

**TRANSMITTAL**

To:

**THE COUNCIL**


Date:

1/15/14

From:

**THE MAYOR**

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



(Ana Guerrero)

**ERIC GARCETTI**  
Mayor



Eric Garcetti, Mayor  
Rushmore D. Cervantes, Interim General Manager

Program Operations Bureau  
1200 West 7th Street, Los Angeles, CA 90017  
tel 213.744.9052 | fax 213.744.9061  
hcidla.lacity.org

January 2, 2014

Council File No: 10-2327  
Council Districts: All  
Contact Person(s):  
Suzette Flynn, 213-808-8580  
Amelia Medina, 213-744-9099

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

Attention: Mandy Morales, Legislative Coordinator

**TRANSMITTAL: REQUEST AUTHORIZATION TO ACCEPT AND EXECUTE A \$450,000 TRAFFIC SAFETY GRANT FROM THE STATE OF CALIFORNIA TO IMPLEMENT THE "CHILD PASSENGER SAFETY PROGRAM" FOR OCTOBER 1, 2013 - SEPTEMBER 30, 2014**

**SUMMARY**

On December 1, 2012, the State of California Office of Traffic Safety (OTS) announced grant opportunities for Federal Fiscal Year (FFY) 2013-2014 to be awarded on a competitive basis to state and local jurisdictions. The former Community Development Department (CDD) responded by submitting a proposal to provide traffic safety education designed to increase car seat safety and compliance. In a letter dated May 16, 2013, OTS notified the CDD that it had been awarded a grant in the amount of \$450,000 to fund the proposed "Child Passenger Safety Program."

The Mayor and City Council approved the dissolution of the CDD effective July 1, 2013. The Child Passenger Safety Program was then integrated into the Los Angeles Housing and Community Investment Department (HCIDLA) where the program is being administered and implemented. Given that the City Ordinance establishing the HCIDLA was not approved until October 30, 2013, acceptance of the grant award could not be requested. The HCIDLA is now requesting authority to accept the grant and to execute an agreement with the OTS retroactive to October 1, 2013. No matching funds are required for this grant.

The Child Passenger Safety Program will allow HCIDLA to provide 200 car seat safety education classes to 3,000 City residents; participate in 12 community events impacting approximately 3,000 residents; conduct child safety seat check-up events; and distribute 3,500 free car seats to City residents who have attended the training classes.

## RECOMMENDATIONS

The General Manager, Los Angeles Housing and Community Investment Department (HCIDLA), respectfully requests that your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to the City Council for review and approval immediately thereafter.

The General Manager, HCIDLA, further requests that the Mayor and City Council:

1. AUTHORIZE the HCIDLA to accept and execute a \$450,000 grant agreement with the State of California, Office of Traffic Safety (OTS), for the "Child Passenger Safety Program" for the period of October 1, 2013 through September 30, 2014, subject to approval of the City Attorney as to form.
2. AUTHORIZE the HCIDLA to decrease appropriations in the amount of \$1,045,698.64 to align appropriations to grant sources.
3. AUTHORIZE the Controller to:
  - a. Increase/decrease accounts within the Office of Traffic Safety Grant Fund No. 45C and appropriate as follows:

Account	Title	Amount
43K143	Housing and Community Invest	285,833.00
43K299	Reimbursements to General Fund	(45,035.00)
	Total	<b>240,798.00</b>

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

Account	Title	Amount
001010	Salaries – General	95,591.00
001090	Overtime – General	13,203.00
002130	Travel	3,600.00
003040	Contractual Services	8,966.00
003310	Transportation	400.00
006010	Office & Admin Expenses	147,303
006030	Leasing	16,770.00
	Total	<b>285,833.00</b>

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

Account	Title	Amount
22A122	CDD	(185,098.21)
22C045	Traffic Safety Education	(124,987.00)
22C122	CDD	(4,542.92)
22C299	Related Costs	(87,127.96)
22E122	CDD	(306,821.20)

22E299	Related Costs	(30,074.00)
22F122	CDD	(138,356.19)
22F299	Related Costs	(33,049.49)
22G122	CDD	(79,168.08)
22G299	Related Costs	(13,396.32)
22H122	CDD	(1,244.34)
22H299	Related Costs	(9,212.31)
22J122	CDD	(32,620.62)
	<b>Total</b>	<b>\$1,045,698.64</b>

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

4. AUTHORIZE the General Manager, HCIDLA, or designee, to prepare Controller instructions for any technical adjustments or corrections that may be necessary, consistent with the Mayor and City Council action on this matter, subject to the approval of the City Administrative Officer (CAO), and authorize the Controller to implement the instructions.

## BACKGROUND

This is the thirteenth (13<sup>th</sup>) consecutive year that the City has successfully applied for and been awarded the OTS grant, which provides for the training of low-income City residents on the proper installation and use of child car safety seats. Those who complete the seat safety education classes are awarded child car safety seats. Both the training and the car seats are provided at no cost to City residents who participate.

In prior years, this program was subcontracted out by the City to several community-based, non-profit agencies. However, this resulted in inconsistency in service delivery. In 2007, the State recommended that the City manage the program directly but that the services continue to be provided in communities of need. This has been the program design since then.

While there are no eligibility guidelines for participation in the program, the City made a policy decision to target services to the economically disadvantaged.

## DISCUSSION

### Service Level Goals for 2013 - 14:

- Provide 200 car seat safety education classes to 3,000 City residents.
- Participate in 12 citywide community events impacting approximately 3,000 residents.
- Distribute 3,500 free car seats to City residents who attend the education classes.
- Conduct child safety seat check-up events, which ensure that those already in possession of car seats are installing and using them correctly.

### Service Delivery

Grant funds will be used for: salaries and related costs of City personnel implementing the program; procuring car seats for distribution; and, administrative expenses including travel and program supplies.

The OTS program is staffed by three full-time HCIDLA employees: one Senior Project Coordinator and two Program Aides. All three staff are trained and certified to conduct workshops on the proper installation of car seats and car seat distribution. Staff coordinates with non-profit agencies, medical centers, hospitals, and day care facilities to schedule educational classes and child safety seat check-up events. The program also collaborates with the Los Angeles Police Department, California Highway Patrol, and other organizations to promote child safety seat use and to provide booster seat safety presentations at community and safety events.


Program services have been integrated with those of the City's FamilySource Centers (FSCs), which are located throughout the City. The FSCs provide a comprehensive array of social services to low-income City residents. As such, offering child safety seat training at these centers provides easy access to this valuable program.

The City's OTS program has been recognized by the State as a model that has resulted in its continued funding for over a decade.

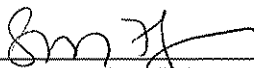
**FISCAL IMPACT STATEMENT**

There is no impact on the General Fund. The program is funded primarily by the State of California Office of Traffic Safety.

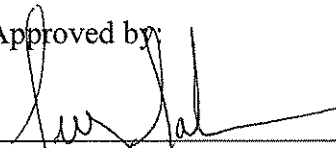
Prepared by:

  
\_\_\_\_\_  
AMELIA MEDINA  
Senior Project Coordinator

Reviewed by:

  
\_\_\_\_\_  
SUZETTE FLYNN  
Director, Monitoring and Technical Services Division

Approved by:

  
\_\_\_\_\_  
RUSHMORE D. CERVANTES  
Interim General Manager

RDC:SF:AM