



HEALTH SERVICES AGENCY  
ADMINISTRATION

# COUNTY OF SANTA CRUZ

## HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE  
SANTA CRUZ, CA 95061  
(408) 454-4066 FAX: (408) 454-4770  
TDD: (408) 454-4123

September 29, 2000

AGENDA: October 24, 2000

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

RE: CALIFORNIA KIDS' PLATES TRAINING GRANT

Dear Board Members:

On February 15, 2000, your Board adopted a resolution accepting revenue from the California State Automobile Association's "Take A Seat" program. This funding provided 250 car and booster seats to the Health Services Agency's Maternal, Child and Adolescent Health (MCAH) program. The MCAH participates in a project that gives car seats and car seat safety information and education to low-income teenage mothers and families. The project is a collaborative effort that includes MCAH, Watsonville Community Hospital, and the Watsonville Family Resource Center. Staff from these participating agencies distributed the car seats. Although staff had received a basic, one-day training on car seat safety and installation, additional training is necessary for staff to receive their National Highway and Traffic Safety Association (NHTSA) child passenger safety technician certification.

The Center for Injury Prevention Policy and Practice (CIPPP) Kids' Plate Program offers training grants through the San Diego State University Foundation. The Maternal, Child and Adolescent Health program was awarded a training grant in the amount of \$2,999 during the August 14, 2000 through March 14, 2001 funding cycle. The training grant will cover all costs for five staff members of participating agencies to receive their NHTSA child passenger safety technician certification. In addition, the grant will provide funding for staff to attend the annual CIPPP conference in Sacramento. There are no additional County costs.

The Maternal, Child and Adolescent Health program is currently seeking funds for additional car seats that will continue to meet the community need for free or low-cost car seats that meet federal safety standards.

It is, therefore, RECOMMENDED that your Board:

1. Approve the retroactive grant agreement with the San Diego State University Foundation for a California Kids' Plate Training Grant from the Center for Injury Prevention Policy and Practice in the amount of \$2,999;
2. Authorize the Health Services Agency Administrator to execute the grant agreement; and
3. Adopt resolution accepting and appropriating \$2,999 in unanticipated revenue for the Maternal, Child and Adolescent Health program.

Sincerely,

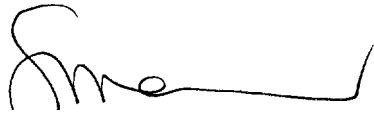


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Rama Khalsa, Ph.D., HSA Administrator

RK:LMK:DG

RECOMMENDED:



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Susan Mauriello  
County Administrative Officer

Attachments

cc: County Administrative Officer  
Auditor Controller  
County Counsel  
HSA Administration

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from San Diego State University Foundation for Maternal. Child & Adolescent Health program; and

WHEREAS, the County is recipient of funds in the amount of \$ 2,999 which are either in excess of **those anticipated** or are not specifically set forth in the current fiscal year budget of the County; and

RHEREAS, pursuant to Government Code Section **29130(c)/29064(b)**, such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 2.999 into

Department Health Services Agency

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
001	362750	2384	Other Revenue	\$2,999

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	362750	4154		Education & Training	\$2,999

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By Ramakhalisa /sq  
Department Head

Date 10 12 06

COUNTY ADMINISTRATIVE OFFICER

*AS*

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

APPROVED AS TO ACCOUNTING DETAIL:

*[Signature]*  
\_\_\_\_\_  
County Counsel

*[Signature]*  
\_\_\_\_\_  
Auditor- \* troller

10/12/00

Distribution:

- Auditor-Controller
- County Council
- County Administrative Officer
- Originating Department

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

0141

TO: Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM: HEALTH SERVICES AGENCY (Dept.)  
Ronald Nelson (Signature) 10/12/00 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the COUNTY OF SANTA CRUZ (Health Services Agency) (Agency) and SAN DIEGO STATE UNIVERSITY FOUNDATION 5250 Campanile Drive, San Diego, CA 92182-1934 (Name & Address)
- The agreement will provide funding to train staff for the National Highway and Traffic Safety Association (NHTSA) child passenger safety technician certification.
- The agreement is needed, because the County cannot provide the service.
- Period of the agreement is from August 14, 2000 to March 14, 2001
- Anticipated cost is \$ n/a revenue agreement (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Authorized to sign per Board of Supervisors, 10/24,2000. Total revenue for the funding period of \$2,999, budgeted in rev acct/subobj: 362750/2384
- Appropriations are budgeted in \_\_\_\_\_ (Index#) \_\_\_\_\_ (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. R-742 Date 10/12/00  
N/A will be not been  
GARY A. KNUTSON, Auditor - Controller  
By Ronald Nelson Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the HSA Administrator to execute the same on behalf of the County of Santa Cruz Health Services Agency (Agency).

Remarks: \_\_\_\_\_ (Analyst) By G. G. G. County Administrative Officer Date 10/13/00

Agreement approved as to form. Date \_\_\_\_\_

Distribution:  
Bd. of Supv. - White  
Auditor-Controller - Blue  
County \_\_\_\_\_  
Co. Admin. Officer - Canary  
Auditor-Controller - Pink  
Originating Dept. - Goldenrod  
To Orig. Dept. if rejected.  
ADM - 29 (6/95)

State of California )  
County of Santa Cruz ) ss  
I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered  
in the minutes of said Board on \_\_\_\_\_ County Administrative Officer  
\_\_\_\_\_ 19\_\_\_\_ By \_\_\_\_\_ Deputy Clerk

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San Diego State University  
**FOUNDATION**



August 29, 2000

0142

Katie LeBaron, MPH  
 Assistant Coordinator  
 Santa Cruz County Health Services Agency  
 Perinatal Services Program  
 1060 Emeline Ave.  
 Santa Cruz, CA 95060

Dear Ms. LeBaron,

On behalf of the San Diego State University Foundation, I would like to congratulate you on being selected as a California Kids' Plates training grantee for the 2000-2001 funding cycle! Your grant period is from August 14, 2000 – March 14, 2001. As you know, grant selection was a highly competitive process with many qualified and deserving organizations submitting proposals. Your program stood out among the others as an exemplary proposal.

This packet contains your Grant Agreement which describes the requirements and conditions of your grant. Please read it carefully. In particular, make note of: 1) the invoicing process as described in Exhibit D and the Expenditure of Funds on page 2-3 and 2) Exhibit C which contains the final technical and fiscal report templates. The final reports should be completed and sent to the Center for Injury Prevention Policy and Practice (CIPPP) by March 30, 2001.

If there are any errors in the Grant Specifications section or if you have questions about the Agreement, contact Carolyn Martinson, Foundation Fiscal Officer at (619) 594-0409. Please obtain the appropriate signature, on all three copies of the Agreement, from the individual who has been empowered to contractually bind your organization. Return all three copies of the Agreement to the attention of Carolyn Martinson, Grants and Contracts Administration, SDSU Foundation, 5250 Campanile Drive, San Diego CA 92182. Upon approval by Foundation, one copy of the fully executed Agreement will be returned for your files.

For any project-related questions throughout the grant period, contact Sara Woo or Tina Zenzola, CIPPP at (619) 594-3691. In particular, please contact CIPPP for the following circumstances as outlined in your contract:

- In the event that any combination of line items in your budget should change by 10% or more of the total grant award.
- With any changes in the address, phone or fax number, Project Director or Project Contact during the grant period.
- With any challenges you may encounter with carrying out your project activities. CIPPP can help trouble-shoot and provide technical assistance.

Again, congratulations! I wish you the best of success in fulfilling your very important goal of keeping the children of California safe and healthy.

Sincerely,

Michele G. Goetz, Director  
 Research and Community Services Administration

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Grants and Contracts Administration

5250 Campanile Drive • San Diego, CA 92182-1934 • Voice: 619.594.5785 • FAX: 619.594.4950

## CALIFORNIA KIDS' PLATES TRAINING OR EQUIPMENT AGREEMENT

0143

This grant agreement is between the Grantee identified below and San Diego State University Foundation (hereinafter referred to as the Grantor), a California nonprofit corporation. This grant is offered by the Grantor, on behalf of the Center for Injury Prevention Policy and Practice (CIPPP) Kids' Plates Program, for the purposes described below, and is subject to the grantee's acceptance of the conditions specified below. This agreement supersedes all previous written, verbal, or implied contracts. This agreement will be effective when signed by a properly authorized representative of the Grantee and received, approved and signed by the San Diego State University Foundation.

### **GRANT SPECIFICATIONS:**

Grant Number: TOO-0004

Date Authorized: 8/29/00

Amount: \$2,999.00

Grantee Name: Santa Cruz County Health Services Agency

Address: 1060 Emeline Ave., Santa Cruz, CA 95060

Phone Number: (831) 454-5477

Project Name (if different from Grantee name):

Project Contact Name: Katie LeBaron, MPH, Assistant Coordinator

Project Director Name (if different from Project Contact):

Payee (Agency and contact name if different from Grantee name):

Payee Address (if different from Grantee address):

Grantor's Program Officer: Tina Zenzola, Assistant Director of Programs

Grantor's Fiscal Officer: Carolyn Martinson, Senior Administrator

Grant Period: August 14, 2000 – March 14, 2001

Reporting Schedule:

Technical: no later than fifteen (15) days after the end of the grant period <sup>1</sup>.

Fiscal: no later than fifteen (15) days after the end of the grant period <sup>2</sup>.

Payment Schedule: See paragraph 4, Expenditure of Funds, under Grant Conditions

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<sup>1</sup> If project activities are completed prior to the end of the grant period, the Grantee is encouraged to submit a technical and fiscal report earlier than fifteen days after the end of the grant period.  
Ibid.

**California Kids' Plates Program  
Training or Equipment Grant Agreement**

**Page Two**

**GRANT CONDITIONS:**

**1. Project Activities:**

The Grantee is required to use this grant to undertake, conduct and complete, in a satisfactory and competent manner, all of the work and services described in the Project Description and Marketing Menu (Exhibit A), and in accordance with the approved project budget (Exhibit B).

**2. Reporting Requirements:**

- a) A final report is required as a condition of this grant and shall follow the format provided in Exhibit C. The final report shall include the following: 1) a summary of what was accomplished during the entire grant period (technical report) and 2) a complete financial statement reporting all grant funds received and expended by the Grantee (fiscal report). The original and one copy of the final report are to be submitted according to the reporting schedule as specified above. All reports shall be submitted to: CIPPP, California Kids' Plates' Program, 6505 Alvarado Road, Suite 208, San Diego CA 92120.

**3. Grantee Required Participation:**

In addition, the Grantee is required to participate in:

- a) a telephone and/or written survey to be conducted by the Center for Injury Prevention Policy and Practice for the purposes of assessing progress, identifying barriers and identifying technical assistance needs of the project;
- b) a minimum of two technical assistance teleconference calls conducted by the Center for Injury Prevention Policy and Practice and/or Hopcraft Communications;
- c) one to three appropriate Grantee staff members or individuals critical to the funded project shall attend the Kids' Plates Grantee orientation meeting and training on Sunday, October 22, 2000; and
- d) one to three appropriate Grantee staff members or individuals critical to the funded project shall attend the 14<sup>th</sup> Annual California Conference on Childhood Injury Control, October 23-25, 2000 in Sacramento, CA. Expenses for travel, lodging and registration shall be covered and noted in the project budget (Exhibit B).

**4. Expenditure of Funds:**

4.1 This grant is to be used for activities as described in the Project Description (Exhibit A) and in accordance with the Grantee's budget approved by the Grantor (Exhibit B). The Grantee must obtain prior written approval from the Foundation Program Officer for any changes to the budget when the changes of any combination of line items equals 10% or more of the total award amount.

4.2 The Grantee is responsible for the proper expenditure of funds provided by the Grantor. Grantee shall be reimbursed for allowable costs up to a maximum of \$3,000. Payments to Grantee shall be made upon receipt and approval by the Foundation of an itemized invoice following the format in Exhibit D. The Grantee's chief financial officer or designee must sign all invoices.



4.3 All Invoices submitted must contain the following certification statement: "I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the Award." The Awardee's chief financial officer or designee **must sign** all invoices.

4.4. Invoices may be submitted monthly if Grantee so desires, but no less often than quarterly for a maximum of 75% of the total grant award. The remaining 25% may be invoiced and sent along with the final technical and fiscal report. Please mark this last invoice "Final Invoice". Final invoices must be received by CIPPP by March 30, 2001. On receipt and approval of the invoice or voucher designated by the Grantee as the "final invoice" and upon compliance by the Grantee with all provisions of this award, the Foundation shall promptly pay to the Grantee any balance of allowable cost. Invoices shall be submitted to CIPPP, California Kids' Plates Program, 6505 Alvarado Road, Suite 208, San Diego CA 92120.

4.5 The Grantee must keep adequate financial records that allow for readily accessible monitoring of the use of grant funds.

4.6 The Grantee shall return to the Grantor any unexpended funds granted to it by the Grantor:

- At the end of the grant, and/or
- If the Grantor, at its sole discretion, determines the Grantee has not performed in accordance with the Agreement; and/or
- If the Grantee loses its exemption from federal income taxes under section 501(c)(3) of the Internal Revenue Code, as amended.

4.7 No funds provided by the Grantor may be used for any political campaign or to support attempts to influence legislation by any government body, other than through making available the results of nonpartisan analysis, study and research.

4.8 Funds cannot be used for salaries for project staff or major office equipment (costing \$500 or more per item) such as furniture, fax machine or copiers, unless specified in the approved Project Description and budget.

4.9 Any revenues or profit generated via implementation of the project must be accounted for and used to support project activities as described in the Project Description. The project budget must reflect the use of such revenues.

## **5. Grant Announcements. and Marketing Activities:**

The Grantee shall issue a press release for the purposes of: 1) announcing their project and receipt of a Kids' Plates grant and 2) promoting the sale of Kids' Plates license plates. The Grantee shall use the Kids' Plates press materials to be provided by Hopcraft Communications.

One copy of all final press releases, news articles, and other published references to the Center for Injury Prevention Policy and Practice (CIPPP), the California Kids' Plates Program, San Diego State University Foundation, or to this project shall be sent to the Grantor's Program Officer at the time of release. All grant announcements, training and educational materials developed with Kids' Plates funds, and marketing activities shall use the following by-line: "Funded by a Grant from the California Kids' Plates Program". Any reference to the San Diego State University Foundation shall include the following wording: "San Diego State University Foundation is a nonprofit corporation affiliated with San Diego State University".

**6. Key Personnel**

Key personnel for this project shall include the Grantee's Project Director and Project Contact, the SDSU Foundation's Program Officer, and the SDSU Foundation's Fiscal Officer (all noted under Grant Specifications). The Grantee shall provide immediate written notification to the Foundation of any replacements or substitutions of another individual as Project Director or Project Contact.

**7. Tax Status:**

This grant is based on representation that the Grantee is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended. The Grantee shall give the Foundation immediate notice if there is any change or potential change in the Grantee's tax exempt status. (Public agencies and universities are exempt from this requirement).

**6. Human Subjects Research:**

Any research to be conducted on human subjects shall be reviewed by a duly constituted institutional review board prior to initiation of research.

**9. Evaluation and Results:**

Evaluation materials and activities which will report changes in knowledge, attitude, intention and/or behavior shall be reviewed by the Center for Injury Prevention Policy and Practice and the State and Local Injury Control Section, EPIC Branch prior to implementation, dissemination or publication.

**10. Hold Harmless:**

By accepting this award, Grantee agrees to indemnify, defend and hold harmless the Grantor, its officers, agents and employees from all claims and losses to any person, firm or corporation who may be injured or damaged by the acts or omissions of the Grantee.

**11. Limitation of Commitment:**

Unless otherwise stated in writing by the Grantor, this grant is made with the understanding that the Grantor has no obligation to provide additional financial support to the Grantee and that the Grantee is ineligible to apply for a 200112002 Kid's Plates grant.

**12. Drug-Free Workplace:**

Grantee shall comply with the Drug-Free Workplace Act of 1988, Title 45, Code of Federal Regulations, Part 76, Subpart F, which requires prime recipients and any subtier contractors and/or sub-Grantees to certify that they will maintain a drug-free, workplace. The Grantee certification is a material representation of fact upon which reliance will be placed when the Foundation determines to award this Grant. False certification or violation of the certification shall be grounds for suspension of payments under this Agreement, or suspension or termination of this Grant. Grantee acknowledges that by executing this Agreement, Grantee is making the certification required by the Drug Free Workplace Act, a copy of which is attached to and made a part of this Agreement as Exhibit E.

**13. Reimbursement for Travel:**

Any reimbursement for necessary travel and per diem shall be at rates currently in effect, as established by the State of California, Department of Personnel Administration, for similar state employees. No travel outside the State of California shall be reimbursed. See the attached Exhibit F entitled "Travel Reimbursement Information" for specific details.

**14. Exhibits:**

- Exhibit A – Project Description and Marketing Menu
- Exhibit B – Budget
- Exhibit C – Final Report Template
- Exhibit D – Invoice Template
- Exhibit E – Drug Free Workplace Act
- Exhibit F - Travel Reimbursement Information

**IN WITNESS WHEREOF**, the Grantee's authorized representative has executed this agreement on the date set forth below.

**San Diego State University Foundation**

**Grantee Acceptance**

By \_\_\_\_\_

By \_\_\_\_\_  
(Signature of Authorized Representative)

Michèle G. Goetz, Director  
Research and Community Services  
Administration

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Assistant County Counsel  
County of **Santa Cruz**

## **EXHIBIT A**

### **Project Description and Marketing Menu**

**California Kids' Plates Program Training Grantee****Santa Cruz County Health Services Agency****Project Description**

Funding will be used to send five staff from the Watsonville Family Resource Center/Family Health & Education Collaborative and the Santa Cruz County Health Education and Prevention Unit to a **NHTSA** training. Parents are eligible to receive a car seat through the program based on economic need and participation in one of the health, social and educational programs sponsored by the collaborative. Once trained, Collaborative staff will provide verbal and written information about car seat installation and safety, hands-on installation instruction and a new car seat appropriate for their child's size and age. Parents are required to demonstrate proficiency in installing the car seat and must sign a consent form prior to receiving the seat.

## Project Narrative

0150

### Justification of Need for Training

In January, 2000, the Maternal, Child and Adolescent Health Unit of the Santa Cruz County Health Services Agency (MCAH) began a collaborative project to provide car seats and car seat safety information and education to low-income teenage mothers and families. The project was initiated based on the **community** need for free or low cost car seats that meet federal safety standards. The car seat project was implemented in partnership with Watsonville Community Hospital, and the Watsonville Family Resource Center (WFRC), a newly established multi-agency services and resource center for low-income families and children in the south county area.

Seed money for the project was provided through the California State Automobile Association's "Take a Seat" program for the purchase of 250 car and booster seats. Collaborative agencies staff received a basic, one-day training on car seat safety and installation, but participants were strongly advised by the Grantee and trainer to complete the NHTSA certification training as soon as possible. There is a paucity of certified child passenger safety technicians in the Santa Cruz county area. Only very recently, the first local California Highway Patrol officer completed the NHTSA training and is planning to hold safety checkpoints the first in the county. The MCAH project has been requested to provide qualified technicians to help staff the checkpoint events.

The project is requesting \$\$ to provide training for (...) staff from the collaborative agencies mentioned above, as well as the Santa Cruz County Health Education and Prevention Unit, sponsor of the local car seat loaner program and Salud Para La Gente, the primary health clinic for low-income families in south county. Staff will attend one of the three NHTSA trainings scheduled this fall in the Sacramento area (see attached description and training schedule).

### Project Description

Parents are eligible to receive a car seat through the program based on economic need and participation in one of the health, social or educational programs sponsored by the collaborative. Participants receive verbal and written information about car seat installation and safety, hands-on installation instruction and a new car seat appropriate for their child's size and age. Parents are required to demonstrate proficiency in installing the car seat and must sign a consent form prior to receiving the seat.

Recipients are encouraged to call or return to the providing agency for consultation and assistance, should they experience problems with usage of their new car seat.

MCAH and its partnership-agencies are seeking to continue and expand the car seat safety program by:

- 1) Replenishing the project's supply of car safety seats for children aged 0-4 years old (see accompanying equipment grant);;
- 2) Sending selected staff from the collaborative agencies to the NHTSA child passenger safety technician certification trainings;

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- 3) Facilitating increased collaboration among health and community service organizations in Santa Cruz county to provide child passenger safety education, and participate in community activities, including working with the local California Highway Patrol to hold safety checkpoint events.

### Organizational Background and Capability

Santa Cruz County Health Services Agency has extensive experience and expertise in serving as the fiscal administrator for collaborative projects. The agency has a designated coordinator for the car seat program, who will oversee the program and facilitate coordination of future training efforts and activities, such as safety checkpoint events and marketing activities (see attachment I). Additional funding sources will continue to be sought to enable the program to maintain its current level of services and eventually, expand to include other key service organizations in the project.,

### Project Staff

The following individuals have been designated to attend the NHTSA certification training and provide installation and safety instruction to parents and the community:.

1. Katie LeBaron, Assistant Coordinator of Perinatal Services Program, Santa Cruz County Health Services Agency, is the Project Coordinator. Her responsibilities include primary oversight of the project, training and guidance of other project staff, coordination of collaborative activities and procurement of funding. Katie has a Masters degree in Public Health, Community Health Education, and has worked professionally in child and maternal health programs for over ten years.
2. Maria Salcido, Program Assistant for Watsonville Family Resource Center will serve as primary liaison person, provide installation and safety instruction to clients and staff of WFRC, oversee distribution of seats at the site and participate in collaborative activities. Maria has three years of community service experience.
3. Mari Segura, Health Program Specialist of Santa Cruz County Health Education and Prevention Unit, will provide community education, outreach and resource information, facilitate training of new staff in the car seat loaner programs, and participate in collaborative activities. Mari has 10 years of experience serving families and the community through the CHDP and WIC programs.
4. Kathy Robinson, Maternity Health Unit Coordinator, Watsonville Community Hospital, will serve as primary liaison person to the project, provide installation and safety instruction to clients and selected perinatal staff of WCH, oversee distribution of seats at the site and participate in collaborative activities, as her hospital schedule permits. Kathy has 20 years of health service experience (see WCH letter of commitment for additional qualifications).
5. Kati Chavez, MCAH Community Health Worker, will provide installation and safety instruction to clients and participate in collaborative activities. Kati has over five years experience in community and clinical health services.

## Marketing Menu for Kids' Plates Grantees

Check the appropriate types and numbers of activities according to the Request for Applications instructions. Check any additional activities that your project can complete to help prevent childhood injuries. For the additional activities, you may choose boxes from any category you wish.



### MEDIA WORK

#### Media Events, Outreach and Partnerships

You can reach drivers through the media. There are lots of ways to attract mass media coverage. Hold a one-time event, develop ongoing media partnerships, write letters to the editor or appear on local talk shows.

- Hold a Kids' Plates news conference - Required for mini and regional/statewide activities  
Invite your state assembly member or senator to join you to announce your program's grant. You may hold this news conference/event at any time during the grant period. Unveil the activities funded by your grant and present a mock-up of a Kids' Plate to the elected official. Or, invite a well-known local celebrity, athlete, or entertainer to a news conference to receive a Kids' Plate. Make a sample Kids' Plate that features that well-known person. Hold a press conference with the well-known person to present the mockup plate.

You may hold a news conference on your own. Grantees in the state's most competitive media markets (Los Angeles, San Francisco, Alameda, Marin, San Mateo, San Diego and Sacramento Counties) will work with Hopcraft Communications on coordinated regional press conferences. Grantees outside of the major media markets will be required hold a news conference on their own or to plan a media activity that makes sense in their community. Hopcraft Communications will provide technical assistance whenever grantees choose to hold their news media events. Hopcraft Communications will also manage a coordinated statewide news conference on a single date to be determined during the first quarter of 2001.

- Issue a Press Release - Required for training/equipment grantees  
A press release can carry your children's safety message and Kids' Plates to the media and the public. Compose a press release; mail, fax or email to appropriate media personnel; and follow up by phone. Hopcraft Communications will provide model materials and technical assistance. The press release should cover the importance of your safety program and the problem or need that the project is addressing. Describe the Kids' Plates grant that the program has received and how purchasing a Kids' Plate could help increase children's health and safety in your area.

- Appear on a TV or radio public affairs program  
TV and radio stations are required to air public affairs programming. Children's safety is an appropriate subject for these programs. Call the station's Public Affairs Director and schedule an appearance about kids safety and Kids' Plates. Pair dramatic stories of local children's injuries and how-to prevention information for parents with an appeal for drivers to purchase Kids' Plates or secure on-air mentions of the Kids' Plates telephone hotline (1-800-HEY-KIDS).

- Get TV and radio stations to air a Kids' Plates PSA  
Submit our model Kids' Plates Public Service Announcement (PSA) to your area radio and TV stations and secure a promise to air it. Meet with the Public Affairs Director of the stations to present your program and ask for the station to air the PSA. We'll provide you with a Kids' Plates slide with graphics and the telephone hotline number for TV stations to show with the PSA. Follow-up by phone to ensure airplay.

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## **EXHIBIT B**

### **Budget and Budget Justification**

*Revised Budget* ] 8/22/00

Attachment H: Training and Equipment Grant

(619) 594-1995

sent 8/22  
0154

California Kids' Plates Program		
Proposed Budget		
Training or Equipment Grant		
<b>Applicant Name:</b>	SANTA CRUZ COUNTY HEALTH SERVICES AGENCY	<i>Katie LeBaron</i> (831) 454-5477
		Total Amount
<b>Equipment (attach 2 bids/item)</b>		
	Total Equipment Costs	
<b>Other Equipment Costs</b>		
<b>Installation</b>		
<b>Storage</b>		
<b>Other (please specify)</b>		
	Total Other Equipment Costs	
<b>Training (attach registration form)</b>		
Registration fees - <i>certification fees</i>		\$ 20
Training Materials		N/C
Transportation	1500 miles @ .31/mile	\$ 465
Lodging	\$364/night @ 4 nights	1456
Per Diem ( <i>\$24 x 5</i> )	120/day @ 4 overnight days	480
<b>Other (please specify)</b>		
CCIC Conference: <i>meals</i>	<i>\$20 x 3 + \$28 partial day</i>	88
registration fee.	\$160	\$160
lodging	110 x 3 nights	330
	Total Training Costs	\$2,999
<b>Total Project Costs</b>	<b>Total Equipment Costs</b>	
	<b>Total Training Costs</b>	\$2,999
	<b>Total Costs</b>	\$2,999

# **EXHIBIT C**

## **Final Report**

# EXHIBIT C

0156

## CALIFORNIA KIDS' PLATES PROGRAM FINAL FISCAL REPORT (TRAINING GRANTEES) AUGUST 14, 2000 – MARCH 14, 2001

Please complete and submit the original and one copy of the final fiscal report along with your final technical report by **March 30, 2001** to CIPPP, Kids' Plates, 6505 Alvarado Road, Suite 208, San Diego CA 92120.

Name of Grantee \_\_\_\_\_

Categories	Original Budget	Approved Budget	Actual Expenditures'
<b>CIPPP Conference</b>			
Registration fees	\$ _____		\$ _____
Transportation	\$ _____		\$ _____
Lodging	\$ _____		\$ _____
Per Diem	\$ _____		\$ _____
Other (please specify)	_____		_____
	\$ _____		\$ _____
<b>Conference Subtotal</b>	\$ _____		\$ _____
<b>Training</b>			
Registration fees	\$ _____		\$ _____
Training Materials	\$ _____		\$ _____
Transportation	\$ _____		\$ _____
Lodging	\$ _____		\$ _____
Per Diem	\$ _____		\$ _____
Other (please specify)	_____		_____
	\$ _____		\$ _____
<b>Training Subtotal</b>	\$ _____		\$ _____
<b>Total Cost of Project</b>	\$ _____		\$ _____

I certify that all expenditures reported are for appropriate purposes and in accordance with the provisions of the agreement.

Authorized Agency **Officer** Name \_\_\_\_\_

Authorized Agency Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**# The Grantee must have obtained prior written approval from the Foundation Program Officer for any changes to the budget when the changes of any combination of line items equals 10% or more of the total award amount.**

# EXHIBIT C

## CALIFORNIA KIDS' PLATES PROGRAM FINAL TECHNICAL REPORT TEMPLATE

0157

Training and Equipment grantees should use the following format to develop their final report. Where noted, provide the information requested. Do not write your report directly onto this form; use it as a template. Also, include as appendices copies of final educational materials, press releases and articles referencing the project or Kids' Plates, documents and other products produced through the grant. **Please submit the original and one copy of the final report by March 30, 2001 to CIPPP, Kids' Plates, 6505 Alvarado Road, Suite 208, San Diego CA 92120.**

### I. Grant Specifications

Date:

Grant Number: (provide number)

Grantee/Awardee Name: (provide name)

Address: (provide address)

Phone Number: *(provide phone number)*

Project Name (if different from Grantee/Awardee name): *(provide name)*

Person Completing Final Report: *(provide name & title)*

Grant Period: August 14, 2000 – March 14, 2001

### II. Progress and Barriers to Programmatic Activities

(described as per activities from the Project Description)

#### Project Activity 1:

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- Accomplishments *(provide summary of major accomplishments)*

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- Barriers to Accomplishing Objective *(provide summary of key barriers/problems)*

---

---

- What could have been done differently to avoid or address these barriers?

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# EXHIBIT C

**Project Activity 2:**

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- Accomplishments *(provide summary of major accomplishments)*

---

---

- Barriers to Accomplishing Objective *(provide summary of key barriers/problems)*

---

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- What could have been done differently to avoid or address these barriers?

---

---

*(Continue with the same information for each activity as per your Project Description)*

**III. Progress and Barriers to Kids' Plates Marketing Activities**

**List the Kids' Plates Marketing Activities Conducted by Your Project:**

- Accomplishments *(provide summary of accomplishments for each activity)*

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- Barriers to Accomplishing Activities *(provide summary of key barriers/problems)*

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- What could have been done differently to avoid or address these barriers?

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- If not provided above, please list all of the media events on Kids' Plates conducted by your project. Include with your report copies of all news clips and radio or television tapings.

**IV. Evaluation of the California Kids' Plates Program (provide *your thoughts on the following questions*)**

1. How was the Request for Application (RFA) process?
  - a. Was the RFA clear and easy to follow?
  - b. How could we improve the grant application process?
2. Was the programmatic technical assistance you received helpful towards achieving your objectives? What aspects of the technical assistance were most and/or least helpful?
3. Was the marketing technical assistance you received helpful towards achieving your selected Kids' Plates marketing activities? What aspects of the technical assistance were most and/or least helpful?
4. What would you suggest we do differently in future years of the California Kids' Plates Program?
5. Did the receipt of this amount of money for the purpose of buying equipment or attending training make a significant contribution to your program? Please explain.
6. What exists now or is different in your community as a result of this grant?

## **EXHIBIT D**

### **Invoice Template**



# INVOICE TEMPLATE

0161

Please complete the following invoice based on your approved budget for the California Kids' Plates Program grant. See instructions for invoicing in your contract. You may invoice for expenditures up to 75% of your grant award during the grant **period**. The remaining 25% of your grant award may be invoiced as your "final invoice" and sent along with your final technical and fiscal report.

From: (program name and address)

Encumbrance Order No: \_\_\_\_\_

Invoice No: \_\_\_\_\_

Invoice Period Covered: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

To: Center for Injury Prevention Policy and Practice  
 Kids' Plates Program  
 6505 Alvarado Road, Suite 208  
 San Diego CA 92120

S D S U F Grant No: \_\_\_\_\_

BUDGET CATEGORY	APPROVED BUDGET	CURRENT PERIOD	EXPENDITURES TO DATE	CURRENT FUND BALANCE
(fill in line items from your approved budget)	2,500.00	300.00	300.00	2,200.00
	250.00	30.00	30.00	220.00
	500.00	75.00	75.00	425.00
	2,000.00	400.00	400.00	1,600.00
<b>Totals</b>	<b>\$5,250.00</b>	<b>\$805.00</b>	<b>\$805.00</b>	<b>\$4,445.00</b>

Invoice Total \$805.00

Make Check Payable to: (program name)

I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the Award.

\_\_\_\_\_  
 (signature of authorized agency officer)

\_\_\_\_\_  
 (print name of authorized agency officer)

Contact Person: \_\_\_\_\_

Telephone No. \_\_\_\_\_

## **EXHIBIT E**

### **Drug Free Workplace Certification**

## Grantee Drug-Free Workplace Certification

This certification is required by the regulation implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by Grantees of the San Diego State University Foundation that they will maintain a drug-free workplace.

The Grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, 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 danger 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;
- and,
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) 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; and
  - (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;
- (e) Notifying the San Diego State University Foundation within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, or
  - (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;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

## ACCEPTANCE:

In accordance with the grant, I hereby certify that a drug-free workplace will be provided according to the requirements described above.

## **EXHIBIT F**

### **Travel Reimbursement Information**

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under contract:
- Reimbursement shall be at the rates established for nonrepresented/excluded state employees.
  - Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever contractor leaves his or her home or headquarters. "Headquarters" is defined as the place where contracted personnel spend the largest portion of their regular working time and return to upon the completion of special assignments.
  - Contractors on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on page 2 of this bulletin to determine the reimbursement allowance. All lodging must be receipted. If contractor does not present receipts, lodging will not be reimbursed.
    - Lodging: Statewide Rate (with receipts) Actual cost up to \$79.00 plus tax  

Reimbursement for actual lodging expenses exceeding the above amounts may be allowed with the advance written approval of the Deputy Director of the Department of Health Services or his or her designee. Receipts are required.
    - Meal/Supplemental Expenses (with or without receipts): With receipts, the contractor will be reimbursed actual amounts spent up to the maximum.
 

Breakfast	\$8.00	Dinner	\$18.00
Lunch	\$10.00	Incidentals	\$6.00
  - Out-of-state travel may only be reimbursed if such travel has been stipulated in the contract and has been approved in advance by the program with which the contract is held. For out-of-state travel, contractors may be reimbursed actual lodging expenses, supported by a receipt, and may be reimbursed for meals and supplemental expenses for each 24-hour period computed at the rates listed in b(2) above. For all out-of-state travel, contractors must have prior Departmental approval and a budgeted trip authority.
  - In computing allowances for continuous periods of travel of less than 24 hours, consult the chart appearing on page 2 of this bulletin.
  - No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.
2. If any of the reimbursement rates stated herein are changed by the Department of Personnel Administration, no formal contract amendment will be required to incorporate the new rates. However, DHS shall inform the contractor, in writing, of the revised travel reimbursement rates.
3. For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt.
4. Note on use of autos: If a contractor uses his or her car for transportation, the rate of pay will be 31 cents maximum per mile. If the contractor is a person with a disability who must operate a motor vehicle on official state business and who can operate only specially quipped or modified vehicles may claim a rate of 31 cents per mile without certification and up to 37 cents per mile with certification. If a contractor uses his or her car in lieu of air fair, the air coach fair will be the maximum paid by the State. The contractor must provide a cost comparison upon request by the slate. Gasoline and routine automobile repair expenses are not reimbursable.

be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc.

6. Contractors are to consult with the program with which the contract is held to obtain specific invoicing procedures. <sup>0166</sup>

**TRAVEL REIMBURSEMENT GUIDE**

PRINCIPLE OF TRAVEL'S REIMBURSEMENT NEEDS	CONTRACTOR MAY CLAIM
<p>Less than 24 hours</p> <p>Less than 24 hours</p> <p>Less than 24 hours</p>	<p><b>Breakfast</b></p> <p><b>Example:</b> A contractor may claim breakfast if, during a period of travel, he or she begins their travel at 6:00 a.m. or earlier and are still traveling at 9:00 a.m.</p> <hr/> <p>Travel period ends at least one hour after the regularly scheduled work day ends. Start travel prior to or at 5:00 p.m. and remain traveling after 7:00 p.m.</p>
<p>24 Hours</p> <p>Last fractional part of more than 24 hours</p> <p>Last fractional part of more than 24 hours</p> <p>Last fractional part of more than 24 hours</p>	<p>A contractor is on travel status for a full 24 hour period (determined begin and end times).</p> <p>Return at or after 8:00 a.m.</p> <p><b>Example:</b> If a contractor returns the last day of a trip of more than 24 hours at or after 8:00 a.m., a breakfast allowance may be claimed.</p> <p>Return at or after 2:00 p.m.</p> <p><b>Example:</b> If a contractor returns the last day of a trip of more than 24 hours at or after 2:00 p.m., a lunch allowance may be claimed.</p> <p>Return at or after 7:00 p.m.</p> <p><b>Example:</b> If a contractor returns the last day of a trip of more than 24 hours at or after 7:00 p.m., a dinner allowance may be claimed.</p>