

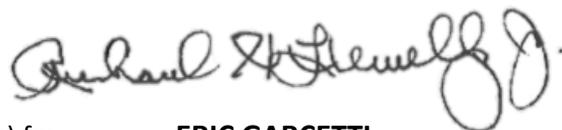
TRANSMITTAL

To: **THE COUNCIL**

Date: **09/30/21**

From: **THE MAYOR**

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in black ink, appearing to read "Eric Garcetti". The signature is fluid and cursive, with a large loop at the end.

(Rich Llewellyn) for

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Abigail R. Marquez, General Manager
Community Investment for Families Department

September 13, 2021

Council File:	14-0065-S1
Council District(s):	All
Contact Persons: Olivia Mitchell:	213-808-8872
Veronica McDonnell:	213-978-9060

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: \$151,000.00 FOR THE CHILD PASSENGER SAFETY PROGRAM (OP22006) AND \$235,000.00 FOR THE PEDESTRIAN AND BICYCLE SAFETY PROGRAM (PS22006) FROM THE STATE OF CALIFORNIA - OFFICE OF TRAFFIC SAFETY (OTS)

SUMMARY

In accordance with Executive Directive No. 3, the General Manager of the Community Investment for Families Department (CIFD) respectfully requests that your office review and approve this transmittal and forward it to the City Council for further consideration. Through this transmittal, CIFD 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 \$151,000.00 to continue to provide the Child Passenger Safety Program and an additional grant in the amount of \$235,000.00 to continue the Pedestrian and Bicycle Safety Program. For both grants, the contract term will be from October 1, 2021, through September 30, 2022.

The OTS requires that grant recipients apply for funding each year to continue delivering services. On January 1, 2021, OTS announced grant opportunities for program year 2021-2022 to be awarded on a competitive basis to state and local jurisdictions. The former Housing and Community Investment Department (HCIDLA) applied and was awarded funding for the Child Passenger Safety Program and the Pedestrian and Bicycle Safety Program. With the dissolution of HCIDLA, the OTS grant programs are now under the purview of CIFD.

The Child Passenger Safety Program will provide passenger 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 CIFD staff implementing program services, procurement of car seats, administrative expenses, travel, and program supplies. This grant is a continuation of the OTS grant the City received for October 1, 2020 through September 30, 2021 (C.F.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 CIFD staff implementing program services, procurement of safety equipment, administration expenses, travel, and program supplies. The CIFD will also contract with five (5) current FamilySource Center (FSC) agencies to provide additional direct program services.

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:
 - A. **AUTHORIZE** CIFD to accept and execute grant agreements with the State of California - Office of Traffic Safety in the amount of \$151,000.00 for the Child Passenger Safety Program and \$235,000.00 for the Pedestrian and Bicycle Safety Program for the period of October 1, 2021 through September 30, 2022, subject to approval of the City Attorney as to form.
 - B. **AUTHORIZE** resolution authority for the following positions to support the implementation of the OTS program.

<u>Class Code</u>	<u>Class Title</u>	<u>No. of Positions</u>
1502	Student Professional Worker	2

- C. **AUTHORIZE** CIFD to execute Professional Services Agreements (PSAs) with five (5) 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, 2021 through September 30, 2022. There is a total of \$50,000.00 available for these contractual services. The amount of \$7,500.00 is retained for potential assistance needed to respond to COVID-19 restrictions.

FamilySource Center Agencies	Amount
1) All Peoples Community Center	\$ 8,500.00
2) Barrio Action Youth and Family Center	8,500.00
3) Central City Neighborhood Partners	8,500.00
4) El Centro de Ayuda	8,500.00
5) Latino Resource Organization	8,500.00
Total	\$ 42,500.00

- D. **AUTHORIZE** the City Controller to:
 - 1. Establish new accounts and increase appropriations within the Traffic Safety Fund No. 45C/21 as follows:

Account	Title	Amount
21V121	Community Investment for Families	\$ 179,762.75
21V143	Los Angeles Housing Department	22,455.00

21V299	Reimbursements to General Fund	49,847.27
21V343	CIFD Costs- Reserved	84,000.00
21V582	FamilySource Centers Nonprofit Managed	50,000.00
	Total	\$ 386,065.02

2. Increase appropriations in the amount of \$179,762.75 within Fund No. 100/21 as follows:

Account	Title	Amount
001010	Salaries - General	\$ 113,161.50
001070	Salaries - As-Needed	14,122.00
001090	Salaries - Overtime	6,150.00
002120	Printing and Binding	1,638.00
002130	Travel	3,182.75
003040	Contractual Services	5,512.50
006010	Office and Administrative	35,996.00
	Total	\$ 179,762.75

4. Increase appropriation in the amount of \$22,455.00 in Fund 100/43 Account 006030-Leasing.
5. Transfer \$50,000 from the Reserve Fund to the Traffic Safety Fund No. 45C/21 as a loan to facilitate cash flow for costs incurred by the FSC agencies. The loan will be repaid upon receipt of reimbursement from OTS.

- E. **AUTHORIZE** the General Manager of CIFD, 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 sixteen years, the City has managed the Child Passenger Safety Program with grant funds from the OTS. The program, now to be administered by CIFD, provides child passenger safety education classes and free car and booster seats to low-income residents of Los Angeles. CIFD 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. CIFD’s child passenger safety team works through the City’s FSCs, libraries, recreation centers, child care centers, and other non-profit health and welfare agencies to present one-hour educational classes. Additional activities of this program include participation in community events and health fairs, where eligible, low-income residents can participate in 15 to 20-minute presentations on general child safety regulations and proper use. The greatest interest in the community is in booster seat compliance, particularly among pre-teens who have reached a certain age but have not reached the legal height (4’9”) to ride in a car without a booster seat.

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 fourth year of operation for this program.

The CIFD staff will deploy targeted outreach methods in low-income neighborhoods as well as coordinate activities with the funded agencies. CIFD has an existing, formal partnership with the City’s FSC system as well as access to a consortium of community-based agencies. Contracts with five FSCs expand the reach of the program to greater numbers of low-income residents.

It is also imperative for CIFD to secure two, part-time Student Professional Workers to assist with implementing the program. The part-time employees’ responsibilities include: providing clerical support such as preparing program material for training workshops and presentations, procuring child safety seats and safety equipment and supplies, and assisting with outreach efforts and distribution of safety equipment. A total of \$22,820.00 of the grant funds will be used for two Student Professional Workers authorized to work a maximum of 1,040 hours annually.

Reserve Fund Loan Request

The General Manager of CIFD requests approval of a Reserve Fund loan in the amount of \$50,000 to facilitate cash flow and provide immediate disbursement for costs incurred by the five (5) FSC agencies that provide pedestrian and bicycle safety education, outreach, and distribution of related safety equipment supplies. Billings to and reimbursements from OTS occur on a quarterly basis. Given this schedule, securing a Reserve Fund loan would relieve pressure on agencies who must cover their costs and wait for reimbursement.

FISCAL IMPACT STATEMENT

The General Fund will be reimbursed \$66,463 for fringe benefits. The proposed Reserve Fund loan of \$50,000 will be used to address cash flow constraints for the FSC agencies and is anticipated to be repaid as soon as reimbursements are received from the OTS.



ABIGAIL R. MARQUEZ
General Manager

AM:LS:VM:OEM

Attachments:

- OTS GRANT OP22006 (Signed Grant Agreement)
- OTS GRANT PS 22006 (Signed Grant Agreement)

1. GRANT TITLE Child Passenger Safety Program	
2. NAME OF AGENCY Los Angeles	3. Grant Period From: 10/01/2021 To: 09/30/2022
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: \$151,000.00	
<p>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:</p> <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> <p> <small>Olivia Mitchell (Aug 17, 2021 09:42 PDT)</small></p> <p style="text-align: right;">Aug 17, 2021</p>	<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> <p> <small>Abigail R. Marquez (Aug 18, 2021 19:14 PDT)</small></p> <p style="text-align: right;">Aug 18, 2021</p>
(Signature)	(Date)
<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> <p> <small>Lyndon Salvador (Aug 17, 2021 09:53 PDT)</small></p> <p style="text-align: right;">Aug 17, 2021</p>	<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> <p> <small>Barbara L. Rooney</small></p> <p style="text-align: right;">Aug 24, 2021</p>
(Signature)	(Date)
(Signature)	(Date)

<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. SAM INFORMATION</p> <p>SAM #: W495UF8CWPQ5 REGISTERED ADDRESS: 1200 West 7th Street, Suite 900 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-22	20.616	0521-0890-101	2021	21/21	BA/21	\$151,000.00
					AGREEMENT TOTAL	\$151,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$151,000.00
<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	\$151,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			
			Aug 19, 2021			

1. PROBLEM STATEMENT	
<p>Los Angeles City residents speak over one hundred dialects. These dialects represent over 60 countries and regions of the world. Over 35% are low and very low income. There are more than 200,000 children aged 12 and under. All of these factors combine to create a cornucopia of languages, laws, economies, and circumstances in which the safety, laws and customs for children riding in cars may not reflect the local laws and customs. It is this combination of factors that requires an ongoing educational program for current and immigrant families in Los Angeles. The Center for Disease Control estimates that motor vehicle crashes are the leading cause of death among children, and car seat usage reduces the risk of injury in crashes by 70-80% for children when compared to seat belt usage alone, and the use of booster seats can reduce the risk by 45% for children aged 4 to 8. There is an urgent need to inform those transporting children, especially for our low income residents, that there is a \$600.00 fine for failure to have their child in a restraint and in the proper restraint. Free car seats, often provided in conjunction with educational and informational workshops, can reduce or eliminate the financial burden that often causes a family to ignore, or violate, the law.</p>	
2. PERFORMANCE MEASURES	
A. Goals:	
<ol style="list-style-type: none"> 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:	
<ol style="list-style-type: none"> 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. 	Target Number 1
<ol style="list-style-type: none"> 2. Participate in National Child Passenger Safety Week. 	1
<ol style="list-style-type: none"> 3. Conduct highly publicized child safety seat checkups at community locations such as shopping centers, car dealerships or preschools to educate and empower parents and caregivers to properly install and use an appropriate car seat for their child. Car seat checkers must: be NHTSA-certified Child Passenger Safety Technicians (CPST); check for car seat recalls, use a standardized form to collect child safety seat misuse data, record corrections made, record seats installed, and have access to car seat instructions and resource materials. 	2
<ol style="list-style-type: none"> 4. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers and parents. 	30
<ol style="list-style-type: none"> 5. Participate in traffic safety fairs and/or community events with an effort to reach individuals. 	12
<ol style="list-style-type: none"> 6. Distribute OTS funded child safety seats at no-cost to families in need who receive child safety seat education. 	170
<ol style="list-style-type: none"> 7. Purchase Child Safety Seats 	170
<ol style="list-style-type: none"> 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. 	2
<ol style="list-style-type: none"> 9. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals. 	16
<ol style="list-style-type: none"> 10. Hold quarterly meetings with countywide child passenger safety stakeholders to collaborate on events, share best practices, and leverage resources. 	4
<ol style="list-style-type: none"> 11. Collaborate with law enforcement agencies to increase public knowledge and awareness of child passenger safety. 	4
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.
- Finalize OTS related paperwork in order to receive funds.
- Train staff on program responsibilities and reporting procedures.
- Purchase safety supplies.
- Order educational materials needed to initiate programming.
- Create calendar of outreach, education and training events.

Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

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

- Complete ordering of safety supplies.
- Coordinate distribution of safety supplies.
- Conduct outreach, education and training events.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with “INTERNAL ONLY: DO NOT RELEASE” message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at

pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.

- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

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.
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-22	20.616	Occupant Protection	\$151,000.00

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-22	\$42.73	940	\$40,166.00
Benefits - Sr. Project Assistant	405b OP-22	\$40,166.00	1	\$17,693.00
Program Aide	405b OP-22	\$29.81	1,040	\$31,002.00
Benefits - Program Aide	405b OP-22	\$31,002.00	1	\$13,656.00
Student Professional Worker	405b OP-22	\$16.30	400	\$6,520.00
Overtime				
Educational Events OT	405b OP-22	\$5,200.00	1	\$5,200.00
Category Sub-Total				\$114,237.00
B. TRAVEL EXPENSES				
In State Travel	405b OP-22	\$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				
Child Safety Seats	405b OP-22	\$75.00	170	\$12,750.00
Educational Materials	405b OP-22	\$1,000.00	1	\$1,000.00
Office Supplies	405b OP-22	\$786.00	1	\$786.00
Printing/Duplication	405b OP-22	\$1,184.00	1	\$1,184.00
Office Space	405b OP-22	\$15,940.00	1	\$15,940.00
Storage	405b OP-22	\$2,850.00	1	\$2,850.00
Category Sub-Total				\$34,510.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$151,000.00

GRANT AGREEMENT

Schedule B-1

BUDGET NARRATIVE
<p>PERSONNEL COSTS</p> <p>Sr. Project Assistant - Oversees and manages the reporting, outreach, scheduling, vendor relations, and positions as described.</p> <p>\$42.73 x 940 Hours = \$40,166.20</p>
<p>Benefits - Sr. Project Assistant - TOTAL BENEFIT RATES 44.05%</p> <p>Retirement - 28.29%</p> <p>Health & Dental - 14.17%</p> <p>Medicare - 1.08%</p> <p>Employee Assistance - 0.01%</p> <p>Life Insurance - 0.01%</p> <p>Union Sponsored Benefits - 0.02%</p> <p>Unemployment Claims - 0.12%</p> <p>Workers Comp - 0.35%</p>
<p>Program Aide - Participates in all grant activities, including scheduling and conducting workshops, and transports and maintains inventory of child safety seats. Must be a certified Child Safety Technician. May be bi-lingual.</p> <p>\$29.81 x 1,040 Hours = \$31,002.40</p>
<p>Benefits - Program Aide - TOTAL BENEFIT RATES 44.05%</p> <p>Retirement - 28.29%</p> <p>Health & Dental - 14.17%</p> <p>Medicare - 1.08%</p> <p>Employee Assistance - 0.01%</p> <p>Life Insurance - 0.01%</p> <p>Union Sponsored Benefits - 0.02%</p> <p>Unemployment Claims - 0.12%</p> <p>Workers Comp - 0.35%</p>
<p>Student Professional Worker - Participates in all grant activities, provides clerical assistance, and maintains inventory. May be a certified Child Safety Technician. Does not receive any benefits.</p> <p>\$16.30 x 400 Hours = \$6,520</p>
<p>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.</p>
<p>TRAVEL EXPENSES</p> <p>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 Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>
<p>CONTRACTUAL SERVICES</p> <p>-</p>

EQUIPMENT -
OTHER DIRECT COSTS Child Safety Seats - Average cost not to exceed \$75 per seat (including booster seats) before the addition of sales tax, shipping and handling. Seats to be distributed during CPS checkups, appointments, fitting stations and traffic safety presentations. Infant only seats are not an allowable expense.
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.
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, flash drives, and desk top supplies such as pens, pencils, binders, folders, flip charts, easels, and clips. Excludes purchase of 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. Additional items may be purchased if approved by OTS.
Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.
Office Space - Costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the actual cost basis and proportional to the grant-related use of the space.
Storage - Secure offsite storage for child safety seats and bulk educational materials.
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.

CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS
(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)

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:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

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 Subgrantee-

- 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 sub agreement 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 in to. 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:	OP22006
Agency Name:	Los Angeles Housing and Community Investment Department
Grant Title:	Child Passenger Safety Program
Agreement Total:	\$151,000.00
Authorizing Official:	Abigail Marquez
Fiscal Official:	Lyndon Salvador
Grant Director:	Olivia E. Mitchell

CURRENT GEMS USER(S)

1. Carrie Hu

Title: Accountant I

Media Contact: No

Phone: (213) 774-7125

Email: carrie.hu@lacity.org

2. Olivia E. Mitchell

Title: Asst Chief Grants Admin

Media Contact: Yes

Phone: 213-808-8872

Email: olivia.mitchell@lacity.org

3. Jimmy Valenzuela

Title: Special Project Assistant

Media Contact: No

Phone: (213) 808-8962

Email: jimmy.valenzuela@lacity.org

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>		Date: Aug 16, 2021	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u>Olivia Mitchell</u>		olivia mitchell	
Signature		Name	
Aug 17, 2021		Grant Director	
Date		Title	

Grant Agreement - OP22006

Final Audit Report

2021-08-24

Created:	2021-08-09
By:	Elsie Machado (elsie.machado@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAACYGHyqly_78OvNEAnqojlySqVfioDwrY

"Grant Agreement - OP22006" History

-  Document created by Elsie Machado (elsie.machado@ots.ca.gov)
2021-08-09 - 6:56:55 PM GMT- IP address: 96.43.153.8
-  Document emailed to olivia mitchell (olivia.mitchell@lacity.org) for signature
2021-08-09 - 6:57:01 PM GMT
-  Email viewed by olivia mitchell (olivia.mitchell@lacity.org)
2021-08-09 - 6:57:03 PM GMT- IP address: 66.249.89.189
-  Document e-signed by olivia mitchell (olivia.mitchell@lacity.org)
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-  Document emailed to olivia mitchell (olivia.mitchell@lacity.org) for signature
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-  Email viewed by olivia mitchell (olivia.mitchell@lacity.org)
2021-08-16 - 5:38:33 PM GMT- IP address: 66.249.89.162
-  Document e-signed by olivia mitchell (olivia.mitchell@lacity.org)
Signature Date: 2021-08-17 - 4:42:04 PM GMT - Time Source: server- IP address: 161.149.63.239
-  Document emailed to Lyndon Salvador (lyndon.salvador@lacity.org) for signature
2021-08-17 - 4:42:06 PM GMT
-  Email viewed by Lyndon Salvador (lyndon.salvador@lacity.org)
2021-08-17 - 4:42:11 PM GMT- IP address: 66.249.89.191
-  Document e-signed by Lyndon Salvador (lyndon.salvador@lacity.org)
Signature Date: 2021-08-17 - 4:53:04 PM GMT - Time Source: server- IP address: 161.149.63.239
-  Document emailed to Abigail R. Marquez (abigail.marquez@lacity.org) for signature
2021-08-17 - 4:53:05 PM GMT

 Email viewed by Abigail R. Marquez (abigail.marquez@lacity.org)

2021-08-17 - 4:57:12 PM GMT- IP address: 66.249.89.162

 Document e-signed by Abigail R. Marquez (abigail.marquez@lacity.org)

Signature Date: 2021-08-19 - 2:14:47 AM GMT - Time Source: server- IP address: 161.149.63.239

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2021-08-19 - 2:14:49 AM GMT

 Email viewed by Carolyn Vu (carolyn.vu@ots.ca.gov)

2021-08-19 - 1:34:24 PM GMT- IP address: 98.255.192.50

 Document e-signed by Carolyn Vu (carolyn.vu@ots.ca.gov)

Signature Date: 2021-08-19 - 3:13:08 PM GMT - Time Source: server- IP address: 134.186.23.239

 Document emailed to Barbara Rooney (barbara.rooney@ots.ca.gov) for signature

2021-08-19 - 3:13:09 PM GMT

 Email viewed by Barbara Rooney (barbara.rooney@ots.ca.gov)

2021-08-24 - 5:39:44 PM GMT- IP address: 104.47.65.254

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

Signature Date: 2021-08-24 - 5:40:11 PM GMT - Time Source: server- IP address: 134.186.23.239

 Agreement completed.

2021-08-24 - 5:40:11 PM GMT

1. GRANT TITLE Pedestrian and Bicycle Safety Program	
2. NAME OF AGENCY Los Angeles	3. Grant Period From: 10/01/2021 To: 09/30/2022
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	
<p>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:</p> <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 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> <p style="text-align: right;"> <small>Olivia Mitchell (Aug 17, 2021 09:44 PDT)</small></p>	<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> <p style="text-align: right;"> <small>Abigail R. Marquez (Aug 18, 2021 19:12 PDT)</small></p>
(Signature)	(Date)
<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> <p style="text-align: right;"><u>Lyndon Salvador</u> <small>Lyndon Salvador (Aug 17, 2021 09:53 PDT)</small></p>	<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> <p style="text-align: right;"> <small>Barbara L. Rooney</small></p>
(Signature)	(Date)
(Signature)	(Date)

<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. SAM INFORMATION</p> <p>SAM #: W495UF8CWPQ5 REGISTERED ADDRESS: 1200 West 7th Street, Suite 900 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
402PS-22	20.600	0521-0890-101	2021	21/21	BA/21	\$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			DATE SIGNED			
			Aug 19, 2021			

1. PROBLEM STATEMENT

Eighty-four percent of adults travel to work by car. That is a problem for pedestrians and bicyclists in the City of Los Angeles, and for children and seniors, this fact presents a special problem. There are physical, mental, legal, environmental, and social and cultural norms that combine to make streets and sidewalks especially hazardous for these two groups. They share issues of mobility (too slow, too fast), sight (reduced and/or ignored), knowledge about street environments that are not designed for their personal safety (insufficient crossing lanes and short street crossing time), and economics (aged and used equipment, and failure to use safety equipment including helmets and individual illumination during low-light periods). Although pedestrian and bicyclist injuries and deaths are labeled "accidents" many could have been avoided and prevented by both the victims and by engineering improvements. In Los Angeles, the 2020 statistics for the number of pedestrians killed and injured in traffic crashes was 15 and 227, and the numbers for bicyclists at 3 and 101, respectively. Six of the pedestrians killed were over 65. Eleven of the pedestrians injured were under the age of 15, as were 6 of the injured bicyclists. The bike injuries for seniors tend to be more serious, usually resulting in a visit to the emergency room. Easy access to multi-lingual written and spoken information and education on best and legal navigation of city streets and byways by biking and walking is not widely discussed or available, and free safety supplies for low income families is not routinely distributed. Efforts should be conducted in underserved communities and coordinated in collaboration with community-based organizations.

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:

	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 traffic safety fairs and/or community events with an effort to reach individuals.	24
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, California's Pedestrian Safety Month and National Pedestrian Safety Month.	4
5. Conduct pedestrian and/or bicycle safety presentations at community groups with an effort to reach individuals.	20
6. Conduct pedestrian and/or bicycle safety presentations with an effort to reach youth.	36
7. Conduct pedestrian and/or bicycle safety courses with an effort to reach community members.	36

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.	1
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 Buses at schools with an effort to reach students.	8
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.	4
15. Conduct pedestrian Walking Field Trips with an effort to reach adults.	8
16. Conduct community outreach events with an effort to reach adults.	12
17. Collaborate with health care providers and/or senior centers to promote pedestrian safety.	8
18. Conduct pedestrian safety presentations with an effort to reach older adults.	24
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.	2
20. Distribute and properly fit bicycle helmets at bicycle rodeos, schools, workshops, and community events.	1,200
21. Purchase bicycle helmets	1,200
22. Conduct bicycle helmet inspections and make necessary adjustments at schools and community events.	8
23. Conduct community bicycle rides promoting safe bicycling in the community with an effort to reach bicyclists.	8
24. Hold quarterly meetings with countywide pedestrian and/or bicycle safety stakeholders to collaborate on events, share best practices, and leverage resources.	4
25. Collaborate with law enforcement agencies to increase knowledge and awareness of pedestrian and bicycle safety.	8
26. Conduct pedestrian Walking Field Trips or on-foot safety training with an effort to reach youth.	8
27. Conduct community engaged bicycle and/or walk audits at locations identified to have a high incidence of pedestrian and/or bicycle fatal or serious injury traffic crashes or "near misses".	8
28. Execute subcontract referenced in the budget. Upload a copy of the subcontract and procurement policy. Identify the subcontractor selection process utilized. If not yet executed, provide ETA.	1

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.
- Finalize OTS related paperwork in order to receive funds.
- Negotiate and finalize subcontract and purchase order agreements.
- Train staff on program responsibilities and reporting procedures.
- Purchase safety supplies.
- Order educational materials needed to initiate programming.
- Create calendar of outreach, education and training events.

Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the

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

- Complete ordering of safety supplies.
- Coordinate distribution of safety supplies.
- Conduct outreach, education and training events.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

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
402PS-22	20.600	State and Community Highway 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	402PS-22	\$42.73	1,140	\$48,712.00
Benefits - Sr. Project Assistant	402PS-22	\$48,712.00	1	\$21,458.00
Program Aide	402PS-22	\$29.81	1,040	\$31,002.00
Benefits - Program Aide	402PS-22	\$31,002.00	1	\$13,656.00
Student Professional Worker	402PS-22	\$16.30	1,000	\$16,300.00
Overtime				
Educational Events Overtime	402PS-22	\$3,000.00	1	\$3,000.00
Category Sub-Total				\$134,128.00
B. TRAVEL EXPENSES				
In State Travel	402PS-22	\$2,000.00	1	\$2,000.00
				\$0.00
Category Sub-Total				\$2,000.00
C. CONTRACTUAL SERVICES				
Community Outreach and Education	402PS-22	\$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	402PS-22	\$10.00	1,200	\$12,000.00
Bicycle Safety Equipment	402PS-22	\$9,000.00	1	\$9,000.00
Pedestrian Safety Equipment	402PS-22	\$5,000.00	1	\$5,000.00
Educational Materials	402PS-22	\$2,372.00	1	\$2,372.00
Office Supplies	402PS-22	\$1,000.00	1	\$1,000.00
Printing/Duplication	402PS-22	\$1,000.00	1	\$1,000.00
Office Space	402PS-22	\$14,000.00	1	\$14,000.00
Storage	402PS-22	\$4,500.00	1	\$4,500.00
Category Sub-Total				\$48,872.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$235,000.00

GRANT AGREEMENT

Schedule B-1

BUDGET NARRATIVE
<p>PERSONNEL COSTS</p> <p>Sr. Project Assistant - Oversees and manages the reporting, outreach, scheduling, vendor relations and positions as described.</p> <p>\$42.73 x 1,140 Hours = \$48,712</p>
<p>Benefits - Sr. Project Assistant - TOTAL BENEFIT RATES 44.05%</p> <p>Retirement - 28.29%</p> <p>Health and Dental - 14.17%</p> <p>Medicare - 1.08%</p> <p>Employee Assistance - 0.01%</p> <p>Union Sponsored benefits - 0.02%</p> <p>Unemployment Claims - 0.12%</p> <p>Worker's Comp - 0.35%</p>
<p>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 as needed.</p> <p>\$29.81 x 1,040 Hours = \$31,002</p>
<p>Benefits - Program Aide - TOTAL BENEFIT RATES 44.05%</p> <p>Retirement - 28.29%</p> <p>Health & Dental - 14.17%</p> <p>Medicare - 1.08%</p> <p>Employee Assistance - 0.01%</p> <p>Life Insurance - 0.01%</p> <p>Union sponsored benefits - 0.02%</p> <p>Unemployment Claims - 0.12%</p> <p>Workers Comp - 0.35%</p>
<p>Student Professional Worker - Assists at workshops and provides clerical assistance and service to staff and contracting agencies. Secures and distributes inventory and performs other functions as needed. The City will not be claiming benefits.</p> <p>\$16.30 x 1,000 Hours = \$16,300</p>
<p>Educational Events Overtime - Grant activities may be conducted by OTS-funded staff during non-traditional hours. Personnel may be deployed to participate in fairs and community events conducted in the evenings and/or weekends to better meet the needs of the community, especially working adults and school age children. The City will not be claiming overtime benefits.</p>
<p>TRAVEL EXPENSES</p> <p>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 Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>
<p>CONTRACTUAL SERVICES</p>

Community Outreach and Education - Up to five community-based organizations may be sub-contracted to provide educational workshops, events and experiences to children and adults, especially senior citizens. Specific requirements and amounts will be determined based on prior performance. Contracts may also be extended to production companies for specialized videos to support and enhance grant activities, including bicycle and pedestrian programs.

EQUIPMENT

-

OTHER DIRECT COSTS

Bicycle Helmets - Helmets to be distributed during bicycle rodeos and other bicycle safety related events. Cost per helmet not to exceed a maximum average price of \$10, before adding shipping, handling and tax. More expensive helmets may be purchased if preapproved by OTS.

Bicycle Safety Equipment - Safety items such as bicycle headlights/taillights, reflectors, reflective zipper pulls, 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.

Pedestrian Safety Equipment - Safety items 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.

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.

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, flash drives, and desk top supplies such as pens, pencils, binders, folders, flip charts, easels, and clips. Excludes purchase of 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. Additional items may be purchased if approved by OTS.

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

Office Space - Costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the actual cost basis and proportional to grant-related use of the space.

Storage - Secure offsite storage for safety equipment and bulk materials.

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.

CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS
(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)

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:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

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 Subgrantee-

- 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 sub agreement 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 in to. 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:	PS22006
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

Media Contact: No

Phone: (213) 774-7125

Email: carrie.hu@lacity.org

2. Olivia E. Mitchell

Title: Asst Chief Grants Admin

Media Contact: Yes

Phone: 213-808-8872

Email: olivia.mitchell@lacity.org

3. Jimmy Valenzuela

Title: Special Project Assistant

Media Contact: No

Phone: (213) 808-8962

Email: jimmy.valenzuela@lacity.org

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	
		2132494342	
Email address		Phone number	
Form completed by: <u>Olivia Mitchell</u>		Date: Aug 16, 2021	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u>Olivia Mitchell</u>		olivia mitchell	
Signature		Name	
Aug 17, 2021		Grant Director	
Date		Title	

Grant Agreement - PS22006

Final Audit Report

2021-08-24

Created:	2021-08-09
By:	Elsie Machado (elsie.machado@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA79cine53USEPhj04S_MeXwoLQ5yMuM2-

"Grant Agreement - PS22006" History

-  Document created by Elsie Machado (elsie.machado@ots.ca.gov)
2021-08-09 - 6:58:35 PM GMT- IP address: 96.43.153.8
-  Document emailed to olivia mitchell (olivia.mitchell@lacity.org) for signature
2021-08-09 - 6:58:41 PM GMT
-  Email viewed by olivia mitchell (olivia.mitchell@lacity.org)
2021-08-09 - 6:58:43 PM GMT- IP address: 66.249.89.187
-  Document e-signed by olivia mitchell (olivia.mitchell@lacity.org)
Signature Date: 2021-08-16 - 5:35:35 PM GMT - Time Source: server- IP address: 161.149.63.239
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2021-08-16 - 5:35:41 PM GMT- IP address: 66.249.89.189
-  Document e-signed by olivia mitchell (olivia.mitchell@lacity.org)
Signature Date: 2021-08-17 - 4:44:28 PM GMT - Time Source: server- IP address: 161.149.63.239
-  Document emailed to Lyndon Salvador (lyndon.salvador@lacity.org) for signature
2021-08-17 - 4:44:29 PM GMT
-  Email viewed by Lyndon Salvador (lyndon.salvador@lacity.org)
2021-08-17 - 4:44:34 PM GMT- IP address: 66.249.89.167
-  Document e-signed by Lyndon Salvador (lyndon.salvador@lacity.org)
Signature Date: 2021-08-17 - 4:53:43 PM GMT - Time Source: server- IP address: 161.149.63.239
-  Document emailed to Abigail R. Marquez (abigail.marquez@lacity.org) for signature
2021-08-17 - 4:53:45 PM GMT

 Email viewed by Abigail R. Marquez (abigail.marquez@lacity.org)

2021-08-17 - 4:53:47 PM GMT- IP address: 66.249.89.191

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Signature Date: 2021-08-19 - 2:12:48 AM GMT - Time Source: server- IP address: 161.149.102.22

 Document emailed to Carolyn Vu (carolyn.vu@ots.ca.gov) for signature

2021-08-19 - 2:12:49 AM GMT

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2021-08-19 - 1:33:54 PM GMT- IP address: 98.255.192.50

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Signature Date: 2021-08-19 - 1:34:15 PM GMT - Time Source: server- IP address: 98.255.192.50

 Document emailed to Barbara Rooney (barbara.rooney@ots.ca.gov) for signature

2021-08-19 - 1:34:16 PM GMT

 Email viewed by Barbara Rooney (barbara.rooney@ots.ca.gov)

2021-08-24 - 5:36:59 PM GMT- IP address: 104.47.65.254

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

Signature Date: 2021-08-24 - 5:39:35 PM GMT - Time Source: server- IP address: 134.186.23.239

 Agreement completed.

2021-08-24 - 5:39:35 PM GMT