

# TRANSMITTAL

To:

**THE COUNCIL**

Date: 11/3/2017

From:

**THE MAYOR**

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



(Ana Guerrero) for

**ERIC GARCETTI**  
Mayor



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

Community Services & Development Bureau  
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November 3, 2017

Council File: New  
Council District(s): All  
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The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall  
200 N. Spring Street  
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**COUNCIL TRANSMITTAL: REQUEST AUTHORITY TO ACCEPT AND EXECUTE TWO GRANTS (\$154,000 FOR THE CHILD PASSENGER SAFETY PROGRAM AND \$300,000 FOR THE PEDESTRIAN AND BICYCLE SAFETY PROGRAM) FROM THE STATE OF CALIFORNIA - OFFICE OF TRAFFIC SAFETY (OTS)**

**SUMMARY**

The Los Angeles Housing + Community Investment Department (HCIDLA) is requesting authority to accept and execute two grants from the State of California - Office of Traffic Safety (OTS); one grant in the amount of \$154,000 to continue to provide the Child Passenger Safety Program and an additional grant in the amount of \$300,000 to implement a new Pedestrian and Bicycle Safety Program. Both grants will be for the period of October 1, 2017 through September 30, 2018.

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, 2016 through September 30, 2017 (C.F.14-0065).

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 the existing FamilySource agencies to provide direct program services.

**RECOMMENDATIONS**

The General Manager of the Los Angeles Housing + Community Investment Department (HCIDLA) respectfully requests that:

- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to City Council for review and approval immediately after;
- II. That the City Council, subject to the approval of the Mayor, take the following actions:
  - 1. AUTHORIZE HCIDLA to accept and execute grant agreements with the State of California - Office of Traffic Safety in the amount of \$154,000 for the Child Passenger Safety Program and \$300,000 for the Pedestrian and Bicycle Safety Program for the period of October 1, 2017 through September 30, 2018, subject to approval of the City Attorney as to form.
  - 2. AUTHORIZE HCIDLA to execute Professional Services Agreements (PSAs) with nine 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, 2017 through September 30, 2018. There is \$80,000 available for these contractual services.

<b>FAMILYSOURCE CENTER AGENCIES</b>	
1) All People’s Community Center	\$8,889
2) Barrio Action Youth and Family Center	\$8,889
3) Central City Neighborhood Partners	\$8,889
4) El Centro de Ayuda	\$8,889
5) Latino Resource Organization	\$8,889
6) New Economics for Women - Canoga Park	\$8,889
7) New Economics for Women - Van Nuys	\$8,889
8) Youth Policy Institute	\$8,889
9) Watts Labor Community Action Committee	\$8,888
<b>TOTAL</b>	<b>\$80,000</b>

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

<b>Child Passenger Safety Grant</b>		
<b>Account</b>	<b>Title</b>	<b>Amount</b>
43P143	Housing and Community Investment	\$90,915
43P299	Reimbursements to General Fund	29,300
43P343	HCIDLA Costs	33,785
	<b>Total</b>	<b>\$154,000</b>

b) Increase appropriations in the amount of \$90,915 within Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries - General	\$61,462
001090	Salaries - Overtime	4,500
002130	Travel	3,000
003040	Contractual Services	1,755
006010	Office and Administration	14,052
006030	Leasing	6,146
	<b>Total</b>	<b>\$90,915</b>

c) Establish new accounts and appropriate within the Traffic Safety Fund No. 45C/43 as follows:

Bicycle/Pedestrian Safety		
Account	Title	Amount
43P143	Housing and Community Investment	\$132,276
43P299	Reimbursements to General Fund	41,360
43P343	HCIDLA Costs	46,364
43P582	Family Source Centers	80,000
	<b>Total</b>	<b>\$300,000</b>

d) Increase appropriations in the amount of \$132,276 within Fund No. 100/43 as follows:

Account	Title	Amount
001010	Salaries – General	\$86,804
001090	Salaries - Overtime	2,250
002130	Travel	2,225
003040	Contractual Services	2,100
006010	Office and Administration	30,217
006030	Leasing	8,680
	<b>Total</b>	<b>\$132,276</b>

4. AUTHORIZE the General Manager of HCIDLA, or designee, to prepare Controller instructions for 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 transactions.

## **BACKGROUND**

### **Child Passenger Safety Program**

Over the last twelve years the City has been implementing the Child Passenger Safety Program with grant funds from the State of California Office of Traffic Safety (OTS). 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 (FSC) 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 2016-2017, the City received \$309,000 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 3,485 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.

OTS requires that grant recipients apply for funding each year to continue delivering services. On January 1, 2017, OTS announced grant opportunities for the program year 2017-2018 to be awarded on a competitive basis to state and local jurisdictions. Following HCIDLA's grant proposal application to continue the implementation of the Child Passenger Safety program, the OTS notified HCIDLA there would be a shift in program priorities from child passenger safety programs to pedestrian and bicycle safety programs targeting children and senior citizens. Because of the change in program priorities, grant funds for the Child Passenger Safety Program for the 2017-2018 program year were significantly reduced to \$154,000. Program goals are being adjusted accordingly, in line with the reduction of funding.

### **Pedestrian and Bicycle Safety Program**

Based on the previous success with the Child Passenger Safety Program, HCIDLA was encouraged to prepare a grant application for the Pedestrian and Bicycle Safety Program. After submitting a grant application, HCIDLA was notified that it was awarded \$300,000 to implement this new program.

The program design for the Pedestrian and Bicycle Safety Program will utilize 16 existing FSCs to deliver program services to city residents in their respective communities. Program services will 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 program will enhance the FSC system by including a traffic safety component into their program delivery. This effort is also 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.

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 agencies that are willing to participate. There is \$80,000 available for contractual services. The opportunity for contractual services was offered to all 16 FSC agencies but only nine agencies have agreed to participate. HCIDLA will execute PSAs with the nine FSCs for the provision of the Pedestrian and Bicycle Safety Program. HCIDLA will

also deploy targeted outreach methods in low-income neighborhoods by utilizing existing HCIDLA staff, who will coordinate activities with these agencies to implement and administer program services.

**FISCAL IMPACT STATEMENT**

The General Fund will be reimbursed \$94,197 for fringe benefits.

Prepared by:



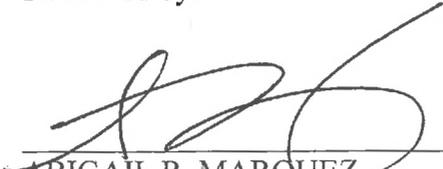
OLIVIA E. MITCHELL  
Assistant Chief Grants Administrator

Reviewed by:



CURTIS WATTS  
Director

Reviewed by:



ABIGAIL R. MARQUEZ  
Assistant General Manager

Reviewed by:



LAURA K. GUGLIELMO  
Executive Officer

Approved by:



RUSHMORE D. CERVANTES  
General Manager

**ATTACHMENTS:**

1. State of California-Office of Traffic Safety  
Child Passenger Safety – Grant #OP180122.
2. State of California-Office of Traffic Safety  
Pedestrian & Bicycle Safety – Grant #PS18017



10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-18	20.616	0521-0890-101	2017	2017	14/17	\$123,000.00
405b OP-18	20.616	0521-0890-101	2018	2018	BA/18	\$31,000.00
					<b>AGREEMENT TOTAL</b>	<b>\$154,000.00</b>
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					<b>\$154,000.00</b>	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					<b>\$ 0.00</b>	
ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				<b>\$154,000.00</b>		

**1. PROBLEM STATEMENT**

The City of Los Angeles has many persistent challenges. Cost burdened residents struggle to meet basic obligations like paying for housing, transportation, education and health care. The City is home to approximately 3.9 million people (American Community Survey 2011-2015). Of those, 6.4 percent or over 250,000 are under the age of five and 5.9 percent (200,000) are between the ages of five and nine. Almost half of Los Angeles City residents were born outside of the United States in nations where child passenger safety is neither regulated nor a priority. Surprisingly, more students in the Los Angeles Unified School District speak Spanish than English. In fact, students speak over 104 languages, from Armenian to Punjabi, French, and Romanian to Swahili to Choctaw (LAUSD Fingertip Facts; Updated August 2016). These students’ parents and guardians speak and understand English “not well” to “not at all.” (20 and 10 percent).

The passage of AB 60 allows both documented and undocumented residents to apply for a California Drivers’ License; however, there are no specific requirements to be familiar with child passenger safety laws and regulations. Therefore, information on the proper purchase, installation and use of child safety seats is provided by other uninformed and uneducated relatives, friends and neighbors. In addition, many of our undocumented and low-income wage earners cannot easily afford the cost of proper seats and purchase or borrow seats from relatives, neighbors and thrift stores. These concerned parents are further burdened by the cost of the fines levied by members of law enforcement that are not only enforcing the law but seeking to protect the child passengers. Families unable to pay the fines may fall further into debt as additional fees are added to the original fines. Such fees are substantial and multiply based on the number of child passengers.

The National Highway Traffic Safety Administration (NHTSA) statistics confirm that three out of four parents do not properly use child restraints; however, if used properly, child safety seats are 71 percent effective in reducing fatalities in children under the age of five, and 69 percent effective in reducing the need for hospitalization.

The City of Los Angeles has seen an increase in the number of children injured zero to eight years of age. In 2014, 790 children under eight years of age were injured, while SWITRS reported no fatalities. In 2015, 876 children under eight years of age were injured while reporting one fatality. That’s nearly a 10 percent increase in fatalities of children zero to eight during that time period. SWITRS also reported that injuries to children eight years old increased 17 percent from 2014 to 2015, from 135 to 163.

**2. PERFORMANCE MEASURES**

**A. Goals:**

1. Reduce the number of persons killed in traffic collisions.
2. Reduce the number of persons injured in traffic collisions.
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:**

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](mailto: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 National Child Passenger Safety Week.
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).
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.
5. Provide child safety seat education classes with an effort to reach low-income residents.

**Target Number**

1

1

1

2

100

6. Participate in traffic safety fairs, community events, and/or presentations with an effort to reach individuals.	12
7. Distribute no-cost child safety seats to low-income residents who complete a child safety seat class.	160
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.	10
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.	1
12. Provide child passenger safety presentations to City department staff and the residents they serve.	20
13. Re-certify Child Passenger Safety Technicians	4

### 3. METHOD OF PROCEDURE

#### A. Phase 1 – Program Preparation (1<sup>st</sup> 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.
- Develop and execute low bid City contracts with vendors

##### Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

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

- Continue to collaborate and coordinate schedule of classes and activities for successful program implementation
- Contact local, ethnic and community news outlets to publicize program activities.
- Create template for use at community events and classes.
- Continue to schedule classes and activities for program implementation.
- Conduct classes on the correct and safe way to install child safety seats to low-income residents.
- Work closely with community based organizations including Department’s Family Source Centers (FSC) to promote safety.
- Distribute child safety seats to low-income residents that complete a child seat safety class.
- Renew certifications of four Child Passenger Safety Technicians.
- Collaborate with law enforcement agencies.

##### Media Requirements

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

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

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

**4. METHOD OF EVALUATION**

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

**5. ADMINISTRATIVE SUPPORT**

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

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405b OP	20.616	Occupant Protection	\$154,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>		
Positions and Salaries		
<b>Full-Time</b>		
Senior Project Assistant	20.616	\$27,397.00
Benefits- Senior Project Assistant	20.616	\$13,055.00
Program Aide A	20.616	\$27,276.00
Benefits- Program Aide A	20.616	\$12,997.00
Program Aide B	20.616	\$27,276.00
Benefits- Program Aide B	20.616	\$12,997.00
<b>Overtime</b>		
Educational Events	20.616	\$6,000.00
<b>Part-Time</b>		
		\$0.00
Category Sub-Total		\$126,998.00
<b>B. TRAVEL EXPENSES</b>		
In State Travel	20.616	\$3,000.00
		\$0.00
Category Sub-Total		\$3,000.00
<b>C. CONTRACTUAL SERVICES</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>D. EQUIPMENT</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>E. OTHER DIRECT COSTS</b>		
Child Safety Seats	20.616	\$12,000.00
Educational Materials	20.616	\$2,052.00
Office Space	20.616	\$8,195.00
Storage	20.616	\$1,500.00
CPS Recertification	20.616	\$255.00
Category Sub-Total		\$24,002.00
<b>F. INDIRECT COSTS</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>GRANT TOTAL</b>		<b>\$154,000.00</b>

<b>BUDGET NARRATIVE</b>	
<b>PERSONNEL COSTS</b>	<b>QUANTITY</b>
Senior Project Assistant - This position will oversee and manage the reporting, outreach, scheduling, vendor relations and positions as described below; will also participate in all grant activities. 1 x 12 months x \$6,523.00 x 35% = \$27,397.00	12
Benefits- Senior Project Assistant - Total Benefits @ 47.65% Retirement 30.29% Health/Dental/Vision (Flex) 13.08% Employee Assistance 0.35% Life Insurance 0.09% Medicare 3.32% Union Sponsored Benefits 0.09% Workers Compensation 0.43%	1
Program Aide A - This position will participate in all grant activities, provide clerical assistance, transport and maintain inventory of child safety seats. This position is bi-lingual. 1 x 12 months x \$4,546.00 x 50% = \$27,276.00	12
Benefits- Program Aide A - Total Benefits @ 47.65% Retirement 30.29% Health/Dental/Vision (Flex) 13.08% Employee Assistance 0.35% Life Insurance 0.09% Medicare 3.32% Union Sponsored Benefits 0.09% Workers Compensation 0.43%	1
Program Aide B - This position will participate in all grant activities, provide clerical assistance, transport and maintain inventory of child safety seats. This position is bi-lingual. 1 x 12 months x \$4,546.00 x 50% = \$27,276.00	12
Benefits- Program Aide B - Total Benefits @ 47.65% Retirement 30.29% Health/Dental/Vision (Flex) 13.08% Employee Assistance 0.35% Life Insurance 0.09% Medicare 3.32% Union Sponsored Benefits 0.09% Workers Compensation 0.43%	1
Educational Events - Grant activities may be conducted by Program Operations Division personnel on an overtime basis. Grant funded operations may be conducted by personnel listed above such as, Senior Project Assistant, Program Aides and other Certified Child Passenger Safety Technicians employed by HCIDLA. Personnel will be deployed approximately twice per month to conduct traffic safety presentations at fairs and community events which are usually on Saturdays. The city will not be claiming overtime benefits.	1
<b>TRAVEL EXPENSES</b>	
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. All conferences, seminars or training not specifically identified in the Schedule	1

B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.	
<b>CONTRACTUAL SERVICES</b> -	
<b>EQUIPMENT</b> -	
<b>OTHER DIRECT COSTS</b> Child Safety Seats - 160 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.	160
Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.	1
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: \$81,949 total salaries x 10% = \$8,195.00. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.	1
Storage - Costs are for leasing storage spaces to store car seats, equipment and other program supplies.	1
CPS Recertification - Costs for re-certifying child passenger safety technicians. 4 Certifications x \$85.00= \$255.00	1
<b>INDIRECT COSTS</b> -	
<b>STATEMENTS/DISCLAIMERS</b> 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.	

**CERTIFICATIONS AND ASSURANCES**

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

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200—Uniform Procedures for State Highway Safety Grant Programs

**NONDISCRIMINATION**

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88- 352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**BUY AMERICA ACT**

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

**POLITICAL ACTIVITY (HATCHACT)**

The Grantee Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## **CERTIFICATION REGARDING FEDERAL LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **RESTRICTION ON STATE LOBBYING**

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

## **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

### **Instructions for Primary Certification**

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

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

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

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

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

#### **Instructions for Lower Tier Certification**

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

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

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

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

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



<b>10. PROJECTED EXPENDITURES</b>						
<b>FUND</b>	<b>CFDA</b>	<b>ITEM/APPROPRIATION</b>	<b>F.Y.</b>	<b>CHAPTER</b>	<b>STATUTE</b>	<b>PROJECTED EXPENDITURES</b>
402PS-18	20.600	0521-0890-101	2017	2017	14/17	\$240,000.00
402PS-18	20.600	0521-0890-101	2018	2018	BA/18	\$60,000.00
					<b>AGREEMENT TOTAL</b>	<b>\$300,000.00</b>
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					<b>\$300,000.00</b>	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					<b>\$ 0.00</b>	
ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				<b>\$300,000.00</b>		

## 1. PROBLEM STATEMENT

The Statewide Integrated Traffic Records System (SWITRS) stated that people walking and bicycling are the most at risk of being hurt or killed while moving about the city. Nearly half of all traffic fatalities involve people walking and bicycling.

Data provided by the Los Angeles Department of Transportation shows that total traffic fatalities have increased by 29 percent, pedestrian fatalities by 25 percent and bicyclists fatalities by 28 percent.

	2015	2016
Total Traffic Deaths*	186	260
Total Pedestrian Deaths	88	116
Total Bicycle Deaths	16	22

\* Traffic deaths include all modes of transportation: pedestrians, bicyclists, motorcyclists, drivers, and passengers.

The statistics provided above indicates that there is a need to focus efforts in bicycle and pedestrian safety to ensure that the city is safer for people who walk and bike in Los Angeles. The city is a nearly ideal location to encourage bicycle usage in place of automobiles. Excellent climatic conditions for bicycling in Southern California prevail approximately 340 days per year. Bicycling for commuting purposes reduces traffic congestion, and improves air quality, not to mention, provides the health and fitness benefit for the bicyclist. Housing and Community Investment Department (HCID) recognizes that as more bicyclists are on the road, there is a need to raise awareness for bicycle safety by providing safety education and increase bicycle helmet usage in the community.

The City of Los Angeles Mayor Eric Garcetti has directed a citywide effort to work together towards creating safer streets with the focus on protecting the most vulnerable road users, including children, older adults, and people walking and bicycling. As a result of this directive, Vision Zero Los Angeles was adopted and is the city's commitment to eliminate all traffic deaths by 2025. This effort has brought together transportation engineers, police officers, advocates and policymakers working together towards creating safer streets.

HCID would like to contribute in this effort by providing pedestrian and bicycle safety education and information to community residents. HCID will utilize 16 existing Family Source Centers to provide city residents with the information, education, and instruction on pedestrian and bicycle safety. The HCID has an existing formal partnership with these FSCs as well as access to a consortium of community-based agencies. The FSCs and these community-based agencies are committed to providing human services programs to the residents of the city and have successfully cultivated levels of trust with prospective participants. These agencies are able to identify among existing clients and others that seek services, like vulnerable populations as the elderly and those who are in need of instruction and guidance on such topics as in pedestrian and bicycle laws and safety guidelines, as well as access to free safety equipment and supplies.

The HCID will also employ targeted outreach methods to low-income families, by utilizing existing staff who will be able to coordinate efforts with these agencies in the outreach and implementation of program services.

Youth and older adults are particularly vulnerable with 30 percent of those killed or severely injured while walking or bicycling are under 18 or over 64 years of age. The 16 FSC's will also partner with senior citizen centers to educate the "over 64 years of age" population.

## 2. PERFORMANCE MEASURES

### A. Goals:

1. Reduce the number of persons killed in traffic collisions.
2. Reduce the number of persons injured in traffic collisions.
3. Reduce the number of pedestrians killed in traffic collisions.
4. Reduce the number of pedestrians injured in traffic collisions.

5. Reduce the number of pedestrians killed under age 18 in traffic collisions.
6. Reduce the number of pedestrians killed under age 18 in traffic collisions.
7. Reduce the number of pedestrians killed over age 65 in traffic collisions.
8. Reduce the number of pedestrians injured over age 65 in traffic collisions.
9. Reduce the number of bicyclists killed in traffic collisions.
10. Reduce the number of bicyclists injured in traffic collisions.
11. Reduce the number of bicyclists under age 18 killed in traffic collisions.
12. Reduce the number of bicyclists under age 18 injured in traffic collisions.
13. Increase bicycle helmet usage.

<b>B. Objectives:</b>	<b>Target Number</b>
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 traffic safety fairs, community events, and/or presentations with an effort to reach individuals.	32
3. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	16
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 events with an effort to reach individuals.	32
6. Conduct pedestrian and/or bicycle safety classroom presentations with an effort to reach students.	32
7. Distribute pedestrian safety equipment to children that may include reflective armbands and/or zipper pulls.	1
8. Distribute bicycle headlights and tail lights during bicycle safety community events or bicycle safety courses.	1
9. Develop bicycle and pedestrian safety educational materials to be distributed during classroom presentations, workshops, and community events.	1
10. Conduct community outreach events with an effort to reach adults and senior citizens.	32
11. Collaborate with health care providers and/or senior citizen centers to promote pedestrian safety.	1
12. Conduct pedestrian safety presentations with an effort to reach older adults.	16
13. Conduct pre and post-grant 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
14. Distribute and properly fit bicycle helmets at bicycle rodeos, workshops, and community events.	1,100
15. Collaborate with law enforcement agencies to increase knowledge and awareness of pedestrian and bicycle safety.	4

**3. METHOD OF PROCEDURE**

**A. Phase 1 – Program Preparation (1<sup>st</sup> 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.
- Train staff on their roles and responsibilities in program implementation.
- Develop the scope of work with 16 FSC's subcontractors.
- Execute personal services agreement with the 16 FSCs.
- Provide orientation and training to the FSCs on program delivery and implementation.
- Negotiate and finalize lease agreements for storage facilities.
- Procure helmets and other safety-related equipment and supplies.
- Procure traffic safety education materials including traffic safety brochures, pamphlets, and videos.

### Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

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

- Participate in **32** traffic safety fairs, community events, and/or presentations with an effort to reach individuals.
- Work closely with **16** community-based organizations at both the neighborhood and community level with an effort to reach individuals.
- Conduct **32** pedestrian and/or bicycle safety classroom presentations with an effort to reach students.
- Distribute pedestrian safety equipment to children that may include reflective armbands and/or zipper pulls.
- Distribute bicycle headlights and tail lights during bicycle safety community events or bicycle safety courses.
- Conduct **32** community outreach events with an effort to reach adults and senior citizens.
- Collaborate with **16** health care providers and/or senior citizen centers to promote pedestrian safety.
- Conduct **16** pedestrian safety presentations with an effort to reach older adults.
- Distribute and properly fit bicycle helmets to community members attending a bicycle safety workshop.
- Collaborate with law enforcement agencies to increase knowledge and awareness of pedestrian and bicycle safety.

### Media Requirements

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

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

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

### **4. METHOD OF EVALUATION**

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

### **5. ADMINISTRATIVE SUPPORT**

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

conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PS	20.600	State and Community Highway Safety	\$300,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>		
Positions and Salaries		
<b>Full-Time</b>		
Senior Project Assistant	20.600	\$50,884.00
Benefits- Project Assistant	20.600	\$24,246.00
Program Aide A	20.600	\$27,278.00
Benefits- Program Aide A	20.600	\$12,998.00
Program Aide B	20.600	\$27,278.00
Benefits- Program Aide B	20.600	\$12,998.00
Senior Management Analyst II	20.600	\$10,296.00
Benefits- Senior Management Analyst II	20.600	\$4,906.00
<b>Overtime</b>		
Educational Events Overtime	20.600	\$3,000.00
<b>Part-Time</b>		
		\$0.00
Category Sub-Total		\$173,884.00
<b>B. TRAVEL EXPENSES</b>		
In State Travel	20.600	\$2,225.00
		\$0.00
Category Sub-Total		\$2,225.00
<b>C. CONTRACTUAL SERVICES</b>		
Community Outreach and Education	20.600	\$80,000.00
Category Sub-Total		\$80,000.00
<b>D. EQUIPMENT</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>E. OTHER DIRECT COSTS</b>		
Bicycle Helmets	20.600	\$11,000.00
Bicycle Safety Equipment	20.600	\$5,500.00
Pedestrian Safety Equipment	20.600	\$5,500.00
Educational Materials	20.600	\$4,467.00
Printing/Duplication	20.600	\$3,000.00
Office Space	20.600	\$11,574.00
Office Supplies	20.600	\$750.00
Storage	20.600	\$2,100.00
Category Sub-Total		\$43,891.00
<b>F. INDIRECT COSTS</b>		
		\$0.00
Category Sub-Total		\$0.00

**GRANT TOTAL**

**\$300,000.00**

<b>BUDGET NARRATIVE</b>	
<b>PERSONNEL COSTS</b>	<b>QUANTITY</b>
Senior Project Assistant - Prepare and submit required reports and requisitions, supervise staff assigned to monitor and assist agencies in performance, work with department accounting staff to review and approve invoice and narrative reports from funded agencies. Coordinate, schedule and attend orientation and training on bicycle and pedestrian safety for agency representatives. Represent department at appropriate and required collaborative meetings and events focused on pedestrian and bicycle safety. Serve as liaison with appropriate City departments to support and enhance the grant activities. Coordinate and maintain schedule of events, workshops and other activities associated with the grant. 1 x \$6,523.60 x 12 mo. x 65% = \$50,884.00	12
Benefits- Project Assistant - Total Benefits @ 47.65% Retirement 30.29% Health/Dental/Vision (Flex) 13.08% Employee Assistance 0.35% Life Insurance 0.09% Medicare 3.32% Union Sponsored Benefits 0.09% Workers Compensation 0.43%	1
Program Aide A - Attend orientation and training for bicycle and pedestrian safety. Monitor agency activities, provide technical and administrative assistance. Assist, attend and make presentations in support of the grant goals and activities. Receive, catalog, distribute and maintain logs of equipment purchased under the grant. Deliver and retrieve equipment requisitioned for specific events. Respond to other requests for participation and assistance. 1 x \$4,546.33 x 12 mo. x 50% = \$27,278.00	12
Benefits- Program Aide A - Total Benefits @ 47.65% Retirement 30.29% Health/Dental/Vision (Flex) 13.08% Employee Assistance 0.35% Life Insurance 0.09% Medicare 3.32% Union Sponsored Benefits 0.09% Workers Compensation 0.43%	1
Program Aide B - Attend orientation and training for bicycle and pedestrian safety. Monitor agency activities, provide technical and administrative assistance. Assist, attend and make presentations in support of the grant goals and activities. Receive, catalog, distribute and maintain logs of equipment purchased under the grant. Deliver and retrieve equipment requisitioned for specific events. Respond to other requests for participation and assistance. 1 x \$4,546.33 x 12 mo. x 50% = \$27,278.00	12
Benefits- Program Aide B - Total Benefits @ 47.65% Retirement 30.29% Health/Dental/Vision (Flex) 13.08% Employee Assistance 0.35% Life Insurance 0.09% Medicare 3.32% Union Sponsored Benefits 0.09% Workers Compensation 0.43%	1
Senior Management Analyst II - This position will provide the fiscal administration of the program that includes the tracking of expenditures and invoicing. 1x \$12,257.00 x 12 mo. x 7% = \$10,296.00	12

Benefits- Senior Management Analyst II - Total Benefits @ 47.65%	1
Retirement 30.29%	
Health/Dental/Vision (Flex) 13.08%	
Employee Assistance 0.35%	
Life Insurance 0.09%	
Medicare 3.32%	
Union Sponsored Benefits 0.09%	
Workers Compensation 0.43%	
Educational Events Overtime - Grant activities will be conducted by Program Operations Division personnel on overtime basis. Grant funded operations may be conducted by personnel listed above such as Senior Project Assistant and Program Aides. Personnel will be deployed to oversee fairs, community events, and workshops which are usually in the evenings or Saturdays. The city will not be claiming overtime benefits.	1
<b>TRAVEL EXPENSES</b> 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. All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.	1
<b>CONTRACTUAL SERVICES</b> Community Outreach and Education - Costs are for personnel services agreements with 16 Family Source agencies that will be implementing the bicycle and pedestrian safety program. Implementation of the program entails conducting fairs, community events, providing information and education through workshops and presentations, and also includes the distribution of helmets, safety equipment and supplies to program participants.  Cost to include: 2 senior outreach events @ \$1000.00 each. 1 senior pedestrian safety presentation @ \$350.00 each 2 traffic safety classroom presentations @ \$325.00 each . 2 community outreach events @ \$1000.00 each. Total Cost \$5000.00 each	1
<b>EQUIPMENT</b> -	
<b>OTHER DIRECT COSTS</b> Bicycle Helmets - 1,100 helmets to be distributed during bicycle rodeos and other bicycle safety related events.	1,100
Bicycle Safety Equipment - Cost to include 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.	1
Pedestrian Safety Equipment - Costs to include safety equipment such as reflective zipper pulls and reflective arm bands distributed during pedestrian rodeos and other pedestrian safety related events. Additional items may be purchased if approved by OTS.	1
Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.	1
Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.	1
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: \$115,736.00 total salaries x 10% = \$11,573. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related	1

use of the space.	
Office Supplies - Used for standard office supplies to support grant related activities, grant monitoring and reporting. Costs may include paper, toner, ink cartridges, CDs/DVDs and desk top supplies such as pens, pencils, binders, folders, flip charts, easels and clips. Excludes office furnishings and fixtures such as but not limited to the following: desk, chair, table, shelving, coat rack, credenza, book, filing cabinet, floor covering, office planter, storage cabinet, portable partition, picture, wall clock, draperies and hardware, and fixed lighting/lamp.	1
Storage - To be used to store helmets and grant related items	1
<b>INDIRECT COSTS</b> -	
<b>STATEMENTS/DISCLAIMERS</b> 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.	

**CERTIFICATIONS AND ASSURANCES**

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

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200—Uniform Procedures for State Highway Safety Grant Programs

**NONDISCRIMINATION**

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**BUY AMERICA ACT**

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

**POLITICAL ACTIVITY (HATCHACT)**

The Grantee Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## **CERTIFICATION REGARDING FEDERAL LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **RESTRICTION ON STATE LOBBYING**

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

## **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

### **Instructions for Primary Certification**

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

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

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

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

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

#### **Instructions for Lower Tier Certification**

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

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

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

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

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

