

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 01, 2017

CAO File No. 0220-00540-1259

Council File No. 14-02065-S1

Council District: Citywide

To: The Mayor



From: Richard H. Llewellyn, Jr., Interim City Administrative Officer

Reference: Housing and Community Investment Department transmittal dated November 3, 2017; Received by the City Administrative Officer on November 3, 2017; Additional Information Received through November 30, 2017

Subject: **REQUEST FOR AUTHORITY TO EXECUTE TWO GRANT AWARDS FROM THE STATE OF CALIFORNIA, OFFICE OF TRAFFIC SAFETY (OTS) TO PROVIDE THE CHILD PASSENGER SAFETY PROGRAM (\$154,000) AND THE PEDESTRIAN AND BICYCLE SAFETY PROGRAM (\$300,000) FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to:
 - a. Accept and execute grant agreements with the State of California Office of Traffic Safety (OTS) for a grant award of \$154,000 for the Child Passenger Safety Program and \$300,000 for the Pedestrian and Bicycle Safety Program for the period of October 1, 2017, through September 30, 2018, subject to the approval of the City Attorney as to form and legality;
 - b. Execute Professional Service Agreements (PSAs) with the following nine FamilySource Center (FSC) agencies that are willing to participate in the Pedestrian and Bicycle Safety Program to provide pedestrian and bicycle safety education, outreach, and distribution of related safety equipment supplies for the period of October 1, 2017 through September 30, 2018, and a cumulative compensation of \$80,000:

FamilySource Center Agencies	Amount
1) All People's Community Center	\$8,889
2) Barrio Action Youth and Family Center	8,889
3) Central City Neighborhood Partners	8,889
4) El Centro de Ayuda	8,889
5) Latino Resource Organization	8,889
6) New Economics for Women - Canoga Park	8,889
7) New Economics for Women - Van Nuys	8,889
8) Youth Policy Institute	8,889
9) Watts Labor Community Action Committee	<u>8,888</u>
TOTAL	\$80,000

c. Prepare Controller instructions and any necessary technical corrections consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions;

2. Authorize the Controller to adjust appropriation amounts within Fund 45C as follows:

a. Establish new accounts and appropriate within the Office of Traffic Safety Grant Fund No. 45C as follows:

Child Passenger Safety Program

Account	Title	Amount
43P143	Housing and Community Investment	\$ 90,915
43P299	Reimbursements to the General Fund	29,300
43P343	HCIDLA Costs	<u>33,785</u>
TOTAL		\$ 154,000

b. Increase appropriations in the amount of \$90,915 within the HCID Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries General	\$ 61,462
001090	Overtime General	4,500
002130	Travel	3,000
003040	Contractual Services	1,755
006010	Office and Administrative Expenses	14,052
006030	Leasing	<u>6,146</u>
TOTAL		\$ 90,915

- c. Establish new accounts and appropriate within the Office of Traffic Safety Grant Fund No. 45C as follows:

Bicycle/Pedestrian Safety Program		
Account	Title	Amount
43P143	Housing and Community Investment	\$ 132,276
43P299	Reimbursements to the General Fund	41,360
43P343	HCIDLA Costs	46,364
43P582	Family Source Centers	80,000
TOTAL		\$ 300,000

- d. Increase appropriations in the amount of \$132,276 within the HCID Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries General	\$ 86,804
001090	Overtime General	2,250
002130	Travel	2,225
003040	Contractual Services	2,100
006010	Office and Administrative Expenses	30,217
006030	Leasing	8,680
TOTAL		\$ 132,276

- e. Expend funds upon the proper demand of the General Manager, HCID, or designee.

SUMMARY

The Housing and Community Investment Department (HCID) requests retroactive authority to accept two grant awards and execute grant agreements with the State of California Office of Traffic Safety (OTS) to provide safety programs for a one-year period from October 1, 2017 through September 30, 2018. The first grant award of \$154,000 is for the Child Passenger Safety Program to provide child passenger safety education, training and free car seats to low-income City residents. The second grant award of \$300,000 is for the Pedestrian and Bicycle Safety Program to provide pedestrian and bicycle safety education training focused on children and senior citizens citywide, especially those in low income communities. OTS allocates funds on a competitive basis, requiring jurisdictions to submit an application every year to continue program service provision. Grant funds typically finance service delivery personnel, related costs, travel, educational materials and procurement of safety equipment. No matching funds are required. There is no additional impact to the General Fund.

This year's \$154,000 grant award for the Child Passenger Safety Program is a 50 percent reduction from last year's award of \$309,000. Following HCID's grant proposal application to continue the Child Passenger Safety Program, the OTS notified HCID that there would be a shift in program priorities from child passenger safety programs to pedestrian and bicycle safety programs targeting children and senior citizens.

The HCID will utilize nine of 16 FamilySource Centers (FSCs) that are willing to participate in the Pedestrian and Bicycle Safety Program to provide pedestrian and bicycle safety education, outreach, and distribution of related safety equipment supplies. A Charter Section 1022 Determination is not required for Personal Service Agreements with the FSCs because the labor component of the proposed PSAs is less than \$25,000 each. This Office concurs with the recommendations of the Department.

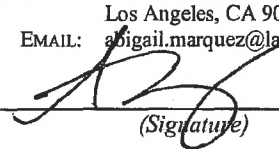
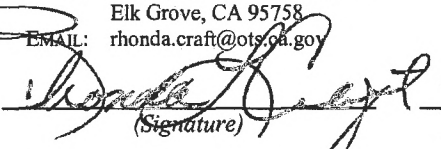
FISCAL IMPACT STATEMENT


There is no impact to the General Fund. The recommended actions comply with City Financial Policies in that they are fully funded by the State of California Office of Traffic Safety grant award in the amount of \$154,000 for the Child Passenger Safety Program and \$300,000 for the Pedestrian and Bicycle Safety Program.

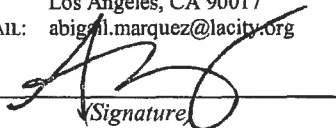
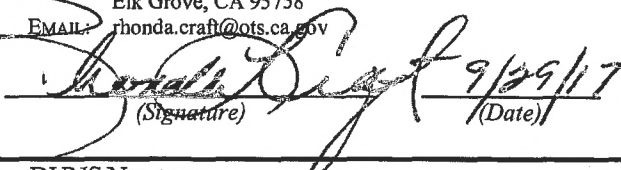
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Attachment

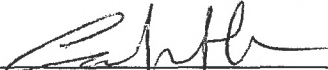
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1. GRANT TITLE Pedestrian and Bicycle Safety Program	
2. NAME OF AGENCY Los Angeles	3. Grant Period
4. AGENCY UNIT TO ADMINISTER GRANT Los Angeles Housing and Community Investment Department	From: 10/01/2017 To: 09/30/2018
5. GRANT DESCRIPTION Best 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 collisions 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: \$300,000.00	
<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 <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.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
<p>A. AUTHORIZING OFFICIAL OF DEPARTMENT NAME: Abigail Marquez PHONE: 213-808-8462 TITLE: Asst General Manager FAX: 213-808-8999 ADDRESS: 1200 West 9th Street, 9th Floor Los Angeles, CA 90017 EMAIL: abigail.marquez@lacity.org</p> <p> _____ (Signature)</p> <p style="text-align: center;">9/19/17 _____ (Date)</p>	<p>B. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Rhonda L. Craft PHONE: (916) 509-3030 TITLE: Director FAX: (916) 509-3055 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 EMAIL: rhonda.craft@ots.ca.gov</p> <p> _____ (Signature)</p> <p style="text-align: center;">9/29/17 _____ (Date)</p>
<p>C. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. DUNS NUMBER DUNS #: 808255160 REGISTERED ADDRESS: 1200 West 7th Street, 9th Floor CITY: Los Angeles ZIP+4: 90017-6400</p>

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PS-18	20.600	0521-0890-101	2017	2017	14/17	\$240,000.00
402PS-18	20.600	0521-0890-101	2018	2018	BA/18	\$60,000.00
					AGREEMENT TOTAL	\$300,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$300,000.00
<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>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	\$ 0.00
					TOTAL AMOUNT ENCUMBERED TO DATE	\$300,000.00
ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			
			10/3/17			

1. GRANT TITLE Child Passenger Safety Program	
2. NAME OF AGENCY Los Angeles	3. Grant Period
4. AGENCY UNIT TO ADMINISTER GRANT Los Angeles Housing and Community Investment Department	From: 10/01/2017 To: 09/30/2018
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old. The funded strategies may include education, child safety seat check-ups, community events, presentations, and training. Other countermeasures may include properly fitting child safety seats, providing educational materials, and the distribution of child safety seats. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$154,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual <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.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. AUTHORIZING OFFICIAL OF DEPARTMENT NAME: Abigail Marquez PHONE: 213-808-8462 TITLE: Asst General Manager FAX: 213-808-8999 ADDRESS: 1200 West 9th Street, 9th Floor Los Angeles, CA 90017 EMAIL: abigail.marquez@lacity.org  <u>9/14/17</u> (Signature) (Date)	B. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Rhonda L. Craft PHONE: (916) 509-3030 TITLE: Director FAX: (916) 509-3055 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 EMAIL: rhonda.craft@ots.ca.gov  <u>9/29/17</u> (Signature) (Date)
C. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. DUNS NUMBER DUNS #: 808255160 REGISTERED ADDRESS: 1200 West 7th Street, 9th Floor CITY: Los Angeles ZIP+4: 90017-6400

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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-18	20.616	0521-0890-101	2017	2017	14/17	\$123,000.00
405b OP-18	20.616	0521-0890-101	2018	2018	BA/18	\$31,000.00
					AGREEMENT TOTAL	\$154,000.00
<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>					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					\$154,000.00	
					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					\$ 0.00	
ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
			10/3/17	\$154,000.00		