

LOS ANGELES POLICE COMMISSION

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POLICE COMMISSIONERS

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EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

September 19, 2017

BPC #17-0364

The Honorable Eric Garcetti
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles, Room 395
c/o City Clerk's Office

Dear Honorable Members:

RE: TRANSMITTAL OF THE GRANT MODIFICATION FOR THE FISCAL YEAR 2016-2017
RMS TRAFFIC MODULE GRANT (CF #16-0805)

At the regular meeting of the Board of Police Commissioners held Tuesday, September 19, 2017, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink, appearing to read "MS 6/2".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

17-0364

INTRADEPARTMENTAL CORRESPONDENCE

September 13, 2017
14.3

RECEIVED

SEP 14 2017

TO: The Honorable Board of Police Commissioners

POLICE COMMISSIONERS

REVIEWED

FROM: Chief of Police

[Handwritten Signature]
9/14/17
DATE

SUBJECT: TRANSMITTAL OF THE GRANT MODIFICATION FOR THE FISCAL YEAR 2016-2017 RMS TRAFFIC MODULE GRANT (CF #16-0805)

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant modification for the Fiscal Year (FY) 2016-2017 RMS Traffic Module Grant, from the 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 Los Angeles Police Department (LAPD) to reprogram funds totaling \$50,000 within the FY 2016-17 RMS Traffic Module Grant as follows:

<u>Category</u>	<u>Current</u>	<u>Change</u>	<u>New</u>
Personnel Costs	\$ 0	\$30,000	\$ 30,000
Travel Expenses	0	\$20,000	20,000
Contractual Services	0	0	0
Equipment	2,500,000	0	2,500,000
Other Direct Costs	500,000	(\$50,000)	450,000
Indirect Costs	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$3,000,000	0	\$3,000,000

- B. AUTHORIZE the Controller to increase appropriations as needed from the FY 2016-2017 RMS Traffic Module Grant, account number to be determined, Fund No. 339, Department No. 70, to Fund No. 100, Department No. 70, account number and amount as follows:

Account No. 001092, Overtime Sworn, \$30,000

- C. 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 LAPD requests approval to reprogram funds totaling \$50,000 for a no cost budget modification. In order to accomplish this, the Department requests approval to reduce the Other Direct Costs line item by \$50,000, and increase the Personnel Costs category by \$30,000, and increase the Travel Expenses Category by \$20,000. All other budget and program aspects of the 2016-2017 RMS Traffic Module Grant remain unchanged.

The reprogramming of funds will allow the Department to utilize Sworn Overtime for a training cadre who will be deployed to all geographic police divisions to train police officers with the new Records Management System traffic module technology. The \$20,000 in funding allocated to the Travel Expenses is necessary in order for Department representatives involved in the grant project to attend vendor user group conferences and forums.

If you have any questions regarding this matter, please contact Commander Jeffrey Bert, Commanding Officer, Community Police and Policy Group, at (213) 486-6605.

Respectfully,



CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *September 19, 2017*
Secretary *Maria Silva*

Attachments

INTRADEPARTMENTAL CORRESPONDENCE

August 25, 2017
14.3

TO: Chief of Police

FROM: Commanding Officer, Community Policing and Policy Group

SUBJECT: TRANSMITTAL OF THE GRANT MODIFICATION FOR THE FISCAL YEAR 2016-2017 RMS TRAFFIC MODULE GRANT (CF #16-0805)

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 reprogram Fiscal Year 2016-2017 RMS Traffic Module Grant funds for a no cost budget modification of the awarded amount of \$3 million. This approval would allow the LAPD to move \$50,000 from the Other Direct Costs budget category to Personnel Costs (\$30,000) and Travel Expenses (\$20,000). 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.



JEFFREY BERT, COMMANDER
Commanding Officer
Community Policing and Policy Group

Attachments

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

PAGE 1

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.

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. 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.

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, 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 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 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 B
 DETAILED BUDGET ESTIMATE
 GRANT NO. TR1615

FUND NUMBER	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	
A. PERSONNEL COSTS				
Positions and Salaries				
Overtime			\$ 30,000.00	\$ 30,000.00
Category Sub-Total			\$ 30,000.00	\$ 30,000.00
B. TRAVEL EXPENSE				
Out of State	20.616		\$ 20,000.00	\$ 20,000.00
Category Sub-Total			\$ 20,000.00	\$ 20,000.00
C. CONTRACTUAL SERVICES				
None				
Category Sub-Total				
D. EQUIPMENT				
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
E. OTHER DIRECT COSTS				
Handheld Data Entry Devices	20.616	\$ -	\$ 450,000.00	\$ 450,000.00
Category Sub-Total		\$ -	\$ 450,000.00	\$ 450,000.00
F. INDIRECT COSTS				
None				
Category Sub-Total				
GRANT TOTAL		\$ -	\$ 3,000,000.00	\$ 6,000,000.00

SCHEDULE B-1

GRANT NO. TR1615

BUDGET NARRATIVE

Page 2

OTHER DIRECT COSTS

195 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 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 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

Page 6

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.

Annette Arredondo

From: OTS Grants <OTSGrants_DoNotReply@ots.ca.gov>
Sent: Tuesday, July 18, 2017 1:04 PM
To: Regina Scott
Cc: Charles Beck; Annemarie Sauer Hale; Pham, Meghan@OTS
Subject: TR1615 Revision 4
Attachments: TR1615_Revision4_Final.pdf

Commander Scott,

Your request to move \$30,000.00 from Other Direct Cost line item Handheld devices to Cost Category Personnel line item Overtime (\$30,000.00) for the remaining six hours so training can be provided to all shifts in a day and to increase Cost Category Travel line item Out of State Travel (\$8,000.00) to send four employees to the 2017 Traffic Records Forum has been approved.

Attached are the revised and approved grant agreement pages. These documents replace the existing corresponding pages in your grant agreement file.

If you have any questions, please contact Meghan Pham, Program Coordinator, at (916) 509-3049 or email at meghan.pham@ots.ca.gov.

Sincerely,

Office of Traffic Safety
2208 Kausen Drive Ste. 300
Elk Grove, CA 95758

Annette Arredondo

Subject: RE: Office of Traffic Safety (OTS) Budget Modifications

From: Regina Scott

Sent: Wednesday, July 05, 2017 4:11 PM

To: Meghan.Pham@ots.ca.gov

Cc: Donald Inman <30891@lapd.online>; Derek Smith <n4256@lapd.online>

Subject: Office of Traffic Safety (OTS) Budget Modifications

Ms. Pham,

It is requested the Office of Traffic Safety (OTS) approve the following modifications to the Los Angeles Police Department's (LAPD) Records Management System (RMS) Traffic Module Grant, TR1615:

Personnel Costs (Overtime)

- Request: Add \$30,000 of overtime for RMS Training (instructors)
- Current Budget: \$0
- Proposed Budget: \$30,000
- Justification: The LAPD will commence RMS training of field personnel in July 2017 and intends on training all traffic personnel within four weeks. The ambitious training will occur after traffic personnel attend their respective roll calls. Half of the personnel at each roll call will attend the training and the other half will conduct field duties. The next day, the personnel will swap their rolls. Four days per traffic division is needed to ensure that personnel on regularly scheduled days off receive the training. This implementation of training has been used in the past with the body worn video cameras and has been proven as a successful delivery method of training. The training program relies on the instructors attending all of the roll calls throughout the day for four days per traffic division. To attend all of the roll calls in one day, the instructors will have to work 16 hour days. The instructors will provide the majority of the training on their regular shifts (10 hours), so it is requested OTS fund the remaining six hours per day so the training can provided to all shifts in a day.

Travel Expense

- Request: Add \$8,000 for Out of State Travel
- Current Budget: \$12,000
- Proposed Budget: \$20,000
- Justification: The LAPD is requesting approval to send four employees to the 2017 Traffic Records Forum from August 6-9, 2017, in New Orleans, Louisiana. The forum provides a unique opportunity where law enforcement officials, engineers, motor vehicle officials, judicial administrators, and highway safety administrators gather to discuss traffic records collection. Topics discussed at the forum will include drugged driving, interlock devices, roadway data collection, roadway data integration, automated court integration, highly automated vehicles, injury surveillance, data quality and other pressing issues involving traffic records. Since the Department has a current RMS grant and has been awarded a future RMS grant from OTS, it is in the best interest of the LAPD and OTS if the employees attend the training. <http://www.trafficrecordsforum.org/default.html>

Other Direct Costs

- Request: Subtract \$38,000 from Handheld Data Entry Devices
- Current Budget: \$488,000
- Proposed Budget: \$450,000

- Justification: After an exhaustive search for suitable handheld data entry devices, the LAPD has selected the Dell LAT 7202 Livingstone industrial strength tablet as the most suitable device for the needs of field personnel. The LAPD and Dell have negotiated a price of \$2268.04 per tablet. The quoted price is for the tablet, a five-year no-fault warranty, carrying strap and all required accessories. Based on the quoted prices, the LAPD will be able to purchase 195 devices, which is five less devices than documented in the grant agreement. It is requested OTS request approve the deviation in the quantity purchased compared to grant agreement. In addition to the tablets, the Department is requesting to purchase four compact charging carts, which have the capability of simultaneously charging 36 devices. The price per charging cart is \$1,933.05, for a total of \$7,732.20.

If you have any questions regarding this request, please contact Officer Don Inman, at (213) 486-0703.

Sincerely,
Regina A. Scott

Sent from Mail for Windows 10

Annette Arredondo

Subject: RE: Office of Traffic Safety (OTS) Budget Modifications

From: Regina Scott

Sent: Wednesday, July 05, 2017 4:11 PM

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If you have any questions regarding this request, please contact Officer Don Inman, at (213) 486-0703.

Sincerely,
Regina A. Scott

Sent from Mail for Windows 10

Annette Arredondo

From: Owens, Jim@OTS <Jim.Owens@ots.ca.gov>
Sent: Thursday, April 06, 2017 8:28 AM
To: Annemarie Sauer Hale
Cc: Donald Inman; Annette Arredondo; Maritess Go
Subject: FW: Travel/Budget Revision Request

Annemarie, your revision request has been approved. Please keep a copy of this email in your files. You will be receiving revised grant documents shortly.

If you have any questions, do not hesitate to contact me.

Jim Owens
Program Coordinator
Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758
916-509-3014
www.ots.ca.gov



From: Coyle, Karen@OTS
Sent: Thursday, April 6, 2017 8:16 AM
To: Owens, Jim@OTS <Jim.Owens@ots.ca.gov>
Subject: RE: Travel/Budget Revision Request

Jim,
Out-of-state travel for the GHSA meeting is approved. Please make sure that a copy of this email is saved in the p drive and forwarded to the grantee for their files.

Thanks,
Karen

From: Owens, Jim@OTS
Sent: Thursday, April 6, 2017 8:14 AM
To: Coyle, Karen@OTS <Karen.Coyle@ots.ca.gov>
Subject: FW: Travel/Budget Revision Request

Jim Owens
Program Coordinator
Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758
916-509-3014
www.ots.ca.gov