

TRANSMITTAL

To:

THE COUNCIL

Date: 11/23/2016

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Program Operations Bureau

1200 West 7th Street, Los Angeles, CA 90017
tel 213.744.9052 | fax 213.744.9061
hcidla.lacity.org

November 21, 2016

Council File: New
Council District(s): All
Contact Persons:
Olivia Mitchell (213) 808-8872
Curtis Watts (213) 808-8479
Abigail Marquez (213) 808-8462

The Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST FOR AUTHORIZATION TO ACCEPT AND EXECUTE \$309,500 CHILD PASSENGER SAFETY PROGRAM GRANT FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY

SUMMARY

The Los Angeles Housing + Community Investment Department (HCIDLA) is requesting authority to accept and execute \$309,500 grant from the California Office of Traffic Safety (OTS) to continue to provide the Child Passenger Safety (CPS) Program from October 1, 2016 through September 30, 2017. The CPS program consists of providing traffic-safety education, training, and a limited number of free child safety seats to eligible low-income residents citywide. Grant funds will be used for City personnel implementing program services, the procurement of car seats, administration expenses, travel, and program supplies. This grant is a continuation of the OTS grant the City received for October 1, 2015 to September 30, 2016 (C.F.10-006515-1363). The OTS requires that grant recipients apply for funding each year to continue delivering services.

RECOMMENDATIONS

The General Manager of the Los Angeles Housing + Community Investment Department (HCIDLA) respectfully requests that:

- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to City Council for review and approval immediately after;
- II. That the City Council, subject to the approval of the Mayor, take the following actions:

1. AUTHORIZE by resolution the following positions for the OTS “Child Passenger Safety Program” for the period October 1, 2016 through September 30, 2017:
 - a. One Senior Project Assistant, (NEW) – 1546
 - b. Two Program Aides - 1550
2. AUTHORIZE HCIDLA to accept a \$309,500 grant from and execute a grant agreement with the OTS for the “Child Passenger Safety Program” for the period of October 1, 2016 through September 30, 2017, subject to approval of the City Attorney as to form.
3. AUTHORIZE the City Controller to adjust appropriate amounts within Fund 45C as follows:
 - a. Increase appropriations in the amount of \$309,500 within the OTS Grant Fund No. 45C as follows:

Account	Title	Amount
43N143	Housing and Community Invest Dept.	\$194,843.00
43N299	Reimbursements to General Fund	\$53,022.00
43N343	HCIDLA Costs	\$61,635.00
	Total	\$309,500.00

- b. Increase appropriations in the amount of \$194,843 within the HCIDLA Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries – General	\$133,901.00
001090	Overtime – General	\$12,000.00
002130	Travel	\$4,000.00
003040	Contractual Services	\$6,340.00
006010	Office & Admin Expenses	\$24,320.00
006030	Leasing	\$14,282.00
	Total	\$194,843.00

- c. Expend funds upon proper demand of the General Manager of HCIDLA, or designee.
4. AUTHORIZE the General Manager of HCIDLA, or designee, to prepare Controller instructions for technical corrections that may be necessary and consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the City Controller to implement such transactions.

BACKGROUND

Over the last eleven years the City has received the California Office of Traffic Safety (OTS) grant to provide child passenger safety education classes and free car and booster seats to low income residents of Los Angeles. The program is carried out by City employees with the Housing + Community Investment Department (HCIDLA). These employees are required to be trained and certified as Child Passenger Safety Technicians. They educate parents on the proper selection, use, and installation of car and booster seats, measure children for booster seats, and provide free car and booster seats to eligible low-income parents and caregivers. The HCIDLA's child passenger safety team works through the City's FamilySource Centers (FSCs) and other non-profit health and welfare agencies to present two hour educational classes. Additional activities of this program include participation in community events and health fairs.

The grant for Federal Funding Year (FFY) 2015-2016, which ended September 30, 2016, was \$472,000. At the end of the grant term, HCIDLA staff had conducted over 200 car seat safety education classes for 3,200 people, participated in 12 community events citywide that were attended by 8,400 residents, and distributed 3,485 free child safety seats to low-income program participants. Additionally, HCIDLA staff evaluated and corrected the installation of car seats through safety check-up events and conducted two surveys of cars and vans traversing city streets to determine if children were secured in safety seats. Each of these activities met or exceeded program goals.

REQUEST TO ACCEPT STATE GRANT

On January 1, 2016, the California Office of Traffic Safety (OTS) announced grant opportunities for FFY 2016-2017 to be awarded on a competitive basis to state and local jurisdictions. The HCIDLA submitted a proposal for \$487,300. However, in a notification received on August 22, 2016, HCIDLA was recommended for a grant in the amount of \$309,500 with which to continue to fund the "Child Passenger Safety Program" (Attachment 1). The notification included recommended staff cuts and a limit on the purchase of child safety seats. The limitation reduced the number of seats to be purchased from 3,200 (\$148,000) to 266 (\$20,000).

HCIDLA is requesting authority to accept the \$309,500 grant from the OTS to provide a child passenger safety program for FFY October 1, 2016 – September 30, 2017. The grant award results in a reduction in classes from 200 to 170, special events from 12 to 6 and services to residents through classes and special events from 8,700 to 5,600. As previously stated, the number of free child safety seats available for low income residents will be approximately 266.

FISCAL IMPACT STATEMENT

The General Fund will be reimbursed \$53,022 for fringe benefits.

Prepared by:



OLIVIA E. MITCHELL
Assistant Chief Grants Administrator

Reviewed by:



CURTIS WATTS
Director

Reviewed by:



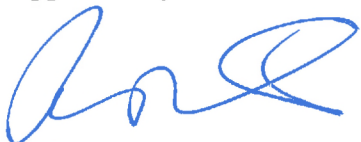
ABIGAIL MARQUEZ
Assistant General Manager

Reviewed by:



LAURA K. GUGLIELMO
Executive Officer

Approved by:






RUSHMORE D. CERVANTES
General Manager

Attachment

923

0111000000

1. GRANT TITLE CHILD PASSENGER SAFETY PROGRAM	
2. NAME OF AGENCY CITY OF LOS ANGELES	4. GRANT PERIOD From: 10/1/16 To: 9/30/17
3. AGENCY UNIT TO ADMINISTER GRANT HOUSING AND COMMUNITY INVESTMENT DEPARTMENT	
5. GRANT DESCRIPTION This program will promote child passenger safety through educational classes for area agencies that work with diverse and low-income families, distribution of child safety seats to low-income families that complete a safety seat class, and providing outreach and education at various community events.	
6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: \$ 309,500.00	
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 (OTS-38b) – Problem Statement, Goals and Objectives and Method of ProcedureSchedule B (OTS-38d) – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)Schedule B-1 (OTS-38f) – Budget Narrative and Sub-Budget Narrative (if applicable)Exhibit A – Certifications and AssurancesExhibit B* - OTS Grant Program Manual *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov . We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
8. APPROVAL SIGNATURES A. GRANT DIRECTOR NAME: Olivia E. Mitchell PHONE: 213-808-8872 TITLE: Asst Chief Grants Admin FAX: 213-808-8999 ADDRESS: 1200 West 9th Street, 9th Floor Los Angeles, CA 90017 E-MAIL: Olivia.mitchell@lacity.org  (Signature) 9-28-16 (Date)	B. AUTHORIZING OFFICIAL OF AGENCY 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 E-MAIL: Abigail.marquez@lacity.org  (Signature) 9/28/16 (Date)
C. FISCAL OR ACCOUNTING OFFICIAL NAME: Lyndon Salvador PHONE: 213-744-9044 TITLE: Chief Accountant IV FAX: 213-808-8811 ADDRESS: 1200 West 7th Street, 4th Floor Los Angeles, CA 90017 E-MAIL: Lyndon.salvador@lacity.org  (Signature) 9-28-16 (Date)	D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS NAME: Housing + Community Investment Department ADDRESS: 1200 West 7th Street, 9th Floor Los Angeles, CA 90017
9. DUNS NUMBER DUNS #: 808255160 REGISTERED ADDRESS & ZIP: 1200 W 7 th St. Ste 900 Los Angeles, CA 90017-6400	

EFFECTIVE DATE OF AGREEMENT: 10/1/2016 GRANTEE CITY OF LOS ANGELES GRANT NO. OP1705

10. Fin Action No. 1 Date: 8/2/2016 12. TYPE OF AGREEMENT Initial Revision Cont.
 PAID MEDIA PROGRAM INCOME TASK NO. F.F.Y.
 Revision No. Date: _____ 2 2017

11. Action Taken
 Initial approval of 2017 HSP funds obligated.

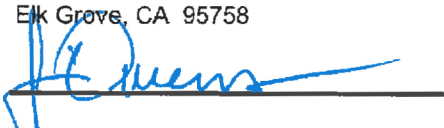
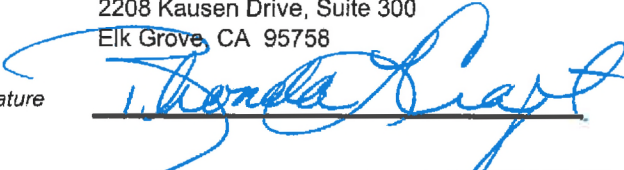
13. FUNDING DISPOSITION & STATUS	
Fiscal Year	Amount
2016-17	309,500.00
2015-16	
2014-15	
2013-14	
Total	309,500.00
Obligated This Action	309,500.00
Previously Obligated	0.00
Total Amount Obligated	309,500.00
TOTAL FUNDS PROGRAMMED	309,500.00

14. FUNDING DETAIL - FISCAL YEAR GRANT PERIOD ENDING: 9/30/2017

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP	20.616	0521-0890-101 (10/15)	2015	10/15	2015	\$ 185,700.00
405b OP	20.616	0521-0890-101 (23/16)	2016	23/16	2016	\$ 123,800.00
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -

TOTAL FEDERAL FUNDS: \$ 309,500.00

15. GRANT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS

A. APPROVAL RECOMMENDED BY	B. AGREEMENT & FUNDING AUTHORIZED BY
NAME: JIM OWENS TITLE: Program Coordinator PHONE: (916) 509-3014 E-MAIL: jim.owens@ots.ca.gov Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 Signature: 	NAME: RHONDA L. CRAFT TITLE: Director Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 Signature: 

SCHEDULE A
GRANT DESCRIPTION
GRANT NO. OP1705

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1. PROBLEM STATEMENT

City residents rely heavily on the large network of freeways and streets to get to and from school, work, and home. Within Los Angeles there are 180 miles of state freeways and 6,380 miles of City surfaces streets consisting of local and arterial streets. Due to increased traffic congestion and short-cut applications such as Waze and Google Maps, drivers are traveling on smaller neighborhood streets, making these once-safe travel routes more dangerous. Consequently, drivers on surface streets encounter the following situations: bottlenecks; distracted drivers; fender benders; road rage; speeding; being “cut-off;” and the newest, extremely serious problem -- texting while driving. All these scenarios are dangerous conditions and can lead to car and pedestrian accidents, injury, and death.

The Los Angeles region is expanding public transportation systems infrastructure (subways and rail) to reduce the number of cars on the road; but until these systems are fully functional, cars will continue to be a necessity and the primary method of travel for City residents. This is true for all income levels, in part because inexpensive, used automobiles are readily available in Los Angeles.

Population: As of 2014, Los Angeles is home to estimated 3.9 million people, the most populous city in California and the second most populous in the United States (according to 2010 United States Census). More than 6.6 percent of the City’s population is five years of age or under (~260,000 children).

Immigrant Population & Language Barriers: More than 45 percent of City residents are foreign-born, the majority of whom report speaking a language at home other than English (61 percent), and about one-third who report speaking English less than “very well” (31 percent). These residents with limited English skills are less likely to have access to information on car safety seat laws and requirements.

With the high cost of living in Los Angeles, these residents often cannot afford new child safety seats. They either obtain previously used seats which are unsafe, or they don’t use any child safety seat. In many cases children may not be strapped in their car seat properly or they are strapped into a car seat that is inappropriate for their age and height. For these reasons, they are at a higher risk of being seriously injured in car crashes.

The implementation of Assembly Bill 60 (Chapter 524: Statutes of 2013) increased the number of foreign born drivers on our roads and freeways. This adds to the urgent need for a continuing traffic safety awareness and education program focused on child passenger safety such as that provided by the Child Passenger Safety Technicians currently funded by this grant.

Child Passenger Seat Safety

Child safety seats are the most effective occupant protection devices used in motor vehicles, but according to the National Highway Traffic Safety Administration (NHTSA), 3 out of 4 parents do not properly use child restraints. The NHTSA reports that approximately half of all children under age five who died in car crashes were unrestrained. Of the remaining half, 26 percent were in an adult seat belt, which does not provide effective protection for most children under age five, and others were in a child restraint system, but had not been restrained properly. Often installation was incorrect or the wrong type of seat was used for the child’s height, weight or age. For these children, the safety seat did not provide adequate protection. If used

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correctly, child safety seats are 71 percent effective in reducing fatalities in children under the age of five, and 69 percent effective in reducing the need for hospitalization. Unfortunately, parents and other care givers too often consider child seats inconvenient, out of their financial reach, or too difficult to install. Others are uninformed or misinformed about the correct use of child safety seats.

Effective January 1, 2017, Assembly Bill 53 requires that children under two years of age shall ride in a rear-facing child safety seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The new law states that “The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the child safety seat.” This new law is in response to the habit of many parents/guardians to place their child in a forward facing position as early as one year, which has proven to be unsafe.

There is an ongoing need to promote child safety seat use and motor vehicle safety at the community level that includes the up-to-the-minute standards for proper use of seat belts and child safety seats. Due to the large immigrant population in Los Angeles, it is particularly important to provide these classes and safety demonstrations in languages other than English. The City has staff fluent in Spanish but has also provided classes in Tagalog, Thai, Cantonese and Mandarin Chinese, and American Sign Language. Moreover, to prevent injury and death, the department must continue to provide new car seats to low-income families who otherwise may not be able to afford them.

A. Traffic Data Summary:

Complete the table below using local data, do not use the OTS Rankings or SWITRS.

Collision Type	2012		2013		2014	
	Collisions	Victims	Collisions	Victims	Collisions	Victims
Fatal	238	254	235	251	236	244
Injury	21,913	32,206	25,024	24,789	25,262	37,285

Under Age 8 Killed and Injured Victims in the City of Los Angeles

Children Under 8	2012	2013	2014
Fatalities	2	3	1
Injuries	666	715	706

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2. PERFORMANCE MEASURES

A. Goals:

- 1) Reduce the number of persons killed in traffic collisions.
- 2) Reduce the number of persons injured in traffic collisions.
- 3) Increase child seat safety usage rate.
- 4) Increase the number of low income residents with car seats/ booster seats.
- 5) Reduce the number of vehicle occupants killed under the age of eight in traffic collisions.
- 6) Reduce the number of vehicle occupants injured under the age of eight in traffic collisions.

B. Objectives:

- 1) Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
- 2) Participate in National Child Passenger Safety Week – September 17-23, 2017.
- 3) Provide 150 child safety seat education classes to 2,250 low-income residents (Topics to include changes to California Law requiring children to be rear-facing until the age of two).
- 4) Conduct 6 booster seat event presentations in an effort to reach 3,000 people during community events.
- 5) Distribute 266 no-cost child safety seats to low-income residents who complete a child safety seat class.
- 6) Conduct pre and post child safety seat usage surveys during the months of October 2016 and September 2017 of each grant year (A pre-survey will be required to determine the base year child safety seat use rate and a post-survey will be required to determine the operational rate).
- 7) Renew certifications of four child passenger safety technicians.
- 8) Recognize people “saved by the child safety seat or seat belt.” OTS will be notified of all cases that involve an OTS funded child safety seat.

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9) Collaborate with Los Angeles Police Department, Los Angeles Sheriff's Department, Los Angeles School Police, and California Highway Patrol to conduct 10 child passenger safety classes in the schools and community in an effort to reach 200 people.

10) Conduct 10 court referred classes for people who receive a citation in an effort to reach 150 people.

3. METHOD OF PROCEDURE

A. Phase 1 - Program Preparation, Training and Implementation (1st Quarter of Grant Year)

- Develop operational plans to implement "best practice" strategies outlined in the objectives section.
- Hire and/or train necessary staff needed for the grant program, if applicable.
- Develop and execute contracts with vendors or consultants, if applicable.
- Purchase grant funded items needed to implement the program, if applicable.

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

- Continue to schedule classes and activities for program implementation.
- Conduct 170 classes on the correct and safe way to install child safety seats to 2,600 low-income residents.
- Conduct at least 6 booster seat event presentations impacting 3,000 people at community events.
- Work closely with at least 15 community based organizations including Department's Family Source Centers (FSC) to promote safety.
- Distribute 266 child safety seats to low-income residents that complete a child seat safety class.
- Renew certifications of four Child Passenger Safety Technicians.
- Collaborate with law enforcement agencies.
- Collaborate with courts.

Media Requirements

- Submit all grant-related activity press releases, media advisories, and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator.
 - ✓ If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, etc.) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

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

- Invoice Claims (due January 30, April 30, July 30, and November 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and November 30)
 - ✓ Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - ✓ Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - ✓ Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Schedule C – Data Collection Form, if applicable.

SCHEDULE A
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- ✓ Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full support of the City of Los Angeles. Every effort will be made to continue the activities after the grant conclusion.

SCHEDULE B
 DETAILED BUDGET ESTIMATE
 GRANT NO. OP1705

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405b OP	20.616	NATIONAL PRIORITY SAFETY PROGRAMS	\$ 309,500.00

COST CATEGORY	FISCAL YEAR ESTIMATES 10/1/16 thru 9/30/17			TOTAL COST TO GRANT
	CFDA	FY-17		
A. PERSONNEL COSTS				
Positions and Salaries				
Full-Time				
Senior Project Assistant 1 x 12 months @ \$6,180 x 100%	20.616	\$ 74,160.00		\$ 74,160.00
Program Aide 1 x 12 months @ \$4,374 x 100%	20.616	\$ 52,488.00		\$ 52,488.00
1 x 12 months @ \$4,324 x 100%	20.616	\$ 51,888.00		\$ 51,888.00
Benefits @ 39.22%	20.616	\$ 70,022.00		\$ 70,022.00
Overtime				
Educational Events	20.616	\$ 12,000.00		\$ 12,000.00
Category Sub-Total		\$ 260,558.00		\$ 260,558.00
B. TRAVEL EXPENSE				
In-State	20.616	\$ 1,000.00		\$ 1,000.00
Out-of-State	20.616	\$ 3,000.00		\$ 3,000.00
Category Sub-Total		\$ 4,000.00		\$ 4,000.00
C. CONTRACTUAL SERVICES				
None				
Category Sub-Total				
D. EQUIPMENT				
None				
Category Sub-Total				
E. OTHER DIRECT COSTS				
Child Safety Seats	20.616	\$ 20,000.00		\$ 20,000.00
Educational Materials	20.616	\$ 4,320.00		\$ 4,320.00
Office Space	20.616	\$ 14,282.00		\$ 14,282.00
CPS Re-certification	20.616	\$ 340.00		\$ 340.00
Storage	20.616	\$ 6,000.00		\$ 6,000.00
Category Sub-Total		\$ 44,942.00		\$ 44,942.00
F. INDIRECT COSTS				
None				
Category Sub-Total				
GRANT TOTAL		\$ 309,500.00		\$ 309,500.00

SCHEDULE B-1
GRANT NO. OP1705

BUDGET NARRATIVE

Page 1

PERSONNEL COSTS

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

Position Descriptions: Each position will be or become a Certified Child Safety Technician

1 Senior Project Assistant (100%) – This position will oversee and manage the reporting, outreach, scheduling, vendor relations and positions as described below; will also participate in all grant activities.

1 Program Aide (100%) – This position will participate in all grant activities, provide clerical assistance, transport and maintain inventory of child safety seats. This position is bi-lingual.

1 Program Aide (100%) – This position will participate in all grant activities, provide clerical assistance, transport and maintain inventory of child safety seats.

Benefits Chart

Full Time Benefits

Retirement	26.21%
Health/Dental/Vision (Flex)	11.13%
Employee Assistance	0.01%
Life Insurance	0.01%
Medicare	1.37%
Union Sponsored Benefits	.04%
Workers Compensation	0.45%
Total Benefit Rate	39.22%

Supplanting Statement

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

Overtime Costs:

Educational Events

Grant activities may be conducted by Program Operations Division personnel on an overtime basis. Grant funded operations may be conducted by personnel listed above such as, Senior Project Assistant, Program Aides and other Certified Child Passenger Safety Technicians employed by HCIDLA. Personnel will be deployed approximately twice per month to conduct traffic safety presentations at fairs and community events which are usually on Saturdays. The city will not be claiming overtime benefits.

SCHEDULE B-1
GRANT NO. OP1705

BUDGET NARRATIVE

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TRAVEL EXPENSE

In State

Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. *All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

Out-Of-State

Appropriate staff may attend Lifesavers in Charlotte, North Carolina in support of the grant goals and objectives. *All out-of-state travel not specifically identified in the Schedule B-1 (Budget Narrative) must receive written approval from the OTS Director. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

CONTRACTUAL SERVICES

None

EQUIPMENT

None

OTHER DIRECT COSTS

266 Child Safety Seat(s) - child safety seats (including booster seats and special needs seats) to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations.

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

Office Space - Costs include rent and utilities associated with grant goals and objectives. Costs are assessed as follows: 1 Asst Chief Grants Admin (20%) $\$28,560 \times 10.71 = \$3,059$; 1 Sr. Project Assistant position (100%) $\$74,160 \times 10.71\% = \$7,943$; 1 Program Aide (100%) $\$52,488. \times 10.71\% = \$5,622.$; 1 Program Aide (50%) $\$25,944.00 \times 10.71\% = \$2,780$

CPS Re-certification – Costs for re-certifying child passenger safety technicians (four certification @ \$85)

Storage – Costs are for leasing storage spaces to store car seats, equipment and other program supplies. (Approximately \$500 x 12 months)

INDIRECT COSTS

SCHEDULE B-1
GRANT NO. OP1705

BUDGET NARRATIVE

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None

PROGRAM INCOME

There will be no program income generated from this grant.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

Page 1

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200—Uniform Procedures for State Highway Safety Grant Programs

NONDISCRIMINATION

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, *et seq.*), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, *et seq.*), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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BUY AMERICA ACT

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

POLITICAL ACTIVITY (HATCH ACT)

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

CERTIFICATION REGARDING FEDERAL LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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RESTRICTION ON STATE LOBBYING

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

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Primary Certification

1. By signing and submitting this grant agreement, the Grantee Agency Official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Grantee Agency Official to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the Grantee Agency Official knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The Grant Agency Official shall provide immediate written notice to the department or agency to which this grant agreement is submitted if at any time the Grantee Agency Official learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this grant agreement is being submitted for assistance in obtaining a copy of those regulations.
6. The Grantee Agency Official agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

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7. The Grantee Agency Official further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

- (1) The Grantee Agency Official certifies to the best of its knowledge and belief, that its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this grant agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/grant agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the Grantee Agency Official is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this grant agreement.

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Instructions for Lower Tier Certification

1. By signing and submitting this grant agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this grant agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this grant agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

1. The prospective lower tier participant certifies, by submission of this grant agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant agreement.

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: VACANT	2. Employee's Present Class Title/Code: SENIOR PROJECT ASSISTANT/	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description:	<input type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 09/28/16
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5. Location of office or place of work: 1200 West 7th Street, 9th Fl, LA 90017	6. Name of Department Housing+Community Investment
	Division Program Operations Section Child Passenger Safety

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name **Olivia E. Mitchell** Title **Asst Chief Grants Administrator**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30	Implement and manage grant activities in compliance with grant guidelines.
30	Supervise two full time staff members and volunteers.
20	Provide leadership and manage outreach, scheduling, public and vendor relations
10	Prepare and submit grant, department and other reports as required on a timely basis
5	Track expenditures and make expense requests as needed.
5	Secure and maintain certification for each staff member and other providing services under the grant

9. How long have the duties been substantially as described above? **New position**

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computers, copying machine

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). **30%**

12. Indicate the number of employees supervised by class titles.

Two full time Program Aides, volunteers as assigned

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

None

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Bi-weekly meetings to determine and review schedule of activities, including outreach; discuss status of vendor requests, any need for assistance/counseling on supervision. Other supervision as needed.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Experience in working with community groups and individuals, especially low income families; providing instructions and information to the public.

(b) Experience (type and length; list appropriate city classes, if any).

Certification (or ability to receive certification within three months) as a Child Passenger Safety Technician

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull

Average weight 25 Heaviest weight 40

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Continuous lifting child safety seats; standing during

Hours per week

6

6

8

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

NA

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Extensive knowledge of child passenger safety as required for certification as Child Passenger Safety Technician. City policies

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

NA

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

NA

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____ ; amount of bond \$ _____

NA

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Extensive contact with adults, children while providing classes, adults while recruiting class and event sites, elected officials and other executives while presenting information about program and program results. Multi-cultural and multi-language, low income and others. Bi

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Quarterly reports to funding agency, monthly reports to department, other reports as requested on numbers, types of seats, demographic information, geography (Council Districts served) and other

Signature of the immediate supervisor _____ Date _____

Class Title Assistant Chief Grants Administrator

Phone No. (213) 808-8872

Signature of department head _____ Date _____