevention in California.

Unintentional childhood injuries continues to be the leading cause of death to children in the [United States](#). Each year, among those [0 to 19 years](#) of age, more than 12,000 people die from unintentional injuries and more than 9.2 million are treated in emergency departments for nonfatal injuries. Primary causes of child injury include motor vehicle crashes, suffocation, drowning, poisoning, fires, and falls with a growing number of sports related incidents.

The leading causes of injury death differed by [age group](#).

- For children less than 1 year of age, two-thirds of injury deaths were due to suffocation.
- Drowning was the leading cause injury death for those 1 to 4 years of age.
- For children 5 to 19 years of age, the most injury deaths were due to being an occupant in a motor vehicle traffic crash.

Risk for injury death varied by [race](#).

- Injury death rates were highest for American Indian and Alaska Natives and were lowest for Asian or Pacific Islanders.
- Overall death rates for whites and African-Americans were approximately the same

According to the Centers for Disease Control and Prevention (CDC), progress with interventions have reduced the child injury death rate by nearly 30% in the last decade. Child injury is predictable and preventable and continues to be one of the most under-recognized public health problems in the United States.

B. PURPOSE AND FOCUS

The overall purpose of this Kids' Plates Program Request for Applications (RFA) is to award grants that support local efforts to reduce the number of childhood unintentional injuries and deaths in California through implementation of evidence and data-informed interventions. CDPH intends to fund local health departments and other community-based organizations throughout the state who will focus on program objectives that align with at least three of the following objectives (two that are required, and 1-2 chosen by the applicant):

1. Implement Unintentional Injury Prevention Program Interventions (required)

2. Implement Promotion of the Kids' Plates License Plates Program (required)
3. Conduct Unintentional Injury Prevention Trainings
4. Develop and Promote Local Unintentional Injury Prevention Policies and Procedures
5. Promote Collaboration
6. Promote Public Education and Awareness
7. Provide Unintentional Injury Prevention Safety Equipment and Targeted Education

C. BACKGROUND

In accordance with CDPH's mission to protect the health of all Californians and pursuant to Health and Safety Code Sections 104325-104330, IVPB maintains programs to prevent unintentional and intentional injuries. The California legislature passed a bill in 1992 for the sale of Kids' Plates specialized vehicle license plates and the creation of the Child Health and Safety Fund (Chapter 1316, Statutes of 1992). Revenue from the sale of these license plates, which contain an embossed heart, hand, star, or plus sign in addition to alphanumeric characters, are deposited into this fund to support three significant child health and safety issues in California: 1) unintentional childhood injuries; 2) child abuse; and 3) child care licensing and inspection. Since 1998, IVPB has administered the portion of these funds dedicated to reducing the number of childhood unintentional injuries and deaths in California. IVPB's [Kids' Plates Program](#) focuses on population-based prevention efforts and has provided funding to local entities to support the implementation of evidence-based programs, build the capacity of local coalitions, and facilitate distribution of safety equipment.

By statute, Kids' Plates Program funding can be used to address the following childhood unintentional injury prevention areas:

- Vehicular safety, including restraint, warnings, and education programs;
- Drowning prevention;
- Playground safety standards;
- Pedestrian safety;
- Bicycle safety;
- Gun safety;
- Fire safety;
- Poison control and safety;
- In-home safety;
- Sleep suffocation and sudden infant death syndrome;
- Children left in parked cars and children run over by cars moving forward or backward; and
- Sports-related concussions, heat stroke, and spinal injury safety.

D. ELIGIBILITY CRITERIA

Applications must be from public and/or private nonprofit organizations in California, including local government agencies, such as health departments, community-based agencies and clinics, and tribal organizations, classified as 501(c)(3) tax exempt under the Internal Revenue Services (IRS) Code. Proof of 501(c)3 status is required. To provide proof of 501(c) 3 status, please submit an IRS Determination Letter with your application.

Due to the high demand and the limited amount of funding available, entities that previously received Kids' Plates funding in 2018-2020 will not be eligible to apply for funding under this RFA.

Applicants must demonstrate:

- a. Partnerships with local agencies addressing childhood unintentional injury prevention issues;
- b. Ability to reach the target populations, such as parents/caregivers, children, partnering organizations, and the general public;
- c. Ability to address economic and racial inequity/inequality;
- d. Ability to track and utilize data in problem identification and program planning;
- e. Ability to use funding to leverage additional support for outcomes;
- f. Administrative capacity to implement the contract and project, including fiscal responsibility, invoicing, staffing, and reporting; and,
- g. History of implementing childhood injury prevention programs.

If an applicant is proposing to distribute safety equipment as part of the application, they must have access to properly trained individuals to educate the target audience and distribute the equipment. For example, in order to distribute car safety seats, the applicant must have access to at least one certified Child Passenger Safety Technician, or to distribute bike helmets, the applicant must have access to at least one person who can demonstrate proper safety helmet fit and provide education on safety helmet use.

Awardees must have the financial capability to support a reimbursable contract with CDPH. Invoices must be billed quarterly, in arrears of activities, staffing, equipment, and program tracking measures.

E. FUNDING GUIDELINES

Funding Amount and Funding Term

IVPB expects to award a total of \$461,000 for this RFA, contingent upon the availability of funds. The term of the grant is expected to be 21 months, from October 1, 2021 to June 30, 2023. The grant term may change if CDPH is unable to execute the grant on this timeline due to unforeseen delays. CDPH does not

have the authority to disburse funds until the grant between CDPH and an applicant is fully executed. If full funding is not available to CDPH, or the total available funding is reduced, CDPH will either cancel the resulting agreement or amend it to reflect reduced funding and reduced activities.

Table 1. Proposed RFA Grant Budget Periods

Budget Periods	
Year One	October 1, 2021 to June 30, 2022
Year Two	July 1, 2022 to June 30, 2023

Funding Tiers

Eligible applicants are required to select one of the following two funding tiers. Each funding tier includes **two (2) required core objectives**, plus the applicant's choice of **elective objectives** (see Table 2):

Table 2. Funding Tiers with Objective Requirements and Funding Amounts

Tier	Core Objectives	Elective Objective(s)	Funding
1	Two Required	One	\$50,000
2	Two Required	Two	\$75,000

The funding award amounts are contingent upon 1) the number of objectives chosen by the applicant, and 2) the applicant's ability to demonstrate their capacity to implement all activities within the selected tier, as determined by CDPH's assessment.

The number of awards will be based on the total funding available to CDPH, the number of organizations that apply, the funding tier levels chosen, and application scores. CDPH will seek a balance between providing funding to as many local organizations as possible and providing a sufficient level of funding to each organization to implement effective programming.

CDPH reserves the right to extend the term and increase the funding amount of the resulting agreement via an amendment as necessary to complete or continue the services. Grant agreement extensions are subject to satisfactory performance, funding availability. CDPH does not have rollover authority to carry funds from one year to the next.

This grant will reimburse expenses incurred by grantees in arrears only.

F. TENTATIVE RFA TIME SCHEDULE

Key dates for this RFA are presented in the Table 3 below. CDPH reserves the right to adjust any date and/or time as necessary.

Table 3. Tentative RFA Timeline and Award Schedule

Event	Date	Time (PST)
RFA Release Date	June 15, 2021	--
RFA Informational Webinar	June 22, 2021	10:00 a.m.
Letter of Intent (Mandatory)	July 15, 2021	5:00 p.m.
Application Due Date	July 30, 2021	11:59 p.m.
Intent to Award Notification	August 12, 2021	--
Appeal Deadline	September 3, 2021	5:00 p.m.
Final Grant Award Announcement	September 8, 2021	--
Proposed Grant Start Date	October 1, 2021	--
Proposed Grant End Date	June 30, 2023	--

PART 2. REQUIRED APPLICATION COMPONENTS

Applicants must complete the applicable narrative questions and attachments as outlined in Table 4 below. Follow all requirements below carefully, including designated page limits. **Attachments are not included in the page limits for the sections.**

CDPH provides templates and/or forms for **Attachments A – L**. No templates are provided for the **Other** required attachments (see Table 4 for details).

Table 4. List of Required Application Documents

Attachment	Required Document	Document Type	Page Limit
A	Application Checklist	Word	--
B	Grantee Information Form	Word	--
C	Organizational Capacity	Word	1 page
D	Project Narrative	Word	5 pages
E	Project Activities	Word	--
F	Work Plan	Word	5-10

			pages
G	Budget Detail	Excel	--
H	Budget Narrative	Word	--
I	Darfur Contracting Act	Word	--
J	Government Agency Tax ID Form	PDF	--
K	Payee Data Record	PDF	1-
L	Contractor Certification Clause	PDF	--
<i>Other</i>	Proof of 501(c)(3) Status	PDF	--
<i>Other</i>	Letters of Recommendation/ Commitment	PDF	--

A. APPLICATION CHECKLIST

Complete the Application Checklist to ensure all required application attachments are included with the application. The Application Checklist should serve as a cover page to your application. Submit the Application Checklist with the application.

B. GRANTEE INFORMATION FORM

Complete all sections of the *Grantee Information Form, Attachment B*. A person authorized to legally bind the applicant must sign this form. If the applicant is a corporation, a person authorized by the Board of Directors must sign on behalf of the Board.

C. ORGANIZATIONAL CAPACITY

The description of the organization's capacity must demonstrate the applicant's ability to implement the activities as proposed in the application. This section of the application should not exceed **1 page** (Century Gothic 12 font, single spaced). *See Attachment C.*

Applicants must demonstrate/describe their organization's:

- 1) Previous accomplishments working to reduce childhood unintentional injuries and deaths.
- 2) Ability to track and utilize injury data to identify local needs and develop evidence-based, data-informed interventions (i.e., activities).
- 3) Ability to engage with multiple partners (e.g. non-profits, government and state agencies, law enforcement, public health, medical, and the general public).

- 4) Organizational readiness and staffing to implement grant activities with minimal planning and start-up time, and with minimal training and technical assistance required.
- 5) Administrative capacity to address fiscal responsibility, including invoicing, staffing and reporting, and the ability to execute a government contract or grant.

Staff

In order to meet the expectations for this RFA, applicants must demonstrate sufficient staff are available or will be hired who have the knowledge, skills, and background necessary to complete all project activities, including:

- A basic understanding of childhood unintentional injury prevention risk areas and strategies;
- Experience with culturally responsive and inclusive project methods;
- Ability to effectively work with multidisciplinary teams and complex issues;
- Experience with fiscal and administrative implementation; and
- Self-directed staff, adaptability, creativity, and initiative.

D. PROJECT NARRATIVE

The project narrative description must demonstrate the applicant's knowledge, experience and ability to successfully design, implement, and evaluate the proposed objectives. The narrative should include enough detail to demonstrate how the activities will build upon existing strengths and resources. The narrative section of this application should not exceed **5 pages** (Century Gothic 12 point font, single spaced). Please respond to items 1-7 (below) by citing local data and describing organization and/or coalition experience with these issues. *See Attachment D.*

- a. Describe the extent of childhood unintentional injury prevention activities within the applicant's county/target area. Provide data on childhood unintentional injuries and deaths, emergency department visits, economic or racial inequities, and other information that illustrates the issue(s) you will address within your county/target area.
- b. Explain how you have been previously engaged in childhood unintentional injury prevention community interventions, strategies, or activities.
- c. Provide a comprehensive description of the proposed project, including how the project objectives and activities address outcomes and targeted populations. This description should align with your selected objectives and project activities in your Work Plan. Describe how the core and selected elective project objectives will contribute to a comprehensive approach that your organization will address to advance the childhood unintentional injury prevention activities in your

- county/target area.
- d. If a high-risk population objective was selected on your project activities, describe the applicant's capability and experience reaching the identified population(s).
 - e. Describe the roles and responsibilities of key personnel, partners, and subcontractors in planning, implementing, and evaluating objectives and activities.
 - f. If the organization is receiving other funding to address childhood unintentional injury prevention, list the funding sources, term, and the amounts, and provide a brief summary of activities funded.
 - g. Describe how the organization plans to sustain grant activities beyond the funding period, if possible.

E. PROJECT ACTIVITIES

Applicants are required to complete and submit project activities with the grant application package. The project activities template includes the two required objectives and one or two additional elective objectives, depending on the funding tier you apply for. Do not choose more than two elective objectives. Complete the template by adding an "X" in the box next to the elective objective(s) that the applicant will be completing during the term of this grant. *See Attachment E.*

OBJECTIVES

The Objectives listed below are derived from the strategies as noted in Part I, Section B, Purpose and Focus. The two (2) **core objectives** are required to be included in each tier. Additionally, each applicant must choose either one or two **elective objectives**, depending on the funding tier chosen. Do not choose more than two elective objectives. There are sample activities listed under each objective; these are suggestions only and other activities that align with the objectives are encouraged.

Core Objectives (Required):

Objective 1: Implement Unintentional Injury Prevention Program Intervention(s) (required)

Conduct local interventions to promote unintentional childhood injury prevention programs with parents, care providers, professionals and/or children that are consistent with the childhood injury areas noted in the section Part 1, C. Background.

Suggested sample activities:

- a. Partner with local fire departments to offer fire and home safety education to boys and girls clubs.
- b. Offer swim lessons to high risk communities in association/collaboration with your Parks and Recreation department.

Objective 2: Implement Promotion of the Kids' Plates License Plates Program (required)

Market the promotion of the Kids' Plates license plates program as an option when purchasing specialized license plates for vehicles. Electronic versions of educational/social media messages will be provided by CDPH.

Suggested sample activities:

- a. Disseminate marketing materials to local DMV and car dealerships.
- b. Social marketing of Kids' Plates license plates program with own organizations' website, and/or partners websites/tweets/FB/blogs.

Elective Objectives (Choose 1 or 2 depending on funding level):**Objective 3: Conduct Unintentional Injury Prevention Trainings**

Provide trainings to professionals, advocates, organizations or community groups to improve childhood unintentional injury prevention outcomes consistent with the childhood injury areas noted in the section Part 1, C. Background.

Examples:

- a. Provide training on how to conduct SR2S walk to school audits.
- b. Provide training on how to conduct bike rodeos.
- c. Provide CPS Technician trainings.
- d. Provide training to social services staff on conducting CPS education to foster families.

Objective 4: Develop and Promote Local Unintentional Injury Prevention Policies and Procedures

Promote evidence-based practices through implementation of local unintentional injury prevention policies and procedures in various organizations that reach children consistent with the childhood injury areas noted in the section Part 1, C. Background.

Suggested sample activities:

- a. Safe Routes 2 School activities institutionalized in a school setting.
- b. Ensure all families with newborns upon release of the hospital have a CPS Technician install their car seat.
- c. Ensure all children in 2th grade receive education on booster seat use.

Objective 5: Promote Collaboration

Work with unintentional childhood injury prevention coalitions and/or other organizations to increase collaboration for interventions consistent with the childhood injury areas noted in the section Part 1, C. Background.

Suggested sample activities:

- a. Build new local childhood unintentional injury prevention

coalition.

- b. Expand existing injury prevention coalition by bringing on additional or non-traditional partners in outreach or intervention activities.

Objective 6: Promote Public Education and Awareness

Implement national childhood unintentional injury prevention campaigns (i.e. Safe Routes 2 School, American Academy of Pediatrics, National Highway Traffic Safety Administration, Safe Kids, Centers for Disease Control and Prevention) that are consistent with the childhood injury areas noted in the section Part 1, C. Background.

Suggested sample activities:

- a. Implement existing campaigns.
- b. Develop and disseminate educational materials and messaging.

Objective 7: Provide Unintentional Injury Prevention Safety Equipment and Targeted Education

Purchase and distribute unintentional injury prevention equipment to low income families with children under the age of 18 years with appropriate educational outreach.

Suggested sample activities:

- a. Purchase multi-sport helmets for biking related activities and have a trained helmet fitter distribute in at local school in conjunction with walk/bike to school day activities.
- b. Purchase home-safety equipment such as cabinet latches and electrical covers to provide to hospitals for new parents and relevant education.

F. WORK PLAN

Applicants are required to submit a detailed *Work Plan* (WP) (Attachment F) that matches and expands upon your selected objectives in the project activities (Attachment E). Applicants must describe how the organization will accomplish each of the selected objectives, detail the activities to be implemented, and identify the responsible staff, completion timelines, and required tracking measures for all activities. The proposed WP will be reviewed and finalized in conjunction with CDPH program staff within one month of the grant execution date and must be approved by CDPH program staff prior to implementation. **All proposed grant activities must be reviewed and approved by CDPH before grantees can begin work.**

Where applicable, the proposed WP should include baseline data for all objectives and activities to be used by the grantee to track and measure progress on those objectives and activities over time. (E.g., estimated number

of Car Seat Technician Trainings currently held in your jurisdiction, number of injuries or deaths related to a particular childhood injury category).

G. BUDGET DETAIL

The project budget request must be submitted using the budget form provided. *See Attachment G.* Round all dollar amounts and percentage figures to whole numbers.

The *Budget Detail* includes categorical and line item descriptions (the costs identified in the template are examples only). Complete all sections of the budget according to *Attachment G*, estimating costs and personnel/positions according to the applicant's operating needs.

H. BUDGET NARRATIVE

Provide a *Budget Narrative* with a brief explanation of each line item on the *Budget Detail*. Complete the *Budget Narrative* using *Attachment H*.

BUDGET COMPONENTS and GUIDELINES:

Personnel

Personnel includes all personnel costs to operate the project.

- a. List personnel by job category or classification rather than by name to allow for staff turnover.
- b. Indicate total annual salary or salary range for full time equivalents (FTEs). The salary range stated should include any anticipated increases (i.e., cost-of-living adjustments and merit salary adjustments).
- c. Indicate percentage of time the position will be utilized on this project (e.g., 20 hours of work within a 40-hour week is 50 percent). All percentages should be in whole numbers. If biweekly pay periods cause the monthly salary amount to vary, indicate the variance in a footnote at the bottom of the page.
- d. Indicate the amount requested per position based upon the annual salary ranges and total amounts. If the percentage rate for benefits differs for various positions, indicate the specific amount for each position on a separate detail sheet.
- e. Subtotal all personnel costs.

Operating Expenses

Operating Expenses include all costs except personnel costs. Only list operating expenses that apply to this project.

Project funds cannot be used for purchase or renovation of buildings, facilities or land, or the purchase of major equipment. Major equipment is defined as property with a unit cost over \$5,000 with a life expectancy of one or more years.

Examples of common operating expense line items are provided in the template. The following is a list of operating expense items most commonly recognized by the State:

- a. **General Expenses** – Includes office supplies, books, manuals, publications, and minor equipment (unit cost under \$5,000). These expenses must be itemized identifying the cost for each.

Example: Supplies:

$$\begin{aligned} & \text{FTE} \times \text{amount per month} \times \text{number of} \\ & \text{months } 2 \text{ FTE} \times \$250 \text{ per month} \times 8 \text{ months} \\ & = \$4,000 \end{aligned}$$

- b. **Other Expenses** – Includes utilities, telephone, space, insurance, equipment rental, postage, and duplication. These expenses must be itemized identifying the cost for each.

Example: Rent Expense

$$\begin{aligned} & \text{FTE} \times \text{sq.ft.} \times \text{amount per square foot} \times \text{number of} \\ & \text{months } 2 \text{ FTE} \times 150 \text{ sq.ft.} \times \$2 \text{ per sq.ft.} \times 8 \text{ months} = \\ & \$4,800 \end{aligned}$$

- c. **Travel** – Travel is reimbursed at current California Department of Human Resources rates. Mileage should indicate the number of miles for ground transportation and rate per mile (not to exceed 56 cents per mile). For airfare, indicate the number and destination of trips and expected cost per trip. Per Diem should specify the number of days and rate per day. Grantees are required to pay for travel and lodging for all budgeted staff to attend training activities sponsored by CDPH and should budget according to the project requirements in the Travel line item. **During the COVID-19 pandemic, there are no planned in-person meetings required.** No out-of-state travel is allowed without prior written approval of CDPH. See [CDPH Travel Reimbursement Rates for 2021](#), for allowable reimbursements. These amounts are subject to change based on the California Department of Human Resources rates.

Note: All travel requests during this time of COVID will be reviewed and approved by CDPH. Local travel is allowable but must be within the parameters of local agency and authority requirements.

Examples:

1. Round trip Sacramento to San Francisco

$$\begin{aligned} & \$168 \text{ mileage (300 miles @.56 per mile)} + \$23 \text{ per diem (dinner)} + \\ & \$32 \text{ parking/tolls} = \$223 \end{aligned}$$

- d. **Consultant Services/Subcontractors** – Amounts paid to consultants/subcontractors cannot exceed more than 25 percent of the awardee’s total budget per year. CDPH will approve consultants/subcontractors on a case-by- case basis. This grant is not intended to be a pass-through of services. The bulk of the objective activities should be performed within the organization. Applicants planning to use consultants or subcontractors in the performance of the work must identify each proposed consultant/subcontractor, if known, at the time of application submission; each known consultant’s/subcontractor’s expertise; and describe the responsibilities to be assigned to each consultant/subcontractor and how the services are related to the objective and project activities. Include a description of plans for overseeing the performance of consultants/subcontractors. Notwithstanding the use of any consultant/subcontractor, the applicant will ultimately be responsible for performance of all terms and conditions of the resulting contract. The State reserves the right to approve changes in consultant/subcontractor selection. *Generally, consultants are not to be more than the hourly salary rate established for state employees in similar classifications.* Include in the application the consultant’s title, hourly rate, and number of hours to be worked (e.g., per week, per month). Next to the subcontractor’s name, list the objective and project activities of each subcontractor’s responsibilities.
- e. **Minor Safety Equipment** – May be purchased by grantees and must be approved by IVPB. No more than 25 percent of the total budget may be allocated for equipment, and each item must be purchased for under \$5,000. Any minor safety equipment purchased with this funding must meet regulated safety standards, which defines the objects as safety equipment and meets existing Federal and when applicable State standards and regulations. Any other equipment not listed here, may be requested for pre-approval of purchase from IVPB with supporting documentation demonstrating state and federal regulations.
- Bike helmet specifications at a minimum must meet ASTM 1492 Skateboarding and Skating Standard and Consumer Product Safety Commission (CPSC) Bicycle Helmet Standards; shock absorbing expanded polystyrene (EPS) liner; acrylonitrile butadiene styrene (ABS) impact dispersing outer shell; quick release buckle; sponge foam customized adjustment fit pad set; and turn ring for instant fit adjustment.
 - Car seats specifications at a minimum must meet United States Federal Motor Vehicle Safety Standards; for the rear-facing position, lower weight limit is 5 pounds or less (i.e., 4 pounds) and upper weight limit is at least 40

pounds; for the forward-facing position, maximum harness limit is at least 65 pounds.

- Life vests specifications at a minimum must meet United States Coast Guard approved Type II Life Vest.
 - Smoke alarm specifications at a minimum must contain a non-removable battery that is rated to last ten years; and is listed with the California State Fire Marshal.
- f. **Staff Training and Technical Assistance** – Costs and fees for meetings, trainings and conferences and technical assistance attended by project staff are reimbursable. No more than \$5,000 can be allocated to this category.

Prior approval of non-CDPH sponsored training seminars, workshops, conferences, and technical assistance is required. Grantee shall obtain prior CDPH approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, conference, or technical assisted conducted pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. This provision does not apply to necessary staff meetings or training sessions held for the staff of the grantee in order to conduct routine business matters.

- g. **Indirect Costs** – Express as a percentage rate and total and specify how total costs were calculated. These are overhead costs that are not directly identifiable to the applicant or to the applicant's project and are generally expressed as a percentage of total personnel costs. Indirect expenses must not exceed a maximum of 25 percent of Total Personnel Services (Personnel Costs plus Fringe Benefits). Local Health Jurisdictions may not exceed the county's CDPH approved Indirect County Rates (see *Appendix 2 for 2020-21 cost rate*).
- h. **Non-Reimbursable Items** – Project funds cannot be used for meals or refreshments served at meetings, workshops, training sessions, etc. conducted by grantees or subcontractors. Promotional items ("gifts" or "giveaway items" used to promote projects such as mugs, cups, lapel or stickpins, pens or pencils, clothing and key chains) are also not allowed.

Funding Restrictions

Funds received through this RFA may **not** be used for:

- a. Research.
- b. Funding for-profit agencies or entities.
- c. Major equipment purchases (over \$5,000) of any kind.

- d. Food/meals/refreshments at any meetings, convenings/conferences or other related sponsored events.
- e. Funds may only be used for reasonable program purposes, including personnel, travel, supplies, and services.
- f. Funds may not be used to purchase furniture or major equipment over \$5,000/item.
- g. Infant-only car seats.
- h. Incentives, promotional items, or prizes (e.g. t-shirts, key chains, water bottles, iPods).
- i. Reimbursement of pre-award costs is not allowed.

Invoicing

Each invoice should reflect the amount of expenses incurred during the previous quarter. The invoice is not the budgeted amount divided by the total months of the grant, rather it is documented expenses that were incurred during the previous quarter by the coalition/grantee. It is the grantee's responsibility to keep documentation for each expense listed on the invoice. CDPH may ask for backup documentation at any time to confirm invoiced expenses. This documentation will be required in the event of an audit.

Documentation: The grantee is required to maintain backup documentation for all expenditures and provide the backup documentation for an invoice if requested by CDPH staff. The grantee shall maintain for review and audit purposes, adequate documentation of all expenses claimed. All invoice detail, fiscal records, or backup documentation shall be prepared in accordance with generally accepted accounting principles. CDPH has the right to request documentation at any time to determine an organization's allowable expenses.

Submission of Invoices: The grantee must be able to fund up to 90 days of payroll, indirect expenses, and operating costs, as well as expenditures incurred by a subcontractor or consultant prior to reimbursement by the State. The grantee incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH in accordance with the proposed schedule below, in arrears.

Invoice templates will be provided.

Proposed Invoice Dates

Invoices are due on a quarterly basis following this schedule:

- For the period October 1 – December 31, 2021: Due January 31, 2022
- For the period of January 1 – March 31, 2022: Due April 30, 2022
- For the period of April 1 – June 30, 2022: Due July 31, 2022
- For the period of July 1 – September 30, 2022: Due October 31, 2022
- For the period of October 1 – December 31, 2022: Due January 31, 2023

- For the period January 1 – March 31, 2023: Due April 30, 2023
- For the period April 1 – June 30, 2023: Due July 31, 2023

Budget Revisions

Budget revisions may be requested by the grantee to CDPH. Any budget revisions must be submitted to CDPH within the first nine months of each grant budget year. **No revisions will be made after the ninth month of the grant budget year.**

If the budget revision is approved by CDPH, the grantee may be asked to revise the project activities.

I. OTHER REQUIRED DOCUMENTS

Proof of 501(c)3 Status

All applicants must certify eligibility to claim non-profit status by including appropriate documentation as an Attachment.

Letters of Recommendation/Commitment

A minimum of one *Letter of Recommendation* is required. Letters can be from local health departments, local health care agencies, law enforcement, community-based organizations, tribal organizations, or other partners. This letter should specifically address the ability of the applicant to implement the activities as proposed in the application.

Letters of Commitment are required from significant partners to demonstrate commitment to collaborate with the applicant around selected objectives and activities.

PART 3. APPLICATION REQUIREMENTS AND SUBMISSION

A. GENERAL APPLICATION INSTRUCTIONS

Each applicant is to follow the instructions provided herein, using the attached forms. All sections on all required documents must be completed and submitted in the order requested. **Any application that does not comply with this requirement will be considered non-responsive and will not be reviewed.**

- 1) Develop applications by following all RFA instructions and clarifications issued by CDPH in the form of webinars, question, and answer notices, clarification notices, Administrative Bulletins or RFA addenda.
- 2) Before submitting an application, seek timely clarification through participation in the informational webinar for any requirements or instructions that are unclear or not fully understood.

- 3) Read all instructions carefully. Be sure the application includes all of the information required in the RFA, including all attachments. Re-check the application to ensure completeness.
- 4) Do not provide additional materials that are not requested, such as brochures or samples of materials. These will be discarded and not reviewed.
- 5) In preparing an application response, all narrative portions should be straightforward, detailed, and concise. Answer all questions in the order presented with clear titles for each section. CDPH will determine the responsiveness of an application by its quality, not its volume, packaging or graphic displays.
- 6) **Electronic applications are required.** Submit one original application complete with all required attachments and documentation on time via email to: KidsPlates@cdph.ca.gov. This requirement is in part to comply with COVID restrictions and ensure the safety of both applicants and CDPH staff.
- 7) Once your application is received by CDPH, you will be sent a return email of verification of receipt.

Incomplete or late applications will not be reviewed nor considered for funding.

B. FORMAT REQUIREMENTS

Format the organization capacity and the narrative portions of the application as follows:

- Single-spaced with one-inch margins at the top, bottom, and both sides.
- Use "Century Gothic" 12 point font.
- Number pages sequentially in the Organizational Capacity, Narrative, and the Work Plan in the lower right corner.

C. MANDATORY LETTER OF INTENT

A mandatory Letter of Intent (LOI) needs to be sent to IVPB by 5:00pm on July 15, 2021, at kidsplates@cdph.ca.gov. The letter should be on agency letterhead, include the name of the coalition, and designate the county or target area to be covered under the application. Also, check the regional map, to identify and state which region you represent. (Your activities do not need to cover the entire region.) This letter is non-binding if the applicant chooses not to apply.

D. INFORMATIONAL WEBINAR

An optional informational webinar is scheduled to provide guidance and answer questions related to the RFA requirements:

Date: June 22, 2021

Time: 10:00 – 11:00 a.m. PST

Webinar Link: [RFA Webinar Link](#)

Telephone Number: US Toll:+1-415-655-0001

Session Number: 145 478 5647 **Pass Code:** KPRFA

CDPH encourages all prospective applicants that intend to submit an application to participate in the informational webinar. Applicants may email questions to kidsplates@cdph.ca.gov up until 12:00 p.m. PST June 21, 2021 to ensure CDPH can provide answers during the webinar. If there is time at the end of the webinar, applicants may be able to ask additional or clarifying questions.

Each prospective applicant is responsible for joining the webinar on time. CDPH reserves the right not to repeat information for participants that join the webinar after it has begun. The webinar is a public event and anyone can join.

After the webinar, on June 25, 2021, CDPH will post a summary of all questions and responses on the [RFA webpage](#). Verbal remarks provided in response to questions are unofficial and are not binding unless later confirmed in writing by CDPH.

E. SUBMISSION OF APPLICATION

Electronic applications are required. All applications are **due by 11:59 p.m. on July 30, 2021.** Applications must be submitted electronically to KidsPlates@cdph.ca.gov. The electronic date and time stamp will be used to verify on-time submission. Applications received after the due date/time **will not be reviewed.**

It is the sole responsibility of the applicant to ensure that CDPH receives the application by the stated deadline. Each application received by the due date will be reviewed for completeness and compliance with the instructions provided in this document.

Incomplete, late, or non-compliant applications will not be reviewed or considered for funding.

It is important to note that there is no guarantee that submission of an application will result in funding, or that funding will be allocated at the level requested. Expenses associated with preparing and submitting an application are solely the responsibility of the applicant organization and will not be

reimbursed by CDPH.

PART 4. APPLICATION REVIEW AND AWARD ADMINISTRATION

A. REVIEW PROCESS

Each application will be evaluated and scored based on the quality and appropriateness of the responses and elements requested in this RFA. Scores will be based on the application's adequacy, thoroughness, and the degree to which it complies with the RFA requirements, meets CDPH's program needs, and demonstrates commitment to preventing childhood unintentional injuries and deaths.

By submitting an application, the applicant agrees that CDPH is authorized to verify any information and any references named in the application. Applications received by CDPH are subject to the provisions of the "California Public Records Act" (Government Code, Section 6250 et seq.) and are not considered confidential upon completion of the selection process.

Administrative and Completeness Screening

CDPH will review applications for on-time submission and compliance with administrative requirements and completeness. A late or incomplete application will be considered non-responsive and will be disqualified and eliminated from further evaluation. Applications submitted from non-eligible entities will not be reviewed.

Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement will lead to rejection of the application prior to review.

Application Scoring (100 Points)

Each application passing the Administrative and Completeness Screening will be evaluated and scored according to the selection criteria by CDPH staff on a scale of 0 to 100 points. Each application will be scored for technical merit and demonstrated ability to complete objectives, using the scoring system below. To ensure population and geographic representation distribution within the state, a minimum of two applications will be funded from each of three regions, as indicated in Appendix 1. The applications with the highest scores (in each region) will be considered for funding.

The maximum point value for each RFA section is described below in Table 5.

Table 5. Application Component	Maximum Points
Organizational Capacity	20

Project Narrative	30
Work Plan	30
Budget/Narrative	15
Letters of Recommendation/ Commitment	05
Total	100

Application Selection Criteria

Table 6 below provides the selection criteria and the associated point value that will be used to evaluate and score applications.

Table 6. Scoring Criteria and Rating Points

Organizational Capacity		
Section Component	Scoring Criterion	Point Value
Record of Accomplishments	The applicant demonstrates a record of accomplishment working to reduce childhood unintentional injury prevention injuries and deaths, and provides at least one example illustrating their local impact.	5
Data-Informed Interventions	The applicant tracks and utilizes data in assessing local needs and developing of tailored evidence-based, data informed interventions (activities).	5
Organizational Readiness	The applicant demonstrates the ability to successfully implement strategies and activities proposed in the application and identifies strategies and resources that will be utilized to ensure the implementation of the proposed activities can begin with minimal planning and start-up time.	5
Staff Competencies	The applicant demonstrates administrative capacity to address fiscal responsibility, including invoicing, staffing and reporting, and the ability to execute a government agreement. The applicant has sufficient staff available who have the knowledge, skills, and background necessary to complete all project activities, or plans to hire staff that meet these competencies.	5
	Subtotal	20

Project Narrative		
Section Component	Scoring Criterion	Point Value
County/Target Area Data Profile	The applicant describes the extent of the problem within the applicant's county/target area and provides data childhood unintentional injury prevention injuries and deaths, emergency department visits, or other information that illustrates the issue within their county/target area.	5
Experience Addressing the childhood unintentional injury prevention	The applicant explains how their organization has previously responded to the childhood unintentional injury prevention interventions and activities, including examples of efforts.	5
Justification of the Proposed Project	The applicant provides a comprehensive description of the proposed project, including the project objectives and activities to address outcomes and targeted populations. The applicant describes how the core and selected elective project objectives will contribute to a comprehensive approach to address the target area.	10
Populations of Focus	The applicant identifies and describes high-risk and/or targeted populations (e.g., those with economic or racial disparities) in their county and describes their capability and experience reaching the identified populations.	5
Roles and Responsibilities	The applicant describes the roles and responsibilities of key personnel, partners, and subcontractors in planning, implementing, and evaluating objectives and activities.	5
	Subtotal	30

Work Plan		
Section Component	Scoring Criterion	Point Value
Priority Area Objectives Identified (SMART)	The applicant includes two (2) core required objectives and the number of elective objectives based on the selected tier funding level. The proposed objectives are SMART (i.e. Specific, Measurable, Achievable, Realistic, Time-bound).	5
Activities and Tracking Measures	The applicant describes in detail the activities to be implemented and identifies responsible staff, completion timelines, and all corresponding tracking measures for each activity.	25
	Subtotal	30

Budget/Narrative		
Section Component	Scoring Criterion	Point Value
Budget Narrative and Budget Detail	The applicant provides a <i>Budget Narrative</i> with a brief explanation of each line item on the <i>Budget Detail</i> .	5
Personnel Costs and Calculations	The applicant identifies personnel costs and lists all personnel by job category or classification, indicating total annual salary or salary range for FTEs and the percentage of time the position will be utilized on this project.	5
Operating Costs and Calculations	The applicant identifies reasonable operating expenses and includes appropriate formulas to justify costs. The descriptions are clear and the calculations are complete and accurate.	5
	Subtotal	15

Letter of Recommendation		
Section Component	Scoring Criterion	Point Value
Letter of Recommendation/ Commitment	The applicant includes one (1) Letter of Recommendation, which meet all requirements listed in the Letter of Recommendation instructions of this RFA. If applicable, the applicant includes Letters of Commitment from significant partners.	5
	Subtotal	5
	Total	100

B. GRANT AWARD ADMINISTRATION

Proposed Award Distribution and Funding Amounts

CDPH expects to award \$461,000 annually for this RFA, contingent upon the availability of the funds. The award of the grant is based upon a competitive application review and selection process. Each applicant will be notified directly of their application status by August 12, 2021. **The award given to each applicant chosen for funding will be either \$50,000 or \$75,000 per year.** The funding award amounts are contingent upon: 1) the number of objectives chosen by the applicant, and 2) the applicant's demonstrated ability to implement the tier selected, as determined by CDPH's assessment.

Non-Responsiveness

An application is considered non-responsive if an applicant:

- a. Does not meet RFA format, content, or submission requirements.
- b. Submits false, inaccurate, or misleading information.
- c. Is unwilling or unable to comply with the agreement terms, conditions and/or exhibits cited in this RFA and/or the resulting agreement.
- d. Includes other irregularities not specifically addressed herein or if the applicant places any conditions on performance of the work plan, submits a counter offer, etc. Any deviation from the specifications may be cause for rejection of the application.

The State reserves the right to negotiate the agreement and not to award a grant if negotiations are unsuccessful. If an applicant fails to finalize the grant agreement, the State reserves the right to fund another application. Once an application is selected for funding, the applicant will receive a grant agreement with CDPH. The grant agreement will incorporate the proposed project activities (Attachments E, F, G, H). During the course of the grant, if unanticipated changes occur that impact the project activities (budget, etc.), changes to project activities must be approved prior to being implemented, and the revised project activities must be submitted via email to CDPH. A formal grant amendment may be required based on the requested changes.

C. GRANT TERM

The term of the resulting grant is expected to be 21 months and is anticipated to be effective from **October 1, 2021 through June 30, 2023**. Refer to Table 1 to review the proposed annual budget periods. The grant term may change if CDPH cannot execute the grant agreement in a timely manner due to unforeseen delays. CDPH reserves the right to extend the term and increase the funding amount of the resulting agreement via an amendment as necessary to complete or continue the services. Grant extensions are subject to satisfactory performance, funding availability, and possibly review and approval by the DGS.

Following the award notification, grant negotiations will occur with the grantee in a timely manner. Following grant negotiations, the grantee is required to submit a final Budget and Budget Justification in accordance with CDPH requirements. Depending on which tier the grantee applied for, the Exhibit E will be included in the formal grant agreement. The Work Plan will be negotiated with IVPB and the grantee after the agreement is executed, but before work will begin. Upon completion and approval of these documents, the grant agreement will be fully executed. Work may commence once the grant agreement is executed and the Work Plan is agreed upon by IVPB and the grantee. The resulting grant agreement will be of no force or effect until it is signed by both parties and approved by CDPH. The grantee is hereby advised not to commence performance until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered without State reimbursement.

The grantee is to expend funds in accordance with the negotiated line item budget. If changes in line items, salary ranges, or staffing patterns require modifications, the grantee must request a budget revision within the first nine months of each grant period, no revisions will be considered after the ninth month of the grant period. It is up to the discretion of CDPH whether or not to approve the revision.

D. GRANT AWARD APPEAL PROCESS

An applicant who has submitted an application and was not funded may file an appeal with CDPH. Appeals must state the reason, law, rule, regulation, or practice that the applicant believes has been improperly applied in regard to the evaluation or selection process.

There is no appeal process for applications that are submitted late or are incomplete. Appeals shall be limited to the following grounds:

- a. CDPH failed to correctly apply the application review process, the format requirements, or to evaluate the applications as specified in the RFA.
- b. CDPH failed to follow the methods for evaluating and scoring the applications as specified in the RFA.
- c. Appeals must be sent by email to KidsPlates@cdph.ca.gov and received on September 3, 2021 by 5:00 p.m. PST. The Chief of IVPB, or designee, will decide the outcome of the appeal based on the written appeal letter. The decision of the Chief of IVPB, or designee, shall be the final remedy. Appellants will be notified by email within 15 days of the consideration of the written appeal letter. CDPH reserves the right to

withdraw, or respond, to the satisfaction of CDPH.

E. GRANT REPORTING, MONITORING, MATERIAL DEVELOPMENT REQUIREMENTS, AND TECHNICAL ASSISTANT

Grantees are required to comply with administrative reporting, monitoring, and material development requirements outlined in this section. CDPH staff will provide technical assistance throughout the grant cycle through the mechanisms of reviewing the progress reports, quarterly check-ins and webinars, email announcements and individual meetings.

Webinars/Virtual Convening

CDPH staff will provide one webinar each quarter (July 1 – June 30), and grantees will participate in webinars. One virtual convening will occur most likely during the second year of the grant cycle, which all grantees will be required to attend and participate. No in-person meetings will be required.

Progress/Final Reports

The Progress Reports collect information and data for evaluation, analysis, and monitoring of project performance and project objectives outlined in the grantee's Work Plan. Components include but are not limited to project activities; staffing; training; and outcome data. All activities where baseline data is available should include updated data since the last reporting period, and a brief description of the change. Two reports will be required, one at the end of each state fiscal year, due on July 31, 2022, and a final report on July 31, 2023. The grantee is required to complete and submit the Progress/Final Report using the CDPH Progress Report Template on or before the due date.

Quarterly Check-Ins with CDPH Staff

CDPH staff will be conducting quarterly check-ins with funded grantees. Grantees will be required to identify progress, challenges, and successes, and will have an opportunity to request technical assistance from CDPH. Additionally, grantees are encouraged to participate in any convenings by CDPH.

Material Development Requirements

Under this grant agreement, grantees will submit to CDPH for review and approval, and before dissemination, all materials created by the grantee to be publicly distributed. Grantees are required to include CDPH disclaimer language on all published media materials, which will be provided.

Additionally, grantees will agree to use and disseminate CDPH media materials at the request of CDPH. KP attribution on the materials will be provided.

PART 5. GLOSSARY OF ACRONYMS AND TERMS

Acronym/Term	Definition
CDPH	California Department of Public Health
COB	Close of Business
County/Counties	One or multiple county/counties
Target Area	Within a county
DGS	Department of General Services
EDs	Emergency Departments
FTEs	Full Time Equivalents
IRS	Internal Revenue Service
NOFO	Notice of Funding Opportunity
RFA	Request for Application
IVPB	Injury and Violence Prevention Branch
WP	Work Plan

Exhibit E
Additional Provisions

1. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
 - 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH’s notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

Exhibit E
Additional Provisions

- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

2. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

3. Dispute Resolution Process

Exhibit E
Additional Provisions

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
 - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.