

1. GRANT TITLE Pedestrian and Bicycle Safety Program	
2. NAME OF AGENCY Yolo County	3. Grant Period From: 10/01/2025 To: 09/30/2026
4. AGENCY UNIT TO ADMINISTER GRANT Yolo County Health and Human Services Agency	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving pedestrians and bicyclists. The funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops. These countermeasures should be conducted in communities with high numbers of pedestrian and/or bicycle related crashes including underserved communities, older adults, and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Safe System Approach, and working with community based organizations are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$250,000.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Steven Jensen TITLE: Program Manager EMAIL: steven.jensen@yolocounty.gov PHONE: (530) 666-8616 ADDRESS: 25 N. Cottonwood Street Woodland, CA 95695 _____ (_____) (_____) C. FISCAL OFFICIAL NAME: Shabnam Islam TITLE: Senior Accounting Technician EMAIL: shabnam.islam@yolocounty.gov PHONE: (530) 666-8530 ADDRESS: 137 North Cottonwood Street Woodland, CA 95695 _____ (_____) (_____)	B. AUTHORIZING OFFICIAL NAME: Tonia Murphy TITLE: Deputy Director/Purchasing Agent EMAIL: Tonia.Murphy@yolocounty.gov PHONE: (530) 666-8621 ADDRESS: 625 Court St, Room 204 Woodland, CA 95695 _____ (_____) (_____) D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (_____) (_____)

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

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu</p> <p>ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: F9LLL27DJFY4</p> <p>REGISTERED</p> <p>ADDRESS: 625 Court Street, Suite 103</p> <p>CITY: Woodland</p> <p>ZIP+4: 95695-3448</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$250,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$250,000.00
<p><i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i></p>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$250,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

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

In Northern California, Yolo County is comprised of suburban and rural regions. The county encompasses cities such as Woodland, West Sacramento, and Davis, as well as rural communities such as Winters, Knights Landing, Esparto, Madison, Dunnigan, and Clarksburg. This geographic diversity significantly contributes to the distinctive identity of Yolo County, which has an estimated population of approximately 217,141 residents. Numerous individuals inhabit smaller cities enveloped by agricultural and working lands, illustrating a synthesis of suburban development and rural attributes.

The demographic composition of Yolo County is multicultural, featuring a variety of backgrounds and traditions. The largest ethnic group is White (non-Hispanic), making up 44.3% of the population. Hispanic residents represent 32.2%, while Asian residents account for 14.5%. The remaining 9% comprises various ethnicities, contributing to the county's cultural diversity. As of 2022, about 21.9% of Yolo County residents—approximately 47,600 individuals—were born outside the United States. Since 2010, the proportion of the non-Hispanic White population has declined from 50% to 44%.

In Yolo County, roughly 31.3% of households include at least one child, indicating a significant presence of families within the community. Children under 18 constitute 20.1% of the overall population, while a smaller segment, comprising 5.5%, comprises toddlers and preschoolers under the age of 5. Additionally, according to the California Department of Aging, the county is home to approximately 37,000 residents aged 60 and older, highlighting the demographic diversity and the presence of both younger and older populations in the region.

Yolo County residents enjoy a lifestyle of active transportation at a greater level than found across the state—with cities with a higher than state average mode share for walking (2.2%) and biking (5.2%) to work. Davis has the highest percentage of residents who bike (11%) and walk (2.6%) to work compared to other communities in Yolo County. In October 2021, the Davis school district average for kinder through twelfth-grade walking trips to school was 15 %, biking at 30%, and carpooling at 5%. Family vehicle accounts for 50% of school commute trips (cityofdavis.org). According to the US Census data, West Sacramento follows with 1.3 % of people walking and 1.1% bicycling to work.

Yolo County has a poverty rate approximately 25% higher than the state average. The US Department of Transportation's RAISE Persistent Poverty Project Status Tool indicates that several areas within the county experience ongoing poverty, hindering residents' access to essential resources. Around 15.3% of the population lives below the poverty line, surpassing the national average of 12.5%, and in 2023, 22.6% of the population faced serious housing difficulties. Based on the California Poverty Measure, which considers the cost of living and social safety net benefits, 16.6% of children in Yolo County lived in poverty in 2023.

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

In Yolo County, there is a significant number of crashes involving pedestrians and bicyclists. According to the California Office of Traffic Safety (OTS) Crash Rankings for 2022, Yolo County ranked 28th out of 58 counties in California for fatalities and injuries resulting from traffic crashes, with a ranking of "1," indicating the most severe. The county placed 28th for general pedestrian crashes and 32nd for pedestrian incidents involving children under 15. Additionally, the county ranked 30th for pedestrian incidents involving individuals over 65. Regarding bicycle crashes, Yolo County ranked 12th overall but fell to 15th for incidents involving children under 15.

Data from the Statewide Integrated Traffic Records System (SWITRS) shows that between 2021 and 2023, there were 82 fatal crashes and 2,692 injury crashes involving these road users. This resulted in 90 fatalities and 3,819 injuries. Notably, 25% of fatal crashes and 11% of injury crashes involved pedestrians and

bicyclists. This data highlights the serious consequences of crashes, underscoring that when they occur, individuals are likely to be injured or killed.

A significant number of these incidents occur within the city limits of Woodland, West Sacramento, and Davis, where residents frequently walk and bike for transportation and recreation. However, the safety of those living in rural areas such as Knights Landing, Winters, and Esparto remains a significant issue.

Rural communities in Yolo County are encountering considerable difficulties related to limited access to safe biking and walking routes. This situation is particularly urgent, as Caltrans highlights that the low land values in rural areas have made it easier for highway projects and urban renewal initiatives to proceed. These projects often disrupt and displace neighborhoods, exacerbating poverty in the region. Rural towns such as Knights Landing, Winters, and Esparto are particularly affected, with state highways running directly through their centers. The SACOG Parks & Trails Strategic Development Plan further highlights the disparity, revealing that individuals living below 200% of the federal poverty level are 30% less likely to have access to connecting trails—within half a mile or a ten-minute walk. Survey data underscores this disparity, showing that Yolo County residents average 8.36 miles to the nearest trail, in stark contrast to the mere 1.17 miles for residents of Sacramento County.

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

The Yolo County Bicycle and Pedestrian Program will target vulnerable groups, such as underserved communities, youth, and older adults. Its objective is to equip all residents with the resources and knowledge needed to follow best practices for biking and walking safely.

Underserved Communities:

Underserved communities in Yolo County face significant challenges accessing essential resources and educational programs focused on bicycle and pedestrian safety. These issues are especially prominent among unhoused populations and in rural communities.

According to the Yolo County Homeless and Poverty Action Coalition (HPAC), the 2024 Point-in-Time (PIT) Count revealed a troubling statistic: 942 individuals and families were identified as experiencing homelessness on that particular day. This stark reality highlights the vulnerabilities faced by many in the community.

In light of these challenges, a recent pedestrian safety class offered by the Yolo County Bike and Pedestrian Safety Program specifically aimed at unhoused individuals uncovered a concerning trend: most participants were unaware of the program's existence and lacked knowledge about pedestrian safety best practices.

In 2024, the program made significant strides by distributing 120 reflective vests to unhoused individuals in collaboration with the Woodland Police Department and Forth and Hope, a local homeless shelter. The response to this initiative was overwhelmingly positive; the demand for the reflective vests was so high that the program quickly ran out of stock, illustrating the community's desperate need for such safety resources. This initiative provided immediate safety measures and fostered awareness and engagement within these vulnerable populations.

Rural areas within Yolo County, including Knights Landing, Clarksburg, Esparto, Winters, and Dunnigan, are also considered underserved. These locations often experience inadequate outreach efforts, resulting in a significant lack of awareness and access to important safety programs aimed at improving bike and pedestrian safety practices. The 2024 Roadmap to the Future for Yolo County Children and Youth Needs Assessment emphasizes the urgent need for better outreach and awareness in these regions to address regional disparities. There is a noticeable gap in awareness and resource accessibility when comparing rural areas to their suburban and urban counterparts in the county.

While rural areas might report fewer incidents involving pedestrians and cyclists, this could be misleading. The smaller number of residents choosing to walk or bike may stem from the perceived lack of safety in their environments. Additionally, current data might not accurately capture near misses in these regions, as such incidents often go unreported due to a combination of factors, including a desire to walk or bike but a fear of hazardous routes or previous negative experiences.

In a walking audit conducted in Knights Landing, participants provided vital insights to improve community safety. This audit was carried out in collaboration with CA Walks and the UC Berkeley Safe Transportation Research and Education Center. Several locations that pose challenges for walking, biking, and rolling were identified, especially for vulnerable groups such as the elderly, individuals using mobility aids, and families with small children. Attendees reported multiple near-miss incidents involving interactions between drivers and pedestrians, particularly near school entrances. Additionally, participants noted a lack of awareness regarding safe walking and biking practices, which might encourage greater engagement in these activities within their neighborhood.

A significant finding from the event indicated that participants, including school staff members, expressed concerns regarding pedestrian safety on the route to Knight's Landing's sole grade school, Sci-Tech Academy. They underscored several issues, such as inadequate training for crossing guards, which impedes the community's capacity to navigate this intersection safely. Participants remarked that, in previous instances, crossing guards had not received adequate training, resulting in deficiencies in their understanding of how to assist children in crossing the street, including the absence of reflective gear. Furthermore, during observations in the 2023-2024 academic year, the Yolo County Bike and Pedestrian program found that all assessed schools showed inconsistencies in their crossing guard practices. These discrepancies ranged from insufficient equipment to inadequate crossing techniques. Notably, the Woodland School District, Esparto School District, and the Winters School District acknowledged that it does not provide crossing guard training to its staff.

Youth:

In Yolo County, many young individuals are not adequately informed about safe biking and walking practices. This gap in knowledge and skills can lead to increased safety risks when they participate in these activities. Enhancing awareness and education in this area is essential to promote safer transportation options for youth.

The Yolo County Safe Routes to School (SRTS) program aimed to assist families in walking and biking to school safely from 2016 to 2018. Their data revealed that 60%-75% of students either do not wear a bike helmet or have one that is broken or ill-fitting. Many parents are unaware that children under 18 must wear helmets while riding and that proper fitting is essential for injury prevention. Often, low-income families skip buying bike helmets due to financial constraints. The Yolo County Bike and Pedestrian Program surveyed bicycle helmet usage, which showed that in 2024, 51% of children riding bikes to school did not wear helmets.

In 2024, the Yolo County Bike and Pedestrian Program partnered with the Bike Campaign to implement a comprehensive bike skills training initiative at a local elementary school. During the training sessions, it was discovered that a notable 62% of the participating students did not know how to ride a bike. This finding highlighted the importance of such educational programs, revealing a critical opportunity to equip young riders with the skills necessary for safe and confident cycling in their community.

The data collected from the Yolo County Bike and Pedestrian Program during the 2023-2024 period reveals some concerning trends among participants of local bike rodeos. Alarming, 83% of attendees were not aware of the correct hand signals essential for safe cycling. Furthermore, many families and children encountered by the program during community events and presentations lack a fundamental understanding of traffic laws, hand signals, and proper helmet usage. This gap in knowledge underscores the absence of consistent educational initiatives focused on bicyclist and pedestrian safety, highlighting an urgent need for enhanced education and outreach regarding bicycle safety practices in Yolo County.

Older Adults:

According to the National Highway Traffic Safety Administration (NHTSA), individuals aged 65 and older face a markedly higher risk of being involved in traffic crashes compared to their younger counterparts. Despite their smaller share of the overall population, this age group accounts for a significant proportion of pedestrian fatalities. Several factors contribute to this alarming statistic, including slower reaction times and reduced mobility that often accompany the aging process. In Yolo County, the situation is striking: 14% of pedestrians injured in traffic incidents were over the age of 65, and a sobering 12.5% of those who lost their

lives in crashes belonged to this vulnerable age demographic. This highlights the critical importance of addressing pedestrian safety measures, especially for seniors, to help mitigate these risks.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of pedestrians killed under age 15 in traffic crashes.
6. Reduce the number of pedestrians injured under age 15 in traffic crashes.
7. Reduce the number of pedestrians killed over age 65 in traffic crashes.
8. Reduce the number of pedestrians injured over age 65 in traffic crashes.
9. Reduce the number of bicyclists killed in traffic crashes.
10. Reduce the number of bicyclists injured in traffic crashes.
11. Reduce the number of bicyclists under age 15 killed in traffic crashes.
12. Reduce the number of bicyclists under age 15 injured in traffic crashes.
13. Increase bicycle helmet usage.

B. Objectives:

	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	1
2. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	10
3. Collaborate with traffic safety stakeholders (government organizations, health care agencies, law enforcement agencies, and/or community-based organizations) to reach individuals.	4
4. Participate in the following campaigns: National Walk to School Day, National Bicycle Safety Month, California's Pedestrian Safety Month and National Pedestrian Safety Month.	4
5. Conduct pedestrian and/or bicycle safety presentations.	10
6. Develop a pedestrian and/or bicycle safety program and materials to be adopted as an on-going program in schools with an effort to reach students. Submit materials to PIO for approval and upload approved material.	1
7. Distribute pedestrian/bicycle safety items to increase safety and visibility at no cost to youth or community members in need, who received traffic safety education during bicycle rodeos, presentations, workshops, trainings, and community events. Report quarterly the dates and locations where pedestrian/bicycle safety items were distributed.	4
8. Distribute safety patrol and/or crossing guard safety items at no cost to schools for use by a Safety Patrol member or Crossing Guard.	6
9. Conduct Walking School Buses at schools with an effort to reach students.	1
10. Develop bicycle and pedestrian safety educational materials to be distributed during classroom presentations, workshops, and community events. Submit materials to PIO for approval and upload approved material.	4
11. Participate in Safe Routes to School coalition meetings.	4
12. Conduct pedestrian Walking Field Trips with an effort to reach adults.	4
13. Conduct bicycle helmet usage surveys pre and post-grant activities. Bicycle helmet usage surveys should occur at the start and end of the grant. A pre-survey will be required to determine the base year helmet use rate and a post-survey will be required to determine the operational rate. Pre and post surveys should be conducted at the same location. Upload completed survey to GEMS.	2
14. Conduct bicycle rodeos.	3

15. Distribute and properly fit OTS funded bicycle helmets at no cost to community members in need who receive bicycle helmet safety education.	200
16. Purchase bicycle helmets.	200
17. Train individuals to be League Certified Instructors.	3
18. Participate in quarterly meetings with countywide pedestrian and/or bicycle safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
19. Conduct pedestrian Walking Field Trips or on-foot safety training with an effort to reach youth.	4
20. Conduct community engaged bicycle and/or walk audits at locations identified to have a high incidence of pedestrian and/or bicycle fatal or serious injury traffic crashes or "near misses".	1
21. Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.	4
22. Conduct bicycle helmet fitting and distribution events to fit pre-owned helmets and fit and distribute no-cost helmets to community members in need.	4
23. Conduct Bicycle Safety and Maintenance Workshops to teach community members how to repair and maintain their bicycles and provide them with traffic safety rules and best practices to promote safe travel.	4
24. Provide Safety Patrol or Crossing Guard training to reach individuals who will perform the duties of a Safety Patrol or Crossing Guard.	6
25.	
26. Collaborate with health care providers and/or senior centers to promote pedestrian safety.	4
27. Conduct a Chalk, Walk and Roll day in Yolo County to promote active transportation activities such as walking and biking through chalk art pieces.	1
28. Conduct an on-bike Smart Cycling Class, instructed by League Certified Instructors (LCI), with an effort to reach adult bicycle riders in the community.	1
29.	

3. METHOD OF PROCEDURE

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

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 or more (including tax and shipping) must comply with Buy America.

Media Requirements

- Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

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

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.

- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

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

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

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

5. ADMINISTRATIVE SUPPORT

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

GRANT AGREEMENT

Schedule B

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PS-26	20.600	State and Community Highway Safety	\$250,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				
Outreach Specialist	402PS-26	\$40.93	2,080	\$85,134.00
Benefits for Outreach Specialist	402PS-26	\$55,337.00	1	\$55,337.00
Community Health Assistant	402PS-26	\$31.00	832	\$25,792.00
Benefits for Community Health Assistant	402PS-26	\$16,765.00	1	\$16,765.00
Program Manager	402PS-26	\$63.00	208	\$13,104.00
Benefits for Program Manager	402PS-26	\$8,518.00	1	\$8,518.00
<u>Overtime</u>				
				\$0.00
Category Sub-Total				\$204,650.00
B. TRAVEL EXPENSES				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Bicycle Helmets	402PS-26	\$15.00	200	\$3,000.00
Communications	402PS-26	\$600.00	1	\$600.00
Educational Materials	402PS-26	\$2,000.00	1	\$2,000.00
Smart Cycling Course Instructor	402PS-26	\$3,000.00	1	\$3,000.00
League Certified Instructor training	402PS-26	\$550.00	3	\$1,650.00
Pedestrian and Bicycle Safety Activity Supplies	402PS-26	\$1,000.00	1	\$1,000.00
Pedestrian/Bicycle Safety Items	402PS-26	\$2,000.00	1	\$2,000.00
Safety Patrol/Crossing Guard Items	402PS-26	\$1,402.00	1	\$1,402.00
Category Sub-Total				\$14,652.00
F. INDIRECT COSTS				
15% of Salaries and Benefits	402PS-26	\$30,698.00	1	\$30,698.00
Category Sub-Total				\$30,698.00
GRANT TOTAL				\$250,000.00

GRANT AGREEMENT

Schedule B-1

BUDGET NARRATIVE
PERSONNEL COSTS
Outreach Specialist - Duties include planning and coordinating day-to-day program activities related to the goals and objectives. This position will be one of the faces of the program with community partners.
Benefits for Outreach Specialist - Claimed amounts must reflect actual benefit costs for straight time hours charged to grant.
Community Health Assistant - Duties include planning and coordinating day-to-day program activities related to the goals and objectives. This position will be one of the faces of the program with community partners.
Benefits for Community Health Assistant - Claimed amounts must reflect actual benefit costs for straight time hours charged to grant.
Program Manager - Conducts hiring and training of staff, coordinates certification activities, prepares budgets and reports, and personnel evaluation reports. Makes and tracks purchases related to the grant's budget. Represents the program to department administrators and the Board of Supervisors.
Benefits for Program Manager - Claimed amounts must reflect actual benefit costs for straight time hours charged to grant.
TRAVEL EXPENSES
-
CONTRACTUAL SERVICES
-
EQUIPMENT
-
OTHER DIRECT COSTS
Bicycle Helmets - Helmets to be distributed at no cost during bicycle rodeos and other bicycle safety related events. Cost per helmet not to exceed a Unit Cost of \$20, including shipping, handling, and tax. More expensive helmets may be purchased if approved by OTS.
Communications - Costs of telephone service, cellular data for a tablet or laptop, mail/messenger service (excluding overnight priority mail) and communications services.
Educational Materials - Costs of purchasing, developing, or printing brochures, pamphlets, fliers, coloring books, posters, signs, banners, and training materials associated with grant activities. Items shall include a traffic safety message and if space is available, the OTS logo. Draft materials must be submitted to OTS for approval. Additional items may be purchased if approved by OTS.
Smart Cycling Course Instructor - Conduct a four (4) hour prerequisite Smart Cycling Complete class, which includes in-class lessons and an on-bike component, for qualified cyclists. 2 classes: 6-10 hours each, includes 6 hours direct teaching/class time, 4 hours for pre-and-post planning and set up. LCIs will have additional preparation hours for planning and conducting the on-bike component.
League Certified Instructor training - Costs may include registration and fees for three participants to attend an LCI Seminar.
Pedestrian and Bicycle Safety Activity Supplies - On-scene supplies to conduct pedestrian and bicycle safety activities such as but not limited to bike rodeos, community bike rides, walking field trips, and walking school buses. Costs may include bullhorns, whistles, reflective safety vests, cones, pop-up tents, chalk, event signage, bikes, training wheels, and items to repair and maintain bikes such as tires, tubes, brakes, handle grips, tire pumps, tire patch kits and chain oil. Additional items may be purchased if approved by OTS.
Pedestrian/Bicycle Safety Items - Cost may include bicycle headlights/taillights, reflectors, and reflective items such as arm and leg bands, tape, or zipper pulls; to be distributed at no cost during bicycle rodeos, on-foot pedestrian trainings, presentations, workshops, community events and other pedestrian or bicycle traffic safety related events to increase safety and visibility. Additional items may be purchased if approved by OTS.
Safety Patrol/Crossing Guard Items - Costs may include reflective vests, whistles, and traffic controls such as handheld stop signs, portable crosswalk signage, traffic cones, barricades, bollards/chains, and pick up/drop off signage. Additional items may be purchased if approved by OTS.

INDIRECT COSTS

15% of Salaries and Benefits - De Minimis Indirect Cost rate of 15% applied to Salaries and Benefits.

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

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

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

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

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324](#) et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [□](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

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

POLICY ON SEAT BELT USE

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

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

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