County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

December 2, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

ACCEPT A GRANT AWARD FROM THE GOVERNOR'S OFFICE OF HOMELAND SECURITY FOR THE 2007 TRANSIT SECURITY GRANT PROGRAM SUPPLEMENTAL (ALL DISTRICTS) (4 VOTES)

SUBJECT

Approve and execute the attached Grant Assurances (Attachment I) and Resolution (Attachment II) authorizing the Sheriff of Los Angeles County to accept a grant award in the amount of $2,076,300, with a match of $450,500, for a total program cost of $2,526,800 for the 2007 Transit Security Grant Program Supplemental (TSGP).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Provide a wet signature on the Grant Assurances (Attachment I) as required by the Governor's Office of Homeland Security (OHS), as part of the application.

2. Execute attached Resolution (Attachment II), whereby your Board authorizes the Sheriff to accept and execute the Grant Award Agreement and all future amendments, modifications, extensions, and augmentations to said grant when necessary.

3. Approve an appropriation adjustment to increase the Los Angeles County Sheriff's Department's (Department) Patrol Budget Unit in the amount of $2,076,000 (Salaries and Employee Benefits - $1,801,000, Fixed Assets - $274,00 and Services and Supplies - $1, 000) for Fiscal Year 2008-09, to be fully offset by OHS funding, and authorize under the provisions of County Code Section 6.06.020

ordinance authority for the additional positions of one sergeant and six deputies to be formally established as part of the Department's Fiscal Year 2008-09 budget.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION

In October 2008, OHS notified the Los Angeles County Sheriff's Department (Department) of our grant fund allocation. The grant will provide $2,076,300 of Department of Homeland Security (DHS) funds administered by OHS, with a required match of $450,500, for a total program cost of $2,526,800.

The Department's program will be a regional partnership with the Orange County Sheriff's Department (OCSD) and members of the Regional Transit Security Working Group creating a multi-faceted, counter-terrorism operational team. The team will coordinate special operations throughout the regions of Los Angeles and Orange Counties.

These operations will consist of establishing random and unpredictable mobile screening points at highly populated or targeted depots and train stations, and conducting frequent drills and exercises.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the Los Angeles County Strategic Plan, Goal 1, Service Excellence; Goal 5, Children and Families' Well-Being; and Goal No. 8, Public Safety, by increasing the security within the rail and bus networks; thereby, reducing the risk of terrorist threats and improving the quality of life for the citizens in Los Angeles and Orange Counties.

FISCAL IMPACT/FINANCING

An Appropriation Adjustment, in the amount of $2,076,000, is requested to augment the Department's Patrol Budget Unit's Fiscal Year 2008-09. This amount will be fully offset by grant funds. A 25 percent in-kind match of $450,500 in salaries and employee benefits is required to receive grant funding.

Although this program began on October 1, 2007, funding was not available to the Department until October 2008. The program will commence upon the Board's approval and end on June 30, 2010. These funds provided by the TSGP will support the work of public transit agencies that operate rail and bus networks.

For TSGP awards, law enforcement agencies that are principal providers of transit security were eligible to accept funding.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

TSGP is one of five grant programs that constitute the OHS Infrastructure Protection Program (IPP). The IPP is one tool among a comprehensive set of measures authorized by Congress and implemented by the Administration to help strengthen the nation's critical infrastructure against risks associated with potential terrorist attacks.

This Board letter has been reviewed and the Resolution has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This grant award will have a positive impact on the Department's current services, especially the bus and rail systems and supports the efforts of counter-attacking terrorist threats.

The Department has made contact with each of the County justice departments. Only the Public Defender's office has indicated that an impact on their services cannot be determined.

CONCLUSION

Upon your Board approval, please instruct the Executive Office to return two copies of the adopted Board letter, two signed Grant Assurances (Attachment I), and two adopted Resolutions (Attachment II) to the Sheriff Department's Grants Unit.

Sincerely,

LEROY D. BACA
SHERIFF

ATTACHMENT #1

Office of Homeland Security

Grant Assurances

Name of Applicant: County of Los Angeles

Address: 822 Kenneth Hahn Hall of Administration

City: Los Angeles State: California Zip Code: 90012

Telephone Number: (213) 974-4444

Fax Number: (213) 626-6941

E-Mail Address: dknabe@bos.lacounty.gov

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Agrees to comply with financial and administrative requirements set forth in the current edition of the Office of Grant Operations (OGO) Financial Management Guide.

2. Agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.

3. Understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of G&T.

4. Agrees that federal funds under this award will be used to supplement but not supplant recipient or sub-recipient funds.

5. Further agrees to comply with the standards put forth in Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments.

6. Agrees that all allocations and use of funds under this grant will be in accordance with the Fiscal Year 2007 Transit Security Grant Program Guidelines and Application Kit and must support the goals and objectives in each agency's Security and Emergency Preparedness Plan (SEPP) and the approved Regional Traits Security Strategy (RTSS).

7. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.

8. The Department of Homeland Security (US-DHS) has elected to enter into cooperative agreements with recipients of FY 2007 Transit Security Grant Program Supplemental Funding (TSGP-SF) identified as Tier I regions within the FY 2007 TSGP Supplemental Funding Program Guidance and Application Kit. The nature of the Federal involvement in the execution of this program may range from joint conduct of a Tier I subgrant project to prior approval of a

new Tier I subgrant project or the next phase of an approved Tier I subgrant project. Examples of substantial involvement include the following:

a. Collaboration, participation, and/or intervention in any Tier I activity covered by the cooperative agreement;
b. Approval from US-DHS prior to the selection of a new Tier I subgrant project or commencement of the next phase of an approved Tier I activity if detailed performance specifications are not met;
c. Authority for US-DHS, to direct or redirect the scope of work of a Tier I subgrant project based on new circumstances; and,
d. Authority for US-DHS to create a working group of key Federal and private sector stakeholders to provide guidance and coordination for transit security activities.

9. The recipient may obligate, expend, or draw down no more than 5% of the total regional allocation available to eligible rail and intra-city bus transit systems until US-DHS/SLGCP has received the documents listed in a., b., and c., below; has received, reviewed, and approved the Regional Transit Security Strategy listed in d. below; and has issued a Grant Adjustment Notice (GAN) removing this special condition.

a. All of the Applicable Transit System Risk Assessments
b. All of the Applicable Security and Emergency Preparedness Plans
c. The Certification Regarding Regional consensus on Funding Allocations
d. The Regional Transit Security Strategy

10. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to:
    a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
    b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
    c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
    d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
    e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
    f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
    g. §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
    h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
    i. Title 28, Code of Federal Regulations, Part 42, Subparts C, D, E and G;
    j. Title 28, CFR, Part 35;
    k. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and
    l. The requirements on any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interested in real property acquired for project purposes regardless of federal participation in purchases.

12. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

13. Will comply with environmental standards which may be prescribed pursuant to the following:
    a. institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
    b. notification of violating facilities pursuant to EO 11738;
    c. protection of wetlands pursuant to EO 11990;
    d. evaluation of flood hazards in floodplains in accordance with EO 11988;
    e. assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
    f. conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
    g. protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and
    h. protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-206).

14. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et.seq.) related to protecting components or potential components of the national wild and scenic rivers system.

15. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).

16. Will comply with Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.

17. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the applicant's application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:

    a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by the federal or state government.
    b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

c. Separately account for interest earned on grant funds, and will return all interest earned, in excess of $100 per federal fiscal year.

18. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

19. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

20. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

21. Will comply, if applicable, with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

22. Will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

23. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub-agreements.

24. Is not itself, and will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

25. Agrees that:
    a. 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 making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
    b. If any other funds 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 an employee of Congress, or employee of a Member of Congress in connection with the federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
    c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under

grants and cooperative agreements, and subcontract(s) and that all sub recipients shall certify and disclose accordingly.

d. 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.

26. Agrees that equipment acquired or obtained with grant funds:
    a. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant.
    b. Is consistent with needs as identified in the Terrorism Annex to the State's Emergency Plan, and will be deployed in conformance with that plan.
    c. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.

27. Agrees that funds awarded under this grant will be used to supplement existing funds for program activities, and will not supplant (replace) non-federal funds.

28. Will comply with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-87 and A-133, E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements contained in Title 28, Code of Federal Regulations, Part 66, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

29. Will comply, and assure the compliance of all its subgrantees and contractors, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provision of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1, and all other applicable Federal laws, orders, circulars, or regulations.

30. Will comply with provisions of 28 CFR applicable to grants and cooperative agreements, including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunities Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 64, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

31. Will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of this project are not listed in the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal Grantor agency of the

receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

32. Will comply with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.

33. Will, in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds or race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.

34. Will provide an Equal Employment Opportunity Plan, if applicable, to the Department of Justice Office of Civil Rights within 60 days of grant award.

35. Will comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.

36. Will comply, if applicable, with the provision of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

37. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.

38. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent:_____

Printed Name of Authorized Agent: Don Knabe

Title: Chairman Date:_____

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR
County Counsel

By Michele Jackson
Deputy County Counsel

BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES

RESOLUTION

WHEREAS the Los Angeles County Board of Supervisors desires to undertake a certain project designated the "Los Angeles County Sheriff's Department's 2007 Transit Security Grant Program Supplemental" to be financed with funds made available through the Federal Department of Homeland Security administered by the Governor's Office of Homeland Security, State of California (hereafter referred to as OHS).

NOW, THEREFORE BE IT RESOLVED that the Sheriff of the County of Los Angeles is authorized to sign and accept on behalf of the Los Angeles County Board of Supervisors, Grant Award Agreements, from the OHS, including any extensions, amendments, modifications, contracts, or augmentations thereof, and any subsequent contract or grant renewal with the State in relation thereto.

BE IT FURTHER RESOLVED that the Sheriff of the County of Los Angeles agrees to the funding terms and conditions of OHS, including any amendment thereof.

IT IS AGREED that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The OHS disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant ex penditures controlled by this body.

IT IS ALSO AGREED that this award shall not be subject to local hiring freezes.

I DO HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Los Angel es County of Board of Supervisors in a meeting thereof held on the_____day of _____2008 by the follow ing:

Vote:

Ayes:

Noes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: _____ Date: _____

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
COUNTY COUNSEL

By: Michele Jackson
COUNTY COUNSEL

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S NO. 770

DEPARTMENT OF SHERIFF

December 2, 2008

AUDITOR-CONTROLLER

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

-- 4 VOTES --

FISCAL YEAR 2008-09

SOURCES		USES	
Sheriff's Department - Patrol Budget Unit A01-SH-90-9031-15681-15682 Federal Other -- Federal Grants Increase Revenue	$2,076,000	Sheriff's Department - Patrol Budget Unit A01-SH-1000-15681-15682 Salaries & Benefits Increase Appropriation	$1,801,000
		Sheriff's Department - Patrol Budget Unit A01-SH-2000-15681-15682 Services & Supplies Increase Appropriation	$1,000
		Sheriff's Department - Patrol Budget Unit A01-SH-6030-15681-15682 Fixed Assets Increase Appropriation	$274,000
TOTAL	$2,076,000	TOTAL	$2,076,000

JUSTIFICATION: Appropriation Adjustment to fund the 2007 Transit Security Grant Program Supplemental (TSGP) pursuant to grant #2007-0001, OES ID #037-91201, issued by the California Office of Homeland Security using Federal funds. Funding is under the 2007 Infrastructure Protection Program: Transit Security, and is awarded for the Special Operations Threat Interdiction Team project.

Conrad Meredith, Director, Financial Programs Bureau

CHIEF ADMINISTRATIVE OFFICER'S REPORT

cc: Cynthia Evans

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR -- ACTION ✓ RECOMMENDATION

BY Carolyn Nov. 18 2008

AUDITOR-CONTROLLER NO. 069

APPROVED AS REQUESTED ✓ AS REVISED

Nov. 19, 2008 S. Kikkawa

CHIEF EXECUTIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 20

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding $100,000

Department: Sheriff's Department

Grant Project Title and Description:

2007 Transit Security Grant Program Supplemental
The Sheriff's Department will partner with the Orange County Sheriff's Department and the Regional Transit Security working Group. This program supports the highest quality of law enforcement security within the bus and rail systems throughout Los Angeles and Orange Counties.

Funding Agency	**Program** (Fed. Grant # /State Bill or Code #)	**Grant Acceptance Deadline**
Governor's Office of Homeland Security (OHS)		

Total Amount of Grant Funding: $2,076,300 **County Match:** $450,500
Grant Period: 24-Months **Begin Date:** June 1, 2008 **End Date:** June 30, 2010
Number of Personnel Hired Under This Grant: **Full Time:** 7 **Part Time:** 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program? Yes X No __

Will all personnel hired for this program be placed on temporary ("N") items? Yes X No __

Is the County obligated to continue this program after the grant expires? Yes __ No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes __ No X

b). Identify other revenue sources Yes __ No X

(Describe)_____

c). Eliminate or reduce, as appropriate, positions/program costs funded by the grant. Yes X No __

Impact of additional personnel on existing space:

Other requirements not mentioned above: None

Department Head Signature Lee Baca **Date** 11/20/08