

MEMORANDUM OF AGREEMENT (MOA)

This agreement is made and entered into by and between:

**The Utah Highway Safety Office
4501 South 2700 West Bldg #3, 2nd Floor, Taylorsville, Utah 84129
Hereinafter referred to as "UHSO"**

And:

SAN JUAN COUNTY UTAH HEALTH DEPARTMENT

– hereinafter referred to as "Provider"

The purpose of this agreement is to provide **\$15,000** to your organization to support the rural seat belt pilot program being conducted in **San Juan County** during FFY2021. The goal is to continue efforts to support the comprehensive grassroots project that is designed to increase seat belt and child restraint use in rural communities using the positive community norms approach.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. The provider will participate in the planning process by: (1) participating in five planning meetings, via phone, with the Utah Highway Safety Office (UHSO) and Western Transportation Institute (WTI); (2) reviewing goals, plans and reports provided by the UHSO; (3) supporting evaluation efforts; (4) supporting behavioral and attitudinal surveys administered by WTI among core groups; (5) identifying and recruiting stakeholders; (6) attending one virtual planning meeting, (7) participate in at least 2 webinars provided by WTI.
2. The provider will lead a local coalition to address the objectives of this pilot project and assure the strategically planned activities are conducted. Coalition membership must include representatives from state and local government, private and non-profit organizations, and other stakeholders. The provider will hold coalition meetings at least quarterly and must include minutes from coalition meetings and a list of members in quarterly reports submitted to the UHSO.
3. The provider will support the communications and media plan by: (1) reviewing all elements of the annual plan, provided by the UHSO, and submit feedback; (2) supporting the media campaign by seeking placement of at least two print articles, 2 or more social media efforts and other forms of earned media utilizing the program resources; (3) recruiting law enforcement or local leaders to publically support and promote the campaign using local media and social media outlets.
4. The provider will utilize the workplace and law enforcement tools by conducting an activity quarterly through the following efforts: (1) presenting messages to workplaces and/or law enforcement agencies; (2) conducting activities utilizing the workplace booklet and law enforcement booklet and social media tools; (3) promote workplace seat belt use policies and/or participating in at least one activity being piloted by the UHSO.

5. The provider will conduct activities across the social ecology by: (1) reviewing, distributing and updating all toolkits during the year; (2) supporting four occupant protection campaigns being promoted by the UHSO; (3) working with local law enforcement leaders to encourage increased support of enforcement and education regarding safety restraints; (4) utilizing social media quarterly, placing adult media message, utilizing the key leader booklets/tools with community leaders; (5)utilizing the school leader booklet with school staff and delivering four presentations to schools, businesses or other places that represent the county.
6. The provider will report on all activities, listed above, on a quarterly basis and submit quarterly reports and invoices to the UHSO. Below are the reporting requirements.

The Provider will notify the Utah Highway Safety Office Program Manager immediately if they are unable to fulfill the stated objectives or activities, for any reason, including but not limited to COVID-19, to discuss alternate plans. If objectives and/or alternate plans are not successfully met, the grant reimbursement amount may be prorated based on activity completed. The service report needs to adequately meet stated requirements to be reimbursed for the full amount.

REPORTING REQUIREMENTS FOR SERVICE REPORTS			
SERVICE REPORT	REPORTING PERIOD	SERVICE REPORT DUE	PAYMENT ISSUED
1 st Quarter Report	October - December	January 31, 2021	\$3,750
2 nd Quarter Report	January - March	April 30, 2021	\$3,750
3 rd Quarter Report	April - June	July 7, 2021	\$3,750
4 th Quarter Report	July - September	October 22, 2021	\$3,750
Final Report	October – September	October 22, 2021	

The UHSO’s Federal fiscal year begins on October 1, 2020 and ends on September 30, 2021. It is imperative that the schedule for services (above) be adhered to. Please send service reports and invoices to: Utah Highway Safety Office, Keri Fuhr, 4501 South 2700 West, Bldg #3, 2nd Floor, Taylorsville, Utah 84129 or email to kfuhr@utah.gov

IN WITNESS WHEREOF, PARTIES HAVE EXECUTED THIS AGREEMENT:

 Provider / Agency

 Provider’s Agent (print/type name)

 Signature of Provider

 Date

Keri Fuhr, Program Manager, Utah Highway Safety

Date

Carrie Silcox, Director, Utah Highway Safety

Date