

TRANSMITTAL

To: **THE COUNCIL**

Date: **10/23/20**

From: **THE MAYOR**

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in blue ink, appearing to be 'Eric Garcetti', is written over the printed name.

(Ana Guerrero) for

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Ann Sewill, General Manager

Community Services & Development Bureau
1200 West 7th Street, 9th Floor, Los Angeles, CA 90017
tel 213.808.8652 | fax 213.808.8999
hcidla.lacity.org

October 8, 2020

Council File: C.F.14-0065-S1
Council District(s): All
Contact Persons:
Olivia Mitchell: (213) 808-8872
Abigail Marquez (213) 808-8462

The Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Attention: Heleen Ramirez, Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST AUTHORITY TO ACCEPT AND EXECUTE TWO GRANTS, \$150,000 FOR THE CHILD PASSENGER SAFETY PROGRAM; AND \$235,000 FOR THE PEDESTRIAN AND BICYCLE SAFETY PROGRAM FROM THE STATE OF CALIFORNIA - OFFICE OF TRAFFIC SAFETY

SUMMARY

The General Manager of HCIDLA respectfully requests that your office review and approve this transmittal and forward it to the City Council for further consideration. Through this transmittal, HCIDLA requests authority to accept and execute two grants from the State of California - Office of Traffic Safety (OTS): one grant in the amount of \$150,000 to continue to provide the Child Passenger Safety Program and an additional grant in the amount of \$235,000 to continue the Pedestrian and Bicycle Safety Program. Both grants will be for the period of October 1, 2020 through September 30, 2021.

The Child Passenger Safety Program will provide traffic-safety education, training, and the distribution of a limited number of free child safety seats to eligible low-income residents citywide. Grant funds will be used for HCIDLA staff implementing program services, procurement of car seats, administration expenses, travel, and program supplies. This grant is a continuation of the OTS grant the City received for October 1, 2019 through September 30, 2020 (C.F. No.14-0065-S1).

The Pedestrian and Bicycle Safety Program will provide pedestrian and bicycle safety education training focused on children and senior citizens citywide, especially those in low income communities. Grant funds will be used for HCIDLA staff implementing program services, procurement of safety equipment, administration expenses, travel, and program supplies. HCIDLA will contract with five existing FamilySource agencies to provide additional direct program services.

OTS requires that grant recipients apply for funding each year to continue delivering services. On January 1, 2020, OTS announced grant opportunities for the program year 2020-2021 to be awarded on a competitive basis to state and local jurisdictions.

RECOMMENDATIONS

- I. That the Mayor review this transmittal and forward to City Council for further action;
- II. That the City Council, subject to the approval of the Mayor:
 - 1. AUTHORIZE HCIDLA to accept and execute grant agreements with the State of California - Office of Traffic Safety in the amount of \$150,000 for the Child Passenger Safety Program and \$235,000 for the Pedestrian and Bicycle Safety Program for the period of October 1, 2020 through September 30, 2021, subject to approval of the City Attorney as to form.
 - 2. AUTHORIZE HCIDLA to execute Professional Services Agreements (PSAs) with five FamilySource Center (FSC) agencies that are willing to participate in the Pedestrian and Bicycle Safety Program to provide pedestrian and bicycle safety education, outreach, and distribution of related safety equipment supplies for the period October 1, 2020 through September 30, 2021. There is \$50,000 available for these contractual services. The amount of \$10,000 is retained to provide for potential assistance needed to respond to COVID-19 restrictions.

FamilySource Center Agencies	Amount
1) All People’s Community Center	\$ 8,000.00
2) Barrio Action Youth and Family Center	8,000.00
3) Central City Neighborhood Partners	8,000.00
4) El Centro de Ayuda	8,000.00
5) Latino Resource Organization	8,000.00
Total	\$ 40,000.00

- 3. AUTHORIZE the City Controller to:
 - a. Establish new accounts within the Traffic Safety Fund No. 45C/43 and appropriate funds as follows:

Account	Account Name	Amount
43T343	HCIDLA Costs- Reserve	\$ 83,750.00
43T582	Family Source Centers Nonprofit Managed	50,000.00
	Total	\$133,750.00

- b. Increase/Decrease appropriations within the Traffic Safety Fund No. 45C/43 as follows:

Account	Account Name	Amount
43T143	Housing and Community Investment	\$118,788.53
43T299	Reimbursements of General Fund Costs	(25,696.55)
	Total	\$ 93,091.98

- c. Increase appropriations in HCIDLA Fund No. 100/43 as follows:

Account	Account Name	Amount
001010	Salaries, General	\$ 52,359.77
001070	Salaries, As-Needed	20,986.50
001090	Salaries, Overtime	7,500.00
002120	Printing and Binding	3,000.00
002130	Travel	3,957.75
003040	Contractual Services	4,725.00
006010	Office and Administrative	22,446.00
006030	Lease	3,813.51
	Total	\$118,788.53

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

BACKGROUND

Child Passenger Safety Program

Over the last fifteen years, the City has been implementing the Child Passenger Safety Program with grant funds from the State of California Office of Traffic Safety. The program, administered by HCIDLA, provides child passenger safety education classes and free car and booster seats to low income residents of Los Angeles. HCIDLA employees are trained and certified as Child Passenger Safety Technicians. They educate parents on the proper selection, use, and installation of car and booster seats, measure children for booster seats, and provide a limited number of free or replacement car and booster seats to eligible low-income parents and caregivers. HCIDLA's child passenger safety team works through the City's FamilySource Centers, libraries, recreation centers, child care centers and other non-profit health and welfare agencies to present two-hour educational classes for parents of newborns and children who have reached the height of 4'9". Additional activities of this program include participation in community events and health fairs where booster seats may be distributed to eligible low income residents who participate in 15-20 minute presentations regarding booster seat compliance with current child safety seat legislation.

In 2019-2020, the City received \$152,000 in OTS grant funds. By the end of the grant term, HCIDLA staff had conducted over 125 car seat safety education classes for 1,500 people, participated in 17 community events citywide that were attended by 8,400 residents, and distributed 280 free child safety seats to low-income program participants. Additionally, HCIDLA staff evaluated and corrected the installation of car seats through safety check-up events and conducted two surveys of cars and vans traversing city streets to determine if children were properly secured in safety seats. The car seat check-ups were held in conjunction with LAPD Traffic Division.

Pedestrian and Bicycle Safety Program

The program design for the Pedestrian and Bicycle Safety Program utilizes existing Community and City department relationships to deliver program services to city residents in their respective communities. Program services include providing training workshops and presentations, community outreach events, traffic safety fairs as well as the distribution of related safety equipment and supplies to program participants. This effort is responsive to Mayor Eric Garcetti's directive to create safer streets with the focus on protecting the most vulnerable, including children, senior adults, pedestrians and cyclists. This is the third year for this program.

HCIDLA has an existing formal partnership with the FSCs as well as access to a consortium of community-based agencies. The FSCs and the network of community-based agencies are committed to providing social services

programs to residents across the city and have successfully cultivated levels of trust with prospective participants. Since the program is not mandatory to the FSC agencies, contractual services will be provided by five of the six agencies who provided services in the 2018-2019 program year. HCIDLA will execute PSAs with the five FSCs for the provision of the Pedestrian and Bicycle Safety Program. HCIDLA staff will deploy targeted outreach methods in low-income neighborhoods as well as coordinate activities with the funded agencies.

FISCAL IMPACT

There is no impact to the General Fund.

Approved By:



ANN SEWILL
General Manager
Housing+Community Investment Department

ATTACHMENTS:

OTS GRANT NO. OP21017 ? Child Passenger Safety
OTS GRANT NO PS21041 ? Pedestrian and Bicycle

1. GRANT TITLE Child Passenger Safety Program	
2. NAME OF AGENCY Los Angeles	3. Grant Period From: 10/01/2020 To: 09/30/2021
4. AGENCY UNIT TO ADMINISTER GRANT Los Angeles Housing and Community Investment Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving children under the age of eight years old. The funded strategies may include education, child safety seat check-ups, community events, presentations, and training. Other countermeasures may include properly fitting child safety seats, providing educational materials, and the distribution of child safety seats. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$150,000.00	
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 • Exhibit C – Grant Electronic Management System (GEMS) Access <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. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
<p>A. GRANT DIRECTOR</p> <p>NAME: Olivia E. Mitchell TITTLE: Asst Chief Grants Admin EMAIL: olivia.mitchell@lacity.org PHONE: 213-808-8872 ADDRESS: 1200 West 9th Street, 9th Floor Los Angeles, CA 90017</p> <div style="text-align: right; margin-top: 20px;">  _____ <small>Olivia Mitchell (Aug 25, 2020 09:44 PDT)</small> _____ (Signature) </div> <div style="text-align: right; margin-top: 10px;"> _____ Aug 25, 2020 _____ (Date) </div>	<p>B. AUTHORIZING OFFICIAL</p> <p>ADDRESS: Abigail Marquez Asst General Manager abigail.marquez@lacity.org 213-808-8462 1200 West 9th Street, 9th Floor Los Angeles, CA 90017</p> <div style="text-align: right; margin-top: 20px;">  _____ <small>Abigail R. Marquez (Aug 25, 2020 10:19 PDT)</small> _____ (Signature) </div> <div style="text-align: right; margin-top: 10px;"> _____ Aug 25, 2020 _____ (Date) </div>
<p>C. FISCAL OFFICIAL</p> <p>ADDRESS: Lyndon Salvador Chief Accountant IV lyndon.salvador@lacity.org 213-744-9044 1200 West 7th Street, 4th Floor Los Angeles, CA 90017</p> <div style="text-align: right; margin-top: 20px;">  _____ <small>Lyndon Salvador (Aug 25, 2020 09:49 PDT)</small> _____ (Signature) </div> <div style="text-align: right; margin-top: 10px;"> _____ Aug 25, 2020 _____ (Date) </div>	<p>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</p> <p>ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p> <div style="text-align: right; margin-top: 20px;">  _____ <small>Barbara L. Rooney</small> _____ (Signature) </div> <div style="text-align: right; margin-top: 10px;"> _____ Aug 25, 2020 _____ (Date) </div>

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. DUNS INFORMATION</p> <p>DUNS #: 808255160 REGISTERED ADDRESS: 1200 West 7th Street, 9th Floor CITY: Los Angeles ZIP+4: 90017-6400</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-21	20.616	0521-0890-101	2020	2020	BA/20	\$150,000.00
					AGREEMENT TOTAL	\$150,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$150,000.00
<p><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></p>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	\$ 0.00
					TOTAL AMOUNT ENCUMBERED TO DATE	\$150,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			
 <small>Carolyn Vu (Aug 25, 2020 10:18 PDT)</small>			Aug 25, 2020			

1. PROBLEM STATEMENT

Motor vehicle crashes continue to be the leading cause of death for children 4 years and older. Car seat distribution plus education programs are recommended by agencies and organizations such as the Centers for Disease Control, Safe Kids, American Academy of Pediatrics, the National Safety Council and others focused on further impacting such positive statistics as the reduction in risk of injury by up to 71-82% when a child is restrained in a proper safety seat. In Los Angeles our concentration has been on low income and immigrant communities where both the cost of proper child safety seats and education on laws and fines is prohibitive and/or unknown. Low wage workers often borrow car seats from relatives and friends that are inappropriate for the age of the child/ren. They may purchase used and recalled seats or "stuff" many children and adults into their car to maximize riders. This oftentimes makes them vulnerable to traffic stops with the resulting fines (and penalties for failure to pay) causing additional hardships and result in increasing failure to properly and carefully transport their children. The greatest concern in Los Angeles is the large number of families who immigrant from countries car seat laws are non-existent or not enforced. They may also have language barriers. Although their comprehension of English is sufficient to secure a California driver's license it may not be sufficient to understand all of the traffic laws, especially those regarding child safety; especially as they necessarily limit the number of persons who may be transported safely in their car. No matter the language or income, our experience is that parents of older children (ages 8-12) are universally unaware that until they reach a height of 4'9" they must be in a booster chair. Parents allow their children to decide. The program helps these parents understand the law and, most especially, the fines involved. Certified Child Passenger Safety Technicians are critical to the program to help parents to select, install and properly place children into their seats; to partner routinely with law enforcement in car check-up clinics participate and to conduct random surveys to further determine the not only use, but correct use of child safety seats-we believe- helps in the reduction of injuries and deaths. Over one three year period (2013-2015) both fatalities and injuries decreased. In a small response to the language issues in our City, our staff is able to provide education English, Spanish and American Sign Language. Through other general resources and the assistance of the agencies where workshops are provided, additional languages such as Tagalog, Thai, Cantonese, Mandarin, Korean are available.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of vehicle occupants killed under age eight.
4. Reduce the number of vehicle occupants injured under age eight.
5. Increase child safety seat usage.

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. Participate in National Child Passenger Safety Week.	1
3. Conduct pre and post-grant child safety seat usage surveys during the months of October (start of the grant) and September (end of the grant).	2
4. Conduct highly publicized child safety seat checkups to promote correct usage at community locations, including shopping centers, car dealerships or preschools, with an effort to reach parents or caregivers. Note: Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); use proper forms for documentation; have complete car seat instructions and resource materials available; and have on-site supervision by a NHTSA CPST as a lead checker.	2
5. Provide child safety seat education classes with an effort to reach low-income residents.	100
6. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	15

7. Distribute no-cost child safety seats to low-income residents who receive child safety seat education.	100
8. Recognize people "saved by the child safety seat or seat belt." OTS will be notified of all cases that involve an OTS funded child safety seat.	1
9. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	14
10. Hold quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
11. Collaborate with law enforcement agencies to increase knowledge and awareness of child passenger safety.	4
3. METHOD OF PROCEDURE	
A. <u>Phase 1 – Program Preparation</u> (1st Quarter of Grant Year)	
<ul style="list-style-type: none"> • Develop operational plans to implement the “best practice” strategies outlined in the objectives section. • All training needed to implement the program should be conducted this quarter. • All grant related purchases needed to implement the program should be made this quarter. 	
<u>Media Requirements</u>	
<ul style="list-style-type: none"> • Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release. 	
B. <u>Phase 2 – Program Operations</u> (Throughout Grant Year)	
<ul style="list-style-type: none"> • Complete plans for collaborative efforts for ongoing and new City and school district sponsored annual events, grant required annual events (check-ups, Child Passenger Safety). • Complete initial schedule of workshops and activities. • Expand and identify new opportunities to educate low income parents. • Cement commitment of additional City Neighborhood Councils to host classes and purchase child safety seats for their neighborhoods' low income residents. • Work with new LAPD leadership to expand participation and support of collaboration especially with LAPD Traffic Officers and school liaisons. • With the implementation of AB 60, possibly include DMV offices as a recruitment site for classes. 	
<u>Media Requirements</u>	
<ul style="list-style-type: none"> • 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. The following requirements are for grant-related activities and are different from those regarding any grant kick-off release or announcement. • If an OTS-supplied, template-based press release is used, there is no need for pre-approval, however, the OTS PIO and Coordinator should be copied when at the same time as the release is distributed to the press. • If an OTS-supplied 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 days prior to the release distribution date, but should be no less than 5 working days prior to the release distribution date. • Press releases reporting the immediate and time-valued 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. • 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 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.
- Space permitting, include the OTS logo, on grant-funded print materials; consult your OTS Coordinator for specifics and format-appropriate logos.
- Contact the OTS PIO or your OTS Coordinator, sufficiently far enough in advance of need, for consultation when deviation from any of the above requirements might be contemplated.

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

1. Prepare and submit invoice claims (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (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
405b OP-21	20.616	Occupant Protection	\$150,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Positions and Salaries				
Straight Time				
Sr. Project Assistant	405b OP-21	\$41.27	939	\$38,753.00
Benefits- Sr. Project Assistant @ 46.23%	405b OP-21	\$38,753.00	1	\$17,916.00
Program aide	405b OP-21	\$28.79	1,044	\$30,057.00
Benefits- Program Aide @ 46.23%	405b OP-21	\$30,057.00	1	\$13,895.00
Student Professional Worker	405b OP-21	\$17.71	680	\$12,043.00
Overtime				
Educational Events OT	405b OP-21	\$6,000.00	1	\$6,000.00
Category Sub-Total				\$118,664.00
B. TRAVEL EXPENSES				
In State Travel	405b OP-21	\$2,253.00	1	\$2,253.00
				\$0.00
Category Sub-Total				\$2,253.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Office supplies	405b OP-21	\$1,000.00	1	\$1,000.00
Child Safety Seats	405b OP-21	\$75.00	100	\$7,500.00
Office Space	405b OP-21	\$13,605.00	1	\$13,605.00
Educational materials	405b OP-21	\$2,338.00	1	\$2,338.00
Printing and duplicating	405b OP-21	\$2,000.00	1	\$2,000.00
CPS Certification/Recertification	405b OP-21	\$85.00	4	\$340.00
Storage	405b OP-21	\$2,300.00	1	\$2,300.00
Category Sub-Total				\$29,083.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$150,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

Sr. Project Assistant - Oversee and manage the reporting, outreach, scheduling, vendor relations, and positions as described.

Benefits- Sr. Project Assistant @ 46.23% - Benefits @ 46.23%

Retirement 30.44%

Health/Dental/Vision 14.09%

Employee Assistance 0.01%

Life Insurance 0.01%

Medicare 0.01%

Union Sponsored Benefits 0.02%

Workers Compensation 0.30%

Program aide - Participates in all grant activities including scheduling and conducting workshops, transport and maintain inventory of child safety seats. Must be a certified Child Safety Technician. May be bi-lingual.

Benefits- Program Aide @ 46.23% - Benefits @ 46.23%

Retirement 30.44%

Health/Dental/Vision 14.09%

Employee Assistance 0.01%

Life Insurance 0.01%

Medicare 0.01%

Union Sponsored Benefits 0.02%

Workers Compensation 0.30%

Student Professional Worker - Participates in all grant activities, provides clerical assistance, maintain inventory. May be a certified Child Safety Technician. Does not receive any benefits.

Educational Events OT - Grant activities may be conducted by grant funded personnel on an overtime basis. Positions include Sr. Project Assistant and Program Aid employed by HCIDLA. Personnel will be deployed approximately twice per month to conduct child safety seat presentations at fairs and community events which are usually held on Saturdays. The City will not be claiming overtime benefits.

TRAVEL EXPENSES

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 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.

CONTRACTUAL SERVICES

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EQUIPMENT

-

OTHER DIRECT COSTS

Office supplies - Used for standard office supplies to support grant related activities, grant monitoring and reporting. May include office furniture.

Child Safety Seats - Child safety seats (maximum costs per seat is \$75.00; including booster seats, but no infant only seats) to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations.

Office Space - Costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: 17% of actual salaries. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Educational materials - Cost of developing, purchasing, or printing brochures, pamphlets, fliers, coloring books, posters, signs, banners association with grant activities.

Printing and duplicating - Costs include the purchase of special and routine paper, production, printing and/or duplication of materials associated with grant operations.

CPS Certification/Recertification - New personnel certification and re-certification of continuing personnel as required

Storage - Secure off site storage necessary and required for child safety seats.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

The California Office of Traffic Safety (OTS) recognizes the need for flexibility in response to the COVID-19 pandemic; its effect on public health and the need for potential changes of activities in the FFY 2021 grant-funded projects. If there are COVID-19 impacts, the grantee must contact the OTS Coordinator immediately to discuss the impacts on the grant-funded project. If it is determined an alternate work plan is needed, the alternate work plan must substantially meet the goals and objectives of this grant and is subject to OTS approval. If an alternative work plan is not submitted, or submitted and not approved, no further claims will be paid on the grant and the grant may be subject to cancellation.

CERTIFICATIONS AND ASSURANCES
HIGHWAY SAFETY GRANTS
(23 U.S.C. CHAPTER 4 AND SEC. 1906, PUB. L. 109-59, AS AMENDED)

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place State in a high-risk grantee status in accordance with 49 CFR 18.12.

The Officials named 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:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 49 CFR Part 18- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- **Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;**
- **Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;**
- **Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;**
- **Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;**
- **Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:**

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The state 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

(applies to subrecipients as well as States)

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, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients 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

(applies to subrecipients as well as States)

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

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 primary tier 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 prospective primary tier participant 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 prospective primary tier participant 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 or may pursue suspension or debarment.

4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary tier participant agrees by submitting this proposal 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 prospective primary tier participant further agrees by submitting this proposal that it will include the **clause titled "Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.**

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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

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 the transaction for cause or default.

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

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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 records, 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/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal 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*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal 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 proposal that it will include the clause titled **"Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

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 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 proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions 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 proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items 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. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:	OP21017
Agency Name:	Los Angeles Housing and Community Investment Department
Grant Title:	Child Passenger Safety Program
Agreement Total:	\$150,000.00
Authorizing Official:	Abigail Marquez
Fiscal Official:	Lyndon Salvador
Grant Director:	Olivia E. Mitchell

CURRENT GEMS USER(S)

1. **Carrie Hu**

Title: Accountant I

Phone: (213) 774-7125

Email: carrie.hu@lacity.org

Media Contact: No

2. **Olivia E. Mitchell**

Title: Asst Chief Grants Admin

Phone: 213-808-8872

Email: olivia.mitchell@lacity.org

Media Contact: Yes

3. **Jimmy Valenzuela**

Title: Special Project Assistant

Phone: (213) 808-8962

Email: jimmy.valenzuela@lacity.org

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 2 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 3 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 4 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 5 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
Form completed by:  <small>olivia mitchell (Aug 25, 2020 09:38 PDT)</small>	Date: Aug 25, 2020
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.	
 <small>olivia mitchell (Aug 25, 2020 09:44 PDT)</small>	olivia mitchell
Signature	Name
Aug 25, 2020	Grant Director
Date	Title

Grant Agreement - OP21017

Final Audit Report

2020-08-25

Created:	2020-08-24
By:	Jim Owens (Jim.owens@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6ucpEIBTOCyRlaTwwypz3GLkhov0Ap7h

"Grant Agreement - OP21017" History

-  Document created by Jim Owens (Jim.owens@ots.ca.gov)
2020-08-24 - 8:06:21 PM GMT- IP address: 96.43.153.8
-  Document emailed to olivia mitchell (olivia.mitchell@lacity.org) for signature
2020-08-24 - 8:06:27 PM GMT
-  Email viewed by olivia mitchell (olivia.mitchell@lacity.org)
2020-08-24 - 8:27:39 PM GMT- IP address: 74.125.209.16
-  Document e-signed by olivia mitchell (olivia.mitchell@lacity.org)
Signature Date: 2020-08-25 - 4:38:43 PM GMT - Time Source: server- IP address: 161.149.102.22
-  Document emailed to olivia mitchell (olivia.mitchell@lacity.org) for signature
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-  Email viewed by olivia mitchell (olivia.mitchell@lacity.org)
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Signature Date: 2020-08-25 - 4:44:52 PM GMT - Time Source: server- IP address: 161.149.63.239
-  Document emailed to Lyndon Salvador (lyndon.salvador@lacity.org) for signature
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-  Email viewed by Lyndon Salvador (lyndon.salvador@lacity.org)
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-  Document e-signed by Lyndon Salvador (lyndon.salvador@lacity.org)
Signature Date: 2020-08-25 - 4:49:23 PM GMT - Time Source: server- IP address: 161.149.102.22
-  Document emailed to Abigail R. Marquez (abigail.marquez@lacity.org) for signature
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Signature Date: 2020-08-25 - 5:18:46 PM GMT - Time Source: server- IP address: 134.186.23.239

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 Document e-signed by Barbara Rooney (barbara.rooney@ots.ca.gov)

Signature Date: 2020-08-25 - 11:25:36 PM GMT - Time Source: server- IP address: 74.46.253.92

 Signed document emailed to Lyndon Salvador (lyndon.salvador@lacity.org), Jim Owens (Jim.owens@ots.ca.gov), Abigail R. Marquez (abigail.marquez@lacity.org), olivia mitchell (olivia.mitchell@lacity.org), and 3 more

2020-08-25 - 11:25:36 PM GMT

1. GRANT TITLE Pedestrian and Bicycle Safety Program	
2. NAME OF AGENCY Los Angeles	3. Grant Period From: 10/01/2020 To: 09/30/2021
4. AGENCY UNIT TO ADMINISTER GRANT Los Angeles Housing and Community Investment Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving pedestrians and bicyclists. The funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops. These countermeasures should be conducted in communities with high numbers of pedestrian and/or bicycle related crashes including underserved communities, older adults, and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Vision Zero campaigns, and working with community based organizations are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$235,000.00	
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 • Exhibit C – Grant Electronic Management System (GEMS) Access <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	
<p>A. GRANT DIRECTOR</p> <p>NAME: Olivia E. Mitchell TITLE: Asst Chief Grants Admin EMAIL: olivia.mitchell@lacity.org PHONE: 213-808-8872 ADDRESS: 1200 West 9th Street, 9th Floor Los Angeles, CA 90017</p> <div style="text-align: right; margin-top: 20px;">  _____ (Signature) </div> <div style="text-align: right; margin-top: 5px;"> Aug 6, 2020 _____ (Date) </div>	<p>B. AUTHORIZING OFFICIAL</p> <p>ADDRESS: Abigail Marquez Asst General Manager abigail.marquez@lacity.org 213-808-8462 1200 West 9th Street, 9th Floor Los Angeles, CA 90017</p> <div style="text-align: right; margin-top: 20px;">  _____ (Signature) </div> <div style="text-align: right; margin-top: 5px;"> Aug 24, 2020 _____ (Date) </div>
<p>C. FISCAL OFFICIAL</p> <p>ADDRESS: Lyndon Salvador Chief Accountant IV lyndon.salvador@lacity.org 213-744-9044 1200 West 7th Street, 4th Floor Los Angeles, CA 90017</p> <div style="text-align: right; margin-top: 20px;">  _____ (Signature) </div> <div style="text-align: right; margin-top: 5px;"> Aug 17, 2020 _____ (Date) </div>	<p>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</p> <p>ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive Suite 300 Elk Grove, CA 95758</p> <div style="text-align: right; margin-top: 20px;">  _____ (Signature) </div> <div style="text-align: right; margin-top: 5px;"> Aug 24, 2020 _____ (Date) </div>

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. DUNS INFORMATION</p> <p>DUNS #: 808255160 REGISTERED ADDRESS: 1200 West 7th Street, 9th Floor CITY: Los Angeles ZIP+4: 90017-6400</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405h PS-21	20.616	0521-0890-101	2020	2020	BA/20	\$235,000.00
					AGREEMENT TOTAL	\$235,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$235,000.00
<p><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></p>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	\$ 0.00
					TOTAL AMOUNT ENCUMBERED TO DATE	\$235,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE  <small>Carolyn Vu (Aug 24, 2020 09:23 PDT)</small>			DATE SIGNED Aug 24, 2020			

1. PROBLEM STATEMENT

The City of Los Angeles has moved to deliberately reduce the number of cars on the road by both creating a series of "road diet" reductions in available traffic lanes and encouraging and increasing bicycle and pedestrian safety through one and two way bicycle lanes, widening pedestrian strips, lengthening crossing times at major intersections, partnering with the Metro bus and subway system to increase hours and timeliness of public transportation and providing a series of workshops and special events to redirect residents from dependence and affection for their cars. Public education and events such as Civiclavia, Underground museum tours (viewing the temporary and permanent art displays) have had some success, especially with urban dwelling young adults. Two groups continue to be less affected by these urban efforts: senior citizens and children. Safety is the primary issue for these two groups. Children traveling alone to school and youth centers often have little regard for vehicle safety in crossing mid block, racing to cross the street, watching for turning cars, etc. Seniors are concerned about road, sidewalk and other street hazards in addition to waiting times for public transportation. Special efforts have begun with all branches of government to focus on the public transportation and neighborhood navigation for seniors. As the population ages, the needs of seniors with exceptional agility is as much of an interest as seniors with mobility issues. Programs such as "Walk to School" and the "Street Stories" program offered by the OTS consultant group SafeTREC help seniors and residents to map their communities and alert planners and policy makers to their special needs at the ground level. We must include seniors in the effort to encourage biking. The purpose of this grant is to encourage biking and walking for their health benefits and to provide the information and tools to keep both children and senior citizens informed and safe. In 2017 there were 31 deaths to seniors 65 and over. Our multi-cultural city requires that information be presented in varies languages and modalities. The primary recipients of our services are the low income and immigrant communities whose country of origin may not share the attitude nor laws governing our roadways. To maximize the reach of the information we sub-contract with several community agencies who are valued communicators with our target population. The reports of children and senior injured and killed in the areas surrounding our contracted agencies remain too high. They are the communities most impacted by low income residents and immigrants. We celebrate each of the special days, weeks and months highlighting pedestrian and bicycle safety. We have focused on our libraries and recreation centers as they offer services, programs and activities targeting both seniors and youth.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of pedestrians killed under age 15 in traffic crashes.
6. Reduce the number of pedestrians injured under age 15 in traffic crashes.
7. Reduce the number of pedestrians killed over age 65 in traffic crashes.
8. Reduce the number of pedestrians injured over age 65 in traffic crashes.
9. Reduce the number of bicyclists killed in traffic crashes.
10. Reduce the number of bicyclists injured in traffic crashes.
11. Reduce the number of bicyclists under age 15 killed in traffic crashes.
12. Reduce the number of bicyclists under age 15 injured in traffic crashes.
13. Increase bicycle helmet usage.

B. Objectives:

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.
2. Participate in traffic safety fairs and/or community events with an effort to reach individuals.

Target Number

1

30

3. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	5
4. Participate in the following campaigns, National Walk to School Day, National Bicycle Safety Month and California's Pedestrian Safety Month.	3
5. Conduct pedestrian and/or bicycle safety presentations at community groups with an effort to reach individuals.	15
6. Conduct pedestrian and/or bicycle safety classroom presentations with an effort to reach students.	25
7. Conduct pedestrian and/or bicycle safety courses with an effort to reach community members.	25
8. Develop a pedestrian and/or bicycle safety program and materials to be adopted as an on-going program in schools with an effort to reach students.	2
9. Distribute pedestrian safety equipment to children that may include reflective armbands and/or zipper pulls.	1
10. Distribute bicycle headlights and tail lights during bicycle safety community events or bicycle safety courses.	1
11. Conduct Walking School Busses at schools with an effort to reach students.	2
12. Develop bicycle and pedestrian safety educational materials to be distributed during classroom presentations, workshops, and community events.	1
13. Participate in Open Streets events with an effort to reach individuals.	4
14. Participate in Safe Routes to School coalition meetings.	10
15. Conduct pedestrian Walking Field Trips with an effort to reach adults and senior citizens.	15
16. Conduct community outreach events with an effort to reach adults and senior citizens.	50
17. Collaborate with health care providers and/or senior citizen centers to promote pedestrian safety.	50
18. Conduct pedestrian safety presentations with an effort to reach older adults.	50
19. Conduct pre and post-grant activities bicycle helmet usage surveys during the months of October (start of the grant) and September (end of the grant). A pre-survey will be required to determine the base year helmet use rate and a post-survey will be required to determine the operational rate.	1
20. Distribute and properly fit bicycle helmets at bicycle rodeos, workshops, and community events.	800
21. Conduct bicycle helmet inspections and make necessary adjustments at schools and community events.	1
22. Conduct community bicycle rides promoting safe bicycling in the community with an effort to reach bicyclists.	15
23. Hold quarterly meetings with countywide pedestrian and/or bicycle safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
24. Collaborate with law enforcement agencies to increase knowledge and awareness of pedestrian and bicycle safety.	1
25. Conduct pedestrian Walking Field Trips with an effort to reach students.	12

3. METHOD OF PROCEDURE

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

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted this quarter.
- All grant related purchases needed to implement the program should be made this quarter.

Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

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

- Confirm schedule of events for grant funded staff and sub-contractors
- Collaborate with sub-contractors and others for joint presentations on pedestrian and bicycle safety for children and older adults
- Identify and confirm training by subject matter experts for grant funded staff and sub-contractors
- Monitor activities, workshops and proper invoicing by sub contractors
- Increase presentations to public, private and non-profit senior citizen clubs, organizations and associations. Share contacts with sub-contractors
- Work with City media Channel 35 to create a media plan including special programming, interviews and videos that may be available in the public domain and useful for creating a wider public presence.
- Continue and expand work with the various law enforcement agencies with special programs for children and older adults, especially in our low income communities; special emphasis on public housing developments.
- Develop and enhance our community outreach plan to increase numbers attending the workshops.

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, with a copy to your OTS Coordinator. The following requirements are for grant-related activities and are different from those regarding any grant kick-off release or announcement.
- If an OTS-supplied, template-based press release is used, there is no need for pre-approval, however, the OTS PIO and Coordinator should be copied when at the same time as the release is distributed to the press.
- If an OTS-supplied 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 days prior to the release distribution date, but should be no less than 5 working days prior to the release distribution date.
- Press releases reporting the immediate and time-valued 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.
- 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 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.
- Space permitting, include the OTS logo, on grant-funded print materials; consult your OTS Coordinator for specifics and format-appropriate logos.
- Contact the OTS PIO or your OTS Coordinator, sufficiently far enough in advance of need, for consultation when deviation from any of the above requirements might be contemplated.

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

1. Prepare and submit invoice claims (due January 30, April 30, July 30, and October 30)
 2. Prepare and submit Quarterly Performance Reports (QPR) (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
405h PS-21	20.616	National Priority Safety	\$235,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Positions and Salaries				
Straight Time				
Sr Project Assistant	405h PS-21	\$41.27	1,148	\$47,378.00
Benefits- Sr. Project Assistant @ 46.23%	405h PS-21	\$47,378.00	1	\$21,903.00
Program Aide	405h PS-21	\$28.79	1,044	\$30,057.00
Benefits- Program Aide @ 46.23%	405h PS-21	\$30,057.00	1	\$13,895.00
Accounting staff	405h PS-21	\$64.66	116	\$7,501.00
Student professional worker	405h PS-21	\$17.71	900	\$15,939.00
Overtime				
Overtime	405h PS-21	\$4,000.00	1	\$4,000.00
Category Sub-Total				\$140,673.00
B. TRAVEL EXPENSES				
In State Travel	405h PS-21	\$3,024.00	1	\$3,024.00
				\$0.00
Category Sub-Total				\$3,024.00
C. CONTRACTUAL SERVICES				
Community outreach and education	405h PS-21	\$50,000.00	1	\$50,000.00
Category Sub-Total				\$50,000.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Bicycle Helmets	405h PS-21	\$10.00	800	\$8,000.00
Bicycle Safety Equipment	405h PS-21	\$5,000.00	1	\$5,000.00
Educational materials	405h PS-21	\$1,800.00	1	\$1,800.00
Pedestrian Safety Equipment	405h PS-21	\$3,200.00	1	\$3,200.00
Office supplies	405h PS-21	\$750.00	1	\$750.00
Office Space	405h PS-21	\$16,553.00	1	\$16,553.00
Storage	405h PS-21	\$4,000.00	1	\$4,000.00
Printing/Duplication	405h PS-21	\$2,000.00	1	\$2,000.00
Category Sub-Total				\$41,303.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$235,000.00

GRANT AGREEMENT

Schedule B-1

BUDGET NARRATIVE

PERSONNEL COSTS

Sr Project Assistant - Supervisor and manager of grants' program activities and reporting requirements. Plans schedule, monitors contractors, reviews submissions for payment under sub-contract. Provides classes and workshops.
 \$41.27 x 1148= \$47,378

Benefits- Sr. Project Assistant @ 46.23% - Benefits @ 46.23%4

- Retirement 30.44%
- Health/Dental/Vision 14.09%
- Employee Assistance 0.01%
- Life Insurance 0.01%
- Medicare 0.01%
- Union Sponsored Benefits 0.02%
- Workers Compensation 0.30%

Program Aide - Conducts helmet and bicycle classes, workshops and staffs special events. Helps store, inventory and distribute safety equipment. Assists contract agencies. Provides administrative assistance when needed.
 \$28.79 x 1040 hrs= \$29,942

Benefits- Program Aide @ 46.23% - Benefits @ 46.23%

- Retirement 30.44%
- Health/Dental/Vision 14.09%
- Employee Assistance 0.01%
- Life Insurance 0.01%
- Medicare 0.01%
- Union Sponsored Benefits 0.02%
- Workers Compensation 0.30%

Accounting staff - Provide fiscal administration of the program that includes the tracking of expenditures, invoicing and preparing quarterly reports. This position has no benefits.
 \$64.66 x 113 hrs= \$7,501

Student professional worker - Assists at workshops, provides clerical assistance and service to staff and contracting agencies. Inventory, secure and distribute inventory and other functions as needed.

Overtime - Special events: Grant activities may be conducted by OTS funded staff during non traditional hours (overtime). Personnel will be deployed to oversee fairs, community events and workshops which are oftentimes conducted in evening and on weekends. Such events will be in addition to workshops, classes and events conducted during regular working hours. The department will not be claiming overtime benefits.

TRAVEL EXPENSES

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 the Lifesavers conference. All conferences, seminars or training not specifically identified in the 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.

CONTRACTUAL SERVICES

Community outreach and education - Up to five community based organizations may be sub-contracted to provide educational workshops, events and experiences to children and senior citizens in their areas of influence. Specific requirements and amounts will be determined based on agency prior performance on grant contract. Contract/s may also be extended to and groups to provide specialized bicycle and pedestrian services, programs or activities.

EQUIPMENT

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OTHER DIRECT COSTS

Bicycle Helmets - Helmets to be distributed during bicycle rodeos and other bicycle safety related events.

Bicycle Safety Equipment - Safety equipment such as bicycle headlights/taillights, reflectors, and reflective arm and leg bands to be distributed during bicycle rodeos and other bicycle safety related events. Additional items may be purchased if approved by OTS.

Educational materials - Purchase, develop and/or print of brochures, pamphlets, fliers, coloring books, posters, signs and banners associated with grant activities.

Pedestrian Safety Equipment - Such as reflective armbands, tape and/or zipper pulls to distribute at training and safety events to increase safety and visibility. Additional items may be purchased if approved by OTS.

Office supplies - Used for standard office supplies, flip charts, easels necessary for staff and program.

Office Space - Costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: 17% of actual salaries. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Storage - Provide secure off site location for safety equipment

Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

INDIRECT COSTS

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STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

The California Office of Traffic Safety (OTS) recognizes the need for flexibility in response to the COVID-19 pandemic; its effect on public health and the need for potential changes of activities in the FFY 2021 grant-funded projects. If there are COVID-19 impacts, the grantee must contact the OTS Coordinator immediately to discuss the impacts on the grant-funded project. If it is determined an alternate work plan is needed, the alternate work plan must substantially meet the goals and objectives of this grant and is subject to OTS approval. If an alternative work plan is not submitted, or submitted and not approved, no further claims will be paid on the grant and the grant may be subject to cancellation.

CERTIFICATIONS AND ASSURANCES
HIGHWAY SAFETY GRANTS
(23 U.S.C. CHAPTER 4 AND SEC. 1906, PUB. L. 109-59, AS AMENDED)

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place State in a high-risk grantee status in accordance with 49 CFR 18.12.

The Officials named 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:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 49 CFR Part 18- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- **Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;**
- **Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;**
- **Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;**
- **Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;**
- **Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:**

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The state 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

(applies to subrecipients as well as States)

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, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients 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

(applies to subrecipients as well as States)

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

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 primary tier 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 prospective primary tier participant 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 prospective primary tier participant 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 or may pursue suspension or debarment.

4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary tier participant agrees by submitting this proposal 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 prospective primary tier participant further agrees by submitting this proposal that it will include the **clause titled "Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

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 the transaction for cause or default.

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

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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 records, 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/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

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 or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal 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*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal 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 proposal that it will include the clause titled **"Instructions for Lower Tier Participant Certification" including the "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 and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

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 is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

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 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 proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions 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 proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items 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. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:	PS21041
Agency Name:	Los Angeles Housing and Community Investment Department
Grant Title:	Pedestrian and Bicycle Safety Program
Agreement Total:	\$235,000.00
Authorizing Official:	Abigail Marquez
Fiscal Official:	Lyndon Salvador
Grant Director:	Olivia E. Mitchell

CURRENT GEMS USER(S)

1. **Carrie Hu**

Title: Accountant I

Phone: (213) 774-7125

Email: carrie.hu@lacity.org

Media Contact: No

2. **Olivia E. Mitchell**

Title: Asst Chief Grants Admin

Phone: 213-808-8872

Email: olivia.mitchell@lacity.org

Media Contact: Yes

3. **Jimmy Valenzuela**

Title: Special Project Assistant

Phone: (213) 808-8962

Email: jimmy.valenzuela@lacity.org

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 2		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 3		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 4		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 5		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
Form completed by: <u>Olivia Mitchell</u> <small>Olivia Mitchell (Aug 5, 2020 15:55 PDT)</small>		Date: Aug 5, 2020	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u>Olivia Mitchell</u> <small>Olivia Mitchell (Aug 6, 2020 17:03 PDT)</small>		olivia mitchell	
Signature		Name	
Aug 6, 2020		Grant Director	
Date		Title	

Grant Agreement - PS21041

Final Audit Report

2020-08-24

Created:	2020-07-29
By:	Jim Owens (Jim.owens@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcBSRHX-vceWfdW18jLBKKD2gxEITKhFI

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-  Document created by Jim Owens (Jim.owens@ots.ca.gov)
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-  Signed document emailed to Abigail R. Marquez (abigail.marquez@lacity.org), Carolyn Vu (carolyn.vu@ots.ca.gov), Jim Owens (Jim.owens@ots.ca.gov), olivia mitchell (olivia.mitchell@lacity.org), and 3 more
2020-08-24 - 5:00:56 PM GMT