

# TRANSMITTAL

To:

**THE COUNCIL**

Date:

**NOV 17 2015**

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**



Ana Guerrero

**ERIC GARCETTI**  
Mayor



City of Los Angeles  
Department of Public Works  
Department of Transportation

Program Operations Bureau  
1100 West 7th Street, Los Angeles, CA 90017  
Tel: (213) 447-9044 | Fax: (213) 444-3006  
cira@lacity.org

November 4, 2015

Council File: New  
Council District(s): All  
Contact Persons:  
Jimmy Valenzuela: (213) 808-8962  
Olivia Mitchell: (213) 808-8872  
Suzette Flynn (213) 808-8580

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 \$472,000 TRAFFIC SAFETY GRANT FROM THE STATE OF CALIFORNIA, OFFICE OF TRAFFIC SAFETY**

**SUMMARY**

The Los Angeles Housing + Community Investment Department (HCIDLA) is requesting authority to accept the \$472,000 grant from the State Office of Traffic Safety (OTS) to continue to provide the child passenger safety program from October 1, 2015 through September 30, 2016. The program consists of traffic-safety education, training, and free car and booster 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 State OTS grant the City received for October 1, 2014 to September 30, 2015 (C.F.10-0065). The Office of Traffic Safety 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 HCIDLA to accept and execute a \$472,000 grant agreement with the State of California, Office of Traffic Safety (OTS) for the “Child Passenger Safety Program” for the period of October 1, 2015 through September 30, 2016, subject to approval of the City Attorney as to form.
2. AUTHORIZE the City Controller to adjust appropriation amounts within Fund 45C as follows:
  - a. Increase appropriations in the amount of \$472,000 within the Office of Traffic Safety Grant Fund No. 45C as follows:

Account	Title	Amount
43M143	Housing and Community Invest Dept.	\$352,925.00
43M299	Reimbursements to General Fund	\$60,314.00
43M343	HCIDLA Costs	\$58,761.00
	<b>Total</b>	<b>\$472,000.00</b>

- b. Increase appropriations in the amount of \$352,925.00 within the HCIDLA Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries – General	\$167,540.00
001090	Overtime – General	\$10,100.00
002130	Travel	\$2,500.00
003040	Contractual Services	\$9,685.00
006010	Office & Admin Expenses	\$148,100.00
006030	Leasing	\$15,000.00
	<b>Total</b>	<b>\$352,925.00</b>

- c. Decrease appropriations for prior year account no longer needed within the Office and Safety Grant Fund No. 45C as follows:

Account	Title	Amount
43L299	Reimbursements to General Fund (OP1405)	\$(13,077.89)
43L299	Reimbursements to General Fund (OP1503)	(7,572.81)
43L343	HCIDLA Costs	(65,021.00)
	<b>Total</b>	<b>\$(85,671.70)</b>

- d. Expend funds upon proper demand of the General Manager of HCIDLA, or designee.

3. 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 ten years the City has received the State 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 and Community Investment Department (HCIDLA) who are certified 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 Family Source 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) 2014-2015, which ended September 30, 2015, was \$450,000. At the end of the grant term, HCIDLA staff had conducted over 200 car seat safety education classes for 3,600 people, participated in fourteen community events citywide that were attended by 8,400 residents, and distributed 3,485 free car and booster 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, except the distribution of car seats which was short by 15 seats due to the cancellation of a class during the last week of service.

### **REQUEST TO ACCEPT STATE GRANT**

On December 1, 2014, the OTS announced increased traffic-safety grant opportunities for FFY 2015-2016 to be awarded on a competitive basis to state and local jurisdictions. The HCIDLA submitted a proposal for \$1,018,050.00 to increase current services and expand the program to include bicycle & pedestrian safety; however a tentative notification was sent on June 1, 2015 that it had only been awarded a grant in the amount of \$472,000 to fund the "Child Passenger Safety Program" (Attachment 1).

HCIDLA is requesting authority to accept the \$472,000 grant from the State Office of Traffic Safety (OTS) to provide a child passenger safety program for FFY October 1, 2015 – September 30, 2016. Although there was a slight increase in the grant funding the adjustment cost for staff, materials and fees, have resulted in reduction of child safety seats from 3,000.

### **BUDGET AND APPROPRIATIONS**

HCIDLA is requesting authority to appropriate funds totaling \$413,239 to pay for costs for the period October 1, 2015 to June 30, 2016 (\$195,950 direct costs, \$60,314 fringe benefits and \$156,975 car seats, storage and certification fees). Due to the overlap of grant program year (October to September) and the City fiscal year (July to June), the balance of \$58,761 (\$472,000 less \$413,239) is available for salaries and fringes for the first quarter of FY 16-17.

Expenditures for the period July 1, 2015 to September 30, 2015 will be paid from the prior year Grant No. OP1503 (October 1, 2014 to September 30, 2015). The remaining balance of the grant totaling \$72,593.82 (\$42,869.11 direct and \$29,724.71 fringe benefits) for July 2015 to September 2015 is appropriated in the FY 2015-2016 budget and in CF 14-0065 which approved the acceptance of the prior year OTS grant.

To reconcile the available grant sources to appropriations, HCIDLA is requesting authority to reduce appropriations totaling \$85,671.71. The amount represents over-appropriations for prior Grant No. OP1405 (\$13,077.89) and Grant No. OP1503 (\$72,593.82). Grant No. OP1405 for the period October 1, 2013 to September 30, 2014 is closed and total eligible cost of \$436,922.11 were reimbursed to the City. The balance of \$13,077.89 (\$450,000 less \$436,922.11) will be reduced. Grant No. OP1503 has remaining balance of \$72,593.82 which is available for July 2015 to September 2015. Because of the overlap in the grant program year and the fiscal year, this amount is appropriated in both FY 2015 and FY 2016.

### **FISCAL IMPACT STATEMENT**

The General Fund will be reimbursed \$60,314.00 for related cost.


Prepared by:

  
.....  
JIMMY VALENZUELA  
Senior Project Coordinator

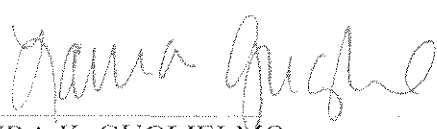
Reviewed by:

  
.....  
OLIVIA E. MITCHELL  
Assistant Chief Grants Administrator

Reviewed by:

  
.....  
SUZETTE FLYNN  
Director

Reviewed by:

  
.....  
LAURA K. GUGLIELMO  
Executive Officer

Approved by:

  
.....  
RUSHMORE D. CERVANTES  
General Manager

STATE OF CALIFORNIA

EDMUND G. BROWN JR., GOVERNOR

COPY

**OFFICE OF TRAFFIC SAFETY**

2208 KAUSEN DRIVE, SUITE 300  
ELK GROVE, CA 95758  
[www.ots.ca.gov](http://www.ots.ca.gov)  
(916) 509-3030  
(800) 735-2929 (TT/TDD-Referral)  
(916) 509-3055 (FAX)



October 1, 2015

Grant No. OP1608

Olivia E. Mitchell  
Asst. Chief Grant Administrator  
City of Los Angeles  
1200 West 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
Los Angeles, CA 90017-6400

Dear Ms. Mitchell:

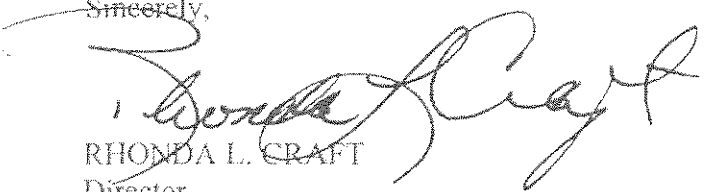
The Office of Traffic Safety (OTS) has approved your traffic safety grant as part of the California Traffic Safety Program.

Costs incurred must be in accordance with your grant agreement and recorded in your accounting system. No other costs can be allowed without OTS approval. Costs incurred prior to October 1, 2015, or subsequent to the closing date of this grant are not reimbursable.

Within the first quarter of your grant period, your Coordinator will provide you with information about operational and fiscal requirements, as well as tools to manage your new grant.

Please refer to the above grant number in all your communications with this office. If you have any questions, please contact Whitney Braziel, Regional Coordinator, at (916) 509-3016 or e-mail at [whitney.braziel@ots.ca.gov](mailto:whitney.braziel@ots.ca.gov).

Sincerely,

  
RHONDA L. CRAFT  
Director


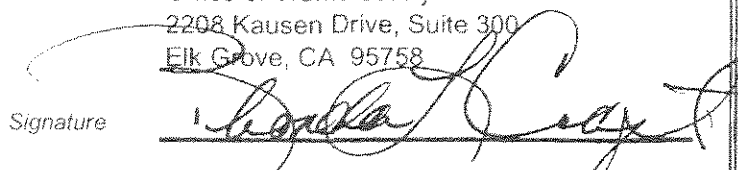
WB:cc

Enclosures

cc: Laura Guglielmo  
Luz C. Santiago  
Fiscal



The California lifestyle  
<http://saveourwater.com/>

EFFECTIVE DATE OF AGREEMENT: <u>10/1/2015</u>		GRANTEE	<u>CITY OF LOS ANGELES</u>		GRANT NO.	<u>OP1608</u>	
8. Fin Action No.	<u>1</u>	Date:	<u>10/7/2015</u>		10. TYPE OF AGREEMENT		
Revision No.		Date:		PAID MEDIA	PROGRAM INCOME	TASK NO.	F.F.Y.
						<u>2</u>	<u>2016</u>
9. Action Taken				11. FUNDING DISPOSITION & STATUS			
Initial approval of 2016 HSP funds obligated.				Fiscal Year		Amount	
				<u>2015-16</u>		<u>472,000.00</u>	
				Total		<u>472,000.00</u>	
FUNDING DETAIL							
FUND	CFDA	ITEM/APPROPRIATION	FY	AMOUNT			
402OP	20.600	0521-0890-101 (25/14)	2014	\$ 283,200.00	Obligated This Action	472,000.00	
402OP	20.600	0521-0890-101 (10/15)	2015	\$ 188,800.00	Previously Obligated	0.00	
-	-	-	-	\$ -	Total Amount Obligated	<u>472,000.00</u>	
-	-	-	-	\$ -	Amount Suspended	<u>0.00</u>	
-	-	-	-	\$ -	TOTAL FUNDS PROGRAMMED <u>472,000.00</u>		
-	-	-	-	\$ -			
12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING:				9/30/2016			
COST CATEGORY		2015-16 GRANT PERIOD	PRIOR GRANT	2015-16 TOTAL GRANT	TOTAL GRANT BUDGET ESTIMATE		
A. Personnel Costs		300,937.00	0.00	300,937.00	300,937.00		
B. Travel Expenses		2,000.00	0.00	2,000.00	2,000.00		
C. Contractual Services		0.00	0.00	0.00	0.00		
D. Equipment		0.00	0.00	0.00	0.00		
E. Other Direct Costs		169,063.00	0.00	169,063.00	169,063.00		
F. Indirect Costs		0.00	0.00	0.00	0.00		
TOTAL FEDERAL FUNDS		472,000.00	0.00	472,000.00	472,000.00		
13. GRANT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS							
A. APPROVAL RECOMMENDED BY				B. AGREEMENT & FUNDING AUTHORIZED BY			
NAME: KAREN COYLE TITLE: Regional Coordinator PHONE: (916) 509-3012 E-MAIL: karen.coyle@ots.ca.gov Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758				NAME: RHONDA L. CRAFT TITLE: Director Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758			
Signature 				Signature 			

**1. GRANT TITLE**  
**CHILD PASSENGER SAFETY PROGRAM**

**2. NAME OF AGENCY**  
**CITY OF LOS ANGELES**

**4. GRANT PERIOD**

**3. AGENCY UNIT TO ADMINISTER GRANT**  
**HOUSING AND COMMUNITY INVESTMENT DEPARTMENT**

From: 10/1/15  
 To: 9/30/16

**5. GRANT DESCRIPTION**  
 The Housing and Community Investment Department will provide educational classes to low-income residents on the proper, correct, and safe use and installation of child safety seats. At the end of each class, no-cost child safety seats will be distributed to program participants. Staff also will provide educational presentations at community events and health and safety fairs. The department will collaborate with community-based organizations, Los Angeles Police Department, California Highway Patrol, and other organizations to conduct child safety seat checkups and booster seat demonstrations.

**6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:** **\$ 472,000.00**

**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:

- Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule 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 Assurances
- Exhibit 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](http://www.ots.ca.gov).

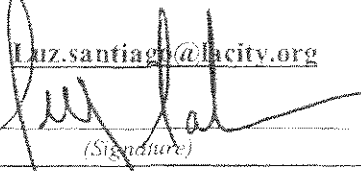
We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.

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 Grant Administrator** FAX: **213-808-8999**  
 ADDRESS: **1200 West 7<sup>th</sup> Street 9<sup>th</sup> flr**  
**Los Angeles, CA 90017-6400**  
 E-MAIL: **Olivia.mitchell@lacity.org**  
  
 (Signature) **8-24-15** (Date)

**B. AUTHORIZING OFFICIAL OF AGENCY**  
 NAME: **Laura Guglielmo** PHONE: **213-808-8405**  
 TITLE: **Executive Officer** FAX: **213-808-8999**  
 ADDRESS: **1200 West 7<sup>th</sup> Street**  
**Los Angeles, CA 90017-6400**  
 E-MAIL: **Laura.guglielmo@lacity.org**  
  
 (Signature) **9-24-15** (Date)

**C. FISCAL OR ACCOUNTING OFFICIAL**  
 NAME: **Luz C. Santiago** PHONE: **213-808-8899**  
 TITLE: **Assistant General Manager** FAX: **213-808-8999**  
 ADDRESS: **1200 West 7<sup>th</sup> Street, 9<sup>th</sup> Floor**  
**Los Angeles, CA 90017-6400**  
 E-MAIL: **Luz.santiago@lacity.org**  
  
 (Signature) **8/28/15** (Date)

**D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS**  
 NAME: **HCDLA Accounting Division**  
 ADDRESS: **1200 West 7<sup>th</sup> Street, 4<sup>th</sup> Floor**  
**Los Angeles, CA 90017-6400**

**9. DUNS NUMBER**  
 DUNS #: **808255160**  
 REGISTERED ADDRESS & ZIP: **1200 West 7<sup>th</sup> Street, Suite 900**  
**Los Angeles, CA 90017-6400**