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

LEROY D. BACA, SHERIFF

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

79 DECEMBER 15, 2009

SACHI A. HAMAI
EXECUTIVE OFFICER

December 15, 2009

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 UNIVERSITY OF CALIFORNIA, BERKELEY, TRAFFIC SAFETY CENTER FOR THE SOBRIETY CHECKPOINT MINI-GRANT PROGRAM FOR FISCAL YEAR 2009-10 (FIFTH DISTRICT) (4 VOTES)

SUBJECT

Request Board approval for the Sheriff, as an agent for Los Angeles County (County), to sign and accept a grant award in the amount of $85,537.62 from the University of California, Berkeley, Traffic Safety Center (TSC), for the purpose of conducting a maximum of nine sobriety checkpoints within the Palmdale Sheriff's Station jurisdiction. The grant period is for 12 months commencing on October 1, 2009, and concluding on September 8, 2010.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Sheriff or his designee to accept a grant award document in the amount of $85,537.62 from the TSC Sobriety Checkpoint Mini-Grant Program for Fiscal Year (FY) 2009-10. There is no in-kind match requirement.

2. Delegate authority to the Sheriff or his designee to sign and execute the grant award agreement and all other necessary grant documents, including execution of modifications, amendments, extensions, augmentation, grant renewals, and other applicable grant documents.

3. Approve an Appropriation Adjustment to increase the Los Angeles County Sheriff's Department's (Department) Patrol Budget Unit in the amount of $86,000 (Salary & Employee Benefits) for FY 2009-10 to be fully offset by TSC funding.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Palmdale Sheriff's Station will conduct sobriety checkpoints, identified by the National Highway Traffic Safety Administration (NHTSA), during the Winter Holiday and Labor Day Mobilization. The Winter Holiday Mobilization period is December 16, 2009, through January 3, 2010; and the Labor Day Mobilization period is August 20, 2010, through September 6, 2010. In addition, Palmdale Sheriff's Station will be required to conduct a maximum of seven additional sobriety checkpoints in the months outside the mobilization periods.

The objective of the TSC Sobriety Checkpoint Program is to reduce the number of victims killed and injured in alcohol-related accidents. To successfully achieve this objective, the Department will utilize the grant funds for overtime to conduct sobriety checkpoint operations at more than one location within the Palmdale Sheriff's Station jurisdiction.

Implementation of Strategic Plan Goals

The TSC Sobriety Checkpoint Mini-Grant Program supports the County's Strategic Plan, Goal 2, Children, Family and Adult Well-Being, enrich lives through integrated, cost-effective, and client centered supportive services; and Goal 5, Public Safety, ensure that the committed efforts of the public safety partners continue to maintain and improve the safety and security of the people of the County by reducing the number of victims killed or injured in alcohol related accidents.

FISCAL IMPACT/FINANCING

The Palmdale Sheriff's Station's award will allow the Department to conduct up to nine sobriety checkpoints, on an overtime basis, commencing on October 1, 2009, and concluding on September 8, 2010.

There will be an Appropriation Adjustment to increase the Department's Patrol Budget Unit in the amount of $86,000 (Salary and Employee Benefits) for FY 2009-10 budget. This amount will be fully offset by grant funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

After a Statewide kick-off press event scheduled for December 2009, the Department will be required to issue a press release announcing the kick-off of this grant. For each checkpoint operation, Palmdale Sheriff's Station must develop and issue a press release to local community papers for each checkpoint operation. In addition, copies of all newspaper articles and short descriptions of broadcast news stories that relate to the checkpoint operations are to be sent to TSC.

This Board letter has been reviewed and the award documents have been approved, as to form, by County Counsel. Upon Board approval, the program will be in effect for a period of 12 months commencing October 1, 2009, and concluding on September 8, 2010.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Board letter was forwarded to the District Attorney's Office, the Public Defender's Office, and the Alternate Public Defender's Office for review. Prior to the Board filing, no impact statements were received from these departments.

This grant funding will have a positive impact on current services by reducing the number of injuries or deaths of victims caused by alcohol related accidents.

CONCLUSION

Upon Board approval, please return two individually certified copies of the Board adopted letter to the Department's Grant Unit.

Sincerely,

Lee Baca

LEROY D. BACA
SHERIFF

The Regents of the University of California
School of Public Health, Berkeley,
with Primary Funding from the
California Office of Traffic Safety

GRANT NUMBER
SC10304

GRANT

1. Title of Program

SOBRIETY CHECKPOINT MINI-GRANT PROGRAM FOR 2009-2010

2. Name of Applicant Agency

LOS ANGELES, COUNTY OF (CONTRACT CITY: PALMDALE)

3. University of California Berkeley, Traffic Safety Center

DAVID RAGLAND, PRINCIPAL INVESTIGATOR, UC BERKELEY TRAFFIC SAFETY CENTER

4. Period of Contract

Month - Day - Year

From: **10/01/09**
To: **09/08/10**

5. Description of Program

The goal of the Sobriety Checkpoint Mini-Grant Program For 2009-2010 is to reduce the number of victims killed and injured in alcohol-impaired crashes in participating cities. The period of this grant contract ("Contract"), October 01, 2009 to September 08, 2010, encompasses two national mobilization periods: the Winter Holiday Mobilization period, December 16, 2009 - January 03, 2010 and the Labor Day Mobilization period, August 20, 2010 - September 06, 2010. The **Los Angeles County Sheriff's Department** will conduct sobriety checkpoints in **Palmdale** in accordance with this Contract. The Contract includes the attached Schedule A - Descriptions, Schedule B - Detailed Budget Estimate, Schedule B-1 - Budget Narrative, and Schedule C - Terms and Conditions.

6. Federal Funds Allocated Under This Grant Shall Not Exceed: **$85,537.62**

7. Approval Signatures (By signing this page, Agency agrees to the terms and conditions which follow and are attached)

A. The Regents of the University of California Authorized Signature

Name: **Jyl Baldwin** **Phone:** 510-642-8110

Title: Associate Director, SPO **Fax:** 510-643-8236

Address: UC Berkeley Sponsored Projects Office
2150 Shattuck Avenue, Suite 313
Berkeley, CA 94704-5940

Email: jbaldwin@berkeley.edu

(Signature) *(Date)*

B. Authorizing Official For Applicant Agency

Name: **Leroy D. Baca** **Phone:** (323) 526-5000

Title: Sheriff **Fax:** (323) 415-1000

Address: 4700 Ramona Boulevard
Monterey Park, CA 91754

Email: ldbaca@lasd.org

Leroy D. Baca 11-30-09
(Signature) *(Date)*

C. Agency Office Authorized to Receive Payments

Agency: **Los Angeles, County of (Contract City: Palmdale)** **Phone:** (323) 526-5212

Office: Los Angeles County Sheriff's Department/ Grants Accounting

Address: 4700 Ramona Boulevard
Monterey Park, CA 91754

Tax ID #: 95-6000927
Contact Person: Cyndi Taylor
Email: cjtaylor@lasd.org

D. Optional: Individuals Authorized to Sign Claims (in addition to the Authorizing Official for Applicant Agency)

Name: Teri Wilhelm **Title:** Finance Director

Teri L Wilhelm 11-24-09
(Signature) *(Date)*

Name: William Dibble **Title:** Asst. Finance Director

11/17/09
(Signature) *(Date)*

approved as to Form
Michele Jackson
Deputy County Counsel

Schedule A - Description
Sobriety Checkpoint Mini-Grant Program For 2009-2010

GOALS

1. To reduce the number of victims killed in alcohol-impaired crashes.
2. To reduce the number of victims injured in alcohol-impaired crashes.
3. To reduce nighttime (2100 hours to 0259 hours) single vehicle fatal crashes.
4. To reduce nighttime (2100 hours to 0259 hours) single vehicle injury crashes.
5. To reduce hit and run fatal crashes.
6. To reduce hit and run injury crashes.

AGENCY OBJECTIVES

1. To conduct a total of 9 sobriety checkpoints by September 6, 2010 (minimum one checkpoint per mobilization).

   NOTE: For combination DUI/ Driver's License (DL) checkpoints, applicant agencies must issue press releases that indicate DLs will be checked at the DUI/DL checkpoint. According to the Attorney General's Office, all DUI/DL checkpoint operations must post signs reading "DUI/Driver's License Checkpoint Ahead."

   To maximize effectiveness, it may be necessary to conduct a checkpoint operation at more than one location on any evening. Each checkpoint should be highly publicized and visible. No occupant restraint citations will be issued at the checkpoints. **The Office of Traffic Safety (OTS) does not fund or support independent DL checkpoints or DUI/Driver License checkpoints operating before 1800 hours.**

   Notify the Traffic Safety Center (TSC) in advance if the agency: a) cannot conduct a minimum of one checkpoint during each of the two mobilization periods, b) wishes to conduct additional checkpoints than those listed in Schedule B.

2. To complete TSC's pre-operational training for the project coordinator or designee (e.g. Sergeant). A representative(s) from the applicant agency's finance department should also complete the training.

3. To collect and report data on-line for checkpoints conducted during the Winter and Labor Day mobilization periods and submit the data by the deadlines established by the TSC.

4. To collect and report data on-line for checkpoints conducted outside the mobilization periods and to submit the data by the end of the applicable quarter(s).

5. Prepare claims in accordance with Schedule B-1- Budget Narrative. NOTE: All sobriety checkpoints identified for funding reimbursement in this Contract are over and above other checkpoints that may be included in another OTS grant for sobriety checkpoint funding.

Leroy D. Baca
LEROY D. BACA

Schedule A - Description (continued)
Sobriety Checkpoint Mini-Grant Program For 2009-2010

MEDIA OBJECTIVES

1. After the statewide kick-off press event, issue a press release announcing the kick-off of this grant, using the OTS kick-off press release template provided by TSC.
2. During the mobilization periods (December 16 - January 3 and August 20- September 6), if an AVOID media campaign is active in the county, notify the AVOID Coordinator of checkpoint locations, dates and times as early as possible in advance of all planned checkpoints. The AVOID Coordinator will issue press releases including checkpoints conducted during the mobilization periods to all major media outlets in the region.
3. For each checkpoint operation, issue a press release to local community papers using the OTS template provided by TSC. If multiple checkpoints are to be conducted within a seven-day period, develop and distribute a single press release covering all operations within the seven-day period. When using the OTS press release template provided by TSC, forward press releases, media advisories, alerts, and other press materials to TSC concurrently with distribution to the media. If any other press release format or copy is used, submittal of the press release to the OTS Public Information Officer at pio@ots.ca.gov is required for his review at least 14 days in advance of the operation. The approved press releases must also be sent to the TSC.
4. Use NHTSA's DUI tagline, "Drunk Driving. Over the Limit. Under Arrest" and use OTS's tagline "Report Drunk Drivers. Call 911" on all news releases and checkpoint publication materials.
5. Submit to the TSC copies of all newspaper articles and short descriptions of broadcast news stories which relate to checkpoint operations or results.

METHOD OF PROCEDURE

Phase I: Program Preparation (October 01, 2009 – November 30, 2009)

1. Review the Contract to ensure compliance with Contract provisions.
2. Submit a signed contract to the TSC.
3. Consult the TSC and OTS web sites and read TSC Fact Blasts for directions and information on the operation of the checkpoints.
4. Notify the TSC of any changes in contact information. The Contract and the purchase order (and Fact Blasts) are emailed to the contact person listed in the agency application.
5. Complete TSC's pre-operational training.
6. Plan checkpoint staffing, i.e., supervisors, officers, clerical staff, or community service officers as needed to staff each sobriety checkpoint on an overtime basis.
7. To propose changes to the mini-grant funded work or deliverables, send a written request to the TSC to seek approval.

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Schedule A - Description (continued)
Sobriety Checkpoint Mini-Grant Program For 2009-2010

Phase II: Mobilization (12/16/09– 01/03/10 and 08/20/10 – 09/06/10)

8. After the statewide kick-off press event in December, issue a press release announcing the kick-off of this grant, using OTS kick-off press release template provided by TSC.
9. If an AVOID media campaign is active in your county, notify your AVOID Coordinator of checkpoint locations, dates and times as early as possible in advance of all planned checkpoints. The AVOID Coordinator will issue press releases including checkpoints conducted during the mobilization periods to all major media outlets in the region.
10. For each checkpoint operation, issue a press release to local community papers using the OTS template provided by TSC. If multiple checkpoints are to be conducted within a seven-day period, develop and distribute a single press release covering all operations within the seven-day period. When using the OTS press release template provided by TSC, forward press releases, media advisories, alerts, and other press materials to TSC concurrently with distribution to the media. If any other press release format or copy is used, submittal of the press release to the OTS Public Information Officer at pio@ots.ca.gov is required for his review at least 14 days in advance of the operation. The approved press releases must also be sent to the TSC.
11. Use NHTSA's DUI tagline, "Drunk Driving. Over the Limit. Under Arrest" and use OTS's tagline "Report Drunk Drivers. Call 911" on all news releases and checkpoint publication materials.
12. Submit to the TSC copies of all newspaper articles and short descriptions of broadcast news stories which relate to checkpoint operations or results.
13. Plan roll call training for officers, staff, or volunteers. Roll call training costs are not reimbursable; they must be borne by the agency.
14. Deploy designated staff (and volunteers) to the checkpoint locations.
15. Begin the checkpoint no earlier than 1800 hours.
16. The last checkpoint must be conducted no later than September 06, 2010.

Phase III: Post Operational Data Collection (at the end of each mobilization period and each applicable calendar quarter)

17. Submit post-operational data on-line for checkpoints conducted during the Winter Holiday and Labor Day mobilizations. Submit data by the TSC deadlines.
18. Submit post-operational data on-line for checkpoints conducted outside the mobilization periods. Submit the data by the end of the applicable quarter. If multiple checkpoints are conducted during the quarter, summarize (total) the checkpoint statistics.

Phase IV: Claim Submission (at the end of the applicable calendar quarter)

19. Compile actual overtime costs incurred for operating the grant-funded checkpoints.
20. Download the claim form from the TSC web site at: http://www.tsc.berkeley.edu/checkpointminigrants/.
21. Complete the claim form for the applicable quarter in accordance with Schedule B – Detailed Budget Estimate and Schedule B-1 – Budget Narrative.
22. Mail the claim forms for the quarter, the personnel overtime slips and the ledger report to the TSC following the end of the applicable calendar quarter.

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Schedule B - Detailed Budget Estimate
Sobriety Checkpoint Mini-Grant Program For 2009-2010

The **Los Angeles, County of (Contract City: Palmdale)** will conduct a total of **9** sobriety checkpoints in **Palmdale** as described in Table B below.

Table B

	Number of Checkpoints	Maximum Allowed Cost / Checkpoint	Total Cost
Winter Holiday Mobilization, December 16, 2009 – January 03, 2010 (minimum one checkpoint)	1	$9,504.18	$9,504.18
Labor Holiday Mobilization, August 20, 2010 – September 06, 2010 (minimum one checkpoint)	1	$9,504.18	$9,504.18
Number of checkpoints outside the mobilization periods	7	$9,504.18	$66,529.26
Total Number of Checkpoints	**9**	**Maximum Reimbursable Amount (Grant Total)**	**$85,537.62**

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Schedule B-1 - Budget Narrative
Sobriety Checkpoint Mini-Grant Program For 2009-2010

Los Angeles, County of (Contract City: Palmdale) will be reimbursed for overtime personnel costs to conduct the checkpoints.

Overtime reimbursement will reflect actual costs (overtime hourly rate and overtime benefit rates) of the personnel conducting the appropriate operation(s) up to the amount of the approved cost per check point and the grant total stated in Schedule B- Detailed Budget Estimate. Other direct costs are not reimbursable. Indirect costs are not reimbursable.

Only benefits earned as a percentage of hourly pay are allowed. Benefit costs for overtime hourly rates are always lower than benefit costs for regular hourly rates.

Budgeted grant activities will be conducted by personnel on an overtime basis. Grant-funded operations may be conducted by personnel such as an Officer, Sergeant, Corporal, Deputy, Community Service Officer, Dispatcher, Clerical/Administrative, etc. depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives. Costs for preparing claims are not reimbursable.

Reimbursements are contingent upon the following (note: exceptions must be approved by the TSC):

i. The applicable post-operational data have been submitted using the TSC's on-line reporting system.
ii. A press release for each checkpoint has been submitted (if multiple checkpoints are conducted within a seven-day period, a press release for the seven-day period has been submitted).
iii. The claim form is correctly filled out, using the TSC Excel-based form.
iv. The claim amounts do not exceed the limits set forth in *Schedule B –Detailed Budget Estimate.*
v. The information in the overtime slips and the ledger report are consistent and fully support the claim.
vi. A ledger report(s) supporting the claim amount is attached to the claim. Only source documents are accepted to support the claim amount. Explanatory documentation such as spreadsheets may be submitted to provide additional information but cannot be accepted in lieu of a ledger report(s).
vii. *Contract cities only*: A contract city must also provide the Sheriff's Department's invoice to the contract city for the checkpoint overtime costs described in the contract city's claim. The invoice (or an attachment to the invoice) must contain the contract rates that are the basis for the Sheriff's Department's invoiced amount. With the exception of contract cities in San Diego County, the contract city must provide a ledger report showing payment of the invoice amount (San Diego County must provide a ledger report reflecting actual rates).
viii. The claim is signed by the Authorizing Official (Box B of the grant cover page) or Individuals Authorized to Sign Claims (Box D) as designated in the grant cover page.
ix. Changes in the Authorizing Official of the Applicant Agency or the designation of any other additional individual(s) to sign claims are documented in accordance with TSC documentation requirements.
x. The claim is submitted no later than October 15, 2010.

LEROY D. BACA

Schedule C - Terms and Conditions
Sobriety Checkpoint Mini-Grant Program For 2009-2010

A. INDEMNIFICATION

Applicant Agency agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, the Regents of the University of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Applicant Agency in the performance of this Contract.

B. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of the State of California.

C. NON-ASSIGNABILITY

The obligations of the applicant agency under this Contract are not assignable to any third party.

D. USE OF UNIVERSITY NAME/TRADEMARKS

Applicant Agency shall not use the name of the University of California, or any abbreviation thereof, or any name of which "University of California" is a part, or any trademarks of the University, in any commercial context, such as may appear on products, in media (including web sites) and print advertisements in cases when such use may imply an endorsement or sponsorship of the Applicant Agency, its products, or services. All uses of the University's name and trademarks, therefore, must first receive prior written consent of The Regents of the University of California through the Office of Marketing & Business Outreach. This policy is in compliance with the State of California Education Code Section 92000.

E. TERMINATION

Each party has the right to suspend, terminate or abandon the execution of any work by the Applicant Agency without cause at any time upon giving prior written notice. In the event that this Contract is suspended, terminated, or abandoned, the Regents of the University of California shall pay the Applicant Agency for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. Said payment shall be computed in accordance with Schedules B and B-1, provided that the maximum amount payable to the Applicant Agency for its services shall not exceed the Grant Total on Schedule B for services provided hereunder prior to the effective date of suspension, termination, or abandonment.

F. STATE OF CALIFORNIA TERMS, CONDITIONS, AND CERTIFICATIONS

Applicant Agency agrees to abide by the General Terms, Conditions, and Certifications contained in OTS Grant Program Manual, Chapter 6, Exhibit 6-A www.ots.ca.gov.

LEROY D. BACA

PINK (1)

BA FORM 09/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 770

DEPARTMENT OF SHERIFF

December 1. 2009

AUDITOR-CONTROLLER:
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 09-10

4 - VOTES

SOURCES		USES	
Sheriff's Department - Patrol Budget Unit A01-SH-90-9031-15681-15682 Federal Grants Increase Revenue	$86,000	Sheriff's Department - Patrol Budget Unit A01-SH-1000-15681-15682 Salaries & Employee Benefits Increase Appropriation	$86,000

SOURCES TOTAL: $ 86,000

USES TOTAL: $ 86,000

JUSTIFICATION

Appropriation Adjustment to fund the TSC Sobriety Checkpoint Mini-Grant Program for 2009-2010, pursuant to grant #SC10304, issued by the University of California - Berkeley, Traffic Safety Center (TSC). The TSC is administering Sobriety Checkpoint mini-grant funds provided by the California Office of Traffic Safety (OTS), using Federal funds. The Catalogue of Federal Domestic Assistance (CFDA) number is 20.600.

AUTHORIZED SIGNATURE Conrad Meredith, Director, Financial Programs

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

#79 DEC 15 2009

SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

☐ ACTION

☑ RECOMMENDATION

☑ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

AUDITOR-CONTROLLER BY Karen Shikawa

B.A. NO. 047 Nov 10 2009

CHIEF EXECUTIVE OFFICER BY Sheel Nell

November 10 2009

SEND 6 COPIES TO THE AUDITOR-CONTROLLER