

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 12, 2014

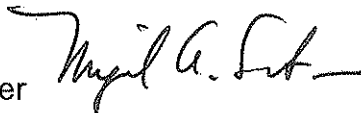
CAO File No. 0220-00540-1077

Council File No. 10-2327

Council District: Various

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Housing and Community Investment Department transmittal dated January 2, 2014; received by the City Administrative Officer on January 17, 2014

Subject: **REQUEST FOR AUTHORIZATION TO ACCEPT AND EXECUTE A \$450,000 OFFICE OF TRAFFIC SAFETY GRANT FROM THE STATE OF CALIFORNIA**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to accept a grant for a Child Passenger Safety Program and to execute an agreement with the State of California Office of Traffic Safety (OTS) from October 1, 2013 through September 30, 2014. The grant, in the amount of \$450,000, was awarded on May 16, 2013 to the former Community Development Department (CDD) for use in 2013-14. The Mayor and Council approved the dissolution of the CDD effective July 1, 2013. Subsequently, the Child Passenger Safety Program was integrated into the HCID to be administered and implemented. Given that the ordinance establishing the HCID was not approved until October 30, 2013, the acceptance of the grant award could not be requested until after the approval of the ordinance. The HCID also requests a decrease in prior year appropriations in the amount of \$1,045,698.64 to align with grant funding and to reimburse the General Fund for OTS grant-related expenditures. No matching funds are necessary for the OTS grant. This Office concurs with the HCID recommendations included in its January 2, 2014 transmittal.

BACKGROUND

The former CDD submitted a proposal to the State to provide traffic safety education in response to a December 1, 2012 notice of grant opportunities from the OTS. In a letter dated May 16, 2013, the OTS notified CDD that they had been awarded a grant in the amount of \$450,000 for a Child Passenger Safety Program to provide 200 car seat safety education classes to 3,000 City residents; administer 12 community events impacting approximately 3,000 City residents; and distribute 3,500 free car seats to City residents who attended the training courses.

The City has for thirteen consecutive years applied for and been awarded the OTS grant for the purpose of training low-income individuals in the proper installation of child car safety seats and is recognized by the State as having a model program. Participants who complete these classes are awarded child safety seats at no cost. The HCID reports that in prior years the program and activities

were subcontracted out to community-based non-profits that resulted in an inconsistent delivery of services. In 2007 the City started to manage the program directly at the recommendation of the State.

The OTS grant funds pay for the salaries and related costs of three full-time HCID employees on resolution authority (one Senior Project Coordinator and two Program Aides) to administer the Child Passenger Safety Program. Staff is trained and certified to conduct workshops on the proper installation of car seats and coordinates their efforts with non-profit agencies, medical centers, hospitals, and day care facilities to target low-income and at-risk individuals. Staff also partners with the Los Angeles Police Department, California Highway Patrol, and other organizations to provide booster seat safety presentations at community events. Program services have been integrated into the City's FamilySource Centers (FSCs), which provide an array of social services to low-income City residents.

The grant is awarded to the City with the HCID as the Grant Administrator. The grant award is based on the specific budget proposal submitted by the HCID. The conditions, requirements and limitations of the grant award include certain goals and deliverables to be accomplished within the grant period. The Attachment to this report includes the Summary page of the Grant Agreement, the goals and objectives, and the Budget Summary for the 2013 grant.

RECOMMENDATIONS

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

1. Authorize the General Manager of the Housing Community and Investment Department (HCID), or designee, to:
 - a. Accept and execute a \$450,000 grant agreement with the State of California, Office of Traffic Safety (OTS) for the Child Passenger Safety Program for the period of October 1, 2013 through September 30, 2014, subject to the review and approval of the City Attorney as to form;
 - b. Decrease appropriations in the amount of \$1,045,698.64 to align appropriations to grant sources.

2. Authorize the Controller to:
 - a. Increase/decrease accounts within the Office of Traffic Safety Grant Fund No. 45C and appropriate as follows:

Account	Title	Amount
43K143	Housing and Community Invest	\$285,833.00
43K299	Reimbursements to General Fund	(45,035.00)
	Total:	\$240,798.00

- b. Increase appropriations in the amount of \$285,833 within the HCID Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries - General	\$95,591.00
001090	Overtime - General	13,203.00
002130	Travel	3,600.00
003040	Contractual Services	8,966.00
003310	Transportation	400.00
006010	Office & Admin. Expenses	147,303.00
006030	Leasing	16,770.00
	Total:	\$285,833.00

- c. Decrease appropriations within the Office of Traffic Safety Grant Fund No. 45C as follows:

Account	Title	Amount
22A122	CDD	(\$185,098.21)
22C045	Traffic Safety Education	(124,987.00)
22C122	CDD	(4,542.92)
22C299	Related Costs	(87,127.96)
22E122	CDD	(306,821.20)
22E299	Related Costs	(30,074.00)
22F122	CDD	(138,356.19)
22F299	Related Costs	(33,049.49)
22G122	CDD	(79,168.08)
22G299	Related Costs	(13,396.32)
22H122	CDD	(1,244.34)
22H299	Related Costs	(9,212.31)
22J122	CDD	(32,620.62)
	Total:	(\$1,045,698.64)

- d. Expend funds upon proper demand of the General Manager, HCID, or designee.
3. Authorize the General Manager, HCID, or designee, to prepare Controller instructions for any technical adjustments or corrections that may be necessary, 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.

FISCAL IMPACT STATEMENT

There is no impact to the City's General Fund. The recommendations of this report comply with the City Financial Policies in that the State of California Office of Traffic Safety grant in the amount of \$450,000 will fully fund the expenses incurred by the City in administering the Child Passenger Safety Program.

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Attachment

The CDD will also employ targeted outreach methods to low-income families, by utilizing existing staff who are certified child passenger safety technicians that will instruct parents and caregivers on the correct way to install car seats in a classroom setting. Instruction will be provided through a video presentation and hands-on demonstration. Car seats will be distributed for free to participating low-income families that complete the required instruction. Currently, bilingual project staff can provide classes and training to Spanish speaking participants. To better address the populations that speak and understand very little or no English, volunteers who are bilingual in other language than Spanish will be trained to provide safety information and training to this clientele.

The new California Child Passenger Safety Law that took effect January 1, 2012 states that children are required to be secured in a child passenger safety restraint until they are at least 8 years old or until they are at least 4 feet 9 inches in height. It is anticipated that there will be an increase of children in the 6-8 year old bracket that will be needing child passenger safety seats. Participation in various health and safety fairs citywide will allow staff to encourage and promote the use of booster seats for older kids. Parents, caregivers, and children will be given a demonstration on booster seat use. To further engage the children, they will be fitted into a seat belt and then a booster seat, at the same time explaining why booster seats are safer for them. This interactive demonstration is an effective approach in encouraging and educating parents and their children on child safety for older kids. Participating children that need it will be given a free booster seat.

The long-term goal of the Child Passenger Safety Program is to reduce fatalities and injuries caused by traffic accidents. By bringing safety awareness to the community, educating residents on best traffic safety practices, and by providing needed safety equipment, such as a child safety seat, to those that cannot afford to purchase it themselves, we expect these measures to significantly contribute to reducing fatalities and injuries caused by traffic accidents on our streets. Moreover, this project design will address the challenges presented by the city's vast geography, multiple spoken languages, and low-income families to promote a safer environment for parents and their children in the City of Los Angeles.

PERFORMANCE MEASURES

GRANT GOALS

1. To reduce the number of persons killed in traffic collisions.
2. To reduce the number of persons injured in traffic collisions.
3. To increase child safety seat usage.
4. To reduce the number of vehicle occupants killed under the age of eight.
5. To reduce the number of vehicle occupants injured under the age of eight.

GRANT OBJECTIVES

1. To issue a press release announcing the kick-off of the grant by November 15 of the first grant year. The press releases and media advisories, alerts, and materials should 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. To send all grant-related activity press releases, media advisories, alerts 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 should first be sent to the OTS PIO for approval. Drafts should be sent for approval as early as possible to ensure adequate turn-around time. Optimum lead time would be 10-20 days prior to the operation. Media communications reporting the results of grant activities such as Enforcement Operations are exempt from the recommended advance approval requirement. Activities such as warrant service operations, probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
3. To 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.
4. To email the OTS Public Information Officer 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 enough notice to arrange for attendance and/or participation in the event.
5. To submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the production or duplication.
6. To include the OTS logo, space permitting, on grant funded print materials; consult your OTS Coordinator for specifics relating to this grant.
7. To work closely with 12 community based organizations to promote proper child safety seat use at both the neighborhood and community levels.
8. To conduct at least 200 classes on the safe and correct installation of child safety seats to 3,000 people.
9. To distribute at least 3,120 no cost child safety seats to people in need. Note: Car seat recipients must receive proper training from a NHTSA-certified Child Passenger Safety Technician or Instructor as a mandatory component of this program.\
10. To conduct at least 12 booster seat event presentations impacting 2,000 people in traffic safety fairs and other community events.
11. To conduct child safety seat usage rate surveys during the month of September
12. To participate in National Child Passenger Safety Week during September 14-20, 2014.

SCHEDULE B
 DETAILED BUDGET ESTIMATE
 GRANT NO. OP1405
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FUND NUMBER	CATALOG NUMBER (CFDA)		FUND DESCRIPTION	
405b OP	20.616		NATIONAL PRIORITY SAFETY PROGRAMS	
COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	CFDA	FY-1 10/1/13 thru 9/30/14		
A. PERSONNEL COSTS				
Positions and Salaries				
Fulltime				
Senior Project Coordinator	20.616	\$ 96,912.00		\$ 96,912.00
1 x 12 mo x \$8,076 @ 100%				
Benefits @ 0.3983		\$ 38,600.00		\$ 38,600.00
Program Aide	20.616	\$ 94,536.00		\$ 94,536.00
2 x 12 mo x \$3,939 @ 100%				
Benefits @ 0.3983		\$ 37,654.00		\$ 37,654.00
Overtime				
Educational Booster Events	20.616	\$ 13,203.00		\$ 13,203.00
Category Sub-Total		\$ 280,905.00		\$ 280,905.00
B. TRAVEL EXPENSE				
In-State	20.616	\$ 2,000.00		\$ 2,000.00
Out-of-State	20.616	\$ 2,000.00		\$ 2,000.00
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	\$ 137,709.00		\$ 137,709.00
Storage	20.616	\$ 8,966.00		\$ 8,966.00
Office Space	20.616	\$ 16,770.00		\$ 16,770.00
Office Supplies	20.616	\$ 1,000.00		\$ 1,000.00
Educational Materials	20.616	\$ 500.00		\$ 500.00
CPS Recertification	20.616	\$ 150.00		\$ 150.00
Category Sub-Total		\$ 165,095.00		\$ 165,095.00
F. INDIRECT COSTS				
None				
Category Sub-Total				
GRANT TOTAL		\$ 450,000.00	\$ -	\$ 450,000.00