

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 18-0036 26

JAN 11 2018

January 10, 2017
14.3

REVIEWED

TO: The Honorable Board of Police Commissioners


RICHARD M. TEFANK
EXECUTIVE DIRECTOR
1/11/18
DISE

FROM: Chief of Police

SUBJECT: TRANSMITTAL OF THE GRANT AWARD FOR THE FISCAL
YEAR 2017-2018 RECORDS MANAGEMENT SYSTEM TRAFFIC
CITATION 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) 2017-2018 Records Management System (RMS) Traffic Citation 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 2017-2018 RMS Traffic Citation Module Grant from OTS in the amount of \$4,600,000 for the period of October 1, 2017, through September 30, 2018;
 - 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;
 - C. AUTHORIZE the Chief of Police or his designee to negotiate and execute an amendment to the Niche Professional Services Agreement for a sum not to exceed \$1.5 million, to purchase and implement the Traffic Citation Module, a component of the Department's upgraded RMS, subject to the approval of the City Attorney as to form;
 - D. AUTHORIZE the Los Angeles Police Department (LAPD) to expend the FY 2017-18 RMS Traffic Citation Module Grant funds in accordance with the Grant Agreement;

- E. AUTHORIZE the Controller to set up a grant receivable and appropriate \$4,600,000 to an appropriation account, account number to be determined in Fund No. 339, Department No. 70, for the disbursement of the FY 2017-2018 RMS Traffic Citation Module Grant funds;
- F. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts into Fund No. 339, Department No. 70;
- G. AUTHORIZE the Controller to increase appropriations for the FY 2017-2018 RMS Traffic Citation Module Grant as needed from appropriation account number to be determined in Fund No. 339, Department No. 70, to Fund No 100, Department No. 70, account number and amount as follows:

Account No. 001092, Sworn Overtime	\$30,000
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- H. AUTHORIZE the LAPD to prepare the Controller 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 2017-18 RMS Traffic Citation Module Grant, will be implemented through the LAPD, Information Technology Bureau, with the assistance of the Traffic Coordination Section, Emergency Operations Division. The OTS awarded the Department \$4.6 million in grant funds for the equipment and services necessary to update the Traffic Citation Module for the Department's Records Management System (RMS), which is undergoing a system wide upgrade. Grant funding in the amount of \$1.5 million will be used to purchase and implement the Traffic Citation Database System, and \$3 million will be used to purchase handheld data entry devices and related supplies. Additionally, \$17,200 has been included for out-of-state travel related to the project, and the remaining \$30,000 has been allocated to sworn overtime for RMS training.

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 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 Citation Module will improve both the efficiency and effectiveness of the LAPD traffic safety effort as the traffic citation data need only be entered one time via mobile field reporting, therefore making the data readily available for analysis. Since traffic citation data will be entered electronically by the citing officer, the data will be automatically uploaded to the

Los Angeles County Superior Court case management system, which will eliminate the need for transmittal of paper citations. Beginning with the citing officer, it will eliminate paper-based citation issuance and allow the Department, and outside agencies, to have "real time" information for trend analysis, and for the courts.

In support of the Department's citation issuing procedures, the RMS will allow officers to: (1) record all information necessary to complete a citation; (2) capture digital information from other sources, such as LAPD's Computer Aided Dispatch, Global Positioning System, and drivers' licenses; (3) associate the report with data from devices such as body worn or in-car video cameras; (4) be prompted to include required information and use acceptable field values; (5) complete citations from various locations; (6) start and stop citation writing at any time and continue where they left off; (7) submit reports for review and approval as soon as ready; (8) associate a citation to other RMS records; (9) document notes that do not appear on the violator's copy; (10) make corrections to a citation and generate the required notifications; and (11) print reports on standard LAPD approved paper forms as well as electronic copies suitable for e-mailing. The RMS will allow a supervisor to: (1) review citation information to complete reviews; (2) approve citations with or without additional comment; and (3) kickback citations with additional comments.

Niche Technology USA Limited is the vendor that was awarded with a Professional Services Agreement on March 3, 2017 (City Contract No. C-128985), for the RMS upgrade project. The Niche Agreement will be amended to include the FY 2017-2018 RMS Traffic Citation Module Grant. 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 Commander Ruby Flores, Commanding Officer, Community Policing and Policy Group, at (213) 486-6605.

Respectfully,



CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *January 26, 2017*
Secretary *Maricela Silva*

Attachments

INTRADEPARTMENTAL CORRESPONDENCE

December 21, 2017
14.3

TO: Chief of Police

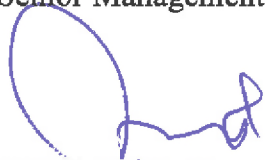
FROM: Commanding Officer, Community Policing and Policy Group

SUBJECT: TRANSMITTAL OF THE GRANT AWARD FOR THE FISCAL YEAR 2017-2018 RECORDS MANAGEMENT SYSTEM TRAFFIC CITATION 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 2017-2018 Records Management System (RMS) Traffic Citation Module Grant. Your approval would allow the LAPD to accept grant funding in the amount of \$4,600,000 from the Office of Traffic Safety (OTS) for the RMS project. The award period commenced on October 1, 2017, and ends on September 30, 2018.

The OTS awarded the Department \$4.6 million in grant funds to purchase the equipment necessary to upgrade the Traffic Citation Module for the Department's new RMS.

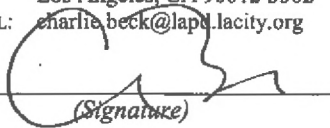
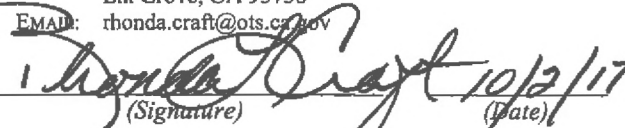
If you have any questions regarding this matter, a member of your staff may contact Senior Management Analyst Stella Larracas, Grants Section, at (213) 486-0380.




RUBY FLORES, Commander
Commanding Officer
Community Policing and Policy Group

Attachments

07-02-2017

1. GRANT TITLE RMS Traffic Citation Module	
2. NAME OF AGENCY Los Angeles	3. Grant Period
4. AGENCY UNIT TO ADMINISTER GRANT Los Angeles Police Department	From: 10/01/2017 To: 09/30/2018
5. GRANT DESCRIPTION The Los Angeles Police Department will purchase and implement a traffic citation module for the department's records management system. The program will improve both the efficiency and effectiveness of the department's traffic safety efforts because traffic citation data will be entered once and will be made readily available for analysis. Additionally, since traffic citation data will be entered electronically by the citing officer, data will be uploaded to the Los Angeles County Superior Court case management system.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$4,600,000.00	
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: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</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>	
8. Approval Signatures	
A. AUTHORIZING OFFICIAL OF DEPARTMENT NAME: Charlie Beck PHONE: 213-486-0150 TITLE: Chief of Police FAX: 213-486-0168 ADDRESS: 100 West First Street, Room 842 Los Angeles, CA 90012-3302 EMAIL: charlie.beck@lapd.lacity.org  _____ (Signature)	B. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Rhonda L. Craft PHONE: (916) 509-3030 TITLE: Director FAX: (916) 509-3055 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 EMAIL: rhonda.craft@ots.ca.gov  _____ (Signature)
 C. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. DUNS NUMBER DUNS #: 037848012 REGISTERED ADDRESS: 200 N. Spring St, Room M175 CITY: Los Angeles ZIP+4: 90012-4112

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405c TR-18	20.616	0521-0890-101	2017	2017	14/17	\$3,600,000.00
405c TR-18	20.616	0521-0890-101	2018	2018	BA/18	\$1,000,000.00
					AGREEMENT TOTAL	\$4,600,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT \$4,600,000.00	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$ 0.00	
					TOTAL AMOUNT ENCUMBERED TO DATE \$4,600,000.00	
ACCOUNTING OFFICER'S SIGNATURE 			DATE SIGNED 10/2/17			

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 streets, 10,750 miles of sidewalks, and 40,000 intersections. In 2016, the Los Angeles Police Department issued 92,622 traffic citations, which is a seven percent decrease from 2015.

The system currently used by the Los Angeles Police Department to issue, process, and enter traffic citations into a computer database is antiquated, time consuming, unnecessarily redundant, and incomplete. The following is the current flow pattern for the completion of traffic citations in the City of Los Angeles:

1. Officer conducts a traffic stop and issue a handwritten traffic citation.
2. Officer submits completed citations to a supervisor for approval.
3. A supervisor reviews and approves the citations and forwards them to the Department’s Traffic Court Liaison Unit (TCLU).
4. Personnel from TCLU audits the citations for accuracy and files them with the court.
5. A court employee reviews the citations for accuracy and forwards them to a third-party vendor.
6. The vendor enters the citation data into a database and returns the data electronically to the Department approximately six weeks after the citations were filed with the court. The resulting Traffic Information Citation System (TICS) database contains limited information. The information entered by the vendor is a subset of the data contained on the traffic citation. The Department pays an extra fee to the vendor to have additional data entered. The primary strategy used by law enforcement agencies to reduce traffic collisions is traffic enforcement. The ability to effectively use traffic enforcement is dependent on the timely analysis of collisions and the issuance of citations. Unfortunately, the Department uses an antiquated form of issuing citations. The handwritten citations are prone for mistakes by officers and require a triple review process prior to being filed with the court and entered into a computer database. The citation information entered in the database by the vendor is prone to input error due to the data processor’s inability to read the officer’s handwriting. In depth traffic citation queries, utilizing TICS, is limited in nature, and provide statistics that are no longer relative to emerging traffic collision trends. The time lapse is too significant between the time when the citations were issued and when the traffic citation data is available for analysis for it to be of any value.

2. PERFORMANCE MEASURES

A. Goals:

1. Eliminate the use of paper to complete traffic citations.
2. Eliminate the transmittal of paper citations to the Los Angeles County Superior Court.
3. Reduce the number of persons killed in traffic collisions.
4. Reduce the number of persons injured in traffic collisions.

B. Objectives:

	Target Number
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Conduct 48 RMS training sessions across four divisions.	48
3. Electronically transmit traffic citation data from the RMS to the Los Angeles County Superior Court.	1
4. Implement the traffic citation module of the RMS, eliminating the need for paper written traffic citations.	1
5. Train 480 officers to use the RMS software and handheld data entry devices.	480

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The Department will train officers in the use of the traffic citation module of the RMS. The training will commence with officers assigned to traffic divisions who have already been trained in the traffic collision module of the RMS, so it is anticipated the training will be minimal. The training then will continue within the patrol geographic areas as they are trained in RMS.

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

- The Department and Niche will work with the Los Angeles County Superior Court to implement an interface with RMS that will export traffic citation data to the court.

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

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

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

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405c TR	20.616	State Traffic Safety Information System Improvements	\$4,600,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
A. PERSONNEL COSTS		
Positions and Salaries		
<u>Full-Time</u>		\$0.00
<u>Overtime</u> RMS Training	20.616	\$30,000.00
<u>Part-Time</u>		\$0.00
Category Sub-Total		\$30,000.00
B. TRAVEL EXPENSES		
		\$0.00
Out-of-State Travel	20.616	\$17,200.00
Category Sub-Total		\$17,200.00
C. CONTRACTUAL SERVICES		
		\$0.00
Category Sub-Total		\$0.00
D. EQUIPMENT		
Electronic Citation Data Collection System	20.616	\$1,500,000.00
Category Sub-Total		\$1,500,000.00
E. OTHER DIRECT COSTS		
Computer Monitors	20.616	\$6,000.00
Handheld Data Entry Devices	20.616	\$2,443,200.00
Charging Carts	20.616	\$33,600.00
Portable Printers	20.616	\$570,000.00
Category Sub-Total		\$3,052,800.00
F. INDIRECT COSTS		
		\$0.00
Category Sub-Total		\$0.00
GRANT TOTAL		\$4,600,000.00

BUDGET NARRATIVE	
<p>PERSONNEL COSTS RMS Training - 12 training sessions for each of four divisions for a total of 48 training sessions. This training will be conducted using overtime hours for instructors providing RMS training sessions during their regularly scheduled shift. This schedule requires that the instructor attend all of the roll calls throughout the day, resulting in a 16 hour workday, 10 of which is regular time and 6 of which is overtime.</p>	QUANTITY 48
<p>TRAVEL EXPENSES Out-of-State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the International Forum on Traffic Records and Highway Information Systems in Wisconsin and the Niche User Group Conference in Toronto, Canada in support of the grant goals and objectives. All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>	1
<p>CONTRACTUAL SERVICES -</p>	
<p>EQUIPMENT Electronic Citation Data Collection System - A traffic citation database system, using a hand-held device, to collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency RMS system and the courts for prosecution. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs include the purchase of software, licenses, training, and associated shipping and taxes.</p>	1
<p>OTHER DIRECT COSTS Computer Monitors - The widescreen monitors will be utilized by Department personnel assigned to the RMS project that have direct interaction or oversight of the traffic citation module. The widescreen monitors are advantageous when working with applications that require the user to have multiple programs visible concurrently.</p>	6
<p>Handheld Data Entry Devices - The devices will most likely be in the form of a military specification tablet and will be used by personnel assigned to input traffic citation data. The 1,018 devices will supplement the 188 devices purchased with RMS Traffic Module Project, Grant No. TR1615, funds. 500 will be assigned to traffic personnel with the remaining assigned to the 21 patrol areas as they are introduced to and trained with RMS.</p>	1,018
<p>Charging Carts - Each unit is capable of charging 36 handheld entry devices simultaneously.</p>	28
<p>Portable Printers - The printers will be used in conjunction with the data entry devices to issue a printed copy of the traffic citations, which is a requirement of the court. Each vehicle of the Department's fleet (including motorcycles) that can be utilized for traffic enforcement will be equipped with a printer.</p>	1,900
<p>INDIRECT COSTS -</p>	
<p>STATEMENTS/DISCLAIMERS There will be no program income generated from this grant.</p>	

CERTIFICATIONS AND ASSURANCES

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.

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 (HATCHACT)

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.

RESTRICTION ON STATE LOBBYING

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

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Primary Certification

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

is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

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

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

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

Instructions for Lower Tier Certification

1. By signing and submitting this grant agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this grant agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this grant agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or

voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

Application Information

Application No: 18-001027

Application Type:	General	Agency (City or County):	<u>Los Angeles</u>	Department (Police Dept, DA Office, etc):	<u>Los Angeles Police Department</u>
Authorized Representative:	<u>Philip Fontanetta</u>	DUNS Number:	037848012	DUNS Expiration Date:	
DUNS Registered Address:	200 N. Spring St, Room M175	DUNS City:	Los Angeles	DUNS ZIP+4:	90012-4112

Application Summary

Grants Made Easy Application Titles and Descriptions are pre-populated. For General Grants, provide the Application Title and Application Description.

Application Title:

RMS Traffic Citation Module

Application Description:

A Traffic Citation 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 citation data will be entered once and will be made readily available for analysis. Additionally, since traffic citation data will be entered electronically by the citing officer, data will be uploaded to the Los Angeles County Superior Court case management system.

Focus of Application: Traffic
Records/Roadway
Safety

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 2016, the Los Angeles Police Department (Department) issued 92,622 traffic citations, which is a seven percent decrease from 2015.

The system currently used by the Los Angeles Police Department to issue, process, and enter traffic citations into a computer database is antiquated, time consuming, unnecessarily redundant, and incomplete. The following is the current flow pattern for the completion of traffic citations in the City of Los Angeles:

1. Officer(s) conduct a traffic stop and issue a handwritten traffic citation.
2. Officer(s) submit completed citations to a supervisor for approval.
3. A supervisor reviews and approves the citations and forward them to the Department's Traffic Court Liaison Unit (TCLU).
4. Personnel from TCLU audit the citations for accuracy and files them with the court.
5. A court employee reviews the citations for accuracy and forwards them to a third-party vendor.
6. The vendor enters the citation data into a database and returns the data electronically to the Department approximately six weeks after the citations were filed with the court. The resulting Traffic Information Citation System (TICS) database contains limited information. The information entered by the vendor is a subset of the data contained on the traffic citation. The Department pays an extra fee to the vendor to have additional data entered.

The primary strategy used by law enforcement agencies to reduce traffic collisions is traffic enforcement. The ability to effectively use traffic enforcement is dependent on the timely analysis of collisions and the issuance of citations. Unfortunately, the Department uses an antiquated form of issuing citations. The handwritten citations are prone for mistakes by officers and require a triple review process prior to being filed with the court and entered into a computer database. The citation information entered in the database by the vendor is prone to input error due to the data processor's inability to read the officer's handwriting. In depth traffic citation queries, utilizing TICS, is limited in nature, and provide statistics that are no longer relative to emerging traffic collision trends. The time lapse is too significant between the time when the citations were issued and when the traffic citation data is available for analysis for it to be of any value.

Traffic Data Summary:

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

County or State Applicants: Complete the table below using SWITRS data.

Collision Type	2014		2015		2016	
	Collisions	Victims	Collisions	Victims	Collisions	Victims
Fatal	204	204	181	181	260	260
Injury	20,833	20,833	23,272	23,272	23,426	23,426
Traffic Citations	162,045	162,045	99,603	99,603	92,622	92,622

Proposed Solution

Strategies:

The Application and Data Modernization Program (ADMP) is a multi-year, \$40 million project that will modernize all aspects of the Department numerous computer systems. The Records Management System (RMS) is a component of ADMP and will replace Consolidated Crime Analysis Database 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. Through a grant from the California Office of Traffic Safety, the RMS Traffic Module Project, Grant No. TR1615, funded the traffic collision module and a portion of the RMS Master Indices.

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 citation:

1. Officer(s) conduct a traffic stop and issue a citation utilizing a tablet. The tablet will not allow for the citation to be presented to the violator until all required information is entered. Additionally, the tablet will self-generate fields that are often prone to errors and omissions, such as the cite-back court location, cite-back date, location of violation and age of violator. The self-generating fields will greatly improve efficiency.
2. The violator will provide an electronic signature and be presented a printed copy of the citation, which is mandated by the courts.
3. Upon returning to the station, the citation is uploaded to RMS and forwarded to a supervisor for approval.
4. Approved citations are uploaded to the Los Angeles County Superior Court case management system.

By using a traffic citation module with RMS, data will be made available for analysis within hours opposed to weeks. The timely reporting and collection of traffic citation data will assist the Department in directing traffic enforcement efforts to address emerging traffic collision trends.

Agency Qualifications:

The ADMP is a massive undertaking by the Department and is overseen by the Chief Information Officer (CIO), Information Technology Bureau. The CIO is 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 Department.

In October 2016, Niche Technology was selected as the vendor to develop the RMS and its associated modules. The Department RMS Project Manager is Senior System Analyst Derek Smith, ITB. Being an advisor to the ADMP Steering Committee and the ADMP Program Manager is Mr. Smith's primary duty. The Department's RMS team is comprised of 10 subject matter experts (SME) with various expertise throughout the Department. Police Officers Carl Lurvey and Andrew Cullen, Traffic Collision Section (TCS), are the SMEs in the field of traffic collisions and traffic citations. Officers Lurvey and Cullen are tasked with ensuring the traffic citation and collision modules will best serve the officers in the field while providing the capability of uploading statistical data to the Department, County, and State entities.

The 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 14 years has managed 29 OTS grants worth over \$40 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 Officer Inman's primary duty. The Traffic Grant Coordinator has the complete support from the Grants Section and FOD.

Program Sustainability:

The acquisition of a traffic citation module to be used with RMS is a one-time purchase and will ensure the module is designated as a high importance for implementation. The Los Angeles Police Department has not sought any other funding for this program from non-City sources.

Goals

Applicant-Defined Goals

Custom Description	Target Number
To reduce the number of persons killed in traffic collisions.	
To reduce the number of persons injured in traffic collisions.	
To eliminate the use of paper to complete traffic citations.	
To eliminate the transmittal of paper citations to the Los Angeles County Superior Court.	

Objectives

Applicant-Defined Objectives. Users have the option to delete after adding if necessary.

Select?	Target Number	Custom Description
Yes		To implement the traffic citation module of the RMS that will eliminate the need for paper written traffic citations.
Yes		To have the RMS electronically transmit traffic collision data to the Los Angeles County Superior Court.

Method of Procedure

Phase 1 - Program Preparation:

The Department will train officers in the use of the traffic citation module of the RMS. Since officers will already be familiar with RMS, it is anticipated the training will be minimal. Concurrently, the Department and Niche will prioritize the development of the traffic citation module and procuring the tablets and associated printers.

Phase 2 - Program Operations:

The Department and Niche will work with the Los Angeles County Superior Court to implement an interface with RMS that will export traffic citation data to the court.

Phase 3 - Data Collection:

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

Budget

Personnel Costs

Positions - Enter full-time, part-time, hourly, or salaried positions in this section. For Benefits, start the Item Name with the word 'Benefits', enter the corresponding salary or overtime total amount in the Unit Cost or Rate column, and enter the Benefits Rate to have the system calculate Benefit Costs as Unit Cost * Benefits Rate. For related Benefits for the example position (100.0 and 100.1) for Benefits.

Display Order	Item Name	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
100.0	None		\$0.00	1	100.00%	\$0.00
Display Order	Cost Category	Enforcement Activity	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
101.0	A. Personnel Costs	Other		\$0.00	1	\$0.00

Personnel Costs: \$0.00

Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
200.0	B. Travel Expenses	In State Travel	\$9,000.00	1	\$9,000.00
200.0	B. Travel Expenses	Out of State Travel	\$15,000.00	1	\$15,000.00

Travel Expenses: \$24,000.00

Contractual Services

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
300.0	C. Contractual Services	none	\$0.00	1	\$0.00

Contractual Services: \$0.00

Equipment (must have Unit Cost of at least \$5000)

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
400.0	D. Equipment	Electronic Citation Data Collection System	\$1,500,000.00	1	\$1,500,000.00

Equipment: \$1,500,000.00

Other Direct Costs

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
500.0	E. Other Direct Costs	Computer Monitors	\$1,000.00	6	\$6,000.00
500.0	E. Other Direct Costs	Handheld Data Entry Devices	\$500.00	5,000	\$2,500,000.00
500.0	E. Other Direct Costs	Portable Printers	\$300.00	1,900	\$570,000.00

Other Direct Costs: \$3,076,000.00

Indirect Costs

Item Name should indicate the % and the Cost Category for Indirect Costs e.g. 15% of Salaries and Benefits. Use the Percent Paid by Grant for the Indirect Rate and the Unit Cost or Rate field to indicate the total amount for which Indirect Costs will be claimed. The system will calculate the Cost to Grant.

Display Order	Cost Category	Item Name	Indirect Rate	Amount Subject to Indirect	Calculated Cost to Grant
600.0	F. Indirect Costs	none		\$0.00	\$0.00

Indirect Costs: \$0.00

Total Requested Funding: \$4,600,000.00

Narrative Review

Review and update Narrative for Budget Items

Item	Narrative
None	None
In State Travel	Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include (enter other known conferences or required events). All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.
Out of State Travel	Appropriate staff may attend the Lifesavers, Governors Highway Safety Association Annual Meeting and the International Forum on Traffic Records and Highway Information Systems in support of the grant goals and objectives.
none	None
Electronic Citation Data Collection System	Electronic Citation Data Collection System - a traffic citation database system, using a hand-held device, to collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency RMS system and the courts for prosecution. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs include the purchase of electronic citation devices, with mag-strip readers, fingerprint readers, audio recorder, camera, docking/charging station, software, licenses, accessories, training, and associated shipping and taxes.
Handheld Data Entry Devices	The devices will most likely in the form of a military specification tablet and will be used by personnel assigned to all field personnel to input traffic citation data. The 5,000 devices will supplement the 1,000 devices purchased with RMS Traffic Module Project, Grant No. TR1615, funds. It is anticipated officers will take better care of the devices with the issuance of a device individually opposed to having a pool of tablets that are shared by multiple officers.
Portable Printers	The printers will be used in conjunction with the data entry devices to issue a printed copy of the traffic citations, which is a requirement of the court. Each vehicle of the Department's fleet (including motorcycles) that can be utilized for traffic enforcement will be equipped with a printer.
Computer Monitors	The widescreen monitors will be utilized by Department personnel assigned to the RMS project that have direct interaction or oversight of the traffic citation module. The widescreen monitors are advantageous when working with applications that require the user to have multiple programs visible concurrently.
none	None

Upload Documents (Optional)

Please try to include all information in the application itself, but if necessary, upload additional documents here

Document Name

Update Date/Time

Evaluation, Support, and Submittal

Evaluation, Support, and Submittal

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.

Administrative Support:

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

Total Requested Funding:

\$4,600,000.00