THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

April 8, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF SAFE RIDE HELPLINE AGREEMENT - AMENDMENT NO. 1 WITH SAFETYBELTSAFE U.S.A.
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H-207973, substantially similar to Exhibit I, with SafetyBeltSafe U.S.A., authorizing carryover of $50,487 unexpended funds from State Fiscal Year (FY) 2002-03 increasing FY 2003-04 funding from $10,280 to $60,767, 100% offset by the State of California Office of Traffic Safety (OTS) funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of this action will allow the Department of Health Services (DHS) to reflect the budget modification from OTS for FY 2003-04, to carryover unexpended prior year funds and allow SafetyBeltSafe U.S.A. to continue the toll free Safe Ride Helplines within the County.

FISCAL IMPACT/FINANCING:

Unexpended funds of $50,487 awarded for the contract period December 17, 2002 through September 30, 2003 will be reallocated to increase the FY 2003-04 funding from $10,280 to $60,767 for the period October 1, 2003 through September 30, 2004.

Funding is included in the Fiscal Year 2003-04 Adopted Budget and is included in the Fiscal Year 2004-05 Proposed Budget. There are no net County costs associated with this action.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Safe Ride Helpline has been an important resource for professionals and the public since 1980. Trained SafetyBeltSafe staff answer technical questions about safety seats and belts, provide program assistance, and collect and publish important data problems with safety seats. Many of the people who call the Helpline are referred by OTS, the media, health clinics, law enforcement agencies, loan programs and various websites. No other agency provides these valuable services.

On December 17, 2002, the Board approved a three year Grant Agreement No. CD0210 for $172,835 with the State's OTS which included a total maximum obligation of $106,280 for a subcontract with SafetyBeltSafe U.S.A., to implement a Safe Ride Helpline, with toll free lines. The toll free Helpline receives approximately 5,000 telephone inquiries a year, in English and Spanish, from parents, advocates, professionals serving families, and mass media. The agreement is for the period of December 17, 2002 through September 30, 2004.

This amendment will allow DHS to reflect the budget modifications approved by OTS for the subcontract with SafetyBeltSafe U.S.A. for FYs 2002-03 and 2003-04. OTS has approved carryover of prior year funds and adjusted current year funding. OTS has requested the County to amend the existing agreement to facilitate this action.

County Counsel has approved Exhibits I as to form.

CONTRACTING PROCESS:

Not applicable

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommend action will allow SafetyBeltSafe U.S.A. to continue the Safe Ride Helpline for residents of Los Angeles County.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG.rm

Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLT.RM
02/23/04

ATTACHMENT A

SUMMARY OF GRANT AGREEMENT

1. TYPE OF SERVICE:

   Amendment No. 1 with SafetyBeltSafe U.S.A. provides a Safe Ride Helpline to answer technical questions about safety seats and belts, provide program assistance, and collect and publish data regarding safety seats.

2. AGENCY ADDRESS AND CONTACT PERSON:

   SafetyBeltSafe U.S.A.
   Box 553
   Altadena, California
   Attention: Stephanie Tombrello
   Telephone: (626) 798-5197

3. TERM:

   December 17, 2002 through September 30, 2004.

4. FINANCIAL INFORMATION:

   Unexpended funds of $50,487 awarded for the contract period December 17, 2002 through September 30, 2003 will be reallocated to increase the FY 2003-04 funding from $10,280 to $60,767 for the period October 1, 2003 through September 30, 2004.

   Funding is included in the Fiscal Year 2003-04 Adopted Budget and is included in the Fiscal Year 2004-05 Proposed Budget. There are no net County costs associated with this action.

5. GEOGRAPHIC AREA TO BE SERVED:

   Countywide.

6. ACCOUNTABLE FOR MONITORING AND EVALUATION:

   Billie Weiss, M.P.H., Director, Injury and Violence Prevention Program

7. APPROVALS:

Public Health:	John F. Schunhoff, Ph.D., Chief of Operations
Contracts and Grants Division:	Irene E. Riley, Director
County Counsel (approval as to form):	Kelly M. Auerbach Hassel, Deputy County Counsel

EXHIBIT I

Contract No. H-207973

SAFE RIDE HELPLINE AGREEMENT

AMENDMENT NO. 1

THIS AGREEMENT is made and entered into this _____ day of _____, 2004,

by and between COUNTY OF LOS ANGELES (hereafter "County"),

and SAFETYBELTSAFE U.S.A. (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "SAFETYBELTSAFE U.S.A.", dated December 17, 2002 and further identified as County Agreement No. H-207973 (hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to make budget modifications and other hereinafter designated changes.

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon the date of Board approval.

2. Paragraph 3, subparagraph B MAXIMUM OBLIGATION OF COUNTY, of Agreement shall be deleted in its entirety and replaced is the following:

"3. MAXIMUM OBLIGATION OF COUNTY:

A. During the period of December 17,2002 through September 30, 2003. The maximum obligation of County for all services provided under this Agreement is Fifty-Three Thousand, Twelve Dollars ($53,012), as set forth in Exhibit A, Schedule I (Budget), attached hereto and incorporated herein by reference. Such maximum obligation is comprised entirely of State funding.

B. During the period of October 1, 2003 through September 30, 2004. The maximum obligation of County for all services provided under this Agreement is Sixty Thousand, Seven Hundred Sixty-Seven Dollars ($60,767), as set forth in Exhibit B, Schedule III (Budget), attached hereto and incorporated herein by reference. Such maximum obligation is comprised entirely of State funding.

Contractor shall use such funds only to pay for expenditure categories (i.e., personnel services, operating expenses, and indirect costs), as set forth in Exhibit A, Schedule I and Exhibit B, Schedule III, attached hereto, and only to the extent that such funds are reimbursable to County under the State Agreement.

4. Paragraph 4, BILLING AND PAYMENT, of Agreement, subparagraphs A and B shall be amended to read as follows:

"4. BILLING AND PAYMENT: County shall compensate Contractor for performing services hereunder in accordance with the following:

A. County agrees to compensate Contractor in accordance with Exhibit A, Schedule I (Budget) and Exhibit B, Schedule III (Budget) attached hereto.

B. Contractor shall bill County monthly in arrears. Contractor shall submit all invoices in duplicate and clearly reflect all required information as specified on such forms as may be furnished or required by County. Such invoices shall detail actual reimbursement costs incurred by Contractor in accordance with Exhibit A, Schedule I (Budget) and Exhibit B, Schedule III (Budget) attached hereto. Each original invoice shall be approved and signed by Contractor's duly authorized designee. Contractor shall submit original invoices directly to; Department of Health Services, Public Health, Injury and Violence Prevention Program, 550 South Vermont Avenue, Room 403, Los Angeles, California 90020, Attention: Project Director, with a copy to, Department of Health Services, Public Health, Financial Management, 5555 Ferguson Drive, First Floor-West, Commerce, California 90022, Attention: Grants Manager; no later than fifteen (15) days after the end of each

calendar month. County shall remit payments within a reasonable period of time following receipt of a complete and correct invoice in accordance with the Schedule attached hereto.

5. As of the effective date of this Amendment, Schedule II shall be replaced by Schedule III, as attached hereto and incorporated herein by reference. Any reference in the Agreement to "Schedule II" shall be replaced by "Schedule III".

6. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

SAFETYBELTSAFE U.S.A.
Contractor

By _____
Signature

_____
Print Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
LLOYD W. PELLMAN
County Counsel

By_____
Deputy

APPROVED AS TO CONTRACT ADMINISTRATION:

Department of Health Services

By _____
Irene R. Riley
Director, Contract Administration

03/12/04
AMENDCD3291.RM
1SBS.

PROJECT WORK PLAN, YEAR ONE
SCOPE OF WORK
Date of Board Approval - September 30, 2003

Los Angeles County Safe Ride Helpline

GOAL STATEMENT: To increase child restraint usage by children under age 8 in L A Co. by 3% to 51% by September, 2004
To decrease the rate of child restraint misuse in Los Angeles Co. from 98% to 95% by September, 2004.
To reduce fatalities and non-fatal hospitalized injuries for vehicle occupants under age 15 in Los Angeles Co from 433 to 420 by September, 2004.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES	RESPONSIBILITY	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVES
1. Provide Safe Ride Helpline to cover at least 5000 telephone/.mail/e-mail inquiries from parents, professionals serving families, advocates, mass media, law enforcement	1. a. Maintain toll-free telephone line to receive calls b. Select and supervise trained responders and provide them with software and names of callers c. Respond to requests for information through appropriate modality (telephone, mail, e-mail) d. Review Information Request forms and provide written follow-up as required e. Attend community events, share information about the Helpline with mass media to increase awareness of the Helpline services in English and Spanish and distribute materials to the community through such events and as follow-up to publicity	1. a. SBS USA staff b. SBS USA staff c. SBS USA staff and vendors d. SBS USA staff e. SBS USA staff and trained advocates	1. Date of Board approval - September 30, 2003	1. a. Line is in place. b. Responders & software are in place. c. Document calls either as Info requirements reported attempts on log. d. Document packets sent. e. Document community events attended.
2. Provide consultation and materials to at least 300 agencies or community-based organizations.	2.a. Respond to requests for information from agency personnel by telephone, e-mail, or in-person. b. On request, attend meetings or provide basic informational sessions to personnel to alert them to services available and necessary information c. Respond to requests for information with follow-up materials.	2. a-c. SBS USA staff, primarily Exec. Dir, but also when appropriate, vendors or trained volunteers.	2. Date of Board approval - September 30, 2003	2.a-c. Documentation via telephone logs, Speakers' Bureau logs, and Information Requests.

3. Provide, on request, technical assistance for publicity events with a focus on occupant protection.	3.Respond to requests for technical assistance with appropriate staff intervention.	3.SBS USA staff or vendors, as appropriate.	3. Date of Board approval - September 30, 2003	3. Documentation via telephone logs, Speakers Bureau logs, and Information Requests.
4. Provide CA OTS with information on all cases of motor vehicle collisions that involve an OTS-funded safety seat, including boosters.	4.a. Send an e-mail to all law enforcement personnel, requesting notification of crash events they attend that involve a safety seat. b. Inquire if the safety seat was obtained from a government agency. If so, ask which one provided the safety seat. c. If the government agency is identified, report findings to CA OTS via e-mail or telephone.	4.SBS USA staff or vendors, as appropriate.	4. Date of Board approval - September 30, 2003	4.a. Documentation of e-mail which was sent. b. Document conversation with family, if referral made. c. Document communication with CA OTS.
5. Provide CA OTS with faxed information about any new traffic safety event a month in advance, if the event is confirmed with that lead time.	5. FAX information to CA OTS about planned events, if they are scheduled at least 1 month in advance.	5. SBS USA staff or vendors, as appropriate.	5. Date of Board approval - September 30, 2003	5. Documentation of fax which was sent.
6. Plan and conduct at least one press conference or media event in coordination with OTS PIO.	6.a. Discuss potential dates and locations for this event with OTS PIO and staff of LACDHS. b. Plan content and participation in the event. c. Coordinate announcement to the press about the event with LACDHS and OTS staff involved in the event. d. Announce the event as deemed appropriate. e. Hold event. f. Share any reports from mass media that are noted by staff or volunteers.	6a-f.. SBS USA staff or vendors, as appropriate.	6. Date of Board approval - September 30, 2003	6a-c Document with telephone log or copy of e mail. d. Copy of announcement of event. e. Document with Speakers' Bureau log. f. Document with mass media interactions and coverage logs. If print copies are located, document with copy of report.

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MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES`	RESPONSIBILITY	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVES
3. To provide information, primarily by e-mail, to agencies concerning training	7,. Announce resources available through e-mail, on the SBS USA Web site, in *SafetyBeltSafe* News,	7. SBS USA staff and vendors, as appropriate.	7. Date of Board approval - September 30, 2003	7. Copies of announcements will be available.

	available, opportunities to participate in safety seat checkups, and offering consultation	and to LACDHS and CA OTS to share through their announcement systems.			
4.	To send a news release and educational information on child restraints, including boosters, and the Safe Ride Helpline to at least 1000 mass media outlets.	8a.Compose one or more announcements about the Safe Ride Helpline and the need for and availability of correct information on this issue. b. Submit each potential announcement to CA OTS for approval. c. If approved, submit the announcement(s) to mass media outlets.	8a-c. SBS USA staff and vendors, as appropriate.	8a-c. Date of Board approval - September 30, 2003	8a-c.Copies of announcements will be available. Documentation of mailing list will be kept.
5.	To provide information on child passenger safety to California law enforcement agencies to encourage enforcement of occupant protection laws.	9. Create and distribute by e-mail or postal service, according to availability, information on child passenger safety relevant to law enforcement officers.	9.SBS USA staff and vendors, as appropriate.	9. Date of Board approval - September 30, 2003	9. Copies of announcements will be available. Documentation of mailing list will be kept
6.	To provide information on child passenger safety to California courts to encourage support of occupant protection laws.	10. Create and distribute by e-mail or postal service, according to availability, information on child passenger safety relevant to law enforcement officers.	10.SBS USA staff and vendors, as appropriate.	10. Date of Board approval - September 30, 2003	10. Copies of announcements will be available. Documentation of mailing list will be kept
7.	To conduct usage surveys in March and September of each grant year to collect data on levels of use of safety seats, including boosters, and belts.	11.Conduct usage surveys, according to the Univ. of CA, Berkeley protocol, in 3/03, 9/03, 3/04, and 9/04.	11.SBS USA staff and vendors, as appropriate.	11. Date of Board approval - September 30, 2003	11.Data from usage surveys will be compiled.
8.	To e-mail all press releases or media advisories, alerts, and materials concerning this project to the OTS Public Information section and the OTS Regional Coordinator for approval prior to release.	12. Submit each potential announcement to CA OTS for approval.	12.SBS USA staff and vendors, as appropriate.	12. Date of Board approval - September 30, 2003	12. Copies of announcements will be available.
9.	To use the following standard language on all press and media materials concerning this project: "Funding for this program was provided by a grant from the California Office of Traffic Safety through the	13. Include the phrase at the end of each mass media release concerning this project.	13.SBS USA staff and vendors, as appropriate.	13. Date of Board approval - October, 2003	13. Copies of announcements will be available.

Business, Transportation & Housing Agency." 10. To use the Business, Transportation and Housing Agency, California Energy, and Office of Traffic Safety logos in all press and media materials when feasible and practical. 11. To submit print clip articles by 9 am to OTS Public Information Officer and OTS Regional Coordinator by e-mail or FAX, including publication date and name. 12. Provide CA OTS with e-mailed information about any new traffic safety event a month in advance, if the event is confirmed with that lead time.	14. Include logos in mass media releases concerning this project when feasible. 15. Submit print clips via e-mail or FAX to appropriate OTS personnel. 16. E-mail information to CA OTS about planned events, if they are scheduled at least 1 month in advance.	14.SBS USA staff and vendors, as appropriate. 15.SBS USA staff and vendors, as appropriate. 16. SBS USA staff and vendors, as appropriate.	14. Date of Board approval - September 30, 2003 15. Date of Board approval - September 30, 2003 16.Date of Board approval - September 30, 2003	14. Copies of announcements will be available. 15. Copies of print clips will be available. 16. Documentation of e-mail which was sent.

LOS ANGELES COUNTY - DEPARTMENT OF HEALTH SERVICES
PUBLIC HEALTH SERVICES
INJURY & VIOLENCE PREVENTION PROGRAM

LA COUNTY COUNTY SAFETY GRANT
BUDGET
Project No. CB210
Budget Period: DOBA - 9/30/03

	% TIME	# OF FTEs	APPROVED BUDGET
PERSONNEL SERVICES			
Assistant Staff Analyst Health	42%	1	$ 26,925
Total Salaries			26,925
Employee Benefits (Budgeted @ 28.9668%)			7,799
TOTAL PERSONNEL COSTS			**$ 34,724**
OPERATING EXPENSES			
A. Travel Expense			$ -
B. Contractual Services			
SafetyBeltSafe U.S.A			53,012
C. Non-Expendable Property			-
D. Other Direct Costs			-
TOTAL OPERATING COSTS			**$ 53,012**
INDIRECT COSTS (15% of Salaries & Employee Benefits)			5,209
TOTAL APPROVED BUDGET			**$ 92,945**

PROJECT WORK PLAN, YEAR ONE
SCOPE OF WORK
October 1, 2003- September 30, 2004

Los Angeles County Safe Ride Helpline

GOAL STATEMENT: To increase child restraint usage by children under age 8 in L A Co. by 3% to 51% by September, 2004
To decrease the rate of child restraint misuse in Los Angeles Co. from 98% to 95% by September, 2004.
To reduce fatalities and non-fatal hospitalized injuries for vehicle occupants under age 15 in Los Angeles Co from 433 to 420 by September, 2004.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES`	RESPONSIBILITY	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVES
1. Provide Safe Ride Helpline to cover at least 5000 telephone/.mail/e-mail inquiries from parents, professionals serving families, advocates, mass media, law enforcement	1. a. Maintain toll-free telephone line to receive calls b. Select and supervise trained responders and provide them with software and names of callers c. Respond to requests for information through appropriate modality (telephone, mail, e-mail) d. Review Information Request forms and provide written follow-up as required e. Attend community events, share information about the Helpline with mass media to increase awareness of the Helpline services in English and Spanish and distribute materials to the community through such events and as follow-up to publicity	1. a. SBS USA staff b. SBS USA staff c. SBS USA staff and vendors d. SBS USA staff e. SBS USA staff and trained advocates	1. From October 2003- September 30, 2004	1. a. Line is in place. b. Responders & software are in place. c. Document calls either as Info requirements reported attempts on log. d. Document packets sent. e. Document community events attended.
2. Provide consultation and materials to at least 300 agencies or community-based organizations.	2.a. Respond to requests for information from agency personnel by telephone, e-mail, or in-person. b. On request, attend meetings or provide basic informational sessions to personnel to alert them to services available and necessary information c. Respond to requests for information with follow-up materials.	2. a-c. SBS USA staff, primarily Exec. Dir, but also when appropriate, vendors or trained volunteers.	2. From October 2003- September 30, 2004	2.a-c. Documentation via telephone logs, Speakers' Bureau logs, and Information Requests.

3. Provide, on request, technical assistance for publicity events with a focus on occupant protection.	3.Respond to requests for technical assistance with appropriate staff intervention.	3.SBS USA staff or vendors, as appropriate.	3.From October 2003-September 30, 2004	3. Documentation via telephone logs, Speake Bureau logs, and Information Requests.
4. Provide CA OTS with information on all cases of motor vehicle collisions that involve an OTS-funded safety seat, including boosters.	4.a. Send an e-mail to all law enforcement personnel, requesting notification of crash events they attend that involve a safety seat. b. Inquire if the safety seat was obtained from a government agency. If so, ask which one provided the safety seat. c. If the government agency is identified, report findings to CA OTS via e-mail or telephone.	4.SBS USA staff or vendors, as appropriate.	4.From October 2003-September 30, 2004	4.a. Documentation of e-mail which was sen b. Document conversation with family, if referral made. c. Document communication with CA OTS.
5. Provide CA OTS with faxed information about any new traffic safety event a month in advance, if the event is confirmed with that lead time.	5. FAX information to CA OTS about planned events, if they are scheduled at least 1 month in advance.	5. SBS USA staff or vendors, as appropriate.	5.From October 2003-September 30, 2004	5. Documentation of FAX which was sent.
6. Plan and conduct at least one press conference or media event in coordination with OTS PIO.	6.a. Discuss potential dates and locations for this event with OTS PIO and staff of LACDHS. b. Plan content and participation in the event. c. Coordinate announcement to the press about the event with LACDHS and OTS staff involved in the event. d. Announce the event as deemed appropriate. e. Hold event. f. Share any reports from mass media that are noted by staff or volunteers.	6a-f.. SBS USA staff or vendors, as appropriate.	6. From October 2003-September 30, 2004	6a-c Document with telephone log or copy of mail. d. Copy of announcement of event. e. Document with Speakers' Bureau log. f. Document with mass media interactions an coverage logs. If print copies are located, document with co of report.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES`	RESPONSIBILITY	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVES
7. To provide information, primarily by e-mail, to agencies concerning training available, opportunities to participate in safety seat	7,. Announce resources available through e-mail, on the SBS USA Web site, in *SafetyBeltSafe* News, and to LACDHS and CA OTS to share through their announcement	7. SBS USA staff and vendors, as appropriate.	7. From October 2003-September 30, 2004	7. Copies of announcements will be available.

checkups, and offering consultation	systems.			
8. To send a news release and educational information on child restraints, including boosters, and the Safe Ride Helpline to at least 1000 mass media outlets.	8a.Compose one or more announcements about the Safe Ride Helpline and the need for and availability of correct information on this issue. b. Submit each potential announcement to CA OTS for approval. c. If approved, submit the announcement(s) to mass media outlets.	8a-c. SBS USA staff and vendors, as appropriate.	8a-c.From October 2003-September 30, 2004	8a-c.Copies of announcements will be available. Documentation of mailing list will be kept.
9. To provide information on child passenger safety to California law enforcement agencies to encourage enforcement of occupant protection laws.	9. Create and distribute by e-mail or postal service, according to availability, information on child passenger safety relevant to law enforcement officers.	9.SBS USA staff and vendors, as appropriate.	9. From October 2003-September 30, 2004	9. Copies of announcements will be available. Documentation of mailing list will be kept
10. To provide information on child passenger safety to California courts to encourage support of occupant protection laws.	10. Create and distribute by e-mail or postal service, according to availability, information on child passenger safety relevant to law enforcement officers.	10.SBS USA staff and vendors, as appropriate.	10. From October 2003-September 30, 2004	10. Copies of announcements will be available. Documentation of mailing list will be kept
11. To conduct usage surveys in March and September of each grant year to collect data on levels of use of safety seats, including boosters, and belts.	11.Conduct usage surveys, according to the Univ. of CA, Berkeley protocol, in 3/03, 9/03, 3/04, and 9/04.	11.SBS USA staff and vendors, as appropriate.	11.From March, 2003-September 30, 2004	11.Data from usage surveys will be compiled.
12. To e-mail all press releases or media advisories, alerts, and materials concerning this project to the OTS Public Information section and the OTS Regional Coordinator for approval prior to release.	12. Submit each potential announcement to CA OTS for approval.	12.SBS USA staff and vendors, as appropriate.	12. From October 2003-September 30, 2004	12. Copies of announcements will be available.
13. To use the following standard language on all press and media materials concerning this project: "Funding for this program was provided by a grant from the California Office of Traffic Safety through the Business, Transportation & Housing Agency."	13. Include the phrase at the end of each mass media release concerning this project.	13.SBS USA staff and vendors, as appropriate.	13. From October 2003-September 30, 2004	13. Copies of announcements will be available.
14. To use the Business, Transportation and Housing	14. Include logos in mass media	14.SBS USA staff and	14. From October 2003-	14. Copies of announcements will

Agency, California Energy, and Office of Traffic Safety logos in all press and media materials when feasible and practical.	releases concerning this project when feasible.	vendors, as appropriate.	September 30, 2004	be available.
15. To submit print clip articles by 9 am to OTS Public Information Officer and OTS Regional Coordinator by e-mail or FAX, including publication date and name.	15. Submit print clips via e-mail or FAX to appropriate OTS personnel.	15.SBS USA staff and vendors, as appropriate.	15. From October 2003-September 30, 2004	15. Copies of print clips will be available.
16. Provide CA OTS with e-mailed information about any new traffic safety event a month in advance, if the event is confirmed with that lead time.	16. E-mail information to CA OTS about planned events, if they are scheduled at least 1 month in advance.	16. SBS USA staff and vendors, as appropriate.	16. From October r 2003-September 30, 2004	16. Documentation of e-mail which was sent.

Schedule III

LOS ANGELES COUNTY - DEPARTMENT OF HEALTH SERVICES
PUBLIC HEALTH SERVICES
INJURY & VIOLENCE PREVENTION PROGRAM

LOS ANGELES COUNTY SAFE RIDE HELPLINE
BUDGET
Project No. CB210
Budget Period: 10/1/03 -9/30/04 (Year 3 of 3)

		APPROVED BUDGET	ROLLOVER FROM YEAR 2	REVISED APPROVED BUDGET
OPERATING EXPENSES				
A.	Travel Expense	0	0	0
B.	Contractual Services			
	SafetyBeltSafe U.S.A	10,280	50,487	60,767
C.	Non-Expendable Property	0	0	0
D.	Other Direct Costs	0	0	0
	TOTAL OPERATING COSTS	$10,280	$50,487	$60,767
	TOTAL APPROVED BUDGET	$10,280	$50,487	$60,767