

File No. 201288

Committee Item No. 11

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 2, 2020

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong

Date November 24, 2020

Completed by: Linda Wong

Date _____

1 [Accept and Expend Grant - Retroactive - United States Department of Transportation -
2 California Office of Traffic Safety - Pedestrian and Bicycle Safety Program - \$100,000]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend a grant in the amount of \$100,000 from the United States Department of**
5 **Transportation through the California Office of Traffic Safety for participation in a**
6 **program, entitled “Pedestrian and Bicycle Safety Program,” for the period of October 1,**
7 **2020, through September 30, 2021.**

8
9 WHEREAS, The United States Department of Transportation (DOT), through the
10 California Office of Traffic Safety (OTS) as a pass-through entity, has agreed to fund the
11 Department of Public Health (DPH) in the amount of \$100,000 for participation in a program,
12 entitled “Pedestrian and Bicycle Safety Program,” for the period of October 1, 2020, to
13 September 30, 2021; and

14 WHEREAS, The funds will be used to devise best practices to reduce the number of
15 persons killed and injured in crashes involving pedestrians and bicyclists; and

16 WHEREAS, The practices may include classroom education, bicycle rodeos,
17 community events, presentations, and workshops; and

18 WHEREAS, Coordinated efforts, such as Safe Routes to Schools initiatives, Vision
19 Zero campaigns, and working with community based organizations, will be encouraged to
20 prevent fatalities and injuries of vulnerable non-motorized road users; and

21 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

22 WHEREAS, A request for retroactive approval is being sought because DPH received
23 the full award letter on September 28, 2020, for a project start date of October 1, 2020; and

24 WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,
25 therefore, be it

1 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
2 the grant budget; and, be it

3 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
4 expend a grant in the amount of \$100,000 from the DOT through the OTS; and, be it

5 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
6 expend the grant funds pursuant to Administrative Code, Section 10.170-1; and, be it

7 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
8 Agreement on behalf of the City; and, be it

9 FURTHER RESOLVED, That within thirty (30) days of the Grant Agreement being fully
10 executed by all parties, the Director of Health shall provide a copy to the Clerk of the Board of
11 Supervisors for inclusion in the official file.

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1 Recommended: Approved: /s/
2 Mayor
3 /s/
4 Dr. Grant Colfax Approved: /s/
5 Department Head Controller
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File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Pedestrian and Bicycle Safety Program**

2. Department: **Department of Public Health**

3. Contact Person: **Mimi Tam** Telephone: 628-217-6155

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$100,000**

6a. Matching Funds Required: **\$0**

b. Source(s) of matching funds (if applicable): **N.A.**

7a. Grant Source Agency: **United States Department of Transportation (DOT)**

b. Grant Pass-Through Agency (if applicable): **California Office of Traffic Safety**

8. Proposed Grant Project Summary:

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, 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, people with disabilities, multi-lingual speaking residents and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Vision Zero campaigns, and working with community-based organizations and health service providers are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **10/01/2020** End-Date: **09/30/2021**

10a. Amount budgeted for contractual services: **\$19,768**

b. Will contractual services be put out to bid? **No.**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$

b2. How was the amount calculated? **N.A.**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **10% of Personnel costs, Travel expenses and Contractual services.**

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to October 01, 2020. The Department received the letter of funding allocation on September 28, 2020.

Project Description: HD EHS EH16 2021 Pedestrian an

Project Code: 10036887

Fund: 11580

Dept ID: 251975

Authority: 10001

Activity: 0001

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Toni Rucker PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 11/1/2020 | 3:02 PM PST

DocuSigned by:
Toni Rucker
A64292F7331F44D...
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 11/3/2020 | 4:28 PM PST

DocuSigned by:
Greg Wagner
28527324732939F...
(Signature Required)

Greg Wagner, COO for

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PS-21	20.600	State and Community Highway Safety	\$100,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Positions and Salaries				
<u>Straight Time</u>				
Health Program Planner	402PS-21	\$52.36	1,040	\$54,454.00
Benefits - Health Program Planner @28%	402PS-21	\$54,454.00		\$15,247.00
<u>Overtime</u>				
				\$0.00
Category Sub-Total				\$69,701.00
B. TRAVEL EXPENSES				
In State Travel	402PS-21	\$1,500.00	1	\$1,500.00
				\$0.00
Category Sub-Total				\$1,500.00
C. CONTRACTUAL SERVICES				
Translation Services	402PS-21	\$8,030.00	1	\$8,030.00
Interpretation Services	402PS-21	\$11,738.00	1	\$11,738.00
Category Sub-Total				\$19,768.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Educational Materials	402PS-21	\$9,031.37	1	\$9,031.00
Category Sub-Total				\$9,031.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$100,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

Health Program Planner - Will manage and coordinate the project to ensure effective implementation and that key deliverables are met. Will oversee the design of project materials.

Benefits - Health Program Planner @28% - Total Benefits Breakdown @28%

FICA Med Hospital Ins / ER 1.0%
 OASDI/Disability – ER 4.4%
 CA Unemployment ER 0.2%
 Retire City 15.1%
 Health Service-City Match 5.8%
 Retiree Health-Match-Prop B 0.7%
 Dental Coverage 0.5%
 Long Term Disability Insurance 0.2%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include registration to the virtual Lifesavers Conference in April 2021. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

Translation Services - Translate written materials. Services will be provided by one of three SFDPH city-approved vendors, with translation services ranging from \$0.14-0.60 per word depending on the language.

\$85. Minimum rate per language
 \$62/hour File prep if needed
 \$62/hour Special formatting or layout if needed.
 \$62/hour Quality Assurance review
 9% Project Management fee on all subtotals
 \$85. Minimum Project Management fee

Braille
 \$00.10 per word for encryption
 \$14.00 per page for formatting
 \$10.00 per page for printing
 \$25.00 for shipping.

Interpretation Services - Interpret verbal presentations. Services will be provided by one of three SFDPH city-approved vendors, with interpretation services ranging from \$50-250 per hour depending on the language.

EQUIPMENT

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OTHER DIRECT COSTS

Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.

INDIRECT COSTS

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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.

COVID 19 Disclaimer:

The California Office of Traffic Safety (OTS) recognizes the need for flexibility in response to the COVID-19 pandemic; its effect on public health and the need for potential changes of activities in the FFY 2021 grant-funded projects. If there are COVID-19 impacts, the grantee must contact the OTS Coordinator immediately to discuss the impacts on the grant-funded project. If it is determined an alternate work plan is needed, the alternate work plan must substantially meet the goals and objectives of this grant and is subject to OTS approval. If an alternative work plan is not submitted, or submitted and not approved, no further claims will be paid on the grant and the grant may be subject to cancellation.

1. GRANT TITLE Pedestrian and Bicycle Safety Program	
2. NAME OF AGENCY San Francisco County	3. Grant Period From: 10/01/2020 To: 09/30/2021
4. AGENCY UNIT TO ADMINISTER GRANT San Francisco Public Health Department	
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, Vision Zero campaigns, 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: \$100,000.00	
<p>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:</p> <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.</p> <p>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	
<p>A. GRANT DIRECTOR</p> <p>NAME: Mimi Tam TITLE: Health Program Planner EMAIL: mimi.tam@sfdph.org PHONE: (628) 217-6155 ADDRESS: 25 Van Ness Ave Suite 340 San Francisco, CA 94102</p> <p> <small>Mimi Tam (Sep 15, 2020 16:11 PDT)</small></p> <p>_____ (Signature) Sep 15, 2020 _____ (Date)</p>	<p>B. AUTHORIZING OFFICIAL</p> <p>ADDRESS: Greg Wagner Chief Operating Officer greg.wagner@sfdph.org (415) 554-2500 101 Grove Street Rm. 308 San Francisco, CA 94102</p> <p> <small>Greg Wagner (Sep 25, 2020 08:43 PDT)</small></p> <p>_____ (Signature) Sep 25, 2020 _____ (Date)</p>
<p>C. FISCAL OFFICIAL</p> <p>ADDRESS: Katherine Gee Financial Systems Supervisor katherine.gee@sfdph.org (415) 252-3972 1380 Howard Street 4th Floor San Francisco, CA 94103</p> <p> <small>Katherine Gee (Sep 15, 2020 09:17 PDT)</small></p> <p>_____ (Signature) Sep 16, 2020 _____ (Date)</p>	<p>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</p> <p>ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p> <p> <small>Barbara L. Rooney</small></p> <p>_____ (Signature) Sep 28, 2020 _____ (Date)</p>

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. DUNS INFORMATION</p> <p>DUNS #: 103717336 REGISTERED ADDRESS: 101 Grove Street CITY: San Francisco ZIP+4: 94102-4505</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PS-21	20.600	0521-0890-101	2020	2020	BA/20	\$100,000.00
					AGREEMENT TOTAL	\$100,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$100,000.00
<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	\$100,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			
 <small>Carolyn Vu (Sp7), 2020 08:52 PD11</small>			Sep 25, 2020			

1. PROBLEM STATEMENT

San Francisco is a city that has all modes of transportation, especially walking and biking. San Francisco's compact size of 49 square miles with a daytime population of nearly 1 million means that walking and biking is a crucial part of keeping our city moving.

No one should die as a result of a mistake made on our transportation system. San Francisco adopted Vision Zero as a City Policy in 2014, with the goal of eliminating traffic deaths on our city streets and reducing severe injuries, with strong leadership from the Mayor, elected officials, city department heads and staff, and community stakeholders. Vision Zero is the City's policy and commitment to building better and safer streets, educating the public on traffic safety, enforcing traffic laws, and prioritizing policies and resources to implement effective initiatives that save lives. By working to protect all road users including our most vulnerable, San Francisco is creating a safe transportation system and a culture whereby city residents, workers and visitors prioritize traffic safety to ensure mistakes that happen on our streets do not result in serious injuries or death.

People walking comprise the majority of people killed in traffic crashes in San Francisco. 18 pedestrians died in traffic crashes in 2019, comprising two-thirds of traffic deaths, consistent with recent trends. One person biking also lost their life on San Francisco streets last year. People biking also comprise a disproportionately high number of people hospitalized for severe injuries at San Francisco General Hospital's Trauma Center. Based on recent health department analysis of hospital data from 2011-2018, cyclists comprised approximately 20% of people severely injured and treated at the hospital but a much lower proportion of people travelling on San Francisco streets. Pedestrians comprised approximately one-third of those severe injuries.

San Francisco continues to rank among the highest (worst) for pedestrians (third, and second for pedestrians aged 65+) and cyclist (first) injuries and deaths among California large cities, based on OTS 2017 rankings.

In 2019, Vision Zero SF released our latest Vision Zero SF Action Strategy, with an explicit focus on equity and addressing the needs of the most vulnerable people in our transportation system. Only by advancing equity and focusing on communities and road users disproportionately impacted by traffic deaths and severe injuries will we be able to reach our Vision Zero goal. This includes people walking, biking and motorcycling – and also other more vulnerable communities.

In 2018 SFDPH was awarded an Office of Traffic Safety grant to focus on education and community engagement targeting seniors, people with disabilities, youth, low income people, people of color, immigrants, non-English speakers, homeless or marginally housed, people walking, and people biking. From this grant work completed in 2018-2019, two major findings were revealed: 1) there was significant opportunity for increased engagement with the disability community including city stakeholders around Vision Zero and pedestrian and cyclist safety, and 2) there was a high demand from our community-based partners and key stakeholders for traffic safety materials in non-English languages, including Americans with Disabilities Act accessible materials, as well as translations and interpretation to facilitate deeper engagement with the diverse communities most impacted by injury and death of people walking and biking.

People with disabilities are one of the communities of focus in the 2019 Vision Zero SF Action Strategy. People with disabilities are at increased risk of injury while walking or biking due to factors including limited mobility, vision or hearing in navigating often complex and busy city streets as well as limited visibility to motorists of people traveling in wheelchairs. We know that approximately 6% of people treated for a transportation-related injury at Zuckerberg SF General Hospital's Trauma Center have a physical disability – which is a very *conservative* estimate of disability and includes people who use wheelchairs, walkers or canes or had a significant visual or hearing impairment. A person's disability status can change over the course of their lifetime, and many disabilities (i.e., cognitive) are less visible than some physical disabilities but can have a significant impact on safety in the transportation system.

Over half of people with a disability in the hospital data were aged 65 and older, which is an expected finding as disability increases as people age. Citywide 10% of the population is estimated to have a disability and of this population, 74% of people with disability are 65 years and older. Targeted outreach and engagement with city and community stakeholders is core to Vision Zero SF's approach to sharing best practice information and furthering understanding of injury patterns, causes and correlates among vulnerable populations. Vision Zero SF has focused on senior pedestrian safety in recent years, as seniors are 15% of the city population but annually comprise approximately half of pedestrian deaths. SFDPH's Safe Streets for Seniors Program has been working to educate seniors and senior service providers about Vision Zero as well as gather input to bring back to City agencies by creating multi-lingual materials, including brochures, presentations, and flyers, as several of the senior residents speak primarily Chinese only or Spanish only. There is significant opportunity to build on this work and deepen engagement with city agencies addressing the needs of people with disabilities including the Mayor's Office of Disability and the Department of Aging and Adult Services, as well as people with disabilities and their families of all ages – to increase knowledge, awareness, education and engagement around pedestrian and bike safety.

Engaging with non-English speaking residents on pedestrian and bicyclist safety is another important area of focus for Vision Zero SF. San Francisco's High Injury Network - the 13% of City Streets where 75% of severe and fatal injuries, including those to people walking and biking – are disproportionately concentrated in Communities of Concern where non-English speaking residents, people with disabilities, low-income communities, communities of color, and seniors live, work and play. While we do not have readily available data on primary language spoken of people walking and biking who are injured – we know that San Francisco is a diverse, multi-lingual City. More than 112 languages are spoken in the San Francisco Bay Area, with at least 28 different languages spoken in the City alone. The Census (2014-2018 5 Year Estimates) estimates that over 150,000 residents speak Chinese, nearly 90,000 speak Spanish, and nearly 25,000 speak Tagalog. 43% of San Francisco county residents speak a language other than English at home – of those residents, 42% speak Chinese (including Mandarin and Cantonese) and 25% speak Spanish. Of the Chinese speaking residents, 63% speak English less than “very well” and of the Spanish speaking residents, 38% report speaking English less than “very well.”

In 2018-2019 with support from OTS funds, SFDPH worked closely with organizations including the community based organization Tenderloin Neighborhood Corporation to conduct education and community outreach to Chinese speaking residents who were seniors and people with disabilities on pedestrian safety and to better understand their traffic safety concerns, help determine if existing traffic safety messages were culturally sensitive, and identify additional locations and events Chinese speaking residents frequent. This foundational educational and engagement work is now informing a Chinese language Vision Zero campaign that will be launched this year. The creation of multi-lingual and culturally sensitive Vision Zero and pedestrian and cyclist safety materials is a critical need – and there is a particular need to conduct similar education and outreach to inform a Spanish language Vision Zero campaign.

Similarly in 2018-2019 with support from OTS funds, SFDPH began participating in the Tenderloin Traffic Safety Taskforce, a coalition of community based stakeholders that work and live in in the Tenderloin neighborhood – the San Francisco community most impacted by severe and fatal pedestrian and bike crashes. The Tenderloin neighborhood is a culturally and ethnically diverse neighborhood as 70% of residents are estimated to be people of color – with the largest proportions as 30% Asian, 26% Latin/x, and 9% Black. The Census estimates a little over half of the Tenderloin residents speak a language other than English at home with 20% speaking Spanish, 9% Chinese, 4% Vietnamese, Tagalog, and Russian/other Slavic language a piece. 30% of Tenderloin residents speak English less than “very well.” Multi-lingual translation and interpretation are critical needs for this initiative and this community.

The proposed objectives for this project will help advance the above identified opportunities to develop and support targeted initiatives to ultimately save lives and reduce pedestrian and cyclist injury and death in San Francisco.

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 press release announcing the kick-off of the grant by November 15. The kick-off press 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 14 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.	4
3. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	8
4. Participate in the following campaigns, National Walk to School Day, National Bicycle Safety Month and California's Pedestrian Safety Month.	3
5. Conduct pedestrian and/or bicycle safety presentations at community groups with an effort to reach individuals.	4
6. Develop bicycle and pedestrian safety educational materials to be distributed during classroom presentations, workshops, and community events.	3
7. Participate in Open Streets events with an effort to reach individuals.	2
8. Conduct community outreach events with an effort to reach adults and senior citizens.	4
9. Collaborate with health care providers and/or senior citizen centers to promote pedestrian safety.	4
10. Hold quarterly meetings with countywide pedestrian and/or bicycle safety stakeholders to collaborate on events, share best practices, and leverage resources.	4

3. METHOD OF PROCEDURE

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

- Coordinate staffing and hire as needed.
- Conduct all training needed to implement the program.
- Purchase all grant related supplies and materials needed to implement the program.
- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.

Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

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

- Conduct community and city stakeholder engagement activities
- Conduct safety presentations
- Develop educational materials
- Distribute educational materials

Media Requirements

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

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

1. Prepare and submit invoice claims (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.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PS-21	20.600	State and Community Highway Safety	\$100,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Positions and Salaries				
<u>Straight Time</u>				
Health Program Planner	402PS-21	\$52.36	1,040	\$54,454.00
Benefits - Health Program Planner @28%	402PS-21	\$54,454.00		\$15,247.00
<u>Overtime</u>				
				\$0.00
Category Sub-Total				\$69,701.00
B. TRAVEL EXPENSES				
In State Travel	402PS-21	\$1,500.00	1	\$1,500.00
				\$0.00
Category Sub-Total				\$1,500.00
C. CONTRACTUAL SERVICES				
Translation Services	402PS-21	\$8,030.00	1	\$8,030.00
Interpretation Services	402PS-21	\$11,738.00	1	\$11,738.00
Category Sub-Total				\$19,768.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Educational Materials	402PS-21	\$9,031.37	1	\$9,031.00
Category Sub-Total				\$9,031.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$100,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

Health Program Planner - Will manage and coordinate the project to ensure effective implementation and that key deliverables are met. Will oversee the design of project materials.

Benefits - Health Program Planner @28% - Total Benefits Breakdown @28%

- FICA Med Hospital Ins / ER 1.0%
- OASDI/Disability – ER 4.4%
- CA Unemployment ER 0.2%
- Retire City 15.1%
- Health Service-City Match 5.8%
- Retiree Health-Match-Prop B 0.7%
- Dental Coverage 0.5%
- Long Term Disability Insurance 0.2%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include registration to the virtual Lifesavers Conference in April 2021. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

Translation Services - Translate written materials. Services will be provided by one of three SFDPH city-approved vendors, with translation services ranging from \$0.14-0.60 per word depending on the language.

- \$85. Minimum rate per language
- \$62/hour File prep if needed
- \$62/hour Special formatting or layout if needed.
- \$62/hour Quality Assurance review
- 9% Project Management fee on all subtotals
- \$85. Minimum Project Management fee

- Braille
- \$00.10 per word for encryption
- \$14.00 per page for formatting
- \$10.00 per page for printing
- \$25.00 for shipping.

Interpretation Services - Interpret verbal presentations. Services will be provided by one of three SFDPH city-approved vendors, with interpretation services ranging from \$50-250 per hour depending on the language.

EQUIPMENT

-

OTHER DIRECT COSTS

Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

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

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

COVID 19 Disclaimer:

The California Office of Traffic Safety (OTS) recognizes the need for flexibility in response to the COVID-19 pandemic; its effect on public health and the need for potential changes of activities in the FFY 2021 grant-funded projects. If there are COVID-19 impacts, the grantee must contact the OTS Coordinator immediately to discuss the impacts on the grant-funded project. If it is determined an alternate work plan is needed, the alternate work plan must substantially meet the goals and objectives of this grant and is subject to OTS approval. If an alternative work plan is not submitted, or submitted and not approved, no further claims will be paid on the grant and the grant may be subject to cancellation.

CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS
(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)

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

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 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 will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The Subgrantee-

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of,

or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;

- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

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

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

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

CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of

any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

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

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person

who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

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

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered in to. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the

department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

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

funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

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

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.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:	PS21014
Agency Name:	San Francisco Public Health Department
Grant Title:	Pedestrian and Bicycle Safety Program
Agreement Total:	\$100,000.00
Authorizing Official:	Greg Wagner
Fiscal Official:	Katherine Gee
Grant Director:	Mimi Tam

CURRENT GEMS USER(S)

1. David Anabu

Title: Grant Accountant

Phone: (415) 255-3472

Email: david.anabu@sfdph.org

Media Contact: No

2. Mimi Tam

Title: Health Program Planner

Phone: (628) 217-6155

Email: mimi.tam@sfdph.org

Media Contact: No

3. Megan Wier

Title: Director, Program on Health, Equity and Sustainability

Phone: (415) 252-3972

Email: megan.wier@sfdph.org

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <input checked="" type="checkbox"/>	
David Anabu		Grant Accountant
Name	Job Title	
david.anabu@sfdph.org	415-255-3472	
Email address	Phone number	
GEMS User 2		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Add/Change <input type="checkbox"/>	Remove Access <input checked="" type="checkbox"/>	
Megan Wier		Director, Program on Health
Name	Job Title	
megan.wier@sfdph.org	415-252-3972	
Email address	Phone number	
GEMS User 3		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>	
Katherine Gee		Financial Systems Supervis
Name	Job Title	
katherine.gee@sfdph.org	415-255-3553	
Email address	Phone number	
GEMS User 4		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>	
Elizabeth Woo		DPH Fiscal Grants Accounta
Name	Job Title	
elizabeth.woo@sfdph.org	415-255-3656	
Email address	Phone number	
GEMS User 5		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>	
Olivia David		Accountant III
Name	Job Title	
Email address		Phone number
Form completed by: <u>Mimi Tam</u> <small>Mimi Tam (Sep 15, 2020 16:08 PDT)</small>		Date: Sep 15, 2020
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.		
<u>Mimi Tam</u> <small>Mimi Tam (Sep 15, 2020 16:11 PDT)</small>		Mimi Tam
Signature	Name	
Sep 15, 2020	Grant Director	
Date	Title	

Grant Agreement - PS21014

Final Audit Report

2020-09-28

Created:	2020-09-15
By:	Nancy Wolf (Nancy.wolf@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAABUB-q1mZUFbyUaAC9M6_0Jfflyy-I7fA

"Grant Agreement - PS21014" History


-  Document created by Nancy Wolf (Nancy.wolf@ots.ca.gov)
2020-09-15 - 10:49:53 PM GMT - IP address: 96.43.153.8
-  Document emailed to Mimi Tam (mimi.tam@sfdph.org) for signature
2020-09-15 - 10:49:58 PM GMT
-  Email viewed by Mimi Tam (mimi.tam@sfdph.org)
2020-09-15 - 10:51:09 PM GMT - IP address: 192.251.109.39
-  Document e-signed by Mimi Tam (mimi.tam@sfdph.org)
Signature Date: 2020-09-15 - 11:08:10 PM GMT - Time Source: server- IP address: 192.251.109.39
-  Document emailed to Mimi Tam (mimi.tam@sfdph.org) for signature
2020-09-15 - 11:08:12 PM GMT
-  Email viewed by Mimi Tam (mimi.tam@sfdph.org)
2020-09-15 - 11:09:47 PM GMT - IP address: 192.251.109.39
-  Document e-signed by Mimi Tam (mimi.tam@sfdph.org)
Signature Date: 2020-09-15 - 11:11:16 PM GMT - Time Source: server- IP address: 192.251.109.39
-  Document emailed to Katherine Gee (katherine.gee@sfdph.org) for signature
2020-09-15 - 11:11:18 PM GMT
-  Email viewed by Katherine Gee (katherine.gee@sfdph.org)
2020-09-16 - 4:14:54 PM GMT - IP address: 192.251.109.39
-  Document e-signed by Katherine Gee (katherine.gee@sfdph.org)
Signature Date: 2020-09-16 - 4:17:35 PM GMT - Time Source: server- IP address: 192.251.109.39
-  Document emailed to Greg wagner (greg.wagner@sfdph.org) for signature
2020-09-16 - 4:17:36 PM GMT

 Email viewed by Greg wagner (greg.wagner@sfdph.org)

2020-09-25 - 3:42:34 PM GMT- IP address: 67.188.37.72

 Document e-signed by Greg wagner (greg.wagner@sfdph.org)

Signature Date: 2020-09-25 - 3:43:20 PM GMT - Time Source: server- IP address: 67.188.37.72

 Document emailed to Carolyn Vu (carolyn.vu@ots.ca.gov) for signature


2020-09-25 - 3:43:22 PM GMT

 Email viewed by Carolyn Vu (carolyn.vu@ots.ca.gov)

2020-09-25 - 3:52:43 PM GMT- IP address: 104.47.64.254

 Document e-signed by Carolyn Vu (carolyn.vu@ots.ca.gov)

Signature Date: 2020-09-25 - 3:52:55 PM GMT - Time Source: server- IP address: 76.20.59.121

 Document emailed to Barbara Rooney (barbara.rooney@ots.ca.gov) for signature

2020-09-25 - 3:52:57 PM GMT

 Email viewed by Barbara Rooney (barbara.rooney@ots.ca.gov)

2020-09-28 - 8:49:30 PM GMT- IP address: 104.47.64.254

 Document e-signed by Barbara Rooney (barbara.rooney@ots.ca.gov)

Signature Date: 2020-09-28 - 8:56:55 PM GMT - Time Source: server- IP address: 134.186.23.239

 Agreement completed.

2020-09-28 - 8:56:55 PM GMT



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Dr. Grant Colfax
Director of Health
DATE: 11/3/2020
SUBJECT: Grant Accept and Expend
GRANT TITLE: Accept and Expend Grant - Pedestrian and Bicycle Safety Program - \$100,000

Attached please find the original and 1 copy of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application: Not Applicable. No application submitted.
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2521

Interoffice Mail Address: Dept. of Public Health, 101 Grove St # 108

Certified copy required Yes

No

From: [Peacock, Rebecca \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Kittler, Sophia \(MYR\)](#); [Wong, Greg \(DPH\)](#); [Duning, Anna \(MYR\)](#)
Subject: Mayor -- [Resolution] -- [Accept and Expend Grant - Retroactive - United States Department of Transportation - California Office of Traffic Safety - Pedestrian and Bicycle Safety Program - \$100,000]
Date: Tuesday, November 17, 2020 4:13:42 PM
Attachments: [\(1\) A&E_DPH_Pedestrian and Bicycle Safety.zip](#)

Attached for introduction to the Board of Supervisors is a **resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$100,000 from the United States Department of Transportation through the California Office of Traffic Safety for participation in a program, entitled "Pedestrian and Bicycle Safety Program," for the period of October 1, 2020, through September 30, 2021.**

Please let me know if you have any questions.

Rebecca Peacock ([they/them](#))
(415) 554-6982 | Rebecca.Peacock@sfgov.org
Office of Mayor London N. Breed
City & County of San Francisco