

INTRADEPARTMENTAL CORRESPONDENCE

BPC #16-0246  
Eun R. Vega 30  
**RECEIVED**  
JUL 07 2016

July 5, 2016  
1.17

POLICE COMMISSION

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** TRANSMITTAL OF THE GRANT AWARD FOR THE FISCAL  
YEAR 2016-2017 RMS TRAFFIC MODULE GRANT FROM THE  
CALIFORNIA OFFICE OF TRAFFIC SAFETY

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant application and award for the Fiscal Year (FY) 2016-2017 RMS Traffic Module Grant from the California Office of Traffic Safety (OTS), pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Chief Legislative Analyst and to the City Clerk for committee and City Council consideration.
3. That the Board REQUEST the Mayor and City Council to:
  - A. AUTHORIZE the Chief of Police or his designee to ACCEPT the award of the FY 2016-2017 RMS Traffic Module Grant from OTS in the amount of \$3,000,000 for the period of April 1, 2016, through September 30, 2017;
  - B. AUTHORIZE the Chief of Police or his designee to execute the Grant Agreement on behalf of the City and submit the necessary documents relative to the grant award, subject to the approval of the City Attorney as to form and legality;
  - C. AUTHORIZE the Chief of Police or his designee to negotiate and execute a Professional Services Agreement with a selected vendor for a term of twelve months within the applicable grant performance period, for a sum not to exceed \$3 million, to purchase and implement the Traffic Collision Report Module, a component of the Department's new Records Management System (RMS), subject to the approval of the City Attorney as to form and legality;
  - D. AUTHORIZE the Los Angeles Police Department (LAPD) to expend the FY 2016-17 RMS Traffic Module Grant funds in accordance with the Grant Agreement;

- E. AUTHORIZE the Controller to set up a grant receivable and appropriate \$3,000,000 to appropriation account, account number to be determined in Fund No. 339, Department No. 70, for the disbursement of the FY 2016-2017 RMS Traffic Module Grant funds;
- G. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts into Fund No. 339, Department No. 70; and
- H. AUTHORIZE the LAPD to prepare the Controller's instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE and INSTRUCT the Controller to implement the instructions.

## DISCUSSION

The FY 2016-17 RMS Traffic Module Grant, will be managed and implemented through the LAPD, Information Technology Bureau (ITB), with the assistance of the Traffic Coordination Section, Emergency Operations Division (EOD). The OTS awarded the Department \$3 million in grant funds for the equipment and services necessary to upgrade the Traffic Collision Report Module for the Department's new Records Management System (RMS). Grant funding in the amount of \$2.5 million will be used to purchase and implement the Traffic Collision Database System, and the remaining \$500,000 will be used to purchase handheld data entry devices.

The LAPD's Strategic Plan, "LAPD in 2020," established 10 Strategic goals to support the Mayor's Priority Outcomes for the City of Los Angeles: A Safe, Prosperous, Livable and Sustainable, and Well-Run City. LAPD's Strategic Goal No. 10 is to *Leverage Technology to Improve Performance*. Strategic Goal No. 10 includes Initiative C, which is Implementation of the Application and Data Modernization Program (ADMP). One component of the ADMP is a Records Management System (RMS) which will provide a modernized information technology platform that will transform the organization by providing the levels of efficiency and effectiveness that the LAPD of 2020 will require. The RMS will deliver key capabilities for the LAPD such as increased situational awareness, which will lead to improved officer safety, as well as business process efficiencies and the utilization of valuable analytical tools.

The Traffic Collision Report Module will improve both the efficiency and effectiveness of the LAPD traffic safety effort as the traffic collision data need only be entered one time via mobile field reporting. Since traffic collision data will be entered electronically beginning with the reporting officer, it will considerably reduce, if not eliminate, paper-based crash reporting for traffic collision reports and allow the Department, and outside agencies, to have "real time" information for trend analysis. Finally, modernization of LAPD's crash reporting process will provide for the capability to interface directly with the new Statewide Integrated Traffic Records System (SWITRS) being developed by the California Highway Patrol, which will enable the Department to submit electronic crash data to the State.

In support of the Department's collision procedures, the RMS will allow officers to: (1) quickly and accurately record all of the information required to complete the report; (2) capture digital information from other sources such as LAPD's Computer Aided Dispatch (CAD) system, Global Positioning System (GPS), and driver's licenses; (3) attach collision diagrams to the report; (4) incorporate data from other devices (e.g. body worn or in-vehicle cameras); (5) be prompted to include required information and use acceptable field values; (6) complete reports from various locations; (7) start and stop report writing at any time and continue where they left off; (8) submit reports for review and approval as soon as ready; (9) associate a report to other RMS records; (10) print reports on standard LAPD approved paper forms as well as electronic copies suitable for e-mailing; (11) and provide a report for follow-up, additional information, or status. The RMS will also enable supervisors and auditors to: (1) be notified of records ready for review; (2) audit a Collision Report for completeness and accuracy and make any necessary changes; (3) approve records with or without additional comment; and (4) return a record to the authoring officer requesting modifications.

Selection of the vendor for the RMS is in progress through a Request for Proposal (RFP) process. Grants awarded by the OTS are reimbursable grants that require zero matching funds from the Department. The content of the attached grant has been negotiated and approved by the OTS.

If you have any questions regarding this matter, please contact Chief Information Officer Maggie Goodrich, Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



CHARLIE BECK  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved: *July 12, 2016*  
Secretary *Maria Silva*

Attachments

## INTRADEPARTMENTAL CORRESPONDENCE

June 30, 2016

1.17

**TO:** Chief of Police

**FROM:** Commanding Officer, Information Technology Bureau

**SUBJECT:** TRANSMITTAL OF THE GRANT AWARD FOR THE FISCAL YEAR  
2016-2017 RMS TRAFFIC MODULE GRANT FROM THE CALIFORNIA  
OFFICE OF TRAFFIC SAFETY

It is requested that the Chief of Police forward the attached correspondence to the Board of Police Commissioners. The report requests approval from the Mayor and City Council for the Los Angeles Police Department (LAPD) to submit the application and accept the grant award for the Fiscal Year 2016-2017 RMS Traffic Module Grant. Your approval would allow the LAPD to accept grant funding in the amount of \$3,000,000 from the Office of Traffic Safety for the RMS project. The award period commenced on April 1, 2016 and ends on September 30, 2017.

The OTS awarded the Department \$3 million in grant funds to purchase the equipment necessary to upgrade the Traffic Collision Report Module for the Department's new Records Management System (RMS).

If you have any questions regarding this matter, a member of your staff may contact Senior Management Analyst Stella Larracas, Grants Section, at (213) 486-0380.



MAGGIE GOODRICH, Chief Information Officer  
Commanding Officer  
Information Technology Bureau

Attachments

**OFFICE OF TRAFFIC SAFETY**

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



April 28, 2016

Grant No. TR1615

Maggie Goodrich  
Chief Information Officer  
Information Technology Bureau  
100 West First Street, Room 842  
Los Angeles, CA 90012-3302

Dear Ms. Goodrich:

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 April 1, 2016, 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 Meghan Pham, Program Coordinator, at (916) 509-3049 or e-mail at meghan.pham@ots.ca.gov.

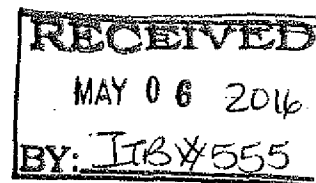
Sincerely,

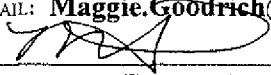

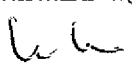
RHONDA L. CRAFT  
Director


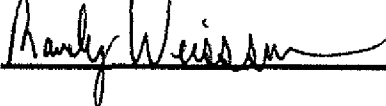
MP:cc

Enclosures

cc: Charlie Beck  
Laura Luna  
Fiscal



<b>1. GRANT TITLE</b> <b>RMS TRAFFIC MODULE</b>	
<b>2. NAME OF AGENCY</b> <b>CITY OF LOS ANGELES</b>	<b>4. GRANT PERIOD</b> From: 4/1/16 To: 9/30/17
<b>3. AGENCY UNIT TO ADMINISTER GRANT</b> <b>LOS ANGELES POLICE DEPARTMENT</b>	
<b>5. GRANT DESCRIPTION</b> A Traffic Collision Report Module for the Department's Records Management System will be purchased and implemented. The program will improve both the efficiency and effectiveness of the LAPD traffic safety effort because traffic collision data will only be entered once, as opposed to the current process where it's entered at least three times per report. Additionally, since traffic collision data will be entered electronically beginning with the reporting officer, it will considerably reduce, if not eliminate, paper based crash reporting for traffic collision reports and allow the department and outside agencies to have "real time" information for analysis. Finally, modernization of LAPD's crash reporting process will provide for the capability to interface directly with the new Statewide Integrated Traffic Records System (SWITRS) being developed by the CHP which will permit electronic crash data submission by allied agencies.	
<b>6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:</b> <span style="float: right;"><b>\$ 3,000,000.00</b></span>	
<b>7. TERMS AND CONDITIONS:</b> 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"> <li>• Schedule A (OTS-38b) -- Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B (OTS-38d) -- Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 (OTS-38f) -- Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A -- Certifications and Assurances</li> <li>• Exhibit B* - OTS Grant Program Manual</li> </ul> <p>*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: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</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>	
<b>8. APPROVAL SIGNATURES</b>	
<b>A. GRANT DIRECTOR</b> NAME: <b>Maggie Goodrich</b> PHONE: 213-486-0370 TITLE: Chief Information Officer      FAX: 213-486-0399  ADDRESS: Information Technology Bureau 100 West First Street, Room 842 Los Angeles, CA 90012-3302  E-MAIL: <b>Maggie.Goodrich@lapd.lacity.org</b>  _____ (Signature) <u>3.31.16</u> (Date)	<b>B. AUTHORIZING OFFICIAL OF AGENCY</b> NAME: <b>Charlie Beck</b> PHONE: 213-486-0150 TITLE: Chief of Police      FAX: 213-486-0168  ADDRESS: 100 West First Street Los Angeles, CA 90012-3302  E-MAIL: <b>Charlie.Beck@lapd.lacity.org</b>  _____ (Signature) <u>4-6-16</u> (Date)
<b>C. FISCAL OR ACCOUNTING OFFICIAL</b> NAME: <b>Laura Luna</b> PHONE: 213-486-8590 TITLE: Police Administrator      FAX: 213-486-0299 ADDRESS: 100 West First Street Los Angeles, CA 90012-3302  E-MAIL: <b>Laura.Luna@lapd.lacity.org</b>  _____ (Signature) <u>4/7/16</u> (Date)	<b>D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS</b> NAME: <b>Grants Section</b> ADDRESS: 100 West First Street Los Angeles, CA 90012-3302
<b>9. DUNS NUMBER</b> DUNS #: <b>037848012</b> REGISTERED ADDRESS & ZIP: <b>100 West First Street                  Los Angeles, CA 90012-3302</b>	

<b>EFFECTIVE DATE OF AGREEMENT:</b> 4/1/2016		<b>GRANTEE</b> CITY OF LOS ANGELES		<b>GRANT NO.</b> TR1615	
<b>10. Fin Action No.</b> 1 <b>Date:</b> 4/19/2016		<b>12. TYPE OF AGREEMENT</b>		<b>Initial</b> <input checked="" type="checkbox"/>	<b>Revision</b> <input type="checkbox"/>
<b>Revision No.</b> <b>Date:</b>		<b>PAID MEDIA</b>	<b>PROGRAM INCOME</b>	<b>TASK NO.</b>	<b>F.F.Y.</b> 2016
<b>11. Action Taken</b>  Initial approval of 2017 HSP funds obligated.			<b>13. FUNDING DISPOSITION &amp; STATUS</b>		
			Fiscal Year		Amount
			2016-17	3,000,000.00	
			_____		
			_____		
			Total	3,000,000.00	
<b>FUNDING DETAIL</b>					
<b>FUND</b>	<b>CFDA</b>	<b>ITEM/APPROPRIATION</b>	<b>FY</b>	<b>AMOUNT</b>	
405c TR	20.616	BUDGET ACT 2016	2016	\$ 3,000,000.00	
-	-	-	-	\$ -	
-	-	-	-	\$ -	
-	-	-	-	\$ -	
-	-	-	-	\$ -	
-	-	-	-	\$ -	
			<b>Obligated This Action</b> 3,000,000.00		
			<b>Previously Obligated</b> 0.00		
			<b>Total Amount Obligated</b> 3,000,000.00		
			<b>Amount Suspended</b> 0.00		
			<b>TOTAL FUNDS PROGRAMMED</b> 3,000,000.00		
<b>14. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING:</b>					9/30/2017
<b>COST CATEGORY</b>	<b>2016-17 GRANT PERIOD</b>	<b>PRIOR GRANT</b>	<b>2016-17 TOTAL GRANT</b>	<b>TOTAL GRANT BUDGET ESTIMATE</b>	
A. Personnel Costs	0.00	0.00	0.00	0.00	
B. Travel Expenses	0.00	0.00	0.00	0.00	
C. Contractual Services	0.00	0.00	0.00	0.00	
D. Equipment	2,500,000.00	0.00	2,500,000.00	2,500,000.00	
E. Other Direct Costs	500,000.00	0.00	500,000.00	500,000.00	
F. Indirect Costs	0.00	0.00	0.00	0.00	
<b>TOTAL FEDERAL FUNDS</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	
<b>15. GRANT APPROVAL &amp; AUTHORIZATION TO EXPEND OBLIGATED FUNDS</b>					
<b>A. APPROVAL RECOMMENDED BY</b>			<b>B. AGREEMENT &amp; FUNDING AUTHORIZED BY</b>		
<b>NAME:</b> MEGHAN PHAM <b>TITLE:</b> Operations Coordinator <b>PHONE:</b> (916) 509-3049 <b>E-MAIL:</b> meghan.pham@ots.ca.gov Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  Signature 			<b>NAME:</b> RHONDA L. CRAFT <b>TITLE:</b> Director  Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  Signature 		

**SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. TR1615**

**1. PROBLEM STATEMENT**

The City of Los Angeles is comprised of 3.9 million community members and covers 468.7 square miles of land. Within the City of Los Angeles, there are approximately 7,500 miles of street, 10,750 miles of sidewalks, and 40,000 intersections. In 2015, the Los Angeles Police Department completed 51,606 traffic collision reports, which is a 16 percent increase from 2013.

The system currently used by the Los Angeles Police Department to report traffic collisions and enter traffic collision data into a computer database is antiquated, time consuming and incomplete. The following is the current flow pattern for the completion of a traffic collision report in the City of Los Angeles:

- a. Officer(s) respond to the scene of a traffic collision and handwrite a traffic collision report.
- b. Officer(s) complete the collision report at the station.
- c. Officer(s) or clerical staff enters limited data into the Consolidated Crime and Arrest Database (CCAD) to obtain a Division of Records (DR) Number for the report.
- d. A supervisor approves the report.
- e. A traffic auditor reviews the report for accuracy and confirms the data entered in CCAD accurately reflects what is documented on the report.
- f. The report is mailed, with significant administrative delays, to the California Highway Patrol (CHP), Statewide Integrated Traffic Records System (SWITRS).
- g. SWITRS personnel enter the report data into their database.

In depth traffic collision queries, utilizing CCAD is limited in nature. Excluding the basic data that is contained on Page One of the CHP Traffic Collision Report, Form 555, only limited information documented on subsequent pages is captured in CCAD. For example, the Los Angeles Police Department is able to query the number of injury and fatal traffic collisions that occurred during a specific time period, but is unable to query the number of victims that were injured or died in the aforementioned traffic collisions.

<b>Collision Type</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
	<b>Traffic Collisions</b>	<b>Traffic Collisions</b>	<b>Traffic Collisions</b>
Fatal	199	204	181
Injury	20,907	20,833	23,272
Reportable Traffic Reports	44,527	46,375	51,606

**2. PERFORMANCE MEASURES**

**A. Goals:**

- 1) To reduce the number of persons killed in traffic collisions.
- 2) To reduce the number of persons injured in traffic collisions.



**B. Objectives:**

- 1) To have at least 90% of all collision reports within the city input into the system on a real-time basis or input within 60 days of the date the collision is reported (excluding those that are on freeways or state highways which are under Caltrans jurisdiction).
- 2) To implement the traffic collision module of the RMS that will eliminate the need for paper written traffic reports and reduce redundant manual data entry of collision information into various crash databases.
- 3) To enable electronic capture of complete crash data which will provide for complete and thorough crash data analysis and GIS mapping on both a city wide and divisional basis.
- 4) To develop a system that will interface directly with the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS).

**3. METHOD OF PROCEDURE**

**A. Phase 1 - Program Preparation, Training and Implementation**

- The Los Angeles Police Department will review proposals from potential RMS vendors.
- The final selection for the vendor will occur in October 2016.
- Contract negotiations will follow and it's anticipated the contract will be approved by the Los Angeles City Council in December 2016.
- The RMS implementation is anticipated to commence in January 2017.

**Media Requirements**

- Issue a press release announcing the kick-off of the grant by June 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](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

**B. Phase 2 - Program Operations**

- The Los Angeles Police Department will work with the selected vendor to implement a traffic collision reporting module that will interface with RMS and will export traffic collision data to SWITRS.

**Media Requirements**

**SCHEDULE A**  
**GRANT DESCRIPTION**  
**GRANT NO. TR1615**

PAGE 3

- 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](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - a) 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.
  - b) Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  - c) Activities such as warrant service operations 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.
- 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](mailto: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, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto: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**

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.

**SCHEDULE A**  
**GRANT DESCRIPTION**  
**GRANT NO. TR1615**

PAGE 4

- Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.
- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

**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. TR1615

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405c TR	20.616	NATIONAL PRIORITY SAFETY PROGRAMS	3,000,000.00

COST CATEGORY	FISCAL YEAR ESTIMATES			TOTAL COST TO GRANT
	CFDA	4/1/16- 9/30/16	10/1/16-9/30/17	
<b>A. PERSONNEL COSTS</b>				
Positions and Salaries				
None				
Category Sub-Total				
<b>B. TRAVEL EXPENSE</b>				
None				
Category Sub-Total				
<b>C. CONTRACTUAL SERVICES</b>				
None				
Category Sub-Total				
<b>D. EQUIPMENT</b>				
Traffic Collision Database System	20.616	\$ -	\$ 2,500,000.00	\$ 2,500,000.00
Category Sub-Total		\$ -	\$ 2,500,000.00	\$ 2,500,000.00
<b>E. OTHER DIRECT COSTS</b>				
Handheld Data Entry Devices	20.616	\$ -	\$ 500,000.00	\$ 500,000.00
Category Sub-Total		\$ -	\$ 500,000.00	\$ 500,000.00
<b>F. INDIRECT COSTS</b>				
None				
Category Sub-Total				
<b>GRANT TOTAL</b>		\$ -	\$ 3,000,000.00	\$ 3,000,000.00

SCHEDULE B-1  
GRANT NO. TR1615

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS**

None

**TRAVEL EXPENSE**

None

**CONTRACTUAL SERVICES**

None

**EQUIPMENT**

**Traffic Collision Database System** - An RFP for professional services will be prepared and issued to contract with a vendor to provide the necessary services needed for the traffic collision database and geographic information (GIS) system to be purchased and/or upgraded. This software will be used to collect, analyze and display collision and enforcement data, including a full featured module for analysis, allowing queries for top ranking lists of high collision locations, breakdown by cause type, injuries, conditions, and many other attributes. The system is to provide for collision mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include software and licenses, accessories, testing, implementation, training, a color plotter, and associated shipping and taxes.

**OTHER DIRECT COSTS**

**200 Handheld Data Entry Devices** – Most likely in the form of a military specification tablet, the handheld data entry devices will be used by personnel assigned to a traffic assignment to input traffic collision data. Due to the fact that a vendor has not been selected by the Department, the quantity of the handheld data entry devices obtained by the grant may have to be amended.

**INDIRECT COSTS**

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.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

Page 2

**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.

EXHIBIT A  
CERTIFICATIONS AND ASSURANCES

Page 3

**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.
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



## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

Page 4

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.

#### **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

EXHIBIT A  
CERTIFICATIONS AND ASSURANCES

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.
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.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

**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.

**GENERAL GRANT APPLICATION**  
**Federal Fiscal Year 2017**  
**(10/1/16 - 9/30/17)**

**APPLICATION TITLE: TRAFFIC COLLISION REPORT MODULE FOR RECORDS MANAGEMENT SYSTEM**

**AGENCY: CITY OF LOS ANGELES**

**DEPARTMENT: LOS ANGELES POLICE DEPARTMENT**

Check ONE area that best describes the focus of this application:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Alcohol-Impaired Driving | <input type="checkbox"/> Emergency Medical Services | <input type="checkbox"/> Pedestrian/Bicycle Safety                 |
| <input type="checkbox"/> Distracted Driving       | <input type="checkbox"/> Motorcycle Safety          | <input type="checkbox"/> Police Traffic Services                   |
| <input type="checkbox"/> Drug-Impaired Driving    | <input type="checkbox"/> Occupant Protection        | <input checked="" type="checkbox"/> Traffic Records/Roadway Safety |

**APPLICATION SUMMARY**

**1. PROBLEM STATEMENT**

The City of Los Angeles is comprised of 3.9 million community members and covers 468.7 square miles of land. Within the City of Los Angeles, there are approximately 7,500 miles of street, 10,750 miles of sidewalks, and 40,000 intersections. In 2015, the Los Angeles Police Department completed 51,606 traffic collision reports, which is a 16 percent increase from 2013.

The system currently used by the Los Angeles Police Department to report traffic collisions and enter traffic collision data into a computer database is antiquated, time consuming and incomplete. The following is the current flow pattern for the completion of a traffic collision report in the City of Los Angeles:

- a. Officer(s) respond to the scene of a traffic collision and handwrite a traffic collision report.
- b. Officer(s) complete the collision report at the station.
- c. Officer(s) or clerical staff enters limited data into the Consolidated Crime and Arrest Database (CCAD) to obtain a Division of Records (DR) Number for the report.
- d. A supervisor approves the report.
- e. A traffic auditor reviews the report for accuracy and confirms the data entered in CCAD accurately reflects what is documented on the report.
- f. The report is mailed, with significant administrative delays, to the California Highway Patrol (CHP), Statewide Integrated Traffic Records System (SWITRS).
- g. SWITRS personnel enter the report data into their database.

In depth traffic collision queries, utilizing CCAD is limited in nature. Excluding the basic data that is contained on Page One of the CHP Traffic Collision Report, Form 555, only limited information documented on subsequent pages is captured in CCAD. For example, the Los Angeles Police Department is able to query the number of injury and fatal traffic collisions that occurred during a specific time period, but is unable to query the number of victims that were injured or died in the aforementioned traffic collisions.

**A. Traffic Data Summary:**

Collision Type	2013	2014	2015
	Traffic Collisions	Traffic Collisions	Traffic Collisions
Fatal	199	204	181
Injury	20,907	20,833	23,272
Reportable Traffic Reports	44,527	46,375	51,606

**2. PROPOSED SOLUTION**

**A. Strategies:**

The Application and Data Modernization Program (ADMP) is a multi-year, \$40 million project that will modernize all aspects of the Los Angeles Police Department numerous computer systems. The Records Management System (RMS) is a component of ADMP and will replace CCAD system as the Department’s Master Indices to store data such as, but not limited to, traffic collision and traffic citation data. Modular software systems will be capable of uploading and accessing data in RMS. Approximately 15 modules will interface with RMS, including a traffic collision reporting and citation module.

The advantages of the proposed RMS and modular design will be its increased daily efficiency, improved and accurate reporting, improved analysis capabilities, and cost savings. The following is the proposed flow pattern for the completion of a traffic collision report:

- a. Officer(s) respond to the scene of a traffic collision and enter traffic collision report information on a tablet or mobile digital computer.
- b. A report number will be self-generated.
- c. Upon returning to the station, the report is uploaded to RMS and forwarded to a supervisor for approval.
- d. A supervisor approves the report via computer.
- e. A traffic auditor reviews the report for accuracy and uploads the report to SWITRS.
- f. SWITRS audits the report for accuracy.

By using a traffic collision module with RMS, data will be made available for analysis within hours opposed to weeks or months. The timely reporting and collection of traffic collision data will assist the Los Angeles Police Department in identifying emerging traffic trends that will enable immediate educational and enforcement measures to be implemented.

**B. Agency Qualifications:**

The ADMP is a massive undertaking by the Los Angeles Police Department and is overseen by Maggie Goodrich, Chief Information Officer, Information Technology Bureau. Ms. Goodrich, a civilian employee who holds the equivalent rank of deputy chief and is the Chair of the Executive Steering Group that is comprised of 12 Command and Staff officers. Additionally, the Steering Group has an advisory/support group of five computer and programming experts. The program has the complete support of the Los Angeles Police Department.

The RMS Selection Committee is comprised of 10 voting members and 10 advisory members. The Project Manager of the RMS is Senior System Analyst Derek Smith, ITB. Being an advisor to the ADMP Steering Committee and the RMS Project Manager is Mr. Smith's primary 40-hour per week duty. Police Officer Carl Lurvey, Traffic Collision Section (TCS) is a subject matter expert (SME) in the field of traffic collisions and traffic citations. As a voting member of the RMS Selection Committee, Officer Lurvey is tasked with reviewing various Request for Proposals and identifying a RMS vendor that will support the traffic-related modules involved with RMS.

The Los Angeles Police Department has a Grants Section that is responsible for obtaining available grant awards from various State and Federal funding sources. The Grants Section performs the administrative duties of the grant administration process, which includes liaison with the grant agencies, and preparing and submitting reimbursement claims. The Grants Section maintains a close working relationship with Fiscal Operations Division (FOD), which is the Los Angeles Police Department's fiscal/accounting entity, for budgetary and accounting purposes. A grants analyst is assigned to oversee all OTS grants managed by the TCS.

Police Officer Don Inman, Traffic Grant Coordinator, is a sworn police officer funded by the Department, who is assigned to TCS, and over the past 13 years has managed 28 OTS grants worth \$29 million. During this period, multiple State and internal audits have been performed to ensure proper grant management has occurred and no major discrepancies have been identified. The coordination and oversight of the OTS grants is the officer's primary duty. The Traffic Grant Coordinator has the complete support from the Grants Section and FOD.

**C. Program Sustainability:**

The acquisition of a traffic collision module to be used with RMS is a one-time purchase and will ensure the module is designated as a high importance for implementation. If the traffic collision module is not funded by OTS, the City of Los Angeles will eventually purchase the module, but most likely with a three to four year delay.

The Los Angeles Police Department has not sought any other funding for this program.

### 3. PERFORMANCE MEASURES

#### A. 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 eliminate the use of paper to complete traffic collision reports.
- 4) To eliminate the transmittal of paper reports to SWITRS.

#### B. Objectives:

- 1) To implement the traffic collision module of the RMS that will eliminate the need for paper written traffic reports.
- 2) To have the RMS electronically transmit traffic collision data to SWITRS.

### 4. METHOD OF PROCEDURE

#### A. Phase 1 - Program Preparation, Training and Implementation (1<sup>st</sup> Quarter of Grant Year)

The Los Angeles Police Department is currently in the process of reviewing potential RMS vendors. The final selection for the vendor will occur in October 2016. Contract negotiations will follow and it is anticipated the contract will be approved by the Los Angeles City Council in December 2016. The RMS implementation is anticipated to commence in January 2017.

##### Media Requirements

- 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](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

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

The Los Angeles Police Department will work with the selected vendor to implement a traffic collision reporting module that will interface with RMS and will export traffic collision data to SWITRS.

##### Media Requirements

- 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](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.

- a) 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.
  - b) Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  - c) Activities such as warrant or 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.
- 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](mailto: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, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto: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)**

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.
- Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.



- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

## **5. 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.

## **6. 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.

## **BUDGET NARRATIVE**

The Budget Narrative should provide line item descriptions that include the grant relationship and/or examples of costs. It should cover all cost categories and individual line items in the same order as the Detailed Budget Estimate.

### **1. PERSONNEL COSTS**

None

### **2. TRAVEL EXPENSE**

None

### **3. CONTRACTUAL SERVICES**

None

### **4. EQUIPMENT (\$5,000 OR MORE PER UNIT)**

A traffic collision report module report will be purchased to interface with the RMS.

### **5. OTHER DIRECT COSTS**

None

### **6. INDIRECT COSTS**

None

<b>SCHEDULE B DETAILED BUDGET ESTIMATE</b>		
COST CATEGORY	FISCAL YEAR ESTIMATES	
	10/1/16 thru 9/30/17	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS:</b>		
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
Category Sub-Total	\$	-
<b>B. TRAVEL EXPENSE</b>		
In State	\$	-
Out of State	\$	-
Category Sub-Total	\$	-
<b>C. CONTRACTUAL SERVICES</b>		
	\$	-
	\$	-
Category Sub-Total	\$	-
<b>D. EQUIPMENT</b>		
Traffic Collision Module Software/Hardware	\$	2,500,000.00
	\$	-
	\$	-
Category Sub-Total	\$	2,500,000.00
<b>E. OTHER DIRECT COSTS</b>		
	\$	-
	\$	-
	\$	-
	\$	-
Category Sub-Total	\$	-
<b>F. INDIRECT COSTS</b>		
	\$	-
Category Sub-Total	\$	-
<b>GRANT TOTAL</b>	<b>\$</b>	<b>2,500,000.00</b>